



Coaching Course

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1. Introduction

1.1 Overview

The aim of this course is to prepare candidates for coaching roles with Inclusive Skating and Sports Coaching. The course will enable candidates organize and instruct Inclusive Skating Sport Coaching sessions over an annual season. Relevant knowledge is provided as is situations where this can be applied in a practical context to develop competence as a coach. Coaching principles and theory will be applied to the planning, preparation, delivery and

review of safe coaching sessions that form part of an annual training plan for Skaters with and without additional needs in an inclusive environment.

This Coaching course follows the Assistant Coaching Course and is the final stage of the Inclusive Skating coaching qualification pathway. The course provides each Coach with core knowledge of Inclusive Skating and coaching skills. You will develop an understanding of professional practice in sports coaching and the delivery of planned sports coaching sessions as part of an annual training plan.

You will have the opportunity to demonstrate the ability to:

- 1. Build a model and of their sport and their role:** Explore the key elements of their role and responsibilities as a coach and analyze Inclusive Skating skills in depth to build a working model they can refer to in their planning. The range of coaching styles a coach may use are examined in relation to client groups and differing levels of ability.
- 2. Design activities and session plans linked to mid and long-term plans:** Design and prepare sessions and activities clearly linked to short, medium and long-term objectives demonstrating understanding of key elements of season and session planning, coaching skills and tools used in session delivery and session review.
- 3. Improve** a participant's experience of skating and physical activity by providing support, effective communication and guidance aligned to individual needs. Explore different methods of communication and assess the effectiveness of the methods used whilst coaching. Consider strategies for dealing with challenging behaviour to support coaching methods and techniques.
- 4. Inclusive Delivery:** Demonstrate standard practice in sports coaching as a minimum and the delivery of planned sports coaching sessions as part of an annual training plan. Independently lead the planning, preparation, delivery, continuous evaluation, and review of a series of skating and/or physical activity sessions. Demonstrate modifications and adaptations to meet a broad range of participants with different needs in different types of environments.
- 5. Culture and environment:** Design an inclusive environment to meet a participant's aspirations, welfare needs, health and well-being that also provides participants the opportunity to achieve their goals.
- 6. Teamwork:** Demonstrate team work with a broad range of participants and team members including other coaches, colleagues, volunteers, parents, teachers, youth workers and health professionals, to ensure the experience is the very best it can be.
- 7. Reflect:** demonstrate a sense of personal responsibility as well as reflective learning skills.

1.2 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 have progressed on their coaching journey and will be working under direct supervision. The person

responsible for supervising must be over the age of 18 and suitably qualified. Candidates are normally expected to have completed the Sports Coaching: Inclusive Skating Assistant Coach Course.

The average candidate will be over the age of 16, have an interest in skating and sport and physical activity and coaching Inclusive Skaters. The average candidate will have completed the Sports Coaching: Inclusive Skating Assistant Coach Course.

There is a recognition of prior learning policy.

The coach must:

- Be at least 16 years of age on the first day of the course. Young people under 18 years of age may commence this qualification and may use this in their role as a coaching / 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

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

- Communication - The 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 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.

- As a matter of course whilst you are studying with us, you will receive support where appropriate from which can be seen in our learner policies and procedures

You will be invited to engage in a blend of interactive and practical activities. This includes 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.

The coaching course is approved by the SQA and successful candidates are jointly certificated by the SQA and Inclusive Skating.

[This award is mapped to the Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) Coach Qualification, the ISU Level 2 Coaching award and the European Qualifications Framework Level 4 Coaching within the European Sports Coaching Framework. Equivalences are established by the alignment of outcomes and what the coach can do rather than their own educational content within the framework. The Balyi LTAD, Cote Developmental Model of Sports Participation have some relevance but the need for a high number of volunteer 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. The award is matched with the SQA SVQ2 in Sports Coaching at SCQF Level 6. CIMSPA approval is in process.

1.3 Coaching Accreditation

To fully accredit as a Coach there may be additional requirements that must be completed and up to date. These will be notified to you as part of our commitment of support where possible.

To practice as an Inclusive Skating Coach, the Coach will also be required to meet the specific mandatory requirements for the jurisdiction. In the UK, these are

- *a minimum age requirement of 18,*
- *successful completion of the Inclusive skating Safety Course,*
- *Inclusive Skating Leader Course*
- *have current coaching insurance, current registration with Inclusive Skating,*
- *completion of practical safeguarding and protecting children and vulnerable adults' workshop (these are included in the course)*
- *enhanced DBS/PVG check with Inclusive Skating.*

Please note that additional/ alternative requirements may exist in other jurisdictions.

This award could provide progression to:

- deployment in volunteer and paid sports coaching roles
- an SVQ in Sports Coaching at SCQF level 7
- an [HNC/HND in Sports Coaching and Development](#) or a related area
- a [Professional Development Award in Sports Coaching at SCQF Level 7](#)

1.4 Course Content

Hi Coach!

Thank you for joining the Inclusive Skating 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 basic explanation of the impact of skater ability, growth, and development on what and how we coach so you can plan developmentally appropriate activities over a sustained period.

Please read these instructions carefully so you can navigate the course smoothly.

- You will have personal support with a mentor and the full support of the coach tutors, assessors, and support from the Workforce Development Manager.
- Part of the course is delivered through this workbook and on-line through self-study guided learning on the Inclusive Skating platform.
- Each self-study unit contains an introduction, several sections containing tasks and activities, a summary and will be supported with videos. The self-study units and portfolio work have a guided learning hour target of **90 hours**. These units will build on the knowledge obtained in the Assistant Coaching and apply that knowledge to your coaching practice.
- The tasks and activities are to be documented in your Portfolio.
- There are **100 hours** of zoom sessions available covering the modules delivered by Inclusive Skating Course Tutors. The times and dates of the zoom sessions will be available on a regular basis throughout the year. 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 mentor with a minimum of 3 years' experience in coaching. A minimum of **50 hours** of coaching must be logged over a minimum of **20** sessions over a minimum of 6 months 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 will take place approximately halfway through the duration of your course during Unit 2.
- The final practical assessment must include an Inclusive Skater with additional needs and is usually taken as part of unit 4. Appropriate arrangements need to be made in order to carry this out, but you will be supported by your tutor / mentor with the preparations.
- 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 in a continuous manner.

- The practical skating activities may include ice skating, in-line/roller skating, and off skate activities.
- The Portfolio will record any additional tasks and activities and will include videos of sessions and all other materials required in the course.
- You can also download the Inclusive Skating Coaching course materials and ICoach Kids materials referred to within this course where you can review the contents.
- The course is available on the Inclusive Skating learning platform.
- Completing the specified tasks and activities will give you a chance to practice and reflect on your coaching and find ways to improve.

The total qualification time of **240 hours** includes:

- The number of hours assigned to guided learning (**100 hours**), and
- An estimate of the number of hours the 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. Unlike guided learning, this will not be under the immediate guidance or supervision of one of your tutors / coaches. (**90 hours**)
- **50 hours** of supervised coaching with a coaching mentor

1.5 Core Units

The Core Units in this course are:

- **Unit 1 - Plan Sports Coaching –**

Planning the Coaching Program. (40 hours Teaching time- 5 hours provided in the core coaching course, 3 hours in the Safety course, 20 hours provided in the Skating Skills course, 5 hours in the training for speed and power, 5 hours training for endurance and 2 hours in the exercise and mental health sessions)

- Build knowledge and competence to plan sport coaching sessions as part of an annual plan that meets a skater's needs. Demonstrate a sense of responsibility for others that is both self-Regulating and Improving.
- Planning the program for your skater (5 hours)
- Creating a safe environment for your skater and Inclusive Skating Safety Advisor course delivered in supported online learning (3 hours). Alternatively, candidates can take this course online independently in their own time.

- Inclusive Skating Skills for Coaching (20 hours) Application of the Inclusive Skating Technical Handbook 7th Edition (as amended and updated) including Inclusive Skating Badge program elements, compulsory elements, single jump and basic spin elements.
- Principles of Training and Coaching, including the following
 - Training for speed and power in sport and fitness (5 hours) [Link](#)
 - Training for endurance in sport and fitness (5 hours) [Link](#)
 - Exercise and Mental Health (2 hours) [Link](#)
 These courses will be delivered in supported online learning. Alternatively, candidates can take these courses online independently in their own time.

- **Unit 2 - Deliver Sports Coaching Sessions - SQA Outcome 2 Delivery of the Coaching plan (30 hours Teaching Time – 10 provided in the core coaching course and 20 hours provided within the Leader Program and 50 hours of mentored supervised coaching with 20 hours allocated to Unit 2 and 30 hours allocated to unit 3)**

- Adapting a coaching plan and session to meet the needs of your skater
- Session delivery demonstrating a range of coaching skills including demonstrations
- Observation and Response Skills
- Managing the Coaching Team
- Discuss and agree the session plan with skaters and assistant coaches and their role in the delivery of it.
- Provide opportunities to others to develop a range of Core Skills.
- Identify and adapt sessions for a variety of different age groups and level of competence.
- Safely organise and supervise skating sessions.
- Deliver and instruct technical elements of skating.
- Inclusive Skating Leader Program (20 hours) See below

The Leader Program Course Contents
Introduction
Role of Sport Leader
How to do a risk assessment for a training session
How to do a risk assessment for an individual inclusive skater,
How to set up balance frames
How to assess balance of a participant
How to meet skater's skill development needs
Choosing a program of activity
The Badge Program

The Elements Programs
An Introduction to the Technical Handbook
Communication Skills - generally
Communication Skills for an Inclusive skater
How to deal with difficult situations
Introduction to coaching skills
Safety Policy for activities in practice
Responsibilities of the Session Leader
Working in a Team
Classification
Conclusion and What Next

- **Unit 3 - Review the delivery of planned sports coaching sessions - 40 hours - Review of the Coaching Plan - Evaluate delivery and reflect on practice (15 hours Teaching Time - 5 hours provided in the core coaching course and 10 hours provided within the Reflection course)**
 - Discuss the session and evaluate the coaching
 - Provide constructive feedback to participants.
 - Demonstrate reflective learning skills including self-appraisal
 - Reflection - Open University Course on Reflection - Free Access just create log in - [link](#) 10 hours) This course will be delivered in supported online learning. Alternatively, candidates can take this course online independently in their own time

- **Unit 4 - The supporting participants with Disabilities to Take Part in Sport- Promoting professional practice in sports coaching (15 hours Teaching Time)**
 - Understanding your participant
 - Creating an inclusive environment and culture
 - Legislation and guidance
 - Plan, deliver, evaluate activity sessions including disabled people
 - Effective communication.

1.6 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:

- Portfolio Workbook Activities and Skill Checklist completed 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. Outcomes may be assessed holistically where appropriate / possible.
- Records of mentored coaching (minimum 50 hours)
- Two Coaching Activities – with 'real clients/participants' for a minimum of 30 minutes which should be videoed. One session is assessed during Unit 2 and one session is assessed during unit 4. The session in Unit 4 must relate to a skater with additional needs. Coaching Activities for assessment must be supported by a relevant:
 - Annual plan
 - Session plan that relates to the Annual Plan and the Macro, Meso and Microcycle.
 - coaching observation assessment record.
 - one individual risk assessment/ skater profile recording the actions taken by the coach because of the risk assessment
 - one session risk assessment recording the actions taken by the coach because of the session risk assessment

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

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

Where necessary, any reasonable adjustments may be used in order to support you for an assessment (this may be reviewed by our Awarding Organisation, the Scottish Qualifications Authority where necessary).

Candidates will have the opportunity to resubmit any assessment that fails. Resubmission is permitted for a reasonable period and for a reasonable number of submissions. A candidate should not be allowed to resubmit the same piece of work more than 7 times over a period of 3 years unless there is extraordinary justification.

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 in 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 CIMSPA.

Internal verification:

As part of our commitment to standards in education at Inclusive Skating, our internal verification system will support candidates, the organisation, tutors, and assessors. This will generally be by sampling elements of the training courses that we deliver. This can include but not be limited to, carrying out audits, reviewing the standards of submitted coursework, mentoring and upskilling personnel, observing practical sessions (e.g., so there may be more than one person observing your sessions), conducting standardisation sessions, and interviewing candidates. This is to safeguard the quality of our provision in order to meet the National Standards as well as our commitment to providing an outstanding learner experience for our candidates.

External verification:

As part of being a Customised Award recognised through the Scottish Qualifications Authority (SQA), we will be subject to their external verification process. This will include looking at the standards of evidence, reviewing our internal systems and speaking to learners on their experiences.

1.7 Learning Outcomes

This Inclusive Skating Coach Course is intended to provide Coaches with the essential knowledge, skills and behaviours that are required to be competent to deliver Inclusive Skating Sessions according to an annual training plan that meets the needs of individual skaters. 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.

As a result, the Coach will:

UNDERSTAND

- How to work with a range of participants with different needs over a period sufficient to show improvement against an individual's needs and aspirations.

HAVE DEMONSTRATED

- The ability to work with a group of participants over a period sufficient to show improvement against an individual's needs and aspirations.

AND ADDED ADDITIONAL SPECIALISM THAT DEMONSTRATES

- The ability to work with people disabilities and with additional needs

2. Course Delivery

2.1 The course is delivered by online sessions with a tutor, self study, and practical coaching sessions delivered by the student under supervision. The sessions may also take place in a classroom and/ or skating rinks when available.

The Coaching Skills Course is the Core Module for the Coaching Course and is supplemented by additional modules:

- Leader Course,
- Skating Skills,
- Reflection,
- Principles of Training and Coaching,
- Supporting Persons with Disabilities to take part in Sport,
- Exercise and Mental Health and Safety.

The Recognition of Prior Learning Policy will apply, and candidates may obtain credit for modules by reason of their prior learning.

2.1 Pre and additional course materials

The Pre and additional course materials include:

- Inclusive Skating Assistant Coaching Course Materials
- I Coach kids Course Study guides MOOCs
- The materials on this Learning platform including the Inclusive Skating Badge Skills and Test Programme program and the Safety Course

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

Inclusive Skating has an extensive video library of around 2,000 videos including skating elements, competition event programmes and good coaching practice that will be used extensively during the coaching course. All videos are available on the Inclusive Skating Youtube channel and can be accessed more easily through the Youtube Playlist.

The Coaching playlist is a specific playlist on the Inclusive Skating YouTube Channel. [link](#)

The Frame Videos are available on volunteer knowhow playlist [link](#)

2.2 On Course Delivery

- Zoom/ supported learning sessions - 100 hours (see below for breakdown)
- Study and Assessment - Learning materials on various learning platforms including the Inclusive Skating platform - 90 hours
- Your mentor and 50 hours of supervised coaching at an approved location with an approved mentor

Coaching Skills

20 hours of Zoom Sessions provide the core coaching module for the course. This is delivered in this core module on Coaching.

Leader Course

20 hours of zoom sessions covering the Leader course module. Many participants will have completed this module as part of their prior learning in preparation for the Assistant Coaching course. See Unit 1 – Planning your program

Skating Skills

20 hours of zoom sessions covering the Inclusive Skating Technical Handbook and On-line badge program module. This course is particularly relevant for skaters who have not attained Inclusive Skating Level 5.

The Content of the Skating Skills course

1. Introduction
 - Why do we have a separate system of Inclusive Skating skills
2. Application of the Technical Handbook
3. Assessment of Balance and Identification of Technical Level
4. How skating level is assessed in PCS marks
5. How the elements are judged in GOE
6. Spin Elements
7. Jump Elements
8. Compulsory Elements and application to Classification
9. Dance (including Free Dance)
10. Synchro
11. Level 1 Badge Program elements for high support needs
 - Application to Wheelchair users/
 - Application to skaters with severe CP
 - Application to skaters with Autism
12. Level 2 Badge Program for medium support needs
 - Application to skaters with intellectual challenges
13. Level 3 Badge Program for low support needs
 - Application to skaters with hearing difficulties
 - Application to skaters with visual/ physical challenges
14. Judging Inclusive Skating
15. Marking sheets
16. Coach selects Technical Level and Technical Delegate responsibilities
17. Judging Simulation
18. Special Olympic Program
19. Off Ice events
20. Virtual Events and video rules

Reflection

10 Hours of zoom sessions covering the Open University Course on Reflection in a supported environment - [link](#)

Principles of Training and Coaching

10 hours of Zoom sessions covering the following Open University modules in a supported environment

5 hours - Training for speed and power in sport and fitness [Link](#)

5 hours - Training for endurance in sport and fitness [Link](#)

Inclusive Sport Coaching – Unit 4

15 Hours – including Focus sessions on VI and Guiding whilst skating, Deaf adaptations, Equipment, Paralympic, Special Olympic and Inclusive Skating development pathways

Safety course

3 hours – covering the Safety Course Policy this is an on-line course on the inclusive Skating Learning platform or available in supported environment.

Exercise and Mental Health

2 Hours – covering the Open University Course on Exercise and Mental Health this is an on-line course or available in a supported environment on zoom [Link](#)