

NGB WORK PLACEMENT PACK

CERTIFICATE IN SPORTS COACH DEVELOPMENT

7 pages

This Work Placement Pack should be used by NGBs to provide support to trainee Coach Developers (CDs) to apply their newly-found CD skills in an NGB sport-specific environment.

NGB Work Placement is Stage 2, (Module 4), of Sport Ireland's Certificate in Sports Coach Development, Stage 1, (Modules 1-3), being the contact training with Sport Ireland.

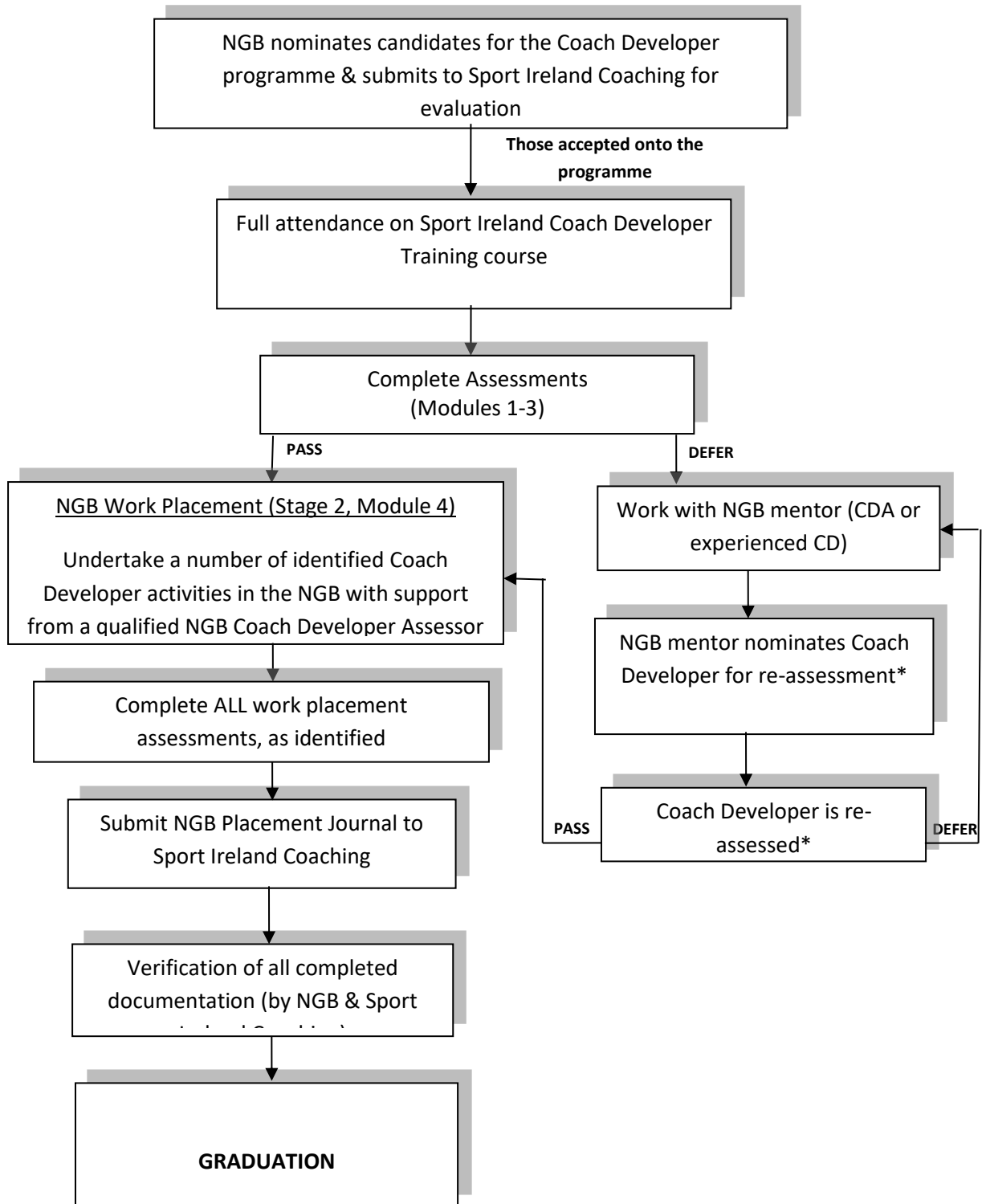
Trainee CDs must complete both parts of the Coach Developer programme to qualify as Coach Developers.

There are four 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 Work Placement process, or if you need clarification on anything, please submit your enquiry to coachinginfo@sportireland.ie

1. Overview of Coach Developer Training



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 CDs to apply their knowledge, skills and competencies to develop and support coaches in a practical and sports-specific context within their chosen sport. During their Work Placement, learners are provided with opportunities to: practise their skills in a supported 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 which can include, inter alia, 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 trainee 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 to provide an update on the status of their trainee CD(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 will note that, irrespective of the result of that assessment, they will be starting their NGB work placement. This NGB Work Placement Pack will be included with 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) and their assigned CDA/experienced CD mentor(s) to discuss their training to date and the requirements of their placement(s). It should be noted at this point that the trainee CD's mentor CANNOT act as the person who will conduct any of the work placement assessments.

The appointed CDA/experienced CD mentor must go through the requirements of the Work Placement and agree a plan of support with the trainee CD.

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

There are a number of activities the trainee CD must complete and include in an [NGB Placement Journal](#). These activities include:

1. Planning and delivery of a theory/class-based coach development session/activity on an NGB/Sports Federation coach education programme.
2. Planning and delivery of a skills-based coach development session/activity in formal (coach education) or non-formal (coach development) environments.
3. Engagement with their NGB/Sports Federation in producing a development plan for themselves in their role as a Coach Developer in their NGB/Sports Federation.
4. Involvement in **at least 3** of the following activities:
 - Observation of Coach Developers in practice (own sport)
 - Evaluation of Coach Developers in Practice (own sport)
 - Observation of Coach Developers in practice (other sport(s))
 - Evaluation of Coach Developers in Practice (other sports)
 - Observation of Coach Developers in practice (online)
 - Evaluation of Coach Developers in Practice (online)
 - Shadowing of Coach Developers
 - Shadowing/observing a CD from another NGB/sport
 - Coach related research
 - Coach-Developer related research

- Co-design and/or co-delivery of a coaches' workshop
- Design and/or delivery of a coaches' workshop
- Creation of and/or involvement in a community of practice
- Facilitation of a peer support group
- Facilitation of a coach exchange programme
- Provision of co-delivery sessions with coaches
- Provision of shadowing opportunities for coaches
- Observation of and feedback to coaches 'in situ'
- Mentoring of one or more coaches
- Provision of information relating to courses, workshops, conferences, seminars, webinars etc.

The CDA/experienced CD mentor should sign the trainee CD's Work Placement Journal on each occasion they meet the trainee CD (for the purpose of support provision). **Note:** the mentor does not have to be present to witness every activity that is logged in the trainee CD's journal.

The entire journal should be completed electronically and will be added to the trainee CD's digital learner portfolio.

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) which will also be added to the trainee CD's digital learner portfolio.

Upon completion of the NGB Work Placement Journal, the journal will be submitted to Sport Ireland Coaching where it will be assessed and graded by the SIC marking team. This is Task **[1]** (see below) of the NGB Placement tasks to be assessed.

Tasks **[2]** & **[3]** (see below) may also be used as entries 1 & 2 in the Placement Journal.

4. WORK PLACEMENT ASSESSMENT

Trainee Coach Developers will be assessed during their work placement by a qualified Coach Developer Assessor (CDA) assigned by the NGB or, if required, assigned by Sport Ireland Coaching.

Note: The point of assessment task numbers quoted below are how assignments are identified on each CD course's respective Google Classroom 'Classwork' page.

Trainee CDs will be assessed on the following:

[1] NGB Placement Journal - *as identified above* (**Google Classroom Ref: *point of assessment: Task 4a***)

[2] Delivery of a theory/class-based coach development session/activity on an NGB coach education programme approved under the CDPI (**Google Classroom Ref: *point of assessment: Task 4b***)

[3] Delivery of a skills-based coach development session/activity on an NGB coach education programme approved under the CDPI (**Google Classroom Ref: *point of assessment: Task 4c***)

[4] Delivery of a non-formal coach development session or activity for coaches aligned to an NGB (**Google Classroom Ref: *point of assessment: Task 4d***)

[5] Assessment of a coach against identified NGB criteria (**Google Classroom Ref: *point of assessment: Task 4e***)

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, the trainee CD 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.

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 the NGB and trainee CD will be given advance notice.

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 (see list of activities above) for trainee CDs in consultation with Sport Ireland Coaching (SIC)
- ✓ Assigning appropriate mentors to observe and guide trainee CDs through the work placement (in conjunction with SIC where SIC are required to assign the mentors)
- ✓ Supporting trainee CDs during work placement to achieve the learning outcomes
- ✓ Monitoring trainee CDs during the work placement and providing updates on progress to SIC if and when required
- ✓ Selecting appropriate CDAs to conduct work placement assessments and ensuring the relevant assessment paperwork is submitted to SIC

...ends...