|  |  |  |  |
| --- | --- | --- | --- |
| **NGB** |  | | |
| **Award** |  | | |
| **CDPI Framework** |  | | |
| **CDPI Level** |  | | |
|  | **Name** | **Phone** | **Email** |
| **NGB Contact** |  |  |  |
| **SI Lead Officer (SILO)** |  |  |  |
| **SI QA Contact (SIQA)** |  |  |  |

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| **Programme Evaluation** | To be completed by | Date completed |
| Programme descriptor / syllabus: |  |  |
| * has been developed and submitted to Lead Officer in Sport Ireland on standard CDPI programme template | NGB |  |
| * Includes mapping onto relevant CDPI Framework & level | SILO |  |
| * Includes appropriate assessment criteria & methodology | SILO |  |
| * Approved for pilot1 | SILO |  |
| * Electronic copy of syllabus and assessment details provided to SI QA Contact | SILO |  |
| Guidelines for Coach/Instructor/Leader Developers running programme |  |  |
| * have been developed and submitted to Lead Officer in Sport Ireland | NGB |  |
| * Approved for pilot1 | SILO |  |
| Programme materials for use by participants |  |  |
| * have been developed and submitted to Lead Officer in Sport Ireland | NGB |  |
| * Approved for pilot1 | SILO |  |
|  | | |
| 1 All programmes from 2019 onwards must be reviewed and approved by External Evaluators prior to piloting. External Evaluators will be assigned by Sport Ireland | | |
|  | | |
| **Programme registration & certification processes** | | |
| NGB Coaching Contact has attended database training with Sport Ireland | SIQA |  |
| Certificate; |  |  |
| * Design has been developed & agreed | SIQA |  |
| * In production | SIQA |  |
| NGB has identified process for |  |  |
| * Development of annual schedule of programmes | NGB |  |
| * Promotion / communication of programmes | NGB |  |
| * Selection of appropriate venues | NGB |  |
| * Programme Registration on Sport Ireland Database | NGB |  |
| * Distribution of programme materials | NGB |  |
| * Collation, processing & storage of course records, results (& and if applicable portfolios) | NGB |  |
| * Notifying Sport Ireland of participant details & results | NGB |  |
| * Certification | NGB |  |
|  | | |
| **Pilot programme - set up** | | |
| Pilot programme registered on Sport Ireland database with following identified |  |  |
| * Appropriate Coach/Instructor/Leader Developer(s) | NGB |  |
| * Course Director | NGB |  |
| * Appropriate timeframe | NGB |  |
| Sport Ireland course code assigned to course and confirmed via email | SIQA |  |
| Sport Ireland Lead Officer notified of course | NGB |  |
| Programme Monitor assigned to review pilot | SILO |  |
| Evaluation timeframe/process agreed & communicated to delivery team | NGB |  |
|  | | |
| **Pilot programme - delivery** | | |
| Pilot programme run | NGB |  |
| Programme Monitor attended & evaluation completed | SILO |  |
|  | | |
| **Pilot programme – follow up** | | |
| Course completion form completed & submitted to Sport Ireland | NGB |  |
| Assessment evidence collated and submitted to Sport Ireland QA contact | NGB |  |
| Assessment evidence reviewed by Sport Ireland and certificates issued to NGB | SIQA |  |
| Print names and date on certificates and issue to participants | NGB |  |
|  | | |
| **Pilot programme – Evaluation** | | |
| Review Programme Monitor’s report | SILO/NGB |  |
| Action items completed satisfactory | SILO |  |
| Programme documentation revised and provided to Sport Ireland | NGB |  |
| Validation period for programme agreed. | SILO/NGB |  |
| Sport Ireland Coaching Committee notified of new award | SILO |  |

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| **Sport Ireland QA Officer** | |
| **Name** | **Email** |
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| Deirdre Morrissey | [dmorrissey@sportireland.ie](mailto:dmorrissey@sportireland.ie) |

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