

British Cycling
Coach Education
Tutor/Assessor Accreditation
Programme

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British Cycling Coach Education Tutor/Assessor Accreditation Programme

1. Introduction

Quality assurance is vital to achieving a credible and high quality Coach Education Programme that meets the needs of cycling and coaches. One of the key quality assurance investments that British Cycling Coaching and Education has made is in the recruitment and training of the Tutors and Assessors who deliver and assess the coach education qualifications. To maintain our high standards of course delivery, only accredited British Cycling Coach Education Tutors/Assessors deliver/assess the courses.

To meet the needs of the Coach Education Programme all British Cycling Coach Education Tutors will be expected to undertake assessing roles as well. The main purpose of the Tutor/Assessor is to:

- deliver British Cycling Coach Education courses, and support candidates through the training process, and
- conduct fair and unbiased assessment of candidates attending coach education courses.

The new British Cycling Coach Education Tutor/Assessor Accreditation Programme has been designed to meet the minimum requirements set by the UK Coaching Certificate, and comprises the following components:

- Recruitment – including selection criteria, application and interview process
- Training and final assessment – including generic training, qualification specific orientation, and final assessment
- Accreditation, Continuing Professional Development (CPD) and Re-accreditation
- Deployment – including principles and expectations, and fees.

2. Recruitment

2.1 Selection Criteria

General Tutor/Assessor Selection Criteria

The criteria for application to become an accredited British Cycling Coach Education Tutor/Assessor are listed below.

- For the Level 1 and Level 2 Coaching qualifications – have relevant coaching and cycling knowledge, and hold at least a valid British Cycling Level 2 coaching qualification.
- For the Level 3 Coaching qualifications and higher – ideally hold an academic qualification at degree level or above in a relevant discipline, eg sports science, physical education or sports coaching, and hold a valid British Cycling coaching qualification at the level at which you will be tutoring/assessing. Where a candidate does not have an academic qualification, confirmation of appropriate knowledge, skills and experience will be sought.
- Experience of tutoring and/or facilitation.
- Experience in, or knowledge of, assessment principles and practice would be an advantage.
- Actively coaching at a level relevant to the award being tutored/assessed.
- A positive attitude towards the development of coaching and support the aims and objectives of British Cycling Coaching and Education.
- Ability to link to a British Cycling National/Regional Coach Education Centre, and support the work of other education centres.
- Have a valid CRB enhanced check completed by British Cycling within 6 months of application to join the Tutor/Assessor programme. If the candidate does not have a valid CRB enhanced check undertaken by British Cycling, British Cycling will undertake a check as part of the selection process.

While these criteria serve as a useful guide, we will consider an application from anyone who feels they are suitably qualified. For the purposes of Tutor/Assessor Accreditation, British Cycling Coaching and Education Officers are deemed to have met the Tutor/Assessor criteria and may tutor/assess Coach Education

Programme courses as deemed appropriate by the Coaching and Education Manager. Accredited Tutors/Assessors may also apply to tutor/assess discipline-specific awards and units.

Discipline-specific Awards and Units

It is recognised that the people with the relevant discipline-specific knowledge that is required for delivery of specific components of the Level 2 Discipline-specific Awards and the Level 3 Discipline-specific Units, may not meet all of the general Tutor Criteria outlined above.

Candidates or accredited Tutors/Assessors should apply separately (to an application for generic unit delivery) to deliver the BMX, Cycle Speedway, Cyclo-Cross, Mountain Bike, Road/Time Trial or Track discipline-specific Awards and Units. The criteria are listed below.

The candidate must have:

- a valid British Cycling Club Coach qualification (or higher)
- a minimum of 3 years relevant coaching or riding experience in the specific cycling discipline(s) applied for
- a valid CRB enhanced check completed by British Cycling within 6 months of application to join the Tutor/Assessor programme. If the candidate does not have a valid CRB enhanced check undertaken by British Cycling, British Cycling will undertake a check as part of the selection process.

Tutors that meet these discipline-specific criteria would always be paired with a Tutor that has met all of the General Tutor/Assessor Selection Criteria. While these criteria serve as a useful guide, we will consider an application from anyone who feels they are suitably qualified.

Discipline-specific tutors will be required to successfully complete tutor training, but may not have to undertake assessor training if they will not be taking on an assessment role.

Note: Some venues (eg tracks) may require tutors to gain facility specific induction/accreditation before tutoring in the facility.

2.2 Recruitment

British Cycling operates a fair and open Coach Education Tutor/Assessor recruitment process. Information regarding the selection criteria, requirements and application process are always available on the British Cycling website and applications are accepted at any time. British Cycling also encourages applications from women and minority groups who are currently under-represented in cycling.

At appropriate intervals the Coaching and Education department will review the overall size, number within each level and geographical distribution of its Coach Education Tutor/Assessor workforce to ensure it meets the needs of current and anticipated future requirements. Based on the outcomes of such a review, Tutor/Assessors with specific skills or in a specific geographical location may be recruited.

Irrespective of how a potential Tutor/Assessor is identified, the application and selection process is the same:

- Potential Tutor/Assessors receive an information pack that clearly outlines the selection criteria, recruitment process, expected involvement, training, and tutoring requirements.
- Potential Tutors/Assessors submit an application form (Appendix 1). Applications are kept on file for 1 year, and will be discarded after this time. Candidates will need to reapply after this period if recruitment was not undertaken during the time their application was on file.
- The Coaching and Education Manager reviews the application forms against the selection criteria as well as geographical, current and future course requirements.
- References are followed up, and if necessary a telephone or face-to-face interview is conducted. The validity of the candidate's British Cycling Coaching License is checked, ensuring the candidate has an appropriate level of coaching qualification and that an appropriately completed Coach Registration and Self Declaration form has been received.
- The list of CRB enhanced checks completed by British Cycling is checked. If the candidate does not have a valid CRB check completed by British Cycling, the candidate will be asked to complete an application form.

Following these steps an appropriate number of candidates are invited, subject to a favourable result from the CRB enhanced check, to join the Coach Education Tutor/Assessor Accreditation Programme.

3. Tutor Training and Course Specific Orientations

The role of Tutor and Assessor are inextricably linked. All British Cycling Coach Education Tutors are expected to undertake assessing roles as well. While there are separate training and assessment requirements for tutoring and assessing, these two programmes interact with each other. However, tutors that are recruited specifically to deliver the discipline specific modules (or components of these modules) will be required to successfully complete tutor training, but will not necessarily be required to undertake assessor training.

Course specific orientations consist of two components (except for Level 1, which will be completed as one orientation):

1. orientation to deliver the face-to-face training and conduct assessments on course
2. orientation to undertake post course written assessments

All tutors/assessors will undertake the first component of orientation for the qualifications they are recruited to deliver. The second component will be undertaken by invitation only. Factors taken into consideration when selecting tutors/assessors to undertake the second component of a course orientation will include the tutor/assessor's level of knowledge of the course, the number of times the tutor/assessor has tutored the course and the number of assessors required to meet the post course assessment demand.

3.1 Tutor Training and Course Specific Orientations

Those candidates selected to join the British Cycling Coach Education Tutor/Assessor Accreditation Programme are invited to attend a programme of tutor training, as outlined below. A summary of the overall tutor training and assessment process is at Figure 1.

1. Each candidate completes a sports coach UK (scUK) Coach Educator Candidate Application Form¹ and returns it to British Cycling.
2. Candidates attend a 3-day scUK Coach Educator training course arranged by British Cycling. This course is designed for people who want to deliver and facilitate learning sessions and develops the candidates understanding of planning, designing, managing and reviewing learning sessions. It is a competency based training package, which meets the minimum requirements of the UK Coaching Certificate Endorsement Criteria. Candidates may choose to progress to achieve the Certificate in Tutoring in Sport (awarded by 1st4sport Qualifications) in their own time. However this would be a personal decision and is not part of the British Cycling Coach Education Tutor Accreditation Programme.
3. Following completion of the course the scUK Trainer will provide British Cycling with a recommendation/action plan for each candidate based on his/her performance throughout the training. The recommendation can be one of four options:
 - a. ready to tutor
 - b. co-tutoring required
 - c. more experience/observation of tutoring required
 - d. not suitable to tutor

The next steps taken by each candidate will then vary depending on the recommendation.

4. Once the recommendation/action plans are received, the Coaching and Education Manager will contact each candidate to discuss and agree the next steps. Generally the next steps will be as follows (however, this may vary and will be considered on a case-by-case basis):
 - ◇ **Recommendation: Ready to tutor** – Trainee Tutor will attend the first component of the relevant qualification specific orientation and then progress directly on to Final Tutor Assessment.
 - ◇ **Recommendation: Co-tutoring required** – based on the recommendations/action plan from scUK, the Coaching and Education Manager and Trainee Tutor will agree the number and type of co-tutoring experiences required. The Trainee Tutor will attend the first component of the qualification specific orientation and undertake the identified co-tutoring experiences. Once the co-tutoring experiences are complete, the Coaching and Education Manager and Trainee Tutor will agree further action (either progress to Final Tutor Assessment or identify further experiences required).

¹ Tutors trained in Scotland will undertake Sport Scotland Tutor Training

- ◇ **Recommendation: More experience/observation of tutoring required** – based on the content of the recommendations/action plan from scUK, the Coaching and Education Manager and Trainee Tutor will agree the number and type of opportunities required and identify appropriate opportunities for Trainee Tutor to observe. Once the observation experiences are complete, the Coaching and Education Manager and Trainee Tutor will agree further action (either further observations required, progress to the first component of qualification specific orientation and co-tutoring experiences or not suitable to progress).
- ◇ **Recommendation: Not suitable to tutor** – Candidate not suitable for progress within the British Cycling Coach Education Tutor/Assessor Accreditation Programme.

3.2 Final Tutor Assessment

The Coaching and Education Manager and Trainee Tutor will agree when the Trainee Tutor is ready for Final Tutor Assessment. The Final Tutor Assessment is conducted by a British Cycling Internal Verifier in a real-life tutoring situation (ie during delivery of a British Cycling Coach Education course). The Trainee Tutor will be assessed delivering one full module of the relevant British Cycling coaching qualification.

On successful completion of the assessment the Trainee Tutor will be put forward for accreditation for delivery of the specific Coaching qualification. If the competencies are not met, the Internal Verifier and Trainee Tutor will agree a plan of action to enable the Trainee Tutor to achieve the required competence.

Once a Tutor has gained accreditation to deliver a British Cycling Coaching qualification, he/she will be able to deliver any British Cycling Coaching Qualifications deemed to be at a lower level than that of the Tutors original accreditation. For example, if a Tutor has gained accreditation to deliver the Level 2 Coaching Award, he/she will be able to gain accreditation to deliver the Level 1 Coaching Award once they have completed the qualification specific orientation (ie the Tutor will not have to undertake another Final Tutor Assessment to deliver the Level 1 course).

However, if a Tutor wishes to gain accreditation to deliver a higher level award, he/she will need to undertake the relevant qualification specific orientation (and co-tutoring opportunities if appropriate) and successfully complete a Final Tutor Assessment in the context of the higher level award.

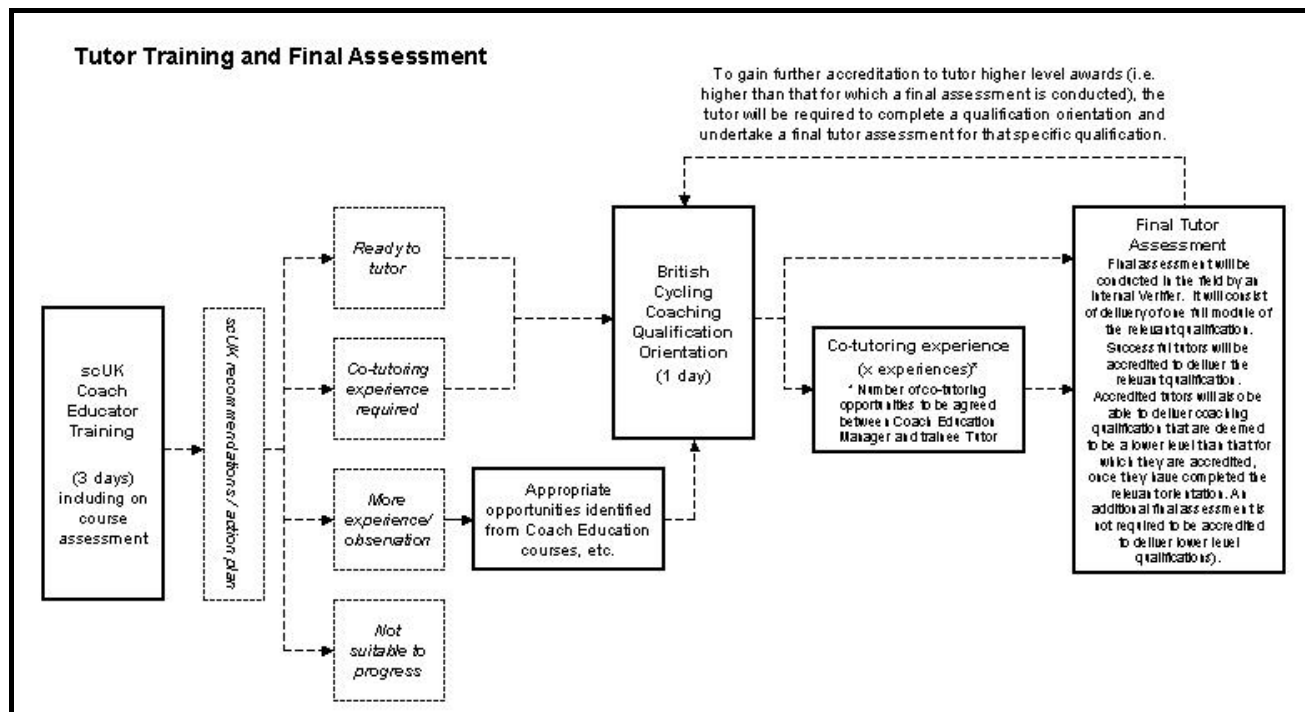


Figure 1: Summary of Tutor Training and Assessment Process

4. Assessor Training

4.1 Assessor Training

Those candidates selected to join the British Cycling Coach Education Tutor/Assessor Accreditation Programme are invited to attend a programme of assessor training, as outlined below. A summary of the overall assessor training and assessment process is at Figure 2.

1. Each candidate completes a sports coach UK (scUK) Assessor Candidate Application Form², and returns it to British Cycling.
2. Candidates attend a 2 day scUK Assessor Training course arranged by British Cycling. This course covers a range of skills and techniques required to monitor, review and evaluate the progress of candidate coaches, as well as the ability to evaluate and develop their own practice. It is a competency based training package, which meets the minimum requirements of the UK Coaching Certificate Endorsement Criteria. Candidates may choose to progress to achieve the Introduction to Assessment Practice in Sport qualification (awarded by 1st4sport Qualifications) in their own time. However this would be a personal decision and is not part of the British Cycling Coach Education Tutor/Assessor Accreditation Programme.
3. Following completion of the course the scUK Trainer will provide British Cycling with a recommendation/action plan for each candidate based on his/her performance throughout the training. The recommendation can be one of three options:
 - a. ready to assess
 - b. co-assessing / more experience/observation required
 - c. not suitable for assessing.

The next steps taken by each candidate will then vary depending on the recommendation.

4. Once the recommendation/action plans are received, the Coaching and Education Manager will contact each candidate to discuss and agree the next steps. Generally the next steps will be as follows (however, this may vary and will be considered on a case-by-case basis). It should be noted that the candidate must have attended the relevant qualification specific orientation before being able to undertake any assessing or co-assessing tasks.
 - ◇ **Recommendation: Ready to assess / Co-assessing / More experience required** – based on the recommendations/action plan from scUK, the Coaching and Education Manager and Trainee Assessor will agree the number and type of co-assessing experiences required. All Trainee Assessors must complete at least one co-assessing experience (however, this may incorporate the final assessment if appropriate). The Trainee Tutor will attend a qualification specific orientation (if not already completed) and undertake the identified co-assessing experiences. Once the co-assessing experiences are complete, the Coaching and Education Manager and Trainee Assessor will agree further action (either progress to Final Assessor Assessment or identify further experiences required).
 - ◇ **Recommendation: Not suitable for assessing** – Candidate is not suitable for progress within the British Cycling Coach Education Tutor/Assessor Accreditation Programme.

4.2 Final Assessor Assessment

The Coaching and Education Manager and Trainee Assessor will agree when the Trainee Assessor is ready for Final Assessment. The Final Assessor Assessment is conducted by a British Cycling Internal Verifier in a real-life assessing situation (ie during assessment on a British Cycling Coach Education course). The Final Assessment will include the observation of the Trainee Assessor conducting one full assessment of a coach's practical coaching.

On successful completion of the assessment the Trainee Assessor will be put forward for accreditation as a British Cycling Assessor. If the competencies are not met, the Internal Verifier and Trainee Tutor will agree a plan of action to enable the Trainee Assessor to achieve the required competence.

Successful candidates will be accredited to assess all British Cycling Coaching qualifications that they are accredited to tutor, ie only one Final Assessor Assessment needs to be undertaken.

² Assessors trained in Scotland will undertake Sport Scotland Assessor Training

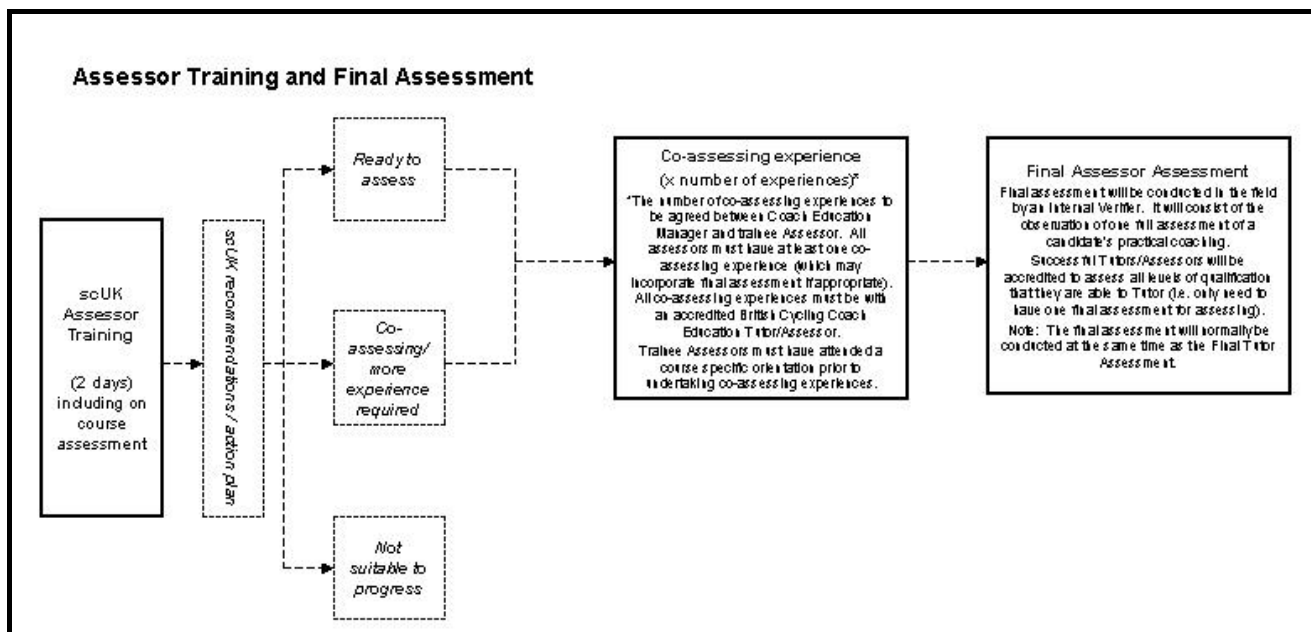


Figure 2: Summary of Assessor Training and Assessment Process

5. Accreditation, CPD and Re-accreditation

5.1 Tutor Accreditation

Tutor accreditation will be specific to a level of the British Cycling Coach Education Programme, and each accreditation (for each level) will be valid for 3 years. To gain accreditation as a British Cycling Coach Education Tutor, Tutors must:

- meet the Tutor/Assessor selection criteria, as appropriate
- have successfully completed the scUK Coach Educator training
- have attended the relevant British Cycling qualification specific orientation day
- successfully completed a Final Tutor Assessment in the context of the level of award they will be tutoring (note: if a Tutor already has accreditation for a specific level and is applying for accreditation at a lower level, a Final Tutor Assessment is not required)

5.2 Assessor Accreditation

Assessor accreditation is linked to the candidates Tutor accreditation, ie successful candidates will be accredited to assess all levels of British Cycling Coaching Qualifications that they are accredited to tutor. Assessor accreditation will be valid for 3 years.

To gain accreditation as a British Cycling Coach Education Assessor, Assessors must:

- meet the Tutor/Assessor selection criteria, as appropriate
- have successfully completed the scUK Assessor training
- have attended the relevant British Cycling qualification specific orientation day
- successfully completed a Final Assessor Assessment

5.3 Tutor and Assessor CPD and Re-Accreditation

To maintain their accreditation (and gain re-accreditation after three years), accredited Tutor/Assessors will be expected to:

- attend a minimum of two British Cycling Coach Education Tutor/Assessor CPD events over the 3 years of accreditation
- where possible, deliver/assess on at least one course for each level of his/her accreditation each year
- take responsibility for his/her ongoing development by undertaking an informal review of his/her performance after each delivery/assessment
- participate in a formal review, in conjunction with the Coaching and Education Manager, at the end of the accreditation period.

6. Tutor/Assessor Deployment

6.1 Guiding Principles and Expectations

British Cycling Coaching and Education are guided by the principles outlined below when deploying British Cycling Coach Education Accredited Tutor/Assessors. It is acknowledged that geographical reasons or availability may impact on the implementation of these principles.

British Cycling Coaching and Education will:

- ensure all venues that are used meet the minimum criteria for effective delivery of a British Cycling Coach Education course
- ensure appropriate equipment is available at the venue, such as projector and flip chart
- provide a comprehensive tutor pack to each Tutor including tutor notes, course handouts and presentations
- where possible, ensure that Tutors/Assessors do not deliver/assess on their own
- where possible, ensure that Tutors/Assessors get the opportunity to deliver/assess with a range of other Tutors/Assessors (ie vary the Tutors/Assessors who work together)
- ensure that Trainee Tutors/Assessors deliver/assess with a fully qualified Tutors/Assessors
- encourage Tutors/Assessors to undertake regular self review and action planning to continually develop their own performance
- allow opportunities for observation of other Tutors/Assessors (ie let all Tutors/Assessors know about the programme of courses to allow Tutors/Assessors to observe others if they choose to)
- provide ongoing support as required

British Cycling Coaching and Education expects accredited Tutors/Assessors to:

- deliver and assess the Coach Education Programme qualifications to a high standard, including undertaking appropriate preparation prior to each delivery, producing their own delivery resources (in addition to that provided by British Cycling), adapt delivery to meet the needs of the participants
- achieve the objectives of each session that is delivered
- provide their own consumables such as pens, blue tack, post-it notes, etc
- complete all administration and paperwork appropriately, completely and within a reasonable timeframe
- represent the department, and British Cycling, in a positive and professional manner at all times
- satisfy the requirements of the course candidates, answer all questions satisfactorily, either drawing upon knowledge, or by referring candidates to other sources of information and be able to be contacted by course participants throughout their period of training
- be responsible to the Coaching and Education Director
- attend a minimum of two British Cycling Coach Education Tutor/Assessor CPD events over the 3 years of accreditation
- where possible, deliver/assess on at least one course for each level of his/her accreditation each year
- take responsibility for his/her ongoing development by undertaking an informal review of his/her performance after each delivery
- participate in a formal review in conjunction with the Coaching and Education Manager at the end of the accreditation period

6.2 Training, Attendance at CPD Events and Fees


Attending Tutor/Assessor Training and British Cycling Coaching and Education CPD Events

The cost of attending Tutor Training, Qualification Specific Orientations and British Cycling Coaching and Education Tutor CPD events are paid for by British Cycling. This includes travelling expenses, accommodation expenses when appropriate, and subsistence while at the event. Tutors/Assessors are not reimbursed for their time for attending Training, Qualification Specific Orientation and CPD events.

Tutoring/Assessing

Trainee Tutors/Assessors, and Accredited Tutors/Assessors are paid travelling expenses, accommodation expenses when appropriate, and a daily fee when tutoring/assessing Coach Education courses. The additional responsibility taken on by an Accredited Tutor/Assessor is acknowledged through a higher daily fee. Tutors/Assessor undertaking post course written assessments are paid a flat rate per assessment. See Appendix 2 for details of the fee structure.

Appendix 1: Coach Education Tutor/Assessor Application Form

| | | | | | | | | | | | | | |
|--|--|--|-------------------------------------|--|----------------------------------|------------------------------|--|----------------------------------|---|--|----------------------------------|--------------------------------------|--------------------------------|
|  BRITISH CYCLING British Cycling Coaching and Education National Cycling Centre Stuart Street Manchester M11 4DQ Tel. 0161 274 2060 Fax. 0870 136 6427 | NOTE ON COMPLETION OF APPLICATION FORM Please complete the form in type or black pen . Candidate details are held in secure filing systems for up to 1 year following receipt. British Cycling will hold personal details in order to communicate with candidates, and for statutory purposes (equal opportunities). In the event that you are successful in your application, the information contained in this form will make up the basis of your personnel file on both secure computer and paper-based filing systems. | | | | | | | | | | | | |
| Position Applied for: British Cycling Coach Education Tutor/Assessor | | | | | | | | | | | | | |
| PERSONAL DETAILS | | | | | | | | | | | | | |
| British Cycling Membership Number: Surname: First Name(s): Address: Date of Birth: | Contact Details Home Tel: Mobile: Email: Office Tel: May we ring you at work with discretion? <input type="checkbox"/> yes <input type="checkbox"/> no | | | | | | | | | | | | |
| COURSE(S) | | | | | | | | | | | | | |
| Please identify which British Cycling courses you want to tutor/assess. <table border="0"><tr><td><input type="checkbox"/> Level 1</td><td colspan="2">Level 2/3 Discipline Modules</td></tr><tr><td><input type="checkbox"/> Level 2</td><td><input type="checkbox"/> BMX</td><td><input type="checkbox"/> Mountain Bike</td></tr><tr><td><input type="checkbox"/> Level 3</td><td><input type="checkbox"/> Cycle Speedway</td><td><input type="checkbox"/> Road/Time Trial</td></tr><tr><td><input type="checkbox"/> Level 4</td><td><input type="checkbox"/> Cyclo-Cross</td><td><input type="checkbox"/> Track</td></tr></table> | | <input type="checkbox"/> Level 1 | Level 2/3 Discipline Modules | | <input type="checkbox"/> Level 2 | <input type="checkbox"/> BMX | <input type="checkbox"/> Mountain Bike | <input type="checkbox"/> Level 3 | <input type="checkbox"/> Cycle Speedway | <input type="checkbox"/> Road/Time Trial | <input type="checkbox"/> Level 4 | <input type="checkbox"/> Cyclo-Cross | <input type="checkbox"/> Track |
| <input type="checkbox"/> Level 1 | Level 2/3 Discipline Modules | | | | | | | | | | | | |
| <input type="checkbox"/> Level 2 | <input type="checkbox"/> BMX | <input type="checkbox"/> Mountain Bike | | | | | | | | | | | |
| <input type="checkbox"/> Level 3 | <input type="checkbox"/> Cycle Speedway | <input type="checkbox"/> Road/Time Trial | | | | | | | | | | | |
| <input type="checkbox"/> Level 4 | <input type="checkbox"/> Cyclo-Cross | <input type="checkbox"/> Track | | | | | | | | | | | |

ACADEMIC QUALIFICATIONS

Please list all relevant academic qualifications.

(an academic qualification at degree level or above, in a relevant discipline eg sports science, physical education or sports coaching preferred).

TUTORING EXPERIENCE

Please give details of previous tutoring posts you have held, starting with your current or most recent post.
(experience of tutoring and/or facilitation preferred)

ASSESSING EXPERIENCE

Please give details of previous assessing posts you have held, starting with your current or most recent post.
(experience in, or knowledge of, assessment principles and practice is an advantage)

COACHING EXPERIENCE

Please give details of coaching experience, including any relevant discipline specific coaching experience. If you are applying to deliver Level 2/3 discipline modules, also include relevant details regarding participation in specific cycling disciplines.
(Tutors/Assessors should preferably be actively coaching at a level relevant to the award being tutored/assessed)

SUPPORTING EVIDENCE

Using the job description and person specification supplied, please tell us why you think you would be a good tutor/assessor for this post. If you wish, please include relevant aspects of your non-paid work experience or voluntary activities. Please attach additional sheets if appropriate.

DECLARATION

I confirm that the information I have given on this form is correct and complete and that any false or misleading statements may be sufficient ground for cancelling any agreements made.

Signed..... Date

Appendix 2: British Cycling Coach Education Tutor/Assessor Fees

Accredited Tutor/Assessors are paid travelling expenses, accommodation expenses (as agreed in advance with the Coaching and Education department) and a fee of £140 per day of delivery on a British Cycling Coach Education course. This fee includes preparation time and the consumables required for the delivery.

Trainee Tutor/Assessors are paid travelling expenses, accommodation expenses (as agreed in advance with the Coaching and Education department) and a fee of £50 per day of delivery on a British Cycling Coach Education course. This fee includes preparation time and the consumables required for the delivery.

Tutors that deliver the Safeguarding and Protecting Children (SGPC) module will be paid fee of £75 if delivering the module as a stand alone course, or delivering the module as part of a Coach Education course but undertakes no further tutoring on that course. If the tutor is asked to deliver an entire day of training, which includes the SGPC module, the delivery will be part of the daily tutor fee (£140).

Assessors that undertake post course written assessment will be paid the following fee:

- Level 1 – £20 per assessment
- Level 2 – £50 per assessment
- Level 3 Core Unit Workbook – £20 per assessment
- Level 3 Discipline-Specific Workbook A – £50 per assessment
- Level 3 Discipline-Specific Workbook B – £20 per assessment
- Club Coach – £50 per assessment
- Activity Coach – £50 per assessment