

CERTIFICATE IN SPORTS COACH DEVELOPMENT

LEARNER PRE-APPLICATION PACK

Introduction

This pack provides key information for potential applicants about the Certificate in Sports Coach Development. The information is provided to help candidates make an informed decision about the programme.

The Certificate in Sports Coach Development involves the training of Sports Coach Developers. Coach Developers play an important role in educating and supporting coaches in National Governing Bodies (NGBs) as part of the Coaching Development Programme for Ireland¹. The Certificate in Sports Coach Development provides learners with the skills required to deliver effective coach education courses within an NGB and to identify and deliver relevant support to coaches in non-formal contexts. On successful completion of the programme, candidates will be deployed by their NGB to train and support coaches at a level commensurate with their own coaching experience.

The Certificate in Sports Coach Development is recognised by Quality and Qualifications Ireland (QQI) and is included on the National Framework of Qualifications as a Level 7 Special Purpose Certificate in Sports Coach Development (PG24650). Learners who complete the qualification will receive 45 credits which they can use to access Further and Higher Education.

The following section provides detailed information about the Certificate in Sports Coach Development, in an FAQ style, to help potential applicants make an informed decision about the programme.

¹ The Coaching Development Programme for Ireland (CDPI) is an all-island programme for the development of coaches in Ireland. The CDPI is implemented by Sport Ireland Coaching in partnership with NGBs.

FREQUENTLY ASKED QUESTIONS

1. How much will the Coach Developer programme cost?

The cost per candidate is €1200. NGBs may cover some or all of this cost.

2. What are the learning outcomes for the programme?

By the end of the Coach Developer programme, candidates will be able to...

- a. Describe the structures and frameworks that support coach development and the role Coach Developers play in developing and supporting coaches at different stages of their development and in a variety of contexts
- b. Utilise a variety of strategies to design and deliver sports coach development opportunities in formal and non-formal environments which are centred on the needs of coaches and the sport's National Governing Body
- c. Analyse, interpret and evaluate coach behaviour and practice and provide timely and effective coach-centred feedback that supports coaches during different stages of their development
- d. Use a variety of strategies to promote and measure effective learning in a variety of contexts appropriate to sports coaching and sports coach development
- e. Reflect and evaluate themselves and others for the advancement of coaches and coaching in their chosen sport
- f. Provide a leadership role in the development and delivery of sports coach development within their sport

3. What is the time commitment required?

During training:

- Stage One involves 5 weekends (10 days) of face-to-face training with qualified Trainers of Coach Developers. Candidates will also undertake independent learning such as reading, tasks and assignments
- Stage Two involves 6-18 months NGB work placement where candidates apply the knowledge and skills learned in Stage One in a sport-specific environment in their NGB, supported by a mentor

Post qualification:

- Minimum delivery of two courses OR equivalent in terms of support for coaches in a non-formal setting agreed with/by the NGB. Further requirements may be stated by individual NGBs

4. What are the entry requirements?

- Hold an NGB coaching qualification CDPI Level 2 or higher (or the highest level NGB coach award available in the applicant's NGB) or be a NGB staff member with a specific role in the delivery of coach education
- Be actively coaching for at least five years
- Be nominated by an NGB
- Be a minimum 18 years of age
- Have IELTS Level 6 or equivalent (for applicants whose first language is not English)

If a candidate does not meet these criteria but the NGB wishes to make a special case for the inclusion of that candidate in the programme, they may do so in the relevant section of the NGB nomination form.

5. How do I apply for the programme?

Once you meet the entry requirements identified above, you can apply for the programme by completing the *Learner Application Form*. This form is available on request by contacting Sport Ireland Coaching coachinginfo@sportireland.ie. Your application must be endorsed by your NGB so please speak to your NGB to ensure they support your application before completing the *Learner Application form*.

On receipt of your application form, Sport Ireland Coaching will liaise with your NGB to confirm your NGB's endorsement of your application. The NGB will complete an *NGB Nomination Form* which will be sent to Sport Ireland Coaching. Both the *Learner Application Form* and *NGB Nomination Form* must be completed in full and submitted to Sport Ireland Coaching by the published application deadline before you can be considered for the programme. A list of upcoming programmes and application deadlines are available from the Sport Ireland Coaching website [Upcoming Programmes | Sport Ireland](#)

The Sport Ireland Lead Trainer of Coach Developers and one other Trainer of Coach Developers will review applications and make the final decision (verified by the Director of Sport Ireland Coaching). Your NGB will be notified of the decision. If accepted onto the programme you will receive further details of the programme. If not accepted due to high numbers, alternative programme dates will be provided to you and your place will be guaranteed on it.

6. I have relevant prior learning, is there provision for recognising it?

Yes. Sport Ireland has a policy and procedure for Recognising Prior Learning (RPL). This is available on the website [Recognition of Prior Learning | Sport Ireland](#).

Please refer to the *RPL Policy for the Certificate in Sports Coach Development* for further information. Please contact Sport Ireland Coaching in advance of submitting an application for RPL so we can outline what exactly is involved coachinginfo@sportireland.ie.

7. What happens if I change my mind after being accepted onto the programme but before it starts?

Sport Ireland Coaching operates a 'no refund' policy. Once paid, fees cannot be refunded unless there are exceptional circumstances for your withdrawal from the programme. Please refer to *Sport Ireland Coaching's Refund Policy* (available in the Learner Handbook) and contact Sport Ireland Coaching for further information on what constitutes an 'exceptional circumstance'.

Your NGB can put forward another applicant for the programme once the applicant meets the entry requirements and is available to attend the programme on the relevant dates.

Applications for a refund must be made in writing to Sport Ireland Coaching as soon as you become aware of the impact of the exceptional circumstance(s). Normally, applications for a refund are not considered later than three days after the commencement of the programme. Sport Ireland Coaching will review your application and identify what mitigation, if any, can be offered.

7. What happens if I change my mind during the programme?

Sport Ireland Coaching's Refund Policy (see Learner Handbook) would apply and no reimbursement of funds would be made by Sport Ireland Coaching. As the programme has already commenced, your NGB would NOT be able to put forward a replacement.

8. What happens if I miss a day/days?

Missing one or more of the contact days for unforeseen circumstances can be accounted for with the attendance at a 'catch-up' day/weekend which usually takes place after the final contact weekend. In rare circumstances when this is not possible, an assignment will be allocated and its submission will complete the learner record/portfolio.

9. What happens if Sport Ireland Coaching cease providing the programme?

If Sport Ireland Coaching do not provide the programme (after you have been accepted on it) or if Sport Ireland Coaching cease to provide the programme before it is completed, the course fee will be refunded to you (or to the person who paid the course fee on your behalf). This is referred to as

Enrolled Learner Protection insurance and is in accordance with the Qualifications and Quality Assurance (Education and Training) Act 2012 Section 65 (4) (b).

Sport Ireland Coaching has approval to offer students Learner Protection Insurance. Learner Protection Insurance is only in place when each student receives their Insurance Policy. Each student should ensure that they receive a Learner Protection Insurance Policy in their name. Learner Protection Insurance is provided by Arachas and underwritten by Aviva Insurance Ireland DAC. Aviva Insurance Ireland DAC, trading as Aviva, is regulated by the Central Bank of Ireland. The Learner Protection Policy provides for a refund of fees as specified in the 2012 Act. In some circumstances, it may be possible for a learner to transfer to a similar programme in another provider. In such circumstances, the learner may opt to receive the cost of an alternative similar academic programme. Transfer to another programme is always only a second option. The Learner Protection Insurance Policy is governed by s. 65(4)(b) of the 2012 Act.'

The cost of the Enrolled Learner Protection insurance is included in the course fee.

10. What modules are covered on the programme?

There are four key modules covered on the Coach Developer programme.

Module	Overview
Introduction to Coach Development	This module aims to introduce the Sports Coach Developer programme to all candidates and develop the core philosophies, knowledge and skills required by the Sports Coach Developer.
Coach Developer Practice	This module will develop the practical skills of a Sports Coach Developer such as planning and delivery of activities to develop coaches in formal and non-formal settings including effective communication skills, critical observation and feedback.
Leadership in Coach Development	This module will develop the Coach Developer’s leadership skills to lead the development of coaches in their NGB and to develop their ability to critically reflect and evaluate themselves and others for the advancement of coaches and coaching.
NGB Work Placement	This module enables Coach Developers to apply the knowledge, skills and competencies acquired during Stage One of the programme to develop and support coaches in a practical and sports-specific context within their sport’s National Governing Body.

The learning outcomes for each module are identified in more detail under the section *Coach Developer Module Learning Outcomes*

11. What does the NGB Work Placement involve?

The NGB work placement combines all the skills and practices learnt during Stage One of the Coach Developer programme and enables you to apply them in a real-life sport specific context. You return to your National Governing Body as a trainee Coach Developer and apply your newly found Coach Developer skills in a wide variety of contexts to develop coaches in your particular sport. You will work with different levels of coaches in your NGB and practice your Coach Developer skills under the guidance of an experienced Coach Developer. You will be given a variety of opportunities and experiences to put your skills into practice. You will also be assessed during the Work Placement (see FAQ 12 for further information on Assessment). Please refer to the section *Work Placement* for more information on the activities to be completed during the work placement.

12. Are there assessments to complete?

Yes, there are a number of assessments that must be completed and passed before you can qualify as a Coach Developer in your NGB.

Module #	Module Title	Overall Weighting	Module Tasks & activities for assessment	
1	Introduction to Coach Development	10%	1	Assignment (1a; 1b; 1c; 1d)
2	Coach Developer Practice	20%	2a	Plan for the delivery of formal and non-formal skills-based coach development sessions/activities
			2b	Delivery of a formal or non-formal skills-based coach development session/activity to peers
			2c	Delivery of a formal or non-formal skills-based (practical) session/activity to peers
3	Leadership in Coach Development	20%	3a	Coach Support Activity Design Project
			3b	Reflective Journal & Personal Action Plan
4	NGB Work Placement	50%	4a	Coach Developer NGB Placement Journal
			4b	Delivery of a theory/class-based coach development session/activity as part of an NGB coach development programme approved under the CDPI
			4c	Delivery of a skills-based (practical)coach development session/ activity as part of an NGB coach education programme approved under the CDPI
			4d	Delivery of non-formal coach development session/activity for an NGB
			4e	Coach Developer NGB Placement Journal

The assessments for Modules 1-3 are completed during Stage One of the Coach Developer Programme. The assessments for Module 4 are completed during the NGB Work Placement.

13. What happens if I fail an assessment?

If you fail an assessment, additional support will be provided by Sport Ireland Coaching and/or your NGB before you are re-assessed.

14. What is required to qualify as a Coach Developer?

You need to successfully complete all the required elements of Stage One (Sport Ireland Coaching contact training) and Stage Two (NGB Work Placement) of the programme, including the assessments.

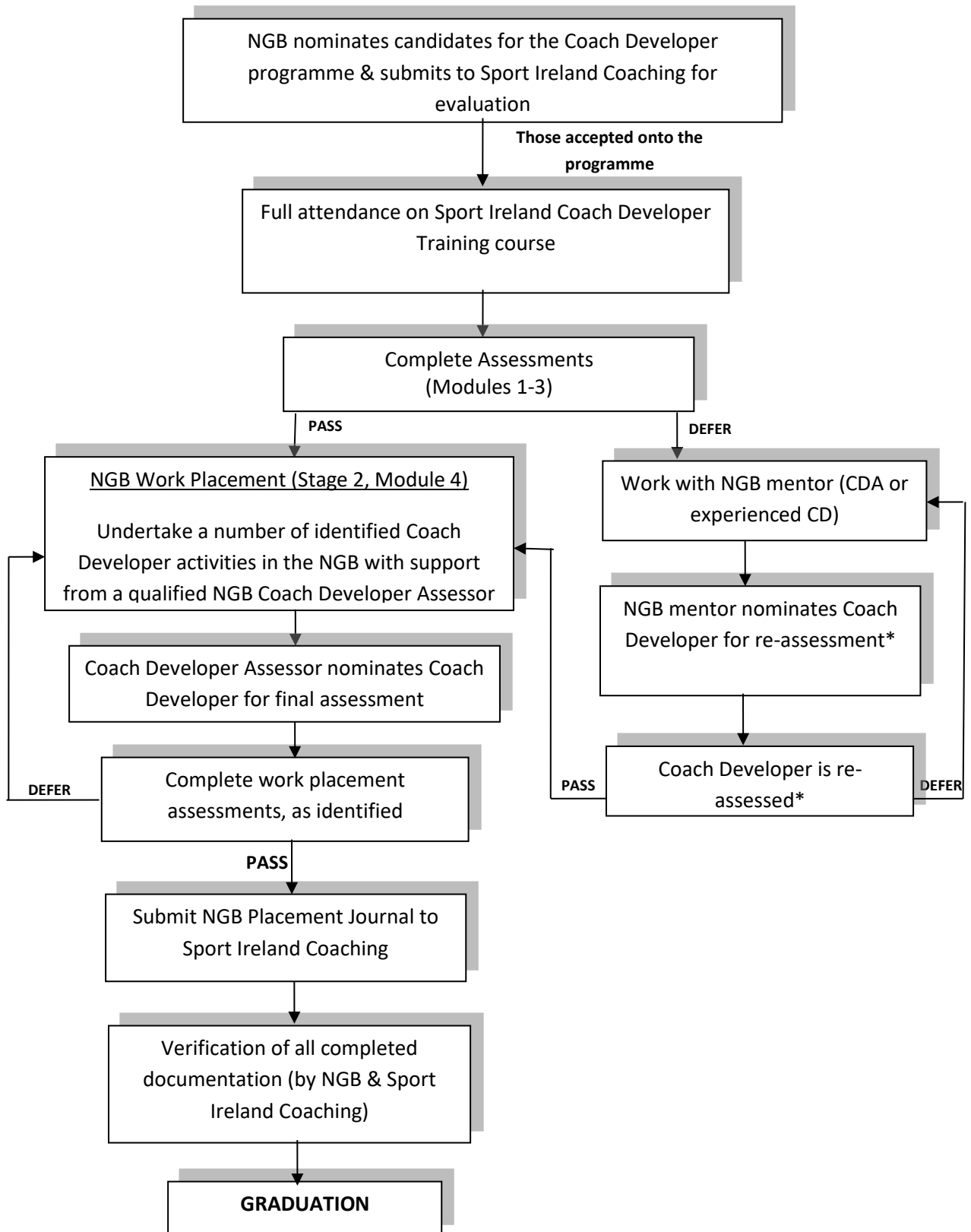
15. What Award will I receive for completing the programme?

The Coach Developer programme is recognised by Quality and Qualifications Ireland (QQI) and is included on the National Framework of Qualifications as a Level 7 Special Purpose Award Certificate in Sports Coach Development (PG24650). Learners who complete the qualification will receive a QQI certificate and 45 credits, which they can use to access Further and Higher Education. Learners will also receive a Sport Ireland Coaching certificate.

16. What is expected of qualified Coach Developers within an NGB?

This will depend on the NGB but Coach Developers will be expected to deliver formal coach education courses for their NGB as well as develop and support coaches in non-formal settings at different stages of their coach development.

Overview of Coach Developer Training



* Re-assessment must take place within 12 months of CD training course

MODULE LEARNING OUTCOMES

COACH DEVELOPER PROGRAMME

The aim, objectives and learning outcomes for each of the four modules of the Coach Developer programme are identified in the table below.

Module 1	
Introduction to Coach Development	
<p>Aim: To introduce the Sports Coach Developer programme to all candidates and develop core philosophies, knowledge and skills required by the Sports Coach Developer</p> <p>Objectives</p> <ul style="list-style-type: none"> • Create an awareness of the programme and the importance of it to sport in Ireland • Develop an understanding of the role of the Coach Developer • Introduce and develop core knowledge and skills required by the Coach Developer 	
On successful completion of the programme the Coach Developer will be able to:	
1.1	Describe the role of Sport Ireland, the CDPI and the ICDF and their relevance to Coach Developers and NGBs
1.2	Identify and discuss national legislation and regulations pertinent to sports coaches and Coach Developers such as Child Protection, Anti-doping and Disability provision
1.3	Describe the role, qualities, skills and competencies of an effective Coach Developer
1.4	Describe how people learn, apply it to the adult learning environment and use it to support coaches in their practice when working with a wide range of participants

Module 2	
Coach Developer Practice	
<p><u>Aim</u> To develop the practical skills of a Sports Coach Developer</p> <p><u>Objectives</u></p> <ul style="list-style-type: none"> • Plan and deliver activities to support the development of coaches in formal and non-formal settings • Demonstrate a range of delivery methodologies when conducting coach development activities • Develop effective communication skills • Develop skills in critical and detailed observation of people and practices • Use interpretive filters to provide targeted/focused feedback 	
On successful completion of the programme the Coach Developer will be able to:	

2.1	Plan for the delivery of coach development activities in formal learning environments
2.2	Plan for the delivery of coach development activities in non-formal learning environments
2.3	Apply a range of Sports Coach Developer skills to support sports coaches in both formal and non-formal settings
2.4	Demonstrate a range of delivery methodologies to develop coaches in a formal learning environment (such as presentations, small group work, individual and group tasks)
2.5	Selectively apply different forms of verbal and non-verbal communication to enhance their Coach Developer practice
2.6	Demonstrate a variety of methods of observing and recording people and practices
2.7	Interpret and analyse their observation in relation to providing effective feedback to sports coaches
2.8	Prioritise, word and time their feedback to sports coaches (context-specific)

Module 3

Leadership

Aim

To develop Coach Developer leadership skills to lead the development of coaches in their NGB and to develop their ability to critically reflect and evaluate themselves and others for the advancement of coaches and coaching

Objectives

- Explore leadership in a coaching context and identify leadership skills needed to advance coaches and coaching in their NGB
- Identify, design and deliver appropriate supports for coaches at different stages of development and in a variety of contexts
- Critically evaluate themselves, their peers and coaches using a variety of reflective tools and create personal action plans

On successful completion of the programme the Coach Developer will be able to:

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| 3.1 | Discuss leadership in a coaching context and identify leadership skills in themselves and others and areas within their NGB where their skills would be of benefit |
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3.2	Describe a range of strategies that CDs could use to assist the ongoing development and support of sports coaches at different stages of their development
3.3	Make informed decisions on the type and provision of support suitable for coaches in their NGB
3.4	Design bespoke coach-centred development opportunities as part of their NGB's coach development and support strategy
3.5	Evaluate their own skills relating to the provision of a Sports Coach Support programme
3.6	Use a variety of reflective tools to write a personal action plan and assist sports coaches in the writing of theirs
3.7	Critically evaluate their own and one other persons' skills as a Sports Coach Developer using one or more interpretive filters
3.8	Review their personal learning and write a personal action plan for their NGB work placement

Module 4

NGB Work Placement

Aim

To apply the knowledge, skills and competencies acquired during the programme to develop and support coaches in a practical and sports-specific context within their chosen sport.

Objectives

- Create opportunities for Coach Developers to practise their skills in a supported and sports-specific environment
- Become familiar with the procedures associated with the setting up, running and certification of NGB coach education programmes
- Facilitate the development of coaches in a sport-specific environment

On successful completion of the programme the Coach Developer will be able to:

4.1	Deliver coach education programmes as set out by their sport's NGB
4.2	Provide effective and relevant coach-centred feedback to sports coaches participating on NGB coach development programmes
4.3	Provide a range of supports to coaches or groups of coaches relevant to their NGB including co-delivery of coaching sessions; shadowing, observation of coaches with feedback; 1:1

	mentoring; creating a community of practice; peer support group or coach exchange programmes
4.4	Provide coaches with information on where to access upcoming courses, workshops, conferences, seminars, webinars etc. in their own and other sports/environments
4.5	Assess coaches' performance according to NGB criteria/guidelines

NGB WORK PLACEMENT

The NGB Work Placement involves the trainee Coach Developer returning to their National Governing Body and applying their newly found Coach Developer skills in a wide variety of contexts to develop coaches in their particular sport. The placement typically lasts between six and eighteen months but a period of up to five years is permitted in order to achieve all the outcomes.

The trainee CD will work under the guidance of an experienced Coach Developer during the work placement.

There are a number of activities the trainee CD must complete and include in an NGB Placement Journal. These activities include:

1. Planning and delivery of a theory/class-based coach development session/activity on an NGB coach education programme
2. Planning and delivery of a skills-based coach development session/activity in formal (coach education) or non-formal (coach development) environments
3. Engagement with their NGB in producing a development plan for themselves in their role as a Coach Developer in their NGB
4. Involvement in **at least 3** of the following activities:
 - Observation of Coach Developers in practice (own sport)
 - Evaluation of Coach Developers in Practice (own sport)
 - Observation of Coach Developers in practice (other sport(s))
 - Evaluation of Coach Developers in Practice (other sports)
 - Observation of Coach Developers in practice (online)
 - Evaluation of Coach Developers in Practice (online)
 - Shadowing of Coach Developers
 - Coach related research
 - Coach-Developer related research
 - Co-design and/or co-delivery of a coaches' workshop
 - Design and/or delivery of a coaches' workshop
 - Creation of and/or involvement in a community of practice
 - Facilitation of a peer support group
 - Facilitation of a coach exchange programme
 - Provision of co-delivery sessions with coaches
 - Provision of shadowing opportunities for coaches
 - Observation of and feedback to coaches 'in situ'
 - Mentoring of one or more coaches
 - Provision of information relating to courses, workshops, conferences, seminars, webinars etc.

Trainee Coach Developers will be assessed during their work placement on the following:

1. NGB Placement Journal - *as identified above*
2. Delivery of a theory/class-based coach development session/activity as part of an NGB coach education programme approved under the CDPI
3. Delivery of a skills-based coach development session/activity (indoor or outdoor practical) as part of an NGB coach education programme approved under the CDPI



4. Delivery of a non-formal coach development session/activity for coaches aligned to an NGB
5. Assessment of a coach using procedures and criteria set out by their sport's NGB

The assessments will be conducted by a qualified NGB Coach Developer Assessor against clearly identified assessment criteria. The trainee CD will be supported during their work placement by a mentor, who will be nominated by their NGB and Sport Ireland Coaching and who will be a qualified and experienced Coach Developer.

All assessment paperwork will be completed and submitted to Sport Ireland Coaching.