|  |  |
| --- | --- |
| **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** |
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| Deirdre Morrissey | dmorrissey@sportireland.ie  |

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