



# Performance Coach Facilitator, Mentor and Assessor Requirements

# **British Canoeing Performance Coach Facilitator, Mentor and Assessor Requirements**

## **Introduction**

This document provides guidance for Delivery Centres' recruitment of British Canoeing Performance Coach Facilitators, Mentors and Assessors. It also outlines the update requirements.

## **Roles**

Performance Coach Facilitator

Performance Coach Mentor

Performance Coach Assessor:

- Performance Kayak Sheltered Water Coach Assessor
- Performance Canoe Sheltered Water Coach Assessor
- Performance Freestyle Coach Assessor
- Performance Open Water Canoe Coach Assessor
- Performance Open Water Canoe Coach (Advanced Water) Assessor
- Performance Polo Coach Assessor
- Performance Racing Coach Assessor
- Performance Sea Kayak Coach Assessor
- Performance Sea Kayak Coach (Advanced Water) Assessor
- Performance Slalom Coach Assessor
- Performance Surf Kayak Coach Assessor
- Performance Surf Kayak Coach (Advanced Water) Assessor
- Performance SUP Sheltered Coach Assessor
- Performance SUP Open Water Coach Assessor
- Performance SUP Race Coach Assessor
- Performance SUP White Water Coach Assessor
- Performance White Water Canoe Coach Assessor

- Performance White Water Canoe Coach (Advanced Water) Assessor
- Performance White Water Kayak Coach Assessor
- Performance White Water Kayak Coach (Advanced Water) Assessor
- Performance Wild Water Racing Coach Assessor

### **Staffing Requirements**

The Performance Coach Community of Learning Events Facilitator Team must include (as a minimum):

- 2 Performance Coach Facilitators

The online mentor session(s) must be conducted by:

- Performance Coach Mentor

The Assessment staff team must include (as a minimum):

- Discipline Specific Performance Coach Award Assessor

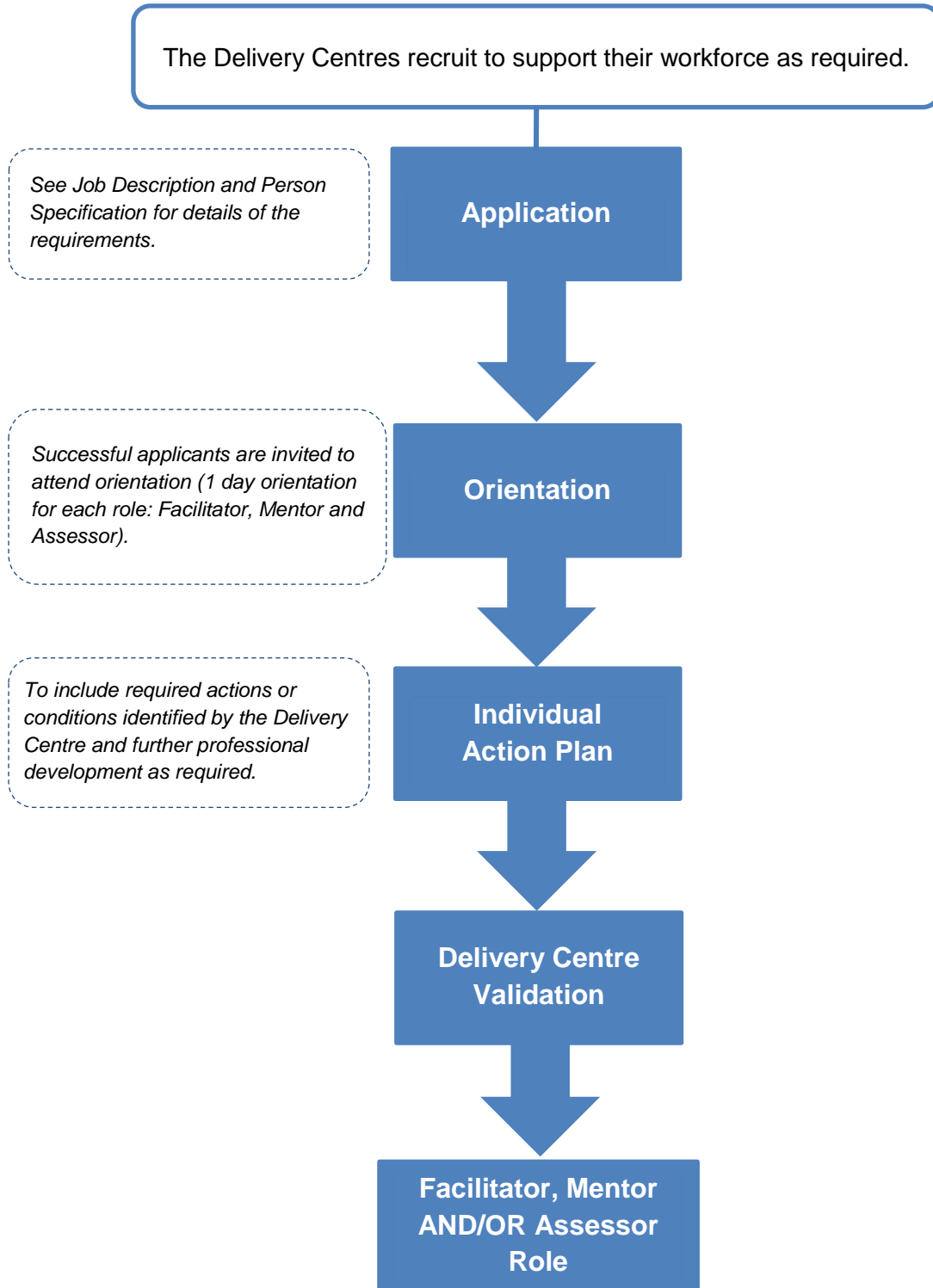
### **Alternative Staffing Arrangements**

Where a shortage in the workforce has been identified, a more flexible approach to staffing is required. Delivery Centre Managers can agree Facilitators/Mentors/Assessors on a case-by-case basis and, through team teaching and assessments, to ensure that the required standards are maintained.

For example, a Performance Coach Assessment may be staffed by:

- A Performance Coach Assessor (in any discipline), AND
- Someone with discipline coaching expertise and extensive knowledge of the discipline and had sound and current knowledge of the learning programme.

## Pathway to Becoming a Performance Coach Award Facilitator, Mentor and Assessor



## **Becoming a Performance Coach Facilitator, Mentor or Assessor**

### **Application**

The Delivery Centres are responsible for recruiting Performance Coach Facilitators, Mentors and Assessors to meet their specific workforce demands. The Delivery Centre Manager is responsible for establishing a robust and fair review process to select the most appropriate applicants based on suitability, strength of application in relation to the detailed Job and Person Specification, and their own workforce demands. The application review team must include expertise in all aspects of the role requirements.

See Job Descriptions and Person Specifications for British Canoeing Performance Coach Facilitators, Mentors and Assessors for further details and essential requirements (pages 6-15).

Successful applicants are required to commit to a development process before they are able to take on full responsibility for delivery of courses, this will include:

1. Performance Coach Facilitator, Mentor, Assessor Orientation.
2. Commit to their professional development in areas where required.

### **Performance Coach Facilitator, Mentor and Assessor Orientation**

Successful applicants must attend an initial 1-day orientation event. There are separate days for each of the three roles; Facilitator, Mentor and Assessor. These orientations only need to be attended once; the assessor orientation does not need to be repeated if future Performance Coach Assessor roles are applied for.

The Orientations will explore areas of the syllabus, learning, development and the demands of the roles; this will help the individuals identify where further learning and development is required.

Note that British Canoeing and National Associations recognise this orientation as valid CPD evidence for the purposes of Coach Update.

### **Individual Action Plan**

The individual is responsible for designing and fulfilling an individual action plan where further professional development is required in order to fulfil the role(s) effectively. Support from the Delivery Centre will be provided throughout the application and/or orientation process; this may also include the identification of compulsory components that must be included.

### **Delivery Centre Validation**

Delivery Centres will review and validate all relevant evidence and, if appropriate, will offer the Facilitator, Mentor or Assessor role(s).

The Delivery Centre will prioritise the Quality Assurance and Internal Verification with at least 30% sampled in the first year; and at least 10% thereafter.

## **Job Description and Person Specification for British Canoeing Performance Coach Facilitator**

Job Title: Performance Coach Facilitator

Reports to: Delivery Centre

Overall Purpose: To deliver British Canoeing Performance Coach Community of Learning Events

### **Key Responsibilities:**

- To direct facilitation as and when required to do so;
- To design, facilitate and tailor programmes to meet candidates' specific needs;
- To work with other facilitators to plan and deliver aspects of the programme, and to monitor and support facilitation to ensure all aspects of the programme is covered appropriately;
- To work with, and support, British Canoeing Awarding Body and the Delivery Centres in the delivery of the Performance Coach programme;
- To support, advise and mentor candidate coaches in their development throughout the event programme;
- To support, advise and mentor aspirant facilitators to support their development and ensure consistent application of best practice;
- To attend, and contribute to, training and standardisation meetings, workshops and other update events as required;
- To maintain robust and valid administrative practices and records for courses and candidates and maintain all relevant communications;
- To contribute to the development and updating of guidance and support materials for use with British Canoeing Awarding Body qualifications.

## Requirements

### Qualifications:

**Essential** Existing Coach Educator Role.

**Desirable** British Canoeing Coaching Diploma (UKCC Level 4).

### Experience and Skills:

**Essential** At least five years' active (and current) experience running coach education programmes (minimum UKCC Level 2).

Extensive and proven facilitation experience.

**Desirable** Mentoring experience.

Extensive paddlesport coaching experience:

- with a wide range of different user groups (disciplines, age, ability);
- running long-term coaching programmes;
- coaching in a wide range of the relevant environments.

Experience of working with an Awarding Body or within a related training environment.

### Knowledge:

**Essential** Detailed knowledge and understanding of:

- The award content (see page 16);
- The role and skills of the Performance Coach Facilitator.

### Commitment:

**Essential** Evidence of commitment to personal professional development.

Evidence of commitment to the professional development of others through appropriate mentoring and support.



## **Personal Profile:**

### **Essential**

- Has a personal coaching and educational philosophy that is in keeping with the British Canoeing Educational Philosophy;
- Has competence in the subject matter of the qualification(s);
- Has competent and strong interpersonal skills and the ability to operate as a team player;
- Is able to communicate effectively with a wide range of people;
- Is skilled in communicating through various media and has excellent presentation skills;
- Is a highly skilled facilitator;
- Is fair and equitable, ethical and honest;
- Treats people with respect, is candid, and protects confidential information;
- Adheres to Delivery Centre policies and demonstrates loyalty to British Canoeing/the National Association Delivery Centres and the team;
- Supports equality of opportunity;
- Is a clear thinker, able to approach tasks in a systematic and logical manner;
- Has excellent problem solving and analytical skills;
- Is able and willing to take and offer advice. Is willing to learn, develop and grow;
- Has the ability to write and speak in plain English and to use language that is free from bias and appropriate to the qualification;
- Has excellent customer care skills;
- Has the ability to design, facilitate and tailor a programme of training/assessment to meet candidates' specific needs.

## **Job Description and Person Specification for British Canoeing Performance Coach Mentor**

Job Title: Performance Coach Mentor

Reports to: Delivery Centre

Overall Purpose: To mentor British Canoeing Performance Coach Candidates

### **Key Responsibilities:**

- To mentor and support Performance Coach Candidates;
- To engage, listen and consider development opportunities to meet candidates' specific needs;
- To work with, and support, British Canoeing Awarding Body and the Delivery Centres in the delivery of the Performance Coach programme;
- To support, advise and mentor candidate coaches in their development through the Performance Coach pathway;
- To support, advise and mentor candidates to support their development and ensure consistent application of best practice;
- To attend, and contribute to, training and standardisation meetings, workshops and other update events as required;
- To maintain robust and valid administrative practices and records for courses and candidates and maintain all relevant communications;
- To contribute to the development and updating of guidance and support materials for use with British Canoeing qualifications.

## Requirements

### Qualifications:

**Essential** British Canoeing Performance Coach or equivalent.

**Desirable** QCF Level 5 Certificate in Mentoring.

### Experience and Skills:

**Essential** At least five years' active (and current) experience running progressive coaching sessions.

Relevant mentoring experience.

**Desirable** Extensive formal mentoring experience.

Extensive coaching experience:

- with a wide range of relevant, different groups (disciplines, age, ability);
- running long-term coaching programmes;
- coaching in a wide range of the relevant environments.

### Knowledge:

**Essential** Knowledge and understanding of:

- The award content (page 16);
- The role and skills of a Mentor;
- The performance requirements of the Performance Coach.

### Commitment:

**Essential** Evidence of commitment to personal professional development.

Evidence of commitment to the professional development of others through appropriate mentoring and support.

## **Personal Profile:**

### **Essential**

- Has a personal coaching and educational philosophy that is in keeping with the British Canoeing Educational Philosophy;
- Has competence in the subject matter of the qualification;
- Has strong interpersonal skills and the ability to operate as a team player;
- Is able to communicate effectively with a wide range of people;
- Is skilled in communicating through various media, including video conferencing, and has excellent presentation skills;
- Is competent in the language used within coaching;
- Is fair and equitable, ethical and honest;
- Treats people with respect, is candid, and protects confidential information;
- Adheres to Delivery Centre policies and demonstrates loyalty to British Canoeing/the National Association Delivery Centres and the team;
- Supports equality of opportunity;
- Is a clear thinker, able to approach tasks in a systematic and logical manner;
- Has excellent problem solving and analytical skills;
- Is able, and willing, to take and offer advice. Is willing to learn, develop and grow;
- Has the ability to write and speak in plain English and to use language that is free from bias and appropriate to the qualification;
- Has excellent customer care skills;
- Has the ability to make appropriate suggestions for the candidate to consider for their development.

## **Job Description and Person Specification for British Canoeing Performance Coach Assessor**

Job Title: Performance Coach Assessor

Reports to: Delivery Centre

Overall Purpose: To deliver British Canoeing Performance Coach Assessment as per the relevant qualification requirements.

### **Key Responsibilities:**

- To direct assessment associated with the relevant qualification as and when required to do so;
- To design, deliver and tailor programmes of assessment to meet candidates' specific needs;
- To deploy other assessors to plan and deliver aspects of the assessment programme, and to monitor and support deployed assessors' delivery to ensure all aspects of the assessment programme is delivered appropriately;
- To work with, and support, British Canoeing Awarding Body and the Delivery Centres in the delivery of coach education/assessment;
- To support and advise candidate coaches in their development through the coach pathway;
- To support, advise and mentor aspirant assessors to support their development and ensure consistent application of best practice;
- To attend, and contribute to, training and standardisation meetings, workshops and other update events as required;
- To maintain robust and valid administrative practices and records for courses and candidates and maintain all relevant communications;
- To contribute to the development and updating of guidance and support materials for use with British Canoeing qualifications.

## Requirements

### Qualifications:

**Essential** Performance Coach Discipline Specific coaching qualification(s) appropriate to the discipline specific roles and environments or equivalent.

An appropriate assessing qualification (or the commitment to complete). See page 17 for details.

**Desirable** Coaching Diploma (UKCC Level 4).

### Experience and Skills:

**Essential** At least ten years' active (and current) experience running progressive coaching sessions in the discipline specific environments.

Verified leadership, personal skills and rescue competence in the relevant environments.

Verified assessing experience within British Canoeing Coach and Leadership frameworks.

**Desirable** Extensive coaching experience:

- with a wide range of relevant user groups (age, ability, aspirations);
- running long-term coaching programmes;
- coaching in a wide range of the relevant environments.

Experience of working with an Awarding Body or within a related training/assessment environment.

### Knowledge:

**Essential** Detailed knowledge and understanding of:

- The award content (page 16);

- The role and skills of the Assessor;
- The performance requirements of the discipline.

### **Commitment:**

**Essential** Evidence of commitment to personal, professional development.

Evidence of commitment to the professional development of others through appropriate mentoring and support.

### **Personal Profile:**

#### **Essential**

- Has a personal coaching and educational philosophy that is in keeping with the British Canoeing Educational Philosophy;
- Has competence in the subject matter of the qualification(s);
- Has strong interpersonal skills and the ability to operate as a team player;
- Is able to communicate effectively with a wide range of people;
- Is skilled in communicating through various media and has excellent presentation skills;
- Is competent in the language used for assessment;
- Is fair and equitable, ethical and honest;
- Treats people with respect, is candid, and protects confidential information;
- Adheres to Delivery Centre policies and demonstrates loyalty to British Canoeing/the National Association Delivery Centres and the team;
- Supports equality of opportunity;
- Is a clear thinker, able to approach tasks in a systematic and logical manner;
- Has excellent problem solving and analytical skills;
- Is able, and willing, to take and offer advice. Is willing to learn, develop and grow;
- Has the ability to write and speak in plain English and to use language that is free from bias and appropriate to the qualification;
- Has competence in assessment and awarding systems and procedures;

- Has excellent customer care skills;
- Has the ability to make accurate judgements about the standard of candidates' coaching performance, knowledge and development needs;
- Has the ability to design, deliver and tailor a programme of assessment to meet candidates' specific needs;
- Has the ability to deploy other assessors to plan and deliver aspects of the assessment programme;
- Has the ability to monitor and support deployed Assessors' delivery to ensure all aspects of the assessment programme are delivered appropriately.



## Specific guidance regarding content understanding

Performance Coach Facilitators will need the experience and facilitation skills to tailor their delivery to a wide range of coaches' specialisms. The audience on the Performance Coach Community of Learning Events could include coaches who are working in Sheltered, Moderate or Advanced water environments in any of the full range of discipline specific options. This may be evidenced by range of coaching qualifications/experience, range of experience as a tutor, and be supported by a recommendation.

They will also need verified **extensive** knowledge and **applied** understanding of the core theories that underpin the syllabus and how these relate to the Performance Coach. This includes:

- Understanding of Constructivist and Behaviourist learning theories;
- Learning cycle (Kolb);
- Multiple intelligences (Gardner);
- Current perspectives on Learning Styles (Honey and Mumford);
- Different Sensory Channels (Visual, Auditory, Kinaesthetic);
- Stages of learning (Fitts and Posner);
- Feedback (intrinsic/extrinsic, structure/timing/structure/effect of, KR and KP);
- Coaching styles (Mosston and Ashworth, 2002);
- Structuring learning (e.g. IDEAS, WASP);
- Coaching philosophy and the British Canoeing Educational Philosophy;
- Session planning (progressive, adaptable, formal/informal, written/mental methods);
- Coaches' decision making (CDM, NDM and PJDM; Situational Awareness; Heuristics);
- Learning environment (motivational climate, coach-athlete relationships, SDT, AGT);
- Characteristics of empowerment based coaching (Duda);
- Skill acquisition:

- Memory (schemas, chaining, sequencing, drills, whole-part-whole);
- Dynamical systems (shaping, perception-action coupling);
- Constraints theory;
- Practice styles (massed, variable, distributed, bilateral, and mental practice);
- Games sense/games with aims/teaching games for understanding;
- Observation (holistic, deductive, systematic observation techniques, and the links to DM);
- Observation techniques to inform WHAT to coach, and HOW to coach;
- Reflective practice (Gilbert and Trudel);
- Communities of Practice (Lave and Wenger).

### **Assessing Qualifications**

All Performance Coach Assessors require a nationally recognised Assessing Qualification that aligns to the relevant National Occupational Standards for Learning and Development (Standard 9) unless APL has been recognised.

Performance Coach Assessor applications may be accepted from candidates who are working towards these qualifications. The assessing qualification must have been completed within 3 years from the date of initial orientation, or point of application (whichever is later).

The Delivery Centre may be able to provide opportunities for Assessors to undertake the required course, although there is likely to be an additional charge for this.

The following list of qualifications is not exhaustive, applicants who hold other qualifications for assessing should list these in their application and they can be considered on an individual basis.

### **Examples of Relevant Assessor Qualifications:**

- Level 3 Award in Assessing Vocational Related Achievement (QCF);
- Level 3 Award in Assessing Vocational Achievement (QCF);
- Level 3 Award in Assessing Competence in the Work Environment (QCF);

- Conduct the Assessment Process PDA (SCQF, L&D9);
- Assess Workplace Competence Using Direct Methods (SCQF, L&D9D);
- Assess Workplace Competence Using Direct and Indirect Methods (SCQF, L&D9DI);
- NVQ A1 Assessor Award;
- NVQ D32/D33 Assessor Award.

### **Update Requirements**

In order to maintain a Facilitator, Mentor or Assessor role, Providers must fulfil the minimum delivery and moderation requirements, meet the Delivery Centre internal verification and quality assurance requirements, and abide by the terms of the Provider Service Agreement.

### **Minimum Delivery Requirements**

Facilitators, Mentors or Assessors need to deliver a minimum of courses/sessions/assessments per three calendar years:

Facilitators	2 Community of Learning Events
Mentors	6 mentored sessions
Assessors	2 assessments

Delivery can include an active observation as an additional member of staff. For the Performance Coach Community of Learning Events, this must be the full 2 days. Facilitators, Mentors or Assessors who do not meet the minimum requirements can put a case forward to keep their role if active (coaching and leading) in the specific environment, and are actively involved in other training or assessment courses. These will be considered by the Delivery Centre on a case-by-case basis.

## **Moderation**

Registered Facilitators, Mentors or Assessors need to attend at least one moderation event within each three-year cycle. The Delivery Centres are able to increase this requirement, or schedule compulsory moderation if circumstances require.

The Delivery Centres will run an annual programme of moderation, focusing on the relevant issues at the time. This may focus on facilitation/mentoring and/or assessment topics. It is the responsibility of the Delivery Centre to ensure the moderation content and format meets the quality assurance/internal verification needs of their workforce.

## **Maintenance of Active Role**

The Delivery Centre will check annually that minimum delivery and moderation requirements are met. They will also check the Facilitator, Mentor or Assessor meets their internal verification and quality assurance requirements, and confirm the terms of the Provider Service Agreement have not been breached.

Where Facilitators, Mentors or Assessors do not meet the requirements, they will lose their role. To re-establish a role that has been removed, the Provider will need to go through the process for new Facilitator/Mentor/Assessors unless they have a case to apply for APL. In exceptional circumstances (and at the Delivery Centre's discretion) an individual action plan may be agreed to support the Provider to maintain their role.