



Coach Education Newsletter

No 1

January 2009

Introduction

Welcome to the first edition of the Coach Education Newsletter. This newsletter will be circulated to all British Orienteering Coach Educators, Assessors and Internal Verifiers involved in the training, assessing and verifying of British Orienteering Coaches.

As part of our introduction of UKCC British Orienteering has to develop, over the next 12 months, a programme of Continuous Professional Development (CPD) for the Coach Educators, Assessors and Internal Verifiers who work on UKCC. This newsletter is the first step in the development of that programme. The next steps are likely to be 'Standardisation Meetings': short get togethers to share experiences and to disseminate changes and improvements that we wish to pass on to those associated with UKCC.

A number of these meetings and receipt of this newsletter (we can't get you to read it but hopefully you will) are mandatory to your continuing ability to tutor or assess UKCC on behalf of British Orienteering.

Short Update

As we write (December) we have completed 4 UKCC Level 1 courses, we have one in progress and we have a further 14 in the calendar. With a further 5 planned but not with dates.

So far we have;

- 17 qualified Coach Educators and a further 16 have been trained (28 have attended UKCC Level 1 Orientation courses)
- 12 qualified Assessors and a further 33 have been trained (27 have attended UKCC Level 1 Orientation courses)
- 5 qualified Internal Verifiers and a further 5 have been trained (all have attended Orientation courses)

We have had 26 successful UKCCL1 candidates.

Further CTS, IAPS and Orientation courses are being planned for 2009.

There has also been a meeting with the External Verifier allocated to British Orienteering by 1st4sport as a result of which certain changes have been made to process and additional material provided to 1st4sport.

Reminder

Remember that the Registered Centre for all CTS, IAPS, CIVPS and UKCC Level 1 courses is British Orienteering. British Orienteering, through Vicky Thornton, has the responsibility to allocate Independent Assessors and Internal Verifiers to courses. Indeed if you want to organise a course Vicky will also find you a Coach Educator if you do not have one in mind.

For those looking for Assessors in order to complete their CTS or IAPS again Vicky is the point of contact and can assist with finding you an Assessor.

Feedback

We have asked for and received feedback from the UKCC Level 1 courses so far completed and a number of improvements and corrections have been made to the resource material.

The following documents have been amended;

- Candidate Pack
- Coach Educator, Assessor, Verifier guidance to Assessment.
- Pathway Specification
- Coach Educator, Assessor, Verifier guidance.

For those of you who have already attended a UKCC Level 1 Orientation course the revised Candidate Pack is attached and the remaining amended documents are available on request. For those who have not yet attended an Orientation session, new versions of these documents will be supplied at that stage.

We welcome all feedback from all courses, and will consider all suggestions for improvement.

The following comments and suggestions are therefore made as a result of the courses so far conducted. All comments have been discussed by the UKCC National Source Group (NSG).

The comments fall under a number of different types;

- Important; these are items that must be done in order to conform to our Endorsement or the needs of our External Verifier.
- Recommendations; advice provided as a result of experience in previous courses
- Information; these items are mostly informing you of improvements made to resources.

The items have been grouped for ease of reference.

Venue

The 1st4sport External Verifier has recommended that we produce a guideline covering acceptable features of any venue to be used for a UKCC Level 1 course.

A check list has been drawn up and it is **important** that this is completed by the Course Organiser before a course is advertised.

Key amongst the check list is that there is a local area mapped to British Orienteering standards adjacent to the venue.

Pre-course

It is **important** that candidate 4.1 registration forms are returned to the Course Organiser and thence to British Orienteering before the course starts. The Course Organiser must be able to check the Orienteering experience of a candidate before the course begins and that the candidate holds a current First aid certificate.

Our highest failures on courses so far were amongst Candidates with insufficient knowledge and experience of Orienteering and it is in everyone's interest that candidates have sufficient knowledge of the sport.

It is the responsibility of Course Organisers to monitor the experience of candidates and to mentor them if there are doubts about their experience. It may not be unreasonable to suggest to a candidate that they attend a one day introductory course before attending a UKCC Level 1 course. It is also important that candidate 4.1 registration forms are received before the course start in order to make arrangements for any special needs.

The Course Organiser also needs to have a medical form for all candidates prior to the course. To this end a medical form has been included within the Candidate Registration form.

UKCC Level 1 Resources

For your information the following changes are being made to the British Orienteering resources;

- new banners will be supplied to Coach Educators to be used as 'headers' to cover the 'What to' Coach-Step System and it's relation to the colours
- The Coaching handbook will now include the 'How to' kites and a copy of the Step system.
- The Coaching Cards will be supplied in a larger plastic wallet.
- A CD similar to the one provided as a resource with the Teaching Orienteering course will be supplied with UKCC Level1.

Some corrections will also be made to the 1st4 sport resources as follows:

- Corrections will be made to the Exam Question paper to make it clear that the Exam is 60 minutes in length.
- Some questions will be rephrased to avoid ambiguity

Some minor corrections will be made to the Candidate pack as follows;

- There is a space for the candidate's 1st aid certificate expiry date
- The name "Tutor" has been changed to "Coach Educator"
- The observation sheet, question and feedback/action plan have been tweaked slightly to take into account the feedback you have given.
- Task 3 has been changed so that Coach Educators can decide how they assess this. Options are - plan an orienteering course at the correct level or plan legs of courses only. Which ever way is chosen the maps need to be marked correctly and control descriptions need to be to the accepted standard.
- Orange has been added to the descriptions.

- Evaluation sheet put into task 4.

Independent Assessors are also reminded that they can exercise flexibility in marking the exam paper – they do not have to stick to the letter of the answers provided. Independent Assessors should also remind candidates that they need to read the number of marks allocated to each question and inform Candidates that they may leave the room when they have finished.

Timing

Coach Educators and Assessors need to be aware of the timings of the course. The course is designed to last for at least 7.5 hours per day. Adjustments to start times or meal times needed to be allowed for and compensated for by the finish times.

Candidates need to be allowed sufficient time at the end of Day 2 to prepare for Day 3. This is particularly important on courses held on consecutive days. If it helps Coach Educators may consider providing Task 5 at the end of Day 1.

Coach educators are also advised to consider doing some marking of Tasks during the course of the first 2 days and not leaving it all until the last day.

Terminology

There has been some confusion with terminology. Please adhere to the following definitions (it affects one of the questions on the exam paper);

- A catching feature is behind the control and stops an athlete from going too far
- A collecting feature is in front of or to the side of the control and helps to lead the athlete into the control
- A tick-off feature is one that the athlete would expect to see on his way to the control

Other

For Internal Verifiers; the Candidate interview form is to be modified to reduce the number of questions.

Coach Educators should remember to refer candidates to the 'Coaching Observation Checklist during day 2 so that the candidates are aware of the contents for the day 3 assessment.

It is ***important*** that Coach Educators/Assessors AND Internal Verifiers check that ALL boxes have dates and signatures.

The Coach Educator is responsible for checking that this is done and the Records of Achievement are complete. The Candidates must sign the front of this to say the work is theirs.

It is ***important*** that Independent Assessors complete the Invigilation documentation that is with the question papers and return this to British Orienteering with the papers.

When Internal Verifiers moderate the exam papers they may find the same questions are wrongly answered. Please include this in the Internal Verification

Feedback and Action Plan (IV3) as this may be a topic that is not being covered well in the course.

Also, on visits to courses Internal Verifiers need to comment on the Internal Verification Feedback and Action Plan (IV3) if the venue is not suitable for the course delivery.

Finally

A couple of other points;

I mentioned earlier we need to put together a CPD programme for all our Coach educators, Assessors and Internal Verifiers.

We will have to hold 'Standardisation Sessions' in order to share experiences and ensure a consistency of standards. There had been some thought that this may be at the 2009 Coaching Conference but it is now likely to be later in the year. We will keep you informed.

Progress is being made with the development of UKCC Level 2 and we are hoping to be able to launch that award in spring/summer of 2009.

And finally a very big thank you to all of you who have 'bought-in' to changing the face of Coach Education in British Orienteering. The willingness of so many people to become better equipped to train the Coaches and to attend training sessions in order to do this has been truly remarkable. When we started the retraining programme British Orienteering had 95 qualified Tutors/Assessors. Of those 59 have offered themselves for retraining and we have added a further 20 to the list.

Many thanks to you all

A very successful 2009 to you all in whatever you may do.
Best wishes

Keith Marsden UKCC Project Manager and
Vicky Thornton Coaching Manager

Glossary

You may find the following Glossary useful;

Awarding Body

An organisation or consortium that awards qualifications. To be eligible to award accredited qualifications, awarding bodies must meet the requirements of, and be recognised by, the regulators (such as Qualifications and Curriculum Authority). In the case of British Orienteering our Awarding Body is 1st4sport.

Coach Assessor

A person who makes judgements about the extent to which a learner's work meets the criteria for a qualification or unit or part of a unit. This may be through observation of practice and/or review of written work or professional discussion

Internal Assessor

For British Orienteering UKCC Level 1 courses this will be the Coach Educator.

Independent Assessor

For British Orienteering UKCC Level 1 courses this will be the Coach Assessor who invigilates and marks the exam papers and does some of the 3rd day practical assessments.

Coach Educator

A person involved in developing and implementing coach education courses. The person conducting the course.

External Verifier

Monitors procedures (including the quality of delivery by Coach Educators and assessment by Assessors) within recognised centres, on behalf of the awarding body (i.e. 1st4sport), to uphold quality standards.

Internal Verifier

Monitors quality of delivery and assessment by Coach Educators and Assessors on behalf of a Recognised Centre (i.e. British Orienteering), running courses to uphold national standards.

Trainer

A person, often formally, involved in developing and implementing education courses for coach educators, assessors and internal verifiers. The term refers to the person conducting the course involved in delivery and facilitation.

UKCC

The UK Coaching Certificate is an initiative to endorse coach education programmes across sports within the UK, against agreed criteria.