

Development and Review of Programmes under the Coaching Development Programme for Ireland

(Revised February 2022)

1. Approval Criteria for CDPI Programmes

The following criteria are used by Sport Ireland Coaching when approving programmes under the Coaching Development Programme for Ireland. These criteria will apply to new programmes under development as well as old programmes under review. The CDPI approval criteria include:

- a) The programme objectives and **learning outcomes** are expressed clearly and are consistent with the CDPI award sought
- b) There is satisfactory **rationale** for providing the programme and the views of stakeholders has been taken into account in the development of the programme.
- c) There are arrangements for **access** to the programme (e.g. entry requirements are clearly identified) and **transfer** and **progression** from the programme
- d) 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
- e) There is clear and appropriate **information provided to learners** about the programme
- f) The programme syllabus is comprehensively and systematically **documented and well-structured** towards the achievement by learners of the programme learning outcomes
- g) There are sound **teaching and learning strategies** to support learners to achieve the programme learning outcomes
- h) There are sufficient qualified and capable **Coach Developers** and support staff available to implement the programme as planned
- i) There is sufficient time provided for **practical work** for learners to apply the content and receive feedback on how they are progressing
- j) There are appropriate **materials and guidelines** provided to Coach Developers and support staff to deliver the award and achieve the learning outcomes

- k) The **assessment** process is sound and clearly documented and assessment criteria are identified for assessors
- l) 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
- m) Other programme **materials/resources** are well-presented, appropriate, relevant to the programme and level of learner's ability

2. Development and Approval of Programmes under the CDPI

The development and approval of new programmes under the Coaching Development Programme for Ireland (CDPI) will involve the following stages:

Stage 1: Development of the Programme

Stage 2: External Programme Review

Stage 3: Approval by Sport Ireland Education and Training Council

2.1 Development of the Programme

When a NGB wishes to develop a new programme under the CDPI, the NGB Coaching Contact must notify the relevant Coach Education Development Officer (CEDO) in Sport Ireland Coaching to establish the following

- A full understanding of the requirements of the CDPI programme development and approval process
- Documentation requirements
- Key dates and deadlines for submission
- Any additional requirements e.g. requirements of other external accrediting bodies

The NGB should complete a CDPI Programme Scoping document (please liaise with the Sport Ireland Coaching CEDO for this document). The purpose of this step is to scope out the important parts of the programme e.g. programme title, target learners, rationale for the programme, broad learning outcomes, timeline, resources required. The Programme Scoping document should be discussed and approved by Sport Ireland Coaching before proceeding with the development of the programme.

The NGB should nominate a Programme Lead Officer to develop the programme. This Programme Lead Officer could be the NGB Coaching Contact or another suitable NGB member. The Programme Lead Officer is responsible for ensuring the cohesive development of the programme.

The Programme Lead Officer should establish a Programme Development Team in the NGB who will develop the programme and complete the relevant documentation. The Programme Development Team should consist of suitably qualified and experienced people who are available to complete the required workload within the specified timeframe. The Programme Lead Officer must liaise with the Sport Ireland Coaching CEDO on a regular basis during the programme development process.

The programme must be documented on the Sport Ireland Coaching Programme Descriptor Template including any support documentation and materials. The Sport Ireland Coaching CEDO will provide support, when needed, during the programme development process.

The Programme Lead Officer and Sport Ireland Coaching CEDO will conduct a critical self-assessment of the proposed programme against the programme approval criteria identified in Section 1 using the CDPI Self-Evaluation Report. Additional follow-up work on the documentation may be required prior to submission for External Programme Review.

2.2 External Programme Review

Following the development of the programme by the Programme Development Team and the subsequent critical self-assessment, the programme is submitted for external peer review by the Sport Ireland Coaching Quality Officer. A minimum of two External Peer Review Panel members will be appointed by Sport Ireland Coaching. Panel members will have appropriate subject matter expertise and/or expertise in coach education programme development. The Panel will review the NGB programme against the CDPI Approval criteria and compile a report of their findings and recommendations including whether or not they would recommend the programme for approval. The documentation required by the Panel includes

- 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
- Self-Evaluation Report

Each Panel member will submit a report to the Sport Ireland Coaching Quality Assurance Officer. These reports will be shared with the Sport Ireland Coaching CEDO and the NGB Programme Lead Officer. The Programme Lead Officer is required to consider all recommendations and arrange for the completion of any subsequent action as deemed necessary and appropriate. When all actions have been completed to the satisfaction of the Programme Lead Officer, Sport Ireland Coaching CEDO and Sport Ireland Coaching Quality Officer, the full programme will be forwarded to the Sport Ireland Education and Training Council for final approval.

NGBs may choose to pilot the programme once the External Review is complete (once agreed with the Sport Ireland Coaching Coach Education Development or they may choose to pilot the programme following final approval by the Education and Training Council (Section 2.3).

2.3 Final Approval by the Education and Training Council

Following the External Peer Review Process and subsequent follow-up review by the Programme Lead Officer and Sport Ireland Coaching, the programme is submitted to the Education and Training Council for final approval. The following documentation is submitted to the Council ahead of the next scheduled meeting:

- Programme Descriptor Template and associated documents
- Critical Self-Assessment by the Programme Development Team (Self-Evaluation Report)
- External Programme Review Reports
- Findings from Pilot (if applicable)

The Programme Lead Officer may be required to attend the Council meeting and present a brief summary of the new programme. The Council will either

- i. Approve the programme for delivery or
- ii. Refer the programme back to the NGB for further work

In the event of further work required, the Sport Ireland Coaching Quality Officer will advise the Sport Ireland Coaching CEDO and Programme Lead Officer of the additional work required and the timeline for completion.

Where the programme is approved by the Council, the Sport Ireland Coaching Quality Officer will send the report to the Sport Ireland Coaching CEDO and Programme Lead Officer who will consider any recommendations made and act on any conditions of approval.

3. Review of Programmes under the CDPI

This procedure identifies how CDPI programmes are reviewed to ensure that they remain effective, appropriate and up-to-date. Ongoing programme monitoring and review is the responsibility of the NGB and is explained in Section 3.1 below. Periodic review of programmes takes place **every five years** and involves an in-depth review of the programme with Sport Ireland Coaching.

3.1 Ongoing Programme Monitoring

CDPI programmes should be monitored on an ongoing basis by the NGB. This monitoring should, at the minimum, involve:

- i. Review of learner feedback i.e. review of feedback from learners about various aspects of the programme such as programme documentation, programme content, effectiveness of delivery methods, effectiveness of Coach Developers, assessment, NGB support, quality of feedback received, communication from NGB.
- ii. Review of Coach Developer feedback i.e. review of feedback from Coach Developers who deliver the programme

On an annual or bi-annual basis, the NGB should review programmes against the following areas and develop an associated Programme Action Plan:

- Structure, content, entry requirements, syllabus, programme materials and assessment strategies to ensure maintenance of standards
- Effectiveness of the programme in fulfilling its aims and objectives and in providing an effective learner experience
- Learner feedback forms and issues relating to the learner experience
- Feedback from Coach Developers and support staff
- Annual statistics and key performance indicators for the programme such as learner achievement and progression
- Feedback from Assessors
- Issues affecting the programme and identifying appropriate actions to resolve these
- Policy, procedures and regulations specific to the programme
- Issues relating to the management of the programme and identifying appropriate action required

3.2 Periodic Review of Programmes

Every five years, CDPI programmes will be reviewed in-depth. This periodic review will involve a review of the programme against the CDPI approval criteria identified in Section 1 as well as consideration of the following:

- Annual/bi-annual programme monitoring and associated Programme Action Plans (Section 3.1)
- Analysis of quantitative and qualitative programme-related data
- Feedback from past and current learners
- Feedback from Coach Developers, Assessors and relevant stakeholders and support personnel
- Review of programme structure, content, entry requirements, syllabus, programme materials and assessment strategies

The relevant information for the periodic review may be collected through desk review of relevant documentation and programme-related data as well as focus groups, surveys and site visits. The periodic review will be the responsibility of the NGB with support from the Sport Ireland Coaching CEDO. The output of the review will be a Self-Evaluation Report and revised programme documentation. The revised programme must meet the CDPI approval criteria and go through the usual steps of External Programme Review (Section 2.2) and approval by the Sport Ireland Education and Training Council (Section 2.3).