

NGB WORK PLACEMENT PACK

CERTIFICATE IN SPORTS COACH DEVELOPMENT

This Work Placement Pack should be used by NGBs to provide support to trainee Coach Developers to apply their newly found Coach Developer skills in a NGB sport-specific environment. NGB Work Placement is the second part of Sport Ireland's Certificate in Sports Coach Development, the first part being the contact training with Sport Ireland.

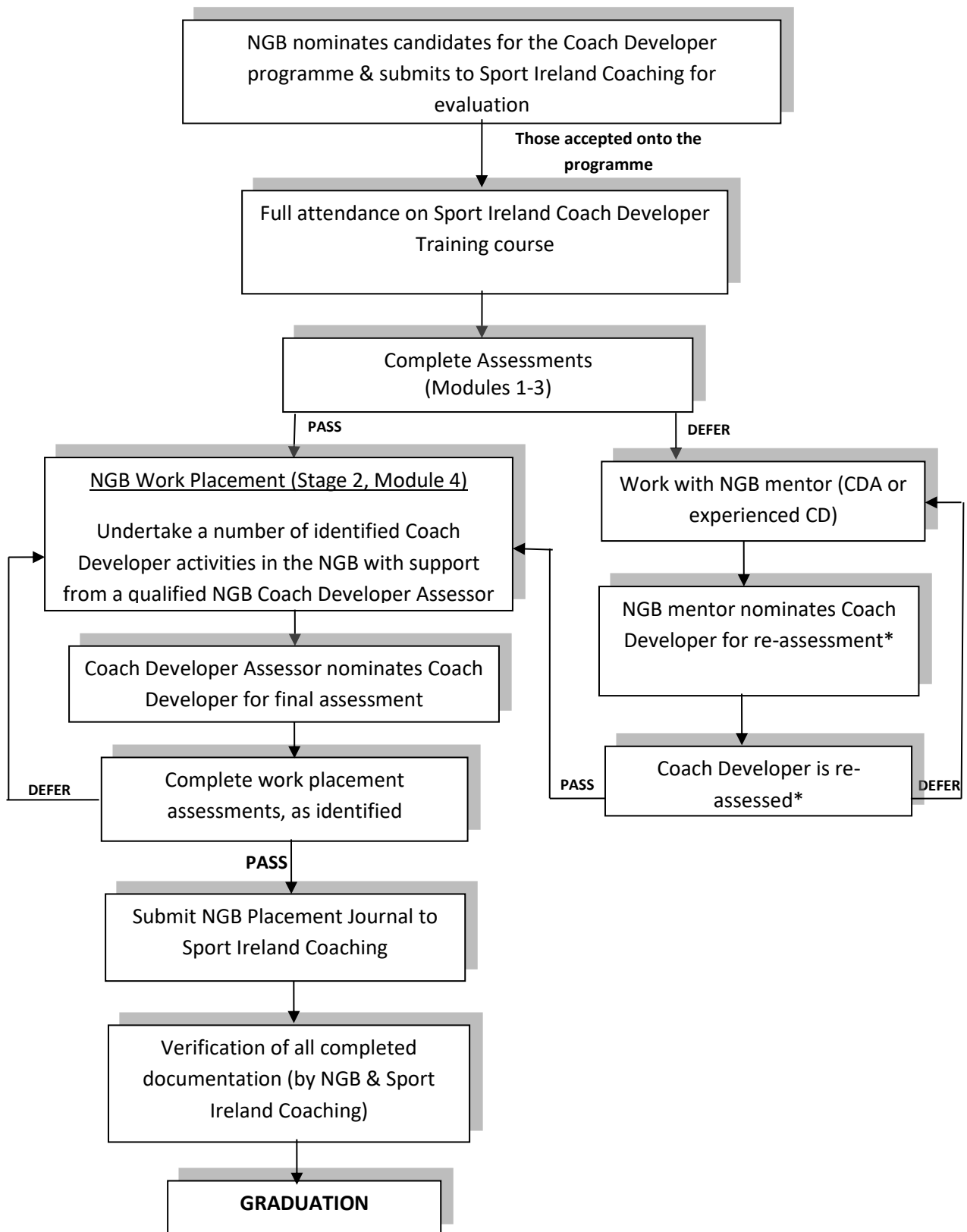
Trainee Coach Developers must complete both parts of the Coach Developer programme to qualify as Coach Developers in their NGB.

There are several elements included in this pack:

1. An overview of the Coach Developer(CD) training process from nomination through to graduation
2. Learning outcomes for the NGB Work Placement
3. Information on NGB responsibilities during the NGB placement
4. Work Placement Assessment

If you have any questions regarding the process or if you need clarification on anything, please contact Sport Ireland Coaching at coachinginfo@sportireland.ie

1. Overview of Coach Developer Training



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

2. NGB Work Placement Learning Outcomes

The NGB Work Placement is Module 4 on Sport Ireland’s Coach Developer programme. The first three modules are covered during the initial part of the Coach Developer programme, led by Sport Ireland, over a period of 6 months. The NGB work placement can typically take between six and eighteen months to complete.

The aim of the NGB Work Placement is to enable the trainee Coach Developers to apply their knowledge, skills and competencies to develop and support coaches in a practical and sports specific context within their chosen sport. During the Work Placement, learners are provided with opportunities to practise their skills in a supported and sport-specific environment; facilitate the development of coaches in their sport and become familiar with the procedures associated with setting up, running and certifying NGB coach education programmes.

The learning outcomes for the Work Placement are:

1. Deliver coach education programmes as set out by their sport’s NGB
2. Provide effective and relevant coach centred feedback to sports coaches participating on NGB coach development programmes
3. Provide a range of supports to coaches or groups of coaches relevant to the NGB 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. Provide coaches with information on where to access upcoming courses, workshops, conferences, seminars, webinars etc. in their own and other sports/environments
5. Assess coaches’ performance according to NGB criteria/guidelines

3. NGB RESPONSIBILITIES DURING WORK PLACEMENT

This section outlines the NGB's responsibilities to the Coach Developer during the period of their NGB work placement and should be read in conjunction with the 'learning outcomes' for the NGB placement identified above.

On completion of Stage 1 of the Certificate in Sports Coach Development (Modules 1-3), Sport Ireland Coaching will email the Coaching Contact within the NGB identifying the status of the trainee Coach Developer(s). The email will state whether they have a complete (10-day) attendance record or if one or more days have been missed. It will also state whether they passed their non-sport specific assessment or if they were deferred and that, irrespective of the result of that assessment, they will be starting their NGB work placement. This NGB Work Placement Pack will be included in the email to outline what is involved during the Work Placement.

The first thing the NGB should do is meet with the trainee CD(s) to discuss their training to date and assign a mutually agreeable CDA/experienced CD* within the NGB to be the primary support for the trainee CD. It should be noted at this point that this person CANNOT act as the person who will conduct the work placement assessment.

**If there is no CDA available to undertake this role, then one or more experienced CDs to cover the areas of *course delivery* and *coach support* should be appointed.*

The appointed CDA/experienced CD must go through the requirements of the Work Placement and agree a plan of support with the trainee CD. There are a number of activities the trainee must complete and include in a NGB Placement Journal. These activities include;

1. Planning and co-delivery of 2 knowledge based coach development sessions / activities on 2 separate NGB coach education programme approved under the CDPI
2. Planning and solo delivery of 2 knowledge based coach development sessions / activities on 2 separate NGB coach education programme approved under the CDPI
3. Planning and co-delivery of 2 skills based coach development sessions / activities on 2 separate NGB coach education programme approved under the CDPI
4. Planning and solo delivery of 2 skills based coach development sessions / activities on 2 separate NGB coach education programme approved under the CDPI
5. Engagement with the NGB in producing a development plan for them in their role as a Coach Developer in the NGB
6. 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.

Coach Developers will be assessed during the work placement as identified below. Further information on the assessment is provided in Section 4.

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

Evidence of the support plan between the NGB and the trainee Coach Developer is required and will be added to the trainee's digital learner portfolio.

- 1) The appointed CDA/experienced CD should sign the trainee Coach Developer's Work Placement Journal on each occasion they meet the trainee CD (for the purpose of support provision). The final section should be completed prior to the final assessment of the trainee CD. The entire journal (the template for which is included in this pack) should be completed electronically and will be added to the trainee's digital learner portfolio.
- 2) The coaching contact within the NGB should provide a final statement regarding the trainee CD (the template for which is included in the Work Placement Journal) and will be added to the trainee's digital learner portfolio.
- 3) Once it has been agreed (with the trainee CD and their CDA/support person) that they are ready for assessment and they have completed all their work placement requirements satisfactorily, the NGB can arrange for a trained CDA to conduct the final assessment. This cannot be the CDA who was providing support to the trainee. Please inform Hayley Harrison/Sport Ireland Coaching that this is happening, when and by whom. If there is not a trained CDA available, please contact Hayley Harrison/Sport Ireland Coaching who will arrange for the assessment to take place.
- 4) The CDA/experienced CD responsible for each trainee CD should ensure that all the documentation for the work placement is uploaded to the trainee CD's digital learner portfolio.
- 5) The CDA who conducts the final assessment should send the assessment forms and debrief sheets into Sport Ireland Coaching who will add them to the trainee CD's digital learner portfolio

- 6) Once the trainee CD has completed all the tasks successfully and all the documentation has been uploaded into their respective portfolios and has been checked by Sport Ireland, they will be listed as COMPLETE on the Sport Ireland Coaching database. At that stage they are fully qualified and eligible to deliver courses, workshops, coach support sessions etc. without support, if the NGB wishes to deploy them in this way.
- 7) There will be a graduation ceremony arranged by Sport Ireland Coaching for all those who have completed their training. This may be anything from one to 18 months from completion of their training, but you will be given advance warning. The CD, their support CDA & representatives from the NGB will all be invited to attend.

Important Points to Remember

There are a few key areas that NGBs must be aware of for the NGB Work Placement. The NGB is responsible for;

- ✓ Selecting appropriate work placements for Coach Developers in consultation with Sport Ireland Coaching
- ✓ Assigning appropriate mentors to observe and guide Coach Developers through the work placement
- ✓ Supporting Coach Developers during work placement to achieve the learning outcomes
- ✓ Monitoring Coach Developers during the work placement and providing written reports to Sport Ireland Coaching
- ✓ Selecting appropriate Assessors to conduct work placement assessments and ensuring the relevant assessment paperwork is submitted to Sport Ireland Coaching

4. WORK PLACEMENT ASSESSMENT

Coach Developers will be assessed during the work placement by a qualified Coach Developer Assessor appointed by the NGB. Coach Developers will be assessed on the following;

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

The Assessor will conduct the assessments against clearly identified assessment criteria agreed with Sport Ireland Coaching. The relevant assessment paperwork must be completed by the Assessor and submitted to Sport Ireland Coaching for the purposes of certification. The NGB Work Placement assessment accounts for 50% of the overall Sport Ireland Coach Developer Programme and is a crucial element of the programme.