CERTIFICATE IN SPORTS COACH DEVELOPMENT

LEARNER PRE-APPLICATION PACK (International context)

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 development of Sports Coach Developers. Coach Developers play an important role educating and supporting coaches in National Associations (NAs) as part of the Coaching Development Programme for Ireland[1] and within the international context through International Sports Federations. The Certificate in Sports Coach Development provides learners with the skills required to deliver effective coach education courses within a NA 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 NA 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)/EQF Level 6. 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 a FAQ style, to help potential applicants make an informed decision about the programme.

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[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 NAs.

FREQUENTLY ASKED QUESTIONS

1. **How much will the Coach Developer programme cost?**

   The cost per candidate for the ITF course being held in Limerick (26th June – 7th July 2023) is €850. Individual associations 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/International Federation
   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 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 NA work placement where candidates apply the knowledge and skills learned in Stage One in a sport-specific environment in their NA, 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 NA. Further requirements may be stated by individual NAs.

4. **What are the entry requirements?**

- Be actively coaching for at least five years OR be a NA staff member or volunteer with a specific role in the delivery of coach education
- Be nominated by a NA
- Minimum 18 years of age
- IELTS Level 6 or equivalent (for applicants who first language is not English)

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

5. **How do I apply for the programme?**

Once you meet the entry requirements identified above, you must then complete Section One of the relevant Sport Ireland Coaching Application Form and return it to your National Association.

The NA must complete Section Two of the form identifying the NA's support for your application. The NA will submit the completed form to Sport Ireland Coaching before the published deadline. Sport Ireland Coaching cannot accept nomination forms directly from candidates.

The Sport Ireland Lead Trainer of Coach Developers and one other Trainer of Coach Developers will review the nomination form and make the final decision (verified by the Director of Sport Ireland Coaching). Your NA will be notified of the decision. If accepted on 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. **What happens if I change my mind after being accepted onto the programme but before it starts?**

Your place would become available to another suitable nominee from your NA and they would take your place. If nobody else was available to take your place, unfortunately no reimbursement of funds would be made by Sport Ireland to the NA

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

Your NA would be informed but no replacement would/could be made and no reimbursement of funds would be made by Sport Ireland to the NA

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

In these unexpected circumstances, content will be made available where possible and 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 do not provide the programme (after you have been accepted on it) or if Sport Ireland 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 has approval to offer students learner protection insurance. Learner Protection insurance is only in place when each student receives their Insurance Policy. Each learner 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 NA and to develop their ability to critically reflect and evaluate themselves and others for the advancement of coaches and coaching
NA 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 NA Work Placement involve?

The NA 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 NA 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 NA.

Module #	Module Title	Overall Weighting	Module Tasks & activities for assessment	
1	Introduction to Coach Development	10%	1a	Assignment
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
3	Leadership in Coach Development	20%	3a	Coach Support Activity Design Project
			3b	Reflective Journal & personal action plan
4	NA Work Placement	50%	4a	Delivery of a knowledge based coach development session / activity as part of an NA coach development programme approved under the CDPI
			4b	Delivery of a skills based coach development session / activity as part of an NA coach education programme approved under the CDPI
			4c	Delivery of non-formal coach development session / activity for an NA
			4d	Coach Assessment / evaluation
			4e	Coach Developer NA 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 NA 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 NA 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 contact training) and Stage Two (NA Work Placement) of the programme, including the assessments.
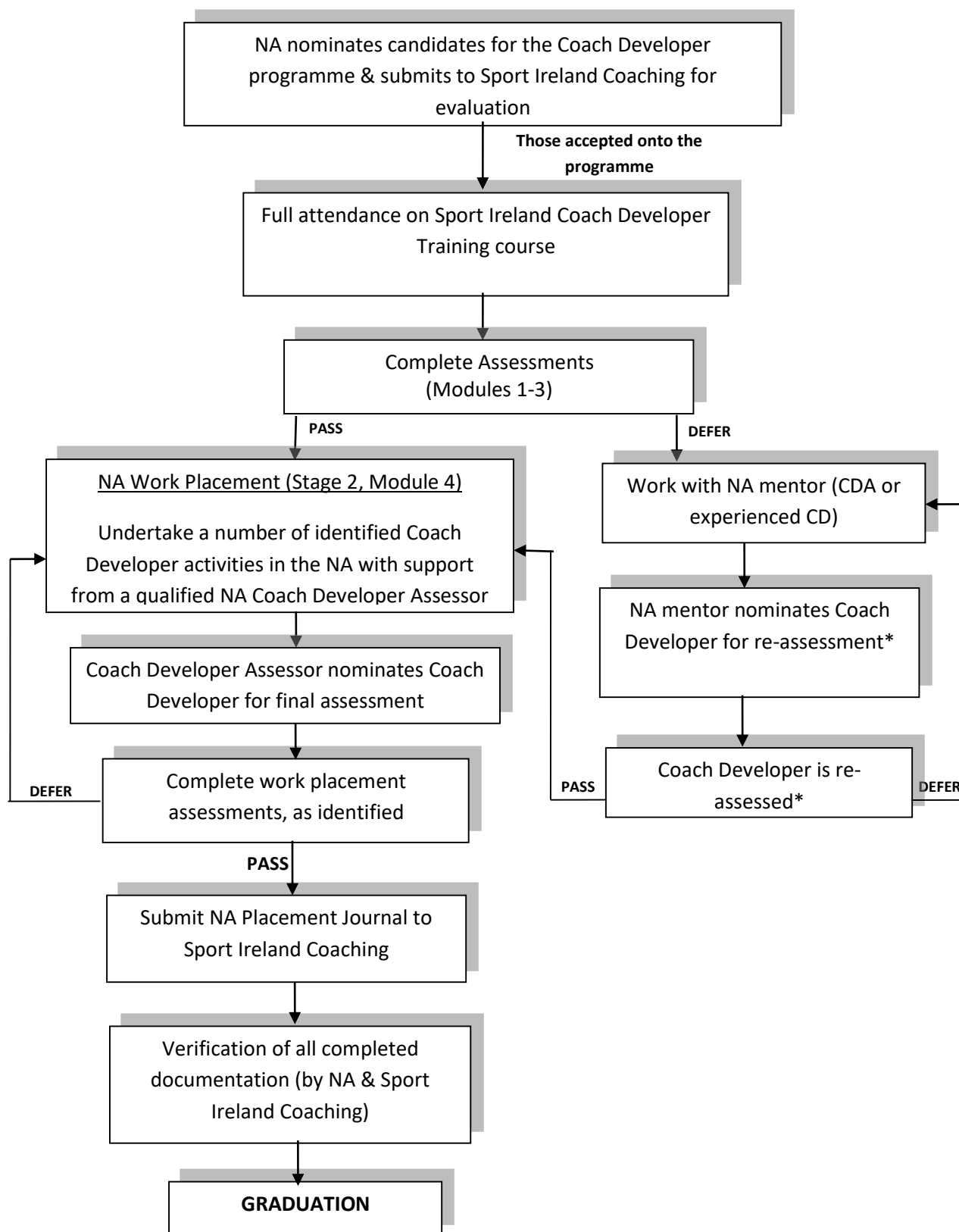
15. What Award will I receive for completing the programme?

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 NA?

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

Overview of Coach Developer Training

NA nominates candidates for the Coach Developer programme & submits to Sport Ireland Coaching for evaluation

Those accepted onto the programme

Full attendance on Sport Ireland Coach Developer Training course

Complete Assessments (Modules 1-3)

PASS

DEFER

NA Work Placement (Stage 2, Module 4)

Undertake a number of identified Coach Developer activities in the NA with support from a qualified NA Coach Developer Assessor

Work with NA mentor (CDA or experienced CD)

Coach Developer Assessor nominates Coach Developer for final assessment

NA mentor nominates Coach Developer for re-assessment*

DEFER

Complete work placement assessments, as identified

PASS

Coach Developer is re-assessed*

DEFER

PASS

Submit NA Placement Journal to Sport Ireland Coaching

Verification of all completed documentation (by NA & Sport Ireland Coaching)

GRADUATION

* 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	
Aim: To introduce the Sports Coach Developer programme to all candidates and develop core philosophies, knowledge and skills required by the Sports Coach Developer Objectives • Create an awareness of the programme and the importance of it to sport in your country • 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 the ITF and the ICDF and their relevance to Coach Developers and NAs
1.2	Describe the role, qualities, skills and competencies of an effective Coach Developer
1.3	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
1.4	Identify and discuss national legislation and regulations pertinent to sports coaches and Coach Developers such as Child Protection, Anti-doping and Disability provision

Module 2	
Coach Developer Practice	
Aim To develop the practical skills of a Sports Coach Developer Objectives • 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 your observation in relation to providing effective feedback to sports coaches
2.8	Prioritise, word and time your feedback to sports coaches (context specific)

Module 3
Leadership
Aim   To develop Coach Developer's leadership skills to lead the development of coaches in their NA 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 NA   • 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:

3.1	Discuss leadership in a coaching context and identify leadership skills in yourself and others and areas within your NA where your skills would be of benefit
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 & provision of support suitable for coaches in their NA
3.4	Design bespoke coach centred development opportunities as part of their NA's coach development and support strategy
3.5	Evaluate your 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 your own and one other persons' skills as a Sports Coach Developer using one or more interpretive filters
3.8	Review your personal learning and write a personal action plan for the NA work placement

Module 4
NA 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 NA 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 NA
4.2	Provide effective and relevant coach centred feedback to sports coaches participating on NA coach development programmes
4.3	Provide a range of supports to coaches or groups of coaches relevant to NA and can include 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 programme.

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 NA criteria/guidelines

NA WORK PLACEMENT

The NA Work Placement involves returning to your National Governing Body and applying your newly found Coach Developer skills in a wide variety of contexts to develop coaches in your 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. You will work under the guidance of an experienced Coach Developer Assessor during the work placement. There are a number of activities you must complete and include in your NA Placement Journal. These activities include;

1. Planning and solo or co-delivery of at least 2 knowledge based coach development sessions
2. Planning and solo or co-delivery of at least 2 skills based coach development sessions
3. Engagement with your NA in producing a development plan for you in your role as a Coach Developer in that NA
4. Involvement in one or more of the following activities;
    a. Design &/or delivery of a coach's workshop
    b. Creation of &/or involvement in a community of practice
    c. Facilitation of a peer support group
    d. Facilitation of a coach exchange programme
    e. Provision of co-delivery sessions with coaches
    f. Provision of shadowing opportunities for coaches
    g. Observation of and feedback to coaches 'in situ'
    h. Mentoring of one or more coaches
    i. Provision of information relating to courses, workshops, conferences, seminars, webinars etc.

You will be assessed during the work placement on your completion of the following

1. NA Placement Journal (as identified above)
2. Delivery of a knowledge based coach development session/activity on an NA coach education programme approved under the CDPI
3. Delivery of a skills based coach development session/activity on an NA coach education programme approved under the CDPI.
4. Delivery of a non-formal coach development session or activity for the NA
5. Assessment of a coach against identified NA criteria

The assessments will be conducted by a qualified NA Coach Developer Assessor against clearly identified assessment criteria. You will be supported during the work placement by a mentor, who will be nominated by your NA and Sport Ireland Coaching and will be a qualified and experienced Coach Developer.

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