

Appendix 2a: Application for Recognition of CPD Guide

The **Application for Recognition of CPD Form** provides a means for coaches to gain recognition for CPD that is done using means other than through Coaching Matters Events and the list of Recognised CPD courses. For example it could be used to record and recognise in-house training done through the club or employer, development through mentoring or shadowing senior coaches.

Completing the Application for Recognition of CPD

For an application to be considered the coach must complete Sections 1 and 4 and at least one of Sections 2 and 3, depending on development activity being recorded.

Please provide as much detail as possible to enable us to understand what you have been doing. Please enter accurate personal and contact details in Section 1 to enable us to record your CPD correctly and contact you about your submission if necessary.

What activities can be logged using this form?

Training courses, in-house training, mentored practice, shadowing senior coaches and self-lead research are some examples of activities which coaches might undertake as part of their ongoing development and can be logged in Sections 2 & 3.

What are Development Outcomes?

For each record of development you will need to identify the learning objectives of the activity i.e. what were you aiming to learn or develop by taking part in the activity.

For Coaching Aspects (Section 2) the development outcomes should show progression of the coach's technical abilities (what to coach), understanding and application of the coaching process (how to coach), or , where the coach also holds an assessing or leadership role, assessing and/or leadership abilities as relevant.

For Safe Practice (Section 3) the development outcomes should show progression in the areas of water safety, risk management and keeping up to date with current legislation and guidelines on ensuring the safety of participants

What evidence can be used to validate the record?

Certificates, a relevant reference and confirmation from the training leader are some examples of evidence that can be used to support the **Application for Recognition of CPD**.

When completing Sections 2 & 3 please identify the evidence that will be used for each entry and submit these together with the form.

What happens next?

Each application is reviewed to ensure that the content supplies evidence of development in Coaching Aspects and/or Safe Practice. If it meets these requirements the coach's record will be updated and their revalidation extended for an 18 month or 3 year period as relevant. The coach will then be informed of their new CPD Validity date.

If you have any further queries please contact your Home Nation Coaching Office.