|  |  |  |  |
| --- | --- | --- | --- |
| (This document should be used in conjunction with “Guidelines for using CDPI Standard Programme Template”.  The numbers included here in brackets reference the appropriate section in these guidelines)  (All text in brackets should be deleted or overwritten)  (1.1 – Delete this text, and above, and add your NGB’s Logo here) | | | |
| **(1.2 - Insert the name of your National Governing Body)** | | | |
| (1.3 - Insert the Name of this Award) | | | |
| (1.4) This document sets out(…….) | | | |
| Version | | Date Issued :- | |
| (1.5 Version number) | | (Date this version issued) | |
| (1.6 - Insert the name of your NGB) | | | |
| (Insert the correspondence address for your NGB) | | | |
| Phone Number:- | (Insert the phone number for your NGB) | | |
| e-mail:- | (Insert the email address for your NGB) | | |
| Website:- | (Insert the web address for your NGB) | | |
|  | | | |
|  | | | **Coach Development Programme for Ireland** |
| **(1.7 - Sports Coach Framework / Adventure Sports Framework)** |
| **Level (0,1,2,3)** |

**Coach / Instructor Pathway**

(2.0 - Insert a diagram of your NGB’s coaching / instructor framework / ladder)

Indicates   
Proposed Course or Course Under Development

**(Name of Award)**(Describe what this coach does)

**(Name of Award)**(Describe what this coach does)

**(Name of Award)**(Describe what this coach does)

**(Name of Award)**(Describe what this coach does)

**(Name of Award)**(Describe what this coach does)

|  |  |  |
| --- | --- | --- |
| **Role** | | |
| (3.1 - Describe what will this coach / Instructor be doing and with whom?) | | |
| **Qualification** | | |
| (3.2 - What is the full title of the qualification as it will be publicised) | | |
| **Format of training programme** | | |
| (3.3 - Provide a broad outline of the training & certification programme.) | | |
| **Entry requirements** | | Evidence |
| (3.4 - What does a coach / instructor need to be, or able to do before they can get onto this programme?) | | (3.5 - Describe how they are required to prove each required element?) |
| **Methodology** | | |
| (3.6 - Describe how this programme is going to be delivered?) | | |
| **Facilities & equipment required** | | |
| (3.7 - Identify what facilities & equipment are required to deliver this programme?) | | |
| **Support documents, materials and resources** | | |
| *Document title* | *Document role* | |
| (3.8 - List the documents, materials & resources that will be used to support the planning and delivery of this programme) | (Describe what each of these documents, materials & resources does.) | |
| **Who will run & assess this course** | | |
| (3.9 - List the qualifications required by the people who will run this programme?  If different from above, list the qualifications required by the people who will assess coaches / instructors participating in this programme.) | | |
| **Assessment** | | |
| (3.10 - Outline how it will be possible to tell when a coach / instructor has completed all elements of the training to a sufficient standard?  A detailed description of assessment standards and process should be included later in this document (Assessment Criteria & Methodology) | | |
| **Appeals** | | |
| (3.11 - Describe the process for appealing the result of a programme / assessment or identify where to find information on the appeals process.) | | |
| **Certification** | | |
| (3.12 - Describe what certification the candidate will receive and who it will be issued by? ) | | |
| **Conditions on validity of certification & revalidation processes** | | |
| (3.13 - Identify how long the certificate is valid for?  Identify any conditions to the certificate remaining current / valid.  Describe what the coaches need to do in order to revalidate their qualification?) | | |
| **Recognition of prior learning.** | | |
| (3.14 - Describe how candidates may get recognition of prior learning to enable entry to the programme or exemption from part or all of the programme ) | | |
| **Progression** | | |
| (3.15 - Describe what routes exist for the coach / instructor to progress their education & qualifications? | | |
| **Transferability** | | |
| (3.16 – Where they exist, use this section to describe any arrangements that exist for recognition of this qualification into other fields within your NGB, into other NGBs in this sport or other sports or identify where coaches / instructors can find out about these arrangements? | | |
| **Access & Inclusion** | | |
| (3.17 - Outline your organisation’s policy with respect to access and inclusion for this coach / instructor programme and / or where Learners can get more information on these.) | | |

(4.0 - Programme Syllabus)

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **Section heading** | *The Instructor / Coach will be able to …….* | *Secondary outcomes* |
| 1.1 | (Heading) |  |  |
|  |  |  |  |
|  |  |
| **2** | **Section heading** | *The Instructor / Coach will be able to …….* | *Secondary outcomes* |
| 2.1 |  |  |  |
|  |  |  |  |

(5.0 – Sample Course programme )

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Day** | **1** |  |  |  |  |  |
| *Time*  *Start*  *Finish* | *Time allowed*  *(minutes)* | *Session* | *Primary Objectives*  *By the end of this session participants will;* | *Secondary Objectives*  *By the end of this session participants will also:* | *Delivery method* | *Record / Evidence* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Day** | **2** |  |  |  |  |  |
| *Time*  *Start*  *Finish* | *Time allowed*  *(minutes)* | *Session* | *Primary Objectives*  *By the end of this session participants will;* | *Secondary Objectives*  *By the end of this session participants will also:* | *Delivery method* | *Record / Evidence* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Objective**

Identify what you are seeking to do when assessing coaches / instructors

**Method**

Describe

* how the assessment is to be undertaken?
* who is going to assess the candidates?
* What the possible outcomes are (pass, fail, defer etc.) and when they are to be used?

**Criteria for Certification as a (name of award)**

|  |  |  |  |
| --- | --- | --- | --- |
| In order to qualify as (name of award) the participant must…. | This competency is covered under the following programme outcomes.. | These are measured / assessed by…. | From which the following records / evidence are produced…. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Checklists**

Do you have checklist for use during the assessment process? If so, include them as well as a description on when, who and how they are to be used.

|  |  |
| --- | --- |
| (Skill / Knowledge / Experience) | |
| Objective | Why is this skill, knowledge or experience required prior to this Instructor / Coaching course? |
| Method | How are these to be acquired and measured?  How long is this going to take? |
| Assessment / Evidence | What are the specific skills, knowledge or experience to be measured and what evidence is to be gathered? |

|  |  |
| --- | --- |
| (Skill / Knowledge / Experience) | |
| Objective | Why is this skill, knowledge or experience required prior to this Instructor / Coaching course? |
| Method | How is this going to be measured? |
| Assessment / Evidence | What are the specific skills, knowledge or experience to be measured and what evidence is to be gathered? |

|  |  |
| --- | --- |
| (Skill / Knowledge / Experience) | |
| Objective | Why is this skill, knowledge or experience required prior to this Instructor / Coaching course? |
| Method | How is this going to be measured? |
| Assessment / Evidence | What are the specific skills, knowledge or experience to be measured and what evidence is to be gathered? |

|  |  |  |
| --- | --- | --- |
| **Skills based coaching sessions** | | |
|  | Session title | Session allocated to…. (Name of Coach / Instructor) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| **Knowledge based coaching sessions** | | |
|  |  | Session allocated to…. (Name of Coach / Instructor) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |