



Procedure for the Recognition of Prior Learning

Certificate in Sports Coach Development

What is Recognition of Prior Learning?

Recognition of Prior Learning (RPL) is the recognition of a learner's prior learning, whether through programmes of learning or experience in life, volunteer and/or paid roles. Sport Ireland Coaching have a RPL policy which can be applied to the Certificate in Sports Coach Development. This policy describes how a learner may apply to Sport Ireland Coaching to get their learning and prior experience recognised against the Certificate of Sports Coach Development for any of the following purposes:

1. Non-standard entry to the Certificate in Sports Coach Development
2. Advanced entry (i.e. entry to the programme beyond the normal starting point)
3. Exemption from certain modules/elements of the Certificate in Sports Coach Development

There are three main types of prior learning recognised by Sport Ireland

- Prior formal learning – learning which has previously been formally accredited within an education system
- Non-formal learning – learning acquired through planned activities but does not result in formal certification
- Informal – learning acquired through day-to-day activities which may be unplanned and unintentional

What does RPL mean for the Certificate in Sports Coach Development?

The Certificate in Sports Coach Development (formerly known as the Level 2 Coach Developer programme) was validated by Quality and Qualifications Ireland (QQI) as a Level 7 Special Purpose Award in December 2021 (PG24650). Learners can apply to Sport Ireland to get their prior learning recognised for the purposes of non-standard entry to the Certificate in Sports Coach Development; advanced entry to the programme or exemption from certain modules/elements of the programme. The information provided in this document outlines the steps involved in applying for RPL for the Certificate in Sports Coach Development.

Is my learning relevant to the Sports Coach Developer Programme?

To find out if your learning is relevant, please refer to the Programme and Module Learning Outcomes of the Sports Coach Developer programme (see Appendix 1) and consider how your prior learning meets these learning outcomes. Applications are reviewed against how the applicant's prior learning meets the programme and module learning outcomes.

If you completed the Sport Ireland Coach Developer Programme during the period 2017 – 2021, you do not need to complete Section 4 of the Application Form. If you completed a Sport Ireland Tutor programme (i.e. a programme prior to 2017), you do need to complete this section. If you are unsure whether your qualification is a Coach Developer or Tutor qualification, please contact Sport Ireland Coaching to confirm coachinginfo@sportireland.ie

How do I apply?

The main steps involved in the application process for RPL are identified below

1. The first step is to refer to the Learning Outcomes of the Coach Developer programme (Appendix 1) to see if your prior learning meets some of these outcomes. You can request the Programme Learning Outcomes from the Education and Training Quality Officer or Programme Lead Officer. It may be helpful to initially discuss your case with the Programme Lead Officer before submitting an application.
2. Submit an application in writing to the Education and Training Quality Officer using the relevant RPL Application Form, identifying the
 - Learning for which you are seeking recognition and whether it is formal, non-formal or informal
 - Purpose for which you wish the learning to be recognised i.e. to meet an entry requirement or to meet one of more of the programme or module learning outcomes.
3. Get the appropriate National Governing Body or relevant organisation to endorse your application by completing the relevant section of the application form
4. Gather evidence to support your application and submit it with your application form. See section below on the types of evidence required

The deadline for applications is the 30th April. You will be notified of the outcome by 30th June.

What kind of evidence is required to support my application?

Applicants are responsible for supplying sufficient evidence of prior learning achieved. Evidence of learning may be demonstrated through a portfolio. A portfolio is a collection of information and documentation that supports an application and provides evidence of the learning. A portfolio may include, amongst other things,

- a. Provision of certificates, transcripts and programme documents (prior formal learning)
- b. Details/evidence of relevant activities attended e.g. non-accredited training/workshops (non-formal learning)
- c. Reflective accounts of the experience and learning gained
- d. Statements from employers, NGBs, training providers, relevant organisations etc.
- e. Personal supporting statement

How much does it cost?

There is an initial application fee of €80 to cover the processing of the paperwork. Once the paperwork is processed, there will be an additional fee if the applicant requires further training. This fee will be dependant on the training required. The need for further training will be identified following a review of the extent the applicant's prior learning meets the learning outcomes of the programme.

Applications will not be processed if

- The application form is not completed in full
- The application form does not have all the required documentation attached
- The application fee is not paid

What support is available?

Support is provided to applicants who wish to apply through Sport Ireland Coaching's Quality Assurance Officer and the Sports Coach Developer Programme Lead.

Who processes the application?

Applications are processed in accordance with Sport Ireland's Policy and Procedure for Recognition of Prior Learning. A RPL Panel will process the application. The RPL Panel will be made up of the following people:

- Coach Developer Programme Lead
- Director of Education and Formal Training
- Member of the Coach Developer Trainer Team

The Panel will determine if the application is possible in respect of the programme and applicant and whether (and to what extent) the applicant's prior learning meets the criteria for entry to the programme and/or the intended learning outcomes of the programme.

When processing an application for RPL, the RPL Panel will consider the following;

- a. Appropriateness of the evidence of the learning outcomes
- b. Equivalence of the learning gained with the award level
- c. Currency, reliability and validity of the evidence provided
- d. Learning gained as opposed to the experience gained.

The Director of Education and Formal Training will approve each application prior to the applicant being informed of the outcome. The Education and Training Quality Assurance Officer will respond to the applicant identifying what, if any, exemptions can be granted and, if and how, any informal or non-formal prior learning will be assessed. Where an application for RPL cannot be processed, clear information will be provided to the applicant outlining why it could not be processed.

All appropriate records and documentation relating to the RPL process will be stored securely by Sport Ireland and made available for monitoring and self-evaluation purposes. Sport Ireland's Education and Training Council are responsible for approving and overseeing the implementation of Sport Ireland's Policy and Procedure for RPL.

What are the potential outcomes of the application process?

Potential outcomes of the application process for RPL include the following;

1. An applicant is offered a place on the Coach Developer programme without exemptions
2. An applicant is offered a place on the Coach Developer programme with exemptions (e.g. exempt from certain modules)

Applicants have the right to appeal a decision on an application for RPL to an appeals committee in line with Sport Ireland's Policy for Appeals.

	Date
First issued	21-02-2022
Version 2	02-03-22
Version 3	15-02-23
Version 4	11-05-23
Version 5	13-06-24

Appendix 1: Sports Coach Developer Programme

Aim & Objectives of the Sports Coach Developer Programme

The aim of the Certificate in Sports Coach Development is to introduce and develop the knowledge, skills and competencies learners need in order to be able to develop and support sports coaches as part of a Sports National Governing Body (NGB) Coach Education programme.

The objectives of the programme are;

- To enable candidates to deliver CDPI (Coaching Development Programme for Ireland) accredited coach education courses within the candidate's National Governing Body of sport.
- Empower candidates to take responsibility for their own learning and the learning of others in the sports coaching sector
- Enable candidates to identify coach's needs and assist coaches in putting a plan of action in place to aid their improvement
- Design and deliver coach support programmes in both formal and non-formal settings
- Assist coaches in reaching the level and standard of coaching they aspire to

On successful completion of the programme, participants will be deployed by their National Governing Body (NGB) to train and support coaches at a level commensurate with their own coaching experience.

Programme Learning Outcomes

On completion of the Sports Coach Development programme, the learners 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.
- g) Develop and support coaches in a practical and sports-specific context within their chosen sport.

Module Learning Outcomes

The programme is made up of four modules

Module title	Module synopsis
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

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 <p>Introduce and develop core knowledge and skills required by the Coach Developer</p> <p>On successful completion of the programme the Coach Developer will be able to:</p>		
No.	Module Learning Outcome	MIPLOs
1.1	Describe the role of Sport Ireland, the CDPI and the ICDF and their relevance to Coach Developers and NGBs	a
1.2	Describe the role, qualities, skills and competencies of an effective Coach Developer	a
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	a

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	a
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Module 2		
Coach Developer Practice		
<u>Aim</u> To develop the practical skills of a Sports Coach Developer		
<u>Objectives</u>		
<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:		
No.	Module Learning Outcome	MIPLOs
2.1	Plan for the delivery of coach development activities in formal learning environments	b
2.2	Plan for the delivery of coach development activities in non-formal learning environments	b
2.3	Apply a range of Sports Coach Developer skills to support sports coaches in both formal and non-formal settings	b, d
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)	b, d
2.5	Selectively apply different forms of verbal and non-verbal communication to enhance their Coach Developer practice	b, c
2.6	Demonstrate a variety of methods of observing and recording people and practices	c
2.7	Interpret and analyse your observation in relation to providing effective feedback to sports coaches	c
2.8	Prioritise, word and time your feedback to sports coaches (context specific)	c

Module 3

Leadership

Aim

To develop 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

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:

No.	Module Learning Outcome	MIPLOs
3.1	Discuss leadership in a coaching context and identify leadership skills in yourself and others and areas within your NGB where your skills would be of benefit	f
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	b
3.3	Make informed decisions on the type & provision of support suitable for coaches in their NGB	g
3.4	Design and deliver bespoke coach-centred development opportunities as part of their NGB's coach development and support strategy	f
3.5	Evaluate your own skills relating to the provision of a Sports Coach Support programme	e
3.6	Use a variety of reflective tools to write a personal action plan and assist sports coaches in the writing of theirs	e
3.7	Critically evaluate your own and one other persons' skills as a Sports Coach Developer using one or more interpretive filters	e
3.8	Review your personal learning and write a personal action plan for the NGB work placement	e

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:

No.	Module Learning Outcome	MIPLOs
4.1	Deliver coach education programmes as set out by their sport's NGB	g
4.2	Provide effective and relevant coach-centred feedback to sports coaches participating on NGB coach development programmes	c, g
4.3	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.	b, g
4.4	Provide coaches with information on where to access upcoming courses, workshops, conferences, seminars, webinars etc. in their own and other sports/environments	b
4.5	Assess coaches' performance according to NGB criteria/guidelines	g

Overview of Assessment Tasks & Activities for the Sports Coach Developer Programme

	Module Title	Programme Weighting	PLO ¹	Module Tasks & activities for assessment		
1.	Introduction to Coach Development	10%	a	1a	Assignment: Coach Development in My Sport	25%
				1b	Assignment: Legal and Regulatory Responsibilities of the Coach	25%
				1c	Assignment: The Coach Developer	25%
				1d	Assignment: The Learning Process	25%
2.	Coach Developer Practice	20%	b	2a	Plan for the delivery of a formal skills-based (practical) coach development session/activity.	20%
				2b	Plan for the delivery of a non-formal-skills-based (practical) coach development session/activity.	20%
				2c	Delivery of a formal or non-formal skills-based (practical) coach development session/activity to peers	60%
3.	Leadership in Coach Development	20%	b, f, g	3a	Coach Support Activity Design Project	60%
				3b	Reflective Journal & personal action plan	40%
4.	NGB Work Placement	50%	b	4a	Delivery of a theory/class-based coach development session/activity as part of an NGB coach development programme approved under the CDPI.	20%
				4b	Delivery of a skills-based (practical) coach development session/activity as part of an NGB coach education programme approved under the CDPI	20%
				4c	Delivery of non-formal coach development session/activity for an NGB	20%
				4d	Coach Assessment/Evaluation	10%
				4e	Coach Developer NGB Placement Journal	30%

¹ PLO = Programme Learning Outcome. This column identifies which Programme Learning Outcome is assessed by the assessment task(s)/activities identified.