	Date	By
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Revised		

Policy

This policy describes how a Stakeholder Organisation, such as a National Governing Body (NGB), may apply to Sport Ireland Coaching to get an award(s) recognised against the Certificate in Sports Coach Development for any of the following purposes:

- Non-standard entry to the Certificate in Sports Coach Development
- Exemption from modules/elements of the Certificate in Sports Coach Development
- Exemption from the entire programme

Typically, this policy would apply to a Stakeholder Organisation that has an award(s) that could be recognised against the Certificate in Sports Coach Development. This policy is different to Sport Ireland's Policy for the Recognition of Prior Learning (RPL) which relates to an individual (rather than an award) seeking recognition. An individual can apply to get their prior learning and experience recognised for the purposes of non-standard entry to the Certificate in Sports Coach Development, exemption from modules/elements of the Certificate or exemption from the entire Certificate. For further information on RPL., please refer to Sport Ireland's Procedure for RPL.

Is the award relevant?

To find out if the award is relevant, please refer to the Programme and Module Learning Outcomes of the Certificate in Sports Coach Development. These are available by contacting Sport Ireland Coaching at coachinginfo@sportireland.ie Consider how the learning outcomes of your award meet the programme and module learning outcomes.

How do I apply?

The main steps involved in the application process for RPA are identified below

1. The first step is to refer to the Learning Outcomes of the Certificate in Sports Coach Development to see if the award meets some of the outcomes. It is recommended that you

initially discuss your case with Sport Ireland's Coach Developer Programme Lead Officer before submitting an application.

2. Submit an application in writing to the Coach Developer Programme Lead Officer using the relevant RPA Application Form (Appendix 1), identifying the
    o   Award for which you are seeking recognition for
    o   Purpose for which you wish the award to be recognised i.e. to meet an entry requirement or to meet one of more of the programme or module learning outcomes.

3. The application must include a statement from the Organisation's Director of Coach Development or equivalent role and be endorsed by a member of the Organisation's Board of Directors.

4. Gather information and materials to support the application and submit it with the application form. See section below on the types of information/materials required

What kind of information is required to support the application?

As well as mapping the learning outcomes for the award with the learning outcomes for the Certificate in Sports Coach Development, applicants are responsible for supplying sufficient additional information about the award. This may include, amongst other things,

a. Syllabus/Programme Descriptor for the award
b. Programme materials for the award e.g. Trainer notes, learner handbook
c. Typical timetable for the award
d. Rationale for the award
e. Average numbers of learners attending the award per year
f. Average number of learners completing the award per year
g. Any other materials to support the application

How much does it cost?

There is no fee associated with this. Applications will not be processed if

•   The application form is not completed in full
•   The application form does not have all the required documentation attached

What support is available?

Support is provided to applicants by the Sports Coach Developer Programme Lead Officer and the relevant Sport Ireland Coaching Coach Education Development Officer assigned to your organisation.

Who processes the application?

The application is processed by a Sport Ireland Coaching RPA Panel. The Panel is made up of the Coach Developer Programme Lead Officer, relevant Coach Education Development Officer in Sport Ireland Coaching and a member of the Coach Developer Trainer Team. The Panel will determine whether (and to what extent) the award meets the programme and module learning outcomes. The Panel will also suggest a possible route for achieving the learning outcomes not met by the award.

The Sport Ireland Coaching Director will approve the application prior to the applicant being informed of the outcome. The Coach Developer Programme Lead Officer will respond to the applicant identifying what, if any, exemptions can be granted as well as suggesting a possible route for achieving the learning outcomes not met by the award. Where an application for RPA cannot be processed, the Coach Developer Programme Lead will provide clear information to the applicant outlining why it could not be processed.

All appropriate records and documentation relating to the RPA process will be stored securely by Sport Ireland and made available for monitoring and self-evaluation purposes. Sport Ireland's Education and Training Council are responsible for approving and overseeing the implementation of Sport Ireland's Policy and Procedure for RPA.

What are the potential outcomes of the application process?

Potential outcomes of the application process for RPA include the following;

1. The award is recognised by Sport Ireland Coaching without exemptions

2. Elements or modules of the award are recognised by Sport Ireland Coaching

3. The award is not recognised by Sport Ireland Coaching

Applicants have the right to appeal a decision on an application for RPA to an appeals committee in line with Sport Ireland's Policy for Appeals.

Appendix 1: Application Form for Recognition of Prior Award

Certificate in Sports Coach Development

Section 1: Contact Details

Name of the Person Making the Application	
Email	
Phone	
NGB or Relevant Organisation through which the application will be processed	
Sport Ireland Programme	*Sports Coach Developer Programme*

Section 2: Award Details

What award are you seeking recognition for? Please identify the name of the award here

Award Name	Accrediting Body	Year Award was Developed

What purpose do you wish the award to be recognised for (please tick which applies)?

Exemption from some of the entry requirements	
Exemption from modules/elements of the programme	
Exemption from the entire programme	

Section 3: Mapping of Learning Outcomes

Map the learning outcomes of the award with the programme and module learning outcomes of the Certificate in Sports Coach Development. Clearly identify how you feel the award meets the learning outcomes of the Certificate in Sports Coach Development. The learning outcomes are available by contacting Hayley Harrison, coachinginfo@sportireland.ie

Section 4: Supporting Documentation

You are responsible for supplying sufficient additional information about the award to support the application. This may include, amongst other things,

- a. Syllabus/Programme Descriptor for the award
- b. Programme materials for the award e.g. Trainer notes, learner handbook
- c. Typical timetable for the award
- d. Rationale for the award
- e. Average numbers of learners attending the award per year
- f. Average number of learners completing the award per year
- g. Any other materials to support the application

List the documentation here and include it with your application.

Section 5: Organisation Endorsement

The application must include a statement from the Organisation's Director of Coach Development or equivalent role and be endorsed by a member of the Organisation's Board of Directors.

Name	
Title	
Organisation/NGB	
Please identify why you support this application	

Name	
Title	
Organisation/NGB	

Please identify why you support this application

Section 6: Signatures

Applicant Signature	
Date	
Organisation Signature	
Date	

For Office Use Only

Coach Developer Administrator	
Programme Lead Officer	
Date Application Received	
Date Application Processed	
Result	