



COACHING DEVELOPMENT PROGRAMME FOR IRELAND

**QUALITY ASSURANCE PROCEDURES
FOR DELIVERING COURSES
UNDER THE
COACHING DEVELOPMENT PROGRAMME
FOR IRELAND**

**A PARTNERSHIP BETWEEN
THE
NATIONAL GOVERNING BODIES OF SPORT
AND
SPORT IRELAND COACHING**

Quality Assurance Procedures for Delivering Courses under the Coaching Development Programme for Ireland

Rationale

In the implementation of the Coaching Development Programme for Ireland (CDPI), the National Governing Bodies (NGBs) and Sport Ireland Coaching have focused on putting in place a world-class coaching system. To ensure quality coach/instructor education courses are being provided, a quality assurance system was agreed by Sport Ireland Coaching and the NGBs.

Coach education courses are developed in partnership with Sport Ireland Coaching and the NGBs. Sport Ireland Coaching train identified high level coaches/instructors as Coach Developer/Tutors to deliver the coach education courses. Prior to the delivery of a course, the NGB must seek approval for the course via a course approval form. Sport Ireland Coaching processes this form and assigns a specific code to each course. Following delivery of the course, the NGB and Sport Ireland Coaching representatives agree the status of each coach and sign off on the course completion form, which provides coach details. The coach can then be presented with a certificate by the NGB.

This document outlines the quality assurance procedures required to ensure that NGB coach/instructor courses are recognised as part of the Coaching Development Programme for Ireland (CDPI). Procedures are outlined in three main areas; course approval, course delivery and coach/instructor certification

1) Course Approval

All NGB coach/instructor courses must be approved by Sport Ireland Coaching at least 2-3 weeks prior to the commencement of the course in order to be recognised in the context of the Coaching Development Programme for Ireland. The course details need to be uploaded onto the Sport Ireland Coaching Database by a designated person within the NGB. The information required is course dates, start and finish times for each day, venue, course coordinator, Coach Developer/Tutors who will be delivering on the course and any guest Coach Developer/Tutors/experts that may be involved in the course. Sport Ireland Coaching will process this information and assign a code to the course. This course code will be emailed to the NGB and will be the reference number for the course. The code must be filed carefully as it will be needed on the course completion form and in any future correspondence with Sport Ireland Coaching. Once the course code has been issued by Sport Ireland Coaching, the course is approved for delivery. A course cannot be delivered until Sport Ireland Coaching has issued a course code.

To gain course approval, the following criteria must be met:

- The course content must have been previously agreed by Sport Ireland Coaching and the NGB
- There should be at least one CDPI accredited Coach Developer/Tutor on the course
- Support Coach Developer/Tutors or any other individuals who are helping in the delivery of the course must be identified.

- A Course Coordinator must be appointed to coordinate the course
- Agreed Course hours must be documented

2) Course Delivery

Certain information must be collected from candidates that attend coach/instructor courses. This information is needed in order to certify the candidates that complete the course. There are two types of information required:

- Contact Information* e.g. name, address, date of birth, gender, phone number and email address. This information must be supplied to Sport Ireland Coaching on a Course Completion Form which can be downloaded from the Sport Ireland Coaching database. This information can be collected during or prior to the course when the candidates are registering for the course. The course completion form should also include the course code (which was given at course approval), the main course location, the Coach Developer/Tutors and the course start date. Following the course, the status of each candidate must be included on the course completion form. If a candidate has completed all course requirements they will be denoted as C (i.e. complete) in the status column on the form. If a candidate has attended the course but has not yet completed all course requirements (e.g. practical assessment, logbook, First Aid)¹ they will be denoted as R (i.e. on route to completion) on the course completion form. If a candidate is denoted as R, please use the comment box on the form to document why the candidate is R e.g. candidate did not submit logbook or candidate did not attend practical assessment.
- Evidence of Learning*: Evidence of all course completion tasks should be provided at a coach certification meeting or via email. Assessment is generally required on all courses from Level 1 upwards. The assessment requirements will be identified in the agreed NGB/Sport Ireland Coaching course syllabus and often include a practical assessment of coaching/instructing skills as well as other tasks such as logged coaching experience. Please refer to the agreed NGB course syllabus for specific information on assessment tasks for each coach/instructor course. It is recommended that the NGB should set a time limit for completion of all tasks. Evidence of the assessment of each candidate **must** be documented by the course Coach Developer/Tutor and submitted to the NGB. This information will then be submitted to Sport Ireland Coaching for certification purposes.

3) Certification

Certification meetings take place regularly between the NGB and Sport Ireland Coaching to certify coaches/instructors. Meetings can take place face-to-face or via email/telephone correspondence. Prior to the meeting, the NGB must submit the relevant course completion form(s) to Sport Ireland Coaching and collect the necessary assessment evidence from the course Coach Developer/Tutor/Course Coordinator. At the certification meeting Sport Ireland Coaching will review the course completion form(s) and assessment evidence for all candidates that are

¹ These are only examples of the types of tasks candidates must complete before they can be certified. Please refer to the NGB course syllabus for specific information on the course requirements for each instructor/leader course.

identified as C on the form. The status of each candidate will be agreed between the NGB and Sport Ireland Coaching. All complete candidates will then be issued with certificates. If there is any information missing for a candidate (e.g. date of birth, assessment evidence) the candidate will not be certified. The NGB is responsible for ensuring that all the necessary information is collected from the course Coach Developer/Tutor/Course Coordinator prior to the certification meeting.

Conclusion

The NGB is responsible for ensuring that Coach Developer/Tutors and Course Coordinators are aware of and follow the QA procedures outlined above. All coach/instructor courses must be approved by Sport Ireland Coaching prior to delivery and specific information must be collated for all candidates on the courses to ensure that candidates can be certified. If these procedures are not followed, the course and candidates will not be accredited under the Coaching Development Programme for Ireland.

Declaration of Consent

I, the undersigned as representative for my NGB, agree to adhere to the Quality Assurance Procedures outlined above. I understand that if these procedures are not adhered to, NGB coach/instructor courses and coaches/instructors will not be recognised under the Coaching Development Programme for Ireland.

Signed:

NGB Contact: _____ **Date:** _____

Sport Ireland Coaching Contact: _____ **Date:** _____