



Assistant Coaching Course

This information will help you decide whether this is the qualification for you by explaining what the qualification is about, what you should know or be able to do before you start, what you will need to do during the qualification and opportunities for further learning and employment.

The Assistant Coaching course is the first stage of the Inclusive Skating coaching qualification pathway. The course provides each Assistant Coach with the basic knowledge of Inclusive Skating and an introduction to coaching skills. Following the completion of the course, the Assistant Coach will be able to introduce new participants to ice, in-line, roller and off skate activities and improve their basic skating skills. It is also an opportunity for existing coaches who wish to learn about new coaching methods and up to date techniques. The second stage of the Inclusive Skating coaching qualification pathway is the Coaching Course. On completion of the Assistant Coach coaching qualification candidates may commence the Sport Coaching: Inclusive Skating Coaching Course.

The award is suitable for you if you are over the age of 14 years, have an interest in sport and physical activity, and coaching, and if you are starting on your coaching journey in a supervised environment.

The award will introduce you to your role in a supervised coaching environment and to coaching skills in relation to knowing yourself, others and coaching. You will develop an understanding of professional practice in sports coaching and assist in the delivery of planned sports coaching sessions.

This award will provide you with opportunities to build knowledge, competence and confidence in the area of sports coaching. You will also develop a sense of personal responsibility as well as reflective learning skills.

You will be invited to engage in a blend of interactive and practical activities; including the introduction of new ideas about sports coaching through online learning and facilitated sessions. You will create your own personal coaching journal to support you through this qualification. This will contain your plan for delivery of coached activities, personal coaching action plan and reflections on your own coaching.

There will be opportunities to develop Core Skills in Communication, Information and Communication Technology (ICT), Problem Solving and Working with Others.

This course has been approved by the SQA at SQA Level 5 for 6 Credit points reflecting 60 hours of learning and assessment.

This Pass award is matched with the Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) Assistant Coach Qualification.

The Balyi LTAD, Cote Developmental Model of Sports Participation have some relevance but the need for a high number of volunteer Assistant coaches and the Inclusive Skating Context means that the participation and performance objectives are blurred. Inclusive Skaters will often be training to a performance level at a much earlier stage in technical development as compared to non-Inclusive Skaters.

Overview of the course

Hi Assistant Coach!

Thank you for joining the Inclusive Skating Assistant Coaching program. The skaters you coach will benefit hugely from your desire to continue to develop your coaching skills.

This course offers an overview of the role of the Inclusive Skating coach as well as what skaters want and can gain from taking part in sport. You will learn about the value of having a vision and coaching philosophy and about the importance of protecting and safeguarding skaters in sport and how to go about it. The course will also provide a brief explanation of the impact of skater ability, growth and development on what and how we coach so you can plan developmentally appropriate activities.

- There are 5 core modules.
- The course is delivered on-line through self-study guided on this platform and . Each coach will have personal support with a mentor and the full support of the coach tutors, assessors, and support from the Workforce Development Manager.
- Each self-study module contains an introduction, several sections containing tasks and activities, a summary and will be supported with videos. The self-study modules and portfolio will take on average **30 hours** to complete.
- The tasks and activities are to be documented in a Coaching Log and Portfolio.
- The course also includes **20 hours** of additional zoom sessions delivered by Inclusive Skating Accredited Course Tutors. The times and dates of the zoom sessions will be available on a regular basis throughout the year. You should expect 2 hours of zoom webinars for each module. Occasionally the guided zoom sessions will be delivered at selected venues. This is subject to availability.
- The coaching log will record the practical coaching activities delivered during sessions under the supervision of a qualified skating coach with a minimum of 3 years' experience in coaching. A minimum of **10 hours** of coaching must be

logged over **6** sessions over a minimum of 12-week period of delivery. In all circumstances there must be sufficient time allowed between the first session and final assessment to show improvements in the participant's skill development, lifestyle, health, and fitness dependent on the goals identified.

- The first practical assessment should take place approximately at week 6.
- The final practical assessment must include an Inclusive Skater with additional needs.
- The practical assessments must be conducted, where practically possible, in a real-world environment. For example, 'on the job' or at work. In a sport and physical activity environment this could include sports halls, ice skating rinks, outdoors, or other appropriate spaces. Reasonable adjustments can be applied where specific circumstances make this unviable. The practical assessments must be videoed.
- The practical skating activities must include ice skating, in-line/roller skating and off skate activities.
- The Portfolio will record additional tasks and activities and will include videos of sessions and all other materials required in the course.
- You can also download the PDF Study Guide for the course where you can review the contents.
- Completing the specified tasks and activities will give you a chance to practice and reflect on your coaching and find ways to improve.
- At the end of each module in the iCoach kids modules, which is available on the Inclusive skating learning platform, there is a **Quiz** to help you check how well you have retained the ideas offered in the module. A pass in the quiz (80% mark) is required to be able to move to the next chapter.
- If you don't pass the quiz, there will be feedback indicating which sections you should review. You will have unlimited opportunities to re-take the quiz until you pass it, or the end of the course has been reached.

The total qualification time of **60 hours** to pass will include:

- The number of hours assigned to guided learning, and
- An estimate of the number of hours the Assistant Coach will reasonably be likely to spend in preparation, study, or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike guided learning, not under the Immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training. And,
- An additional **10 hours** of coaching must be logged over **6** sessions over a minimum of 12-week period of delivery

After passing the course the Assistant is permitted to make a second submission for consideration of a Distinction. The second submission will be considered holistically and will consider the additional hours logged and the additional portfolio evidence. The distinction award is not relevant to the SQA award or CIMSPA but it is relevant for those candidates who wish to be equivalent to the European/ ISU assistant coaching standards. A **Distinction** will be awarded if the candidate has met the pass requirements and completes **an extra 40 hours** of practical coaching including an extra **30 hours** of logged coaching practice and

an additional **10 hours** of reflective evaluation as evidenced in the portfolio and coaching log.

Core Units

The 5 core units in this course are:

- Knowing yourself and your role
- Creating a safe environment for your skater
- Understanding and meeting the needs of your skater
- Assisting in the delivery of the session coaching plan
- Evaluate delivery and reflect on practice

Cost

- The cost of the course (£150) is currently subsidised for many candidates by voluntary and charity donations. It is intended that all persons who wish to access the course will be able to do so and that lack of funding will not be a barrier. To minimise costs virtual sessions and this digital platform will support learning wherever possible.
- Access to these on-line materials and resources is free to members of Inclusive Skating.
- The Assistant Coach will meet the cost of any ice time or additional resources that they require to complete the activities.

Assessment

Assessment of this Award will be through a series of theoretical and practical assessments or tasks recorded in a Portfolio.

Assessment evidence will include a Portfolio to include as a minimum:

- Completion of the Assistant Coach Portfolio Workbook and satisfactory completion of the skill checklist to a satisfactory standard. Any gaps in the performance criteria in the Portfolio Workbook can be supplemented by questions and answers. The Skill checklist includes Assessment of occupational competence 'on the-job'/ 'at work'. The portfolio can include additional reflections and a coaching log relevant to the performance criteria. Outcomes may be assessed holistically where appropriate / possible.
- Records of Mentored coaching. Minimum of 10 hours over 6 sessions
- Each candidate will be required to; prepare, deliver and review 2 practical activities for a minimum of 15 minutes with 'real clients/ participants'. The practical exercise will be used to allow candidates to demonstrate their practical competence in delivering a coaching activity. The sessions should be videoed. The coaching activities for assessment should be supported with
 - Activity plan,
 - an individual risk assessment/ skater profile and a session risk assessment completed and delivered with the support of the coach.
 - coaching observation assessment record.

At least 70% of activities and skills must be passed to a satisfactory pass standard.

The Assistant Coach must declare that the portfolio of their work, activities and coaching log is authentic and their own work and relates to skating activities.

There are robust systems in place to support quality control of assessment and suitably qualified external verifiers, tutors, assessors and internal verifiers will be engaged in delivery of the course. Applicable policies are available to download from the Inclusive Skating website. Relevant policies for this purpose are included the Legal Section Terms and Conditions but all the Inclusive Skating Policies have relevance and must be followed. Verification will be sought to ensure national standards are being met. Consequently, tasks and activities will be included to meet all relevant standards including those of CIMPSA.

Pre-Requisites / Requirements

Entry to this qualification is subject to availability of a suitable mentor and at the discretion of Inclusive Skating. This award is aimed at learners who are at the start of their coaching journey and will be working under direct supervision. The person responsible for supervising must be over the age of 18 and qualified.

The Assistant Coach must:

- Be at least 14 years of age on the first day of the course.

Young people under 16 years of age may complete this qualification and may use this in their role as coaching assistant/youth volunteer but cannot operate as a lead coach or hold sole responsibility for a coaching session until after their 18th birthday.

- Have an active interest in skating and be registered on the Inclusive Skating platform
- Completion of a relevant Child Wellbeing and Protection in Sport workshop is a prerequisite to coaching activities

It is desirable that the Assistant Coach has the following Core Skills prior to commencement of the course:

- Communication - The Assistant Coach will need to be able to share information with their participants which could be delivered in different formats including oral, written and demonstration. The learner will also need to read and write a risk assessment.
- Numeracy - The Assistant Coach will use basic numeracy when planning and delivering coaching activities, e.g addition of skating scores, calculation of percentages
- Information and Communication Technology (ICT) - Research, coaching journal and using technology in presentations or group activities. Ability to use zoom and on-line meeting formats
- Problem Solving - Critical thinking, planning and evaluation. Learners will need to adapt their activities to meet the needs of the participant.

- Working with others - Group activities which may include discussions and presentations. Learners will need to work with participants to agree goals.

To fully accredit as an Assistant Coach there are additional requirements that must be completed and up to date. Such as:

- completion of a PVG / relevant safeguarding membership and uploading certificate on the Inclusive Skating registration platform.
- Relevant First Aid qualification
- Covid-19 Safety Course where relevant
- Attained the minimum age for Insurance purposes
- Completed the Inclusive Skating Safety Advisor Course

Learning Outcomes

This Inclusive Skating Assistant Coach Course is intended to provide Assistant Coaches with the essential knowledge, skills and behaviours that are required to be competent to assist with Inclusive Skating Sessions. As a result, they will be deployable in volunteer and paid roles, and will be able to undertake further training in sport and physical activity.

The Assistant Coach will be given the information and tools to enable them to: -

- **Introduce coaching skills in relation to knowing yourself, others and coaching.**
 - Build knowledge and competence
 - Develop a sense of personal responsibility
 - Develop reflective learning skills.
- **Introduce coaches to their role in a supervised environment.**
 - Discuss and agree the session plan and their role in the delivery of it.
 - Provide opportunities to others and to develop a range of Core Skills.
 - Identify and adapt sessions for a variety of different age groups and level of competence.
- **Develop an understanding of professional practice in sports coaching**
 - Promote high standards of behaviour with skaters, other coaches, parents and volunteers within the skating environment.
 - Enhance deployment prospects for all candidates.
 - Demonstrate an awareness of further development opportunities in skating and qualifications for participants.
- **Assist in the delivery of planned sports coaching sessions**
 - Safely organise and supervise skating sessions.
 - Deliver and instruct several technical elements of skating

- Discuss the session and evaluate with the lead coach and provide constructive feedback to participants.

Delivery of the Course

Pre-course

The Pre and additional course materials include:

- Safeguarding and Wellbeing: Child Wellbeing and Protection in Sport Training (CWPS), also provided during the course
- The Leader course materials
- Disability Inclusion — Space, Task, Equipment, People (STEP); Activity Inclusion Model (AIM)
- Introduction to Plan-Do-Review
- Legislation — Health and Safety
- Example risk assessment
- Introduction to communication — demonstration model, questioning feedback models

Video example of good coaching All coaching Materials for this course, including study guides, are available on the Coaching and Education page of the website and are listed on related resources [link](#)

All videos are available on the Coaching playlist of the Inclusive Skating YouTube Channel. [link](#)

The Videos on how to set up Frames are available on volunteer know how playlist [link](#)

On Course Delivery

- Zoom sessions – 20 hours
- Learning platform materials - The badge program, ICoach kids, Safety Course, and this Assistant Coach course materials
- Your mentor and **10 hours** of supervised coaching at an approved location with an approved mentor to pass with reflective evaluation as evidenced in the portfolio and coaching log.
- After obtaining a pass candidates may submit an additional **30 hours** of supervised coaching at an approved location with an approved mentor and an additional **10 hours** of reflective evaluation as evidenced in the portfolio and coaching log. This is not required for a pass or to meet the SQA/ CIMSPA criteria. This is optional and may be submitted by those candidates who wish to meet the European Coaching Framework standard.

Throughout the course please apply the materials to unified skaters and inclusive skaters and to participants of all ages.