**Self-Evaluation Report for CDPI Programmes**

**September 2021**

*This report should be used to review programmes that want to be recognised on the Coaching Development Programme for Ireland (CDPI). The programme should be reviewed against each of the CDPI approval criteria identified below. The report should be completed by the NGB Coaching Contact and the relevant Sport Ireland Coaching Lead Officer and any additional follow-up work completed before the programmes goes for external evaluation.*

*The following documents must be in place before the self-evaluation is conducted:*

* Completed CDPI Programme Descriptor Template
* Coach Developer Resources i.e. any resources/materials provided to Coach Developers to help deliver the programme
* Typical timetable for training and assessment
* Assessment strategy including methodology and criteria
* Any other relevant materials e.g. learner notes/handbook

**Programme Details**

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| **Programme Name:** |  |
| **Proposed CDPI Award and Level:** |  |
| **Date of Review:** |  |
| **NGB Contact:** |  |
| **Sport Ireland Coaching Lead Officer:** |  |

*Please review the relevant programme and comment on its satisfaction of the CDPI approval criteria identified below.*

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| **CDPI Approval Criteria** | **NGB Comment** *(Sport Ireland Coaching Comments in Italics)* |
| 1. The programme objectives and **learning outcomes** are expressed clearly and are consistent with the CDPI award sought | *Use this section to describe how the programme objectives and learning outcomes are consistent with the CDPI award level sought.* |
| 1. There is satisfactory **rationale** for providing the programme and the views of stakeholders has been taken into account in the development of the programme | *Please describe why the programme was developed and how the views of stakeholders were taken into account* |
| 1. There are arrangements for **access** to the programme (e.g. entry requirements are clearly identified) and **transfer** and **progression** from the programme | *Reference the relevant section in the Programme Descriptor which clearly identifies how learners can access the programme (i.e. what are the entry requirements) as well as the transfer and progression options (i.e. are there programmes learners can transfer to or from and programmes learners can progress to following completion of this programme). Please clearly outline the access, transfer and progression options for the programme* |
| 1. There are suitable procedures and criteria for the **recognition of prior learning** for the purposes of access and, where appropriate, for advanced entry to the programme | *Does the NGB have a policy and procedures for dealing with applications for Recognition of Prior Learning (RPL)? Are there RPL criteria for this programme? How will the NGB deal with applications from learners for RPL?* |
| 1. There is clear and appropriate **information provided to learners** about the programme | *Outline what information is provided to learners about the programme including information provided prior to registration on the programme and information provided to learners during the programme. How does the NGB provide this information to learners?* |
| 1. The programme syllabus is comprehensively and systematically **documented and well-structured** towards the achievement by learners of the programme learning outcomes | *How is the programme documented? How are the learning outcomes integrated into the various aspects/modules of the programme? How does the structure of the programme help to ensure learners achieve the programme learning outcomes e.g. classroom elements, practical elements, logged coaching hours?* |
| 1. There are sound **teaching and learning strategies** to support learners to achieve the programme learning outcomes | *Outline the teaching and learning strategies used on the programme e.g. face to face, individual and group tasks, practical sessions, reflection, independent learning, logged coaching hours, individual feedback etc. How are learners supported to achieve the learning outcomes and develop and apply the knowledge and skills needed in a planned and progressive way?* |
| 1. There are sufficient qualified and capable **Coach Developers** and support staff available to implement the programme as planned | *How many Coach Developers are available to deliver the programme? What qualifications do they have? Are there other people/support staff who help to deliver the programme? What is their role? What support is given to Coach Developers and support staff to deliver the programme? How is the performance of the Coach Developers and support staff managed and reviewed?* |
| 1. There is sufficient time provided for **practical work** for learners to apply the content and receive feedback on how they are progressing | *Identify what time is provided to learners for practical work and outline how this time is used to allow learners to apply the programme content and receive feedback on how they are progressing* |
| 1. There are appropriate **materials and guidelines** provided to Coach Developers and support staff to deliver the award and achieve the learning outcomes | *Identify what materials and guidelines are provided to Coach Developers and support staff to deliver the programme and how they can be used to support Coach Developers and other programme staff* |
| 1. The **assessment** process is sound and clearly documented and assessment criteria are identified for assessors | *Reference where the assessment is clearly documented. Where are the assessment criteria identified in the documentation? How are the Assessors supported to conduct the assessment? What information is provided to learners about the assessment? Outline any formative and summative assessments used on the programme and assessment instruments used. What paperwork needs to be completed for the assessment? How is the paperwork dealt with by the NGB? etc* |
| 1. The human, financial and physical **resources** required for the programme are identified and arrangements identified to ensure they are in place before the programme is delivered | *Where are the human, financial and physical resources required for the programme identified? How does the NGB ensure they are in place before the programme is delivered?* |
| 1. Other programme **materials/resources** are well-presented, appropriate, relevant to the programme and level of learner’s ability | *Identify any other programme materials/resources used and how they help the delivery of the programme or how they help learners achieve the learning outcomes* |

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| **NGB Signature:** |  | **Sport Ireland Coaching Signature:** |  |
| **Date:** |  | **Date:** |  |