

# NOTES FOR CANDIDATES WISHING TO APPLY TO BECOME A BCU COACH



**February 2009**

## Introduction

BCU Coach Award training can be accessed by anyone wishing to gain coaching knowledge or experience, however anyone intending to become a BCU Coach will be required to centrally register with a BCU Awarding Delivery Centre (Canoe England, Canoe Wales, SCA, CANI) before they are able to attend initial coach training.

Registration will be required at each coaching level and will be the start of the validating process for qualifications and the means by which a Coaches training and assessment journey is recorded.

Entry into the BCU Coaching Scheme is normally at Level 1. The BCU does however recognise that in some instances aspirant Coaches will have prior experience that may enable them to enter the Coaching Awards programme at a higher level. When Coaches feel they have experience that can be accredited as prior experience, they are advised to refer to the BCU Accredited Prior Learning Policy (further information is available on the BCU and Home Nation Websites).

Registration will require a number of prerequisites to be in place at the time applied for. Coaches need to be clear what the prerequisites are, and that they have them in place prior to registration. See the list of registration prerequisites.

- Candidates residing in England and having an English postal address will register with the Canoe England Coaching office in Nottingham.
- Candidates residing in Wales and having a Welsh postal address will register with Canoe Wales.
- Candidates residing in Northern Ireland and having a Northern Ireland postal address will register with CANI.
- Candidates residing in Scotland and having a Scottish postal address will register with the SCA.
- Candidates residing in North America (USA/Canada/Mexico) will register with BCU North America. Candidates from elsewhere overseas wishing to register will need to do so through BCU Awarding in Nottingham.

See back page of this document for address details.

While initial registration should take place with the Coaches Home Nation Association, they are at liberty to take up courses outside of the association area.

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Candidates who are not members of an association when registering to take coaching courses are reminded that they will need to join the appropriate Home Nation association when sending back their registration form.

On receipt of registration forms the office will, if all prerequisite requirements are met, authorise candidates to progress to a suitable training course of their choice. Candidates can apply to the nearest qualifications training course, as listed in BCU and Home Nation Publications or on the BCU or Home Nation Website(s).

Successful completion of training will then allow candidates to progress to a suitable assessment.

The registration period at Level 1 and 2 is 12 months. It is anticipated that candidates will have completed both training and assessment within this time.

## **Prerequisites**

In order to register to begin training towards a coaching qualification it is necessary to meet specific prerequisites. See document "BCU Coach Registration Prerequisites" available from the BCU or Home Nation Association Websites.

BCU Regional Coaching Organisers (RCOs) and Local Coaching Organisers (LCOs) can put the enquirer in touch with a local Training Director or Assessment Director. Details can again be found on the BCU and Home Nation Websites.

## **Accredited Prior Learning**

**Accredited Prior Learning (APL) / Accredited Prior Experiential Learning (APEL)** can be considered in cases where candidates have the required experience. An application must be submitted for formal consideration and confirmation by the BCU APL Panel. Full APL details are available from the BCU website. APL / APEL Applications are considered quarterly in FEB / MAY / AUG / NOV. Applicants need to consider this when planning courses.

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## **FOLLOWING LEVEL 2 TRAINING**

Successful completion of the Level 2 training course will be acknowledged by a letter issued from the BCU / Home Nation Association office. Candidates are reminded that they are expected to have completed training and assessment within the 12 month registration period.

## **ASSESSMENT**

**Level 1** - The Level 1 training package will include an assessment.

Beyond Level 1, assessments do not take place during the training course.

**Level 2** - An assessment course for BCU Level 2 Coach and above may be attended following a development period. This will normally be within 1 year of the training course but will be determined within an agreed personal/action development plan. i.e. having worked with groups in relevant activities and at relevant levels for the prerequisite number of contact hours, as indicated within the course notes.

Candidates whose assessment is unsuccessful may be able to extend their trainee status via an agreed action plan, agreed between themselves and their assessor at the time of assessment.

## **COACH UPDATE / LICENCE**

The BCU Coach Update scheme provides a service whereby they recognise Coaches qualifications as valid and updated. The benefits of this scheme include:

- Evidence for employers, or customers that Coaches are qualified and updated
- Inclusion on the BCU register of qualified and updated Coaches
- Coaches can run BCU Tests and Awards, for example the Star Awards

The Coach Update process is the same for all of our Coaches, whether they hold 'new' or 'old' awards. Further details are available on the BCU and Home Nation Websites.

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## CENTRAL REGISTRATION - PROCEDURE

The procedure for registering with the Home Nation Association and the process for taking up a course are outlined in the following pages. It is important that Coaches read these notes and follow the procedure as outlined.

The relevant Candidate Registration Form (CR Form) should be filled in as indicated in candidate step 2. It is important to appreciate that this form will become the Coaches passport to accessing the required courses and that it will be returned to the Coach stamped and their Logbook and have it with them when attending training and assessment courses. On the successful completion of assessment the CR can remain in the Coaches Logbook as evidence of completion. If there are outstanding elements of assessment to be completed the CR will be returned by the Assessment Director to the Delivery Centre (Canoe England, Canoe Wales, SCA, CANI etc) in order that an extension, where necessary, can be provided to the term of registration validity.

N.B. Declarations - Please be sure to read the 'Statement of Presumed Physical Competence' enclosed in the registration pack and acknowledge this along with The agreement for the carrying out of a Police Check, should this be required, in respect of offences against young people. Coaches also need to appreciate their responsibilities in terms of keeping First Aid certification up to date.

## FEES

**Level 1 Non-members = £55** For Coaches who are not a member of the BCU the fees for Level 1 are inclusive of administration of training and assessment , 1 year's insurance and certification.

**Level 1 Members = £39** For Coaches who are already a member of the BCU a reduced fee is payable.

Candidates who wish to apply for membership at the time of registering and benefit from the member registration fee can do so by completing a membership form and enclosing the current membership fee and registration fee together. In subsequent years comprehensive BCU membership will be required to maintain the Coaching License.

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**Level 2** - The registration fee at Level 2 is **£39** and is inclusive of administration of training, assessment, and certification. Registering candidates at Level 2 are required to be a comprehensive BCU member. In subsequent years comprehensive BCU membership will be required to maintain the Coaching License.

## CRB REQUIREMENTS FOR COACHES

Please note that Level 2 Coaches (and higher) are required to complete an enhanced CRB or equivalent disclosure before assessment / qualification. This is because the role for which they will qualify may involve working with children and vulnerable adults. For more information, please see the BCU's Child Protection and CRB policy Information. This can be found at [www.bcu.org.uk](http://www.bcu.org.uk), or on the Home Nation websites. Alternatively, a printed copy can be requested by post.

*"If I am unable to obtain a CRB certificate prior to assessment I understand that I will not receive my qualification certificate until a satisfactory CRB is returned. If the CRB is returned after the commencement of the course and is unsatisfactory I will not receive the qualification certificate and I will not receive a refund of fees"*

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## CENTRAL REGISTRATION STEP-BY-STEP GUIDE

### CANDIDATE STEP 1

Registration forms are available on BCU and Home Nation websites. Alternatively request an application form to register at required level from the Home Nation Association by telephone, in writing or e-mail.

**NB - CRB Application (Canoe England / Canoe Wales / SCA) forms can be obtained from the BCU UK Coaching Office. Candidates have to apply direct and in person for these.**

Such enquiries would initiate the following response from the contacted Home Nation Association...

### OFFICE STEP 1

Send out information pack:

- CR Form (Including Statement of Presumed Physical Competence)
- Prerequisite and general information
- Membership Details (where held)
- Registration Costs

***Training Directors contacted directly are required to ensure that candidates contact the relevant Home Nation Association who will forward the necessary forms to them.***

### CANDIDATE STEP 2

The candidate should complete the appropriate CR form, confirming that they have all the prerequisites required for the level for which they are seeking registration and that they have read the Statement of Presumed Physical Competence and First Aid requirements. When returning the registration forms the candidate should enclose photocopies of all certificates required as prerequisite evidence.

If the candidate is not a member of the BCU or Home Nation Association they should also complete the membership form supplied (optional at Level 1).

The candidate should then return the CR form (photocopies **of certificates as appropriate**) and membership form along with any membership and registration fees due to the Home Nation Association.

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*Receipt of this information will initiate the following response from the contacted Home Nation Association....*

## **OFFICE STEP 2**

On receipt of the returned CR form the office will...

- Check the details on returned CR Form
- Membership and prerequisites are recorded on the coaching database

If prerequisites and money paid are correct, the CR Form will be returned to candidate stamped and verifying that approval to undertake training at the level applied for has been granted. This CR form should be placed by the candidate into his / her Logbook.

This will be valid for 1 year (failure by the candidate to adhere to the requirements of the Declaration box on form CR will invalidate this approval).

**At this point registered candidates will be granted access to the course resource section of the BCU Coaching Portal (due 2009) and the relevant course documents and resources.**

If prerequisite details cannot be verified registration will not be made, the candidate will be informed that approval to take the training course cannot be given and the money returned.

During the period of validity (12 months for Level 1 and Level 2) the candidate would need to complete both the training course and the assessment at the coaching level applied for.

*Also issued via the office / website at this stage would be:*

- LOGBOOK (if requested)
- COURSE NOTES

As newly registered members of the Coaching Service, candidates will receive a copy of CoDe, the Coaching Service magazine.

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## **CANDIDATE STEP 3**

Once the candidate is in receipt of the appropriate CR form (stamped), they should identify an appropriate course, contact the Training Director and arrange to attend. To avoid disappointment from either full or cancelled courses candidates are requested to make these arrangements well in advance (at least 4 weeks). See the BCU or Home Nation Publications for details of courses / Training Directors or Assessment Directors.

Candidates should take their Logbook and their CR form to the course along with their membership card and hard copies of all certificates required as prerequisites.

Training Directors will not be in a position to take candidates on courses if they fail to bring these documents with them.

## **OFFICE STEP 3**

Following an assessment course the Home Nation Association Office will receive from the Assessment Director the course schedule and the candidate CR form. The office will then issue successful candidates with a certificate at the qualifying level.

Registration forms for the next level will not, however be issued. Candidates will need to initiate the next level themselves.

## **CANDIDATE STEP 4 - The Way Forward**

Successful completion of a coaching level will entitle candidates to progress up the coaching ladder.

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## Useful Addresses:

**BCU Awarding**, 18 Market Place, Bingham, Nottingham, NG13 8AP. Fax: 08453709501: [coaching@bcu.org.uk](mailto:coaching@bcu.org.uk)

**BCU North America**, 320 W. Saugerties Rd., Saugerties, New York 12477, [Info@BCUNA.com](mailto:Info@BCUNA.com)

## Home Nation Associations:

**Canoe England** Coaching Office, 18 Market Place, Bingham, Nottingham, NG13 8AP. TEL: 08453709501: [coaching@bcu.org.uk](mailto:coaching@bcu.org.uk)

**Canoe Wales**, Frongoch, Bala, Gwynedd LL23 7NU. Fax: 01678 521158: [welsh.canoeing@virgin.net](mailto:welsh.canoeing@virgin.net)

**Scottish Canoe Association**, Caledonia House, 1 Redheughs Rigg South Gyle, Edinburgh EH12 9DQ. Fax: 0131 317 7319: [coaching@canoescotland.com](mailto:coaching@canoescotland.com)

**Canoe Association of Northern Ireland**, Unit 2 Rivers Edge, 13-15 Ravenhill Rd, Belfast BT6 8DN: [office@cani.org.uk](mailto:office@cani.org.uk)