



**IGNITE SPORT UK LTD**

**Coach Education  
Candidate Course Handbook**

**1<sup>st</sup> 4Sport FA Level 2  
Certificate  
in  
Coaching Football**



LEARNING

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# Course Information

## Health & Safety

### Fire Alarm

In the event of a fire alarm or other emergency make your way to the nearest fire exit in an orderly manner (**DO NOT RUN**) and assemble on the main car park near the grass area unless told otherwise. Wait for a register check and further information. **DO NOT** return to the building unless told to do so.

### Smoking

A no smoking policy is in force at all times.

### First Aid

In case of minor injuries First Aid equipment is available on all courses. All tutors have a minimum First Aid qualification. An emergency phone (landline or mobile) will be readily available.

### Risk Assessment

A risk assessment will be carried out at the venue before a course takes place and at other times as necessary.

### Practical Sessions

Candidates will be required to take part in the practical sessions.

- Ensure you have appropriate clothing for all weathers (hot/cold/wet/dry)
- In the event of very sunny weather – sun protection is advised
- Appropriate and safe footwear for the playing surface is essential. For grass – studded boots should be used. On the third generation (rubbercrumb) area – training shoes or moulded boots (not blades or nylon/metal studs)
- Shinguards (pads) are compulsory during all practical sessions
- Goalposts – The FA goal post safety guidelines will be adhered to (all portable goals will be firmly secured)
- Equipment – balls, bibs and cones will be safe to use. Corner flags (if used) will conform with the Laws of the Game

- Warm up / Cool down – always undertake a warm up prior to a practical session and a cool down after physical activity is completed
- Non-glass drink bottles should be brought for your personal use (drinks not normally supplied)
- Changing and showers are available.

### **Classroom Sessions**

- Unless directed otherwise, dress code will be informal
- Arrive at least 15 minutes before commencement of the session
- A pen and notebook is essential.
- All mobiles must be turned **OFF** during the session
- If applicable to the course, portfolios (folders) should be brought to each session

### **Conduct of Behaviour**

- Respect the view of others
- Be honest
- Help each other
- Be a role model
- Please use the bins placed around the ground for rubbish or discarded items

### **Car Parking**

Please park in the car park. The parking of the vehicle will be at the owner's risk.

## **Equal Opportunities**

Ignite Sport UK Ltd is committed to developing the game of Association Football for everyone within the County through the principles and practices of equal opportunities within its Coach Education programme, both as an employer and in the delivery of our services to candidates.

Employment opportunities, qualifications, services and support are available to all sections of the community and we will not discriminate on the grounds of gender, marital status, race, colour, ability, sexuality, age, occupation, religion or political preference.

Ignite Sport UK Ltd will:

- Ensure that its equal opportunities policy is communicated to all members of staff and candidates undertaking a course organised by Ignite Sport UK Ltd.
- Provide training for all members of staff in the implementation and evaluation of our equal opportunities policy through in-service training events for Ignite Sport UK Ltd group.
- Monitor the effectiveness of our policy through an internal verification strategy to ensure it is maintained and improved.
- Collect data which enables the policy to be reviewed to ensure that the courses are accessible to everyone in Ignite Sport UK Ltd and share this information with others who may have a legal right to access the data.
- Encourage anyone who believes they have been discriminated against to raise the matter with the Course Organiser who will bring it to the attention of the Ignite Sport UK Ltd Head of Centre for review and any action necessary.

## **Complaints / Appeals Procedure**

1. In the event of a candidate having a grievance with Ignite Sport UK Ltd, or an employee of Ignite Sport UK Ltd with regards to the delivery or training for the course leading to a qualification, the candidate should first t air this grievance with the course tutor.
2. If the candidate is unable to gain satisfaction from this then an outline and rationale for the grievance should be forwarded to the Head of Centre in writing to the Ignite Sport UK Ltd supported by the candidates full name, the 1st4sport course number and their 1st4sport candidate number (if applicable).
3. Following receipt of a grievance the Internal and External verifiers will be asked to investigate the allegations, the outcome of which will be

presented to Ignite Sport UK Ltd Head of Centre and the following outcomes may result:

- Grievance justified – further investigation and an appropriate action plan developed. Candidate will receive an offer to re-take the course or receive a full refund.
  - Grievance not justified – no action taken
3. If the candidate is unhappy with the outcome of the appeal from Ignite Sport UK Ltd they are advised to follow the appeals procedure of 1<sup>st</sup>4sport Qualifications. Details of which will be in their course pack.

### **Candidate Appeal Against Outcomes of Assessment**

1. Where candidates wish to appeal against the assessment outcome provided by tutor / assessors employed by Ignite Sport UK Ltd, they should follow the above procedure and the following outcomes may result:
  - Grievance justified – the candidate will be given another assessment opportunity.
  - Grievance not justified – no action taken – assessment outcome confirmed.
2. If the candidate is unhappy with the outcome of the appeal from Ignite Sport UK Ltd. they are advised to follow the appeals procedure of 1<sup>st</sup>4sport Qualifications. Details of which will be in their course candidate pack.
3. Where candidates wish to appeal against an assessment outcome provided by external assessors employed by 1<sup>st</sup>4sport Qualifications, they are advised to follow the appeals procedure of 1<sup>st</sup>4sport Qualifications. Details of which will be in their course candidate pack.

### **Child and Vulnerable Adult Protection Policy**

**1st4sport Qualifications** is committed to safeguarding and promoting the welfare of individuals by providing vulnerable people, whether children or adults, with appropriate safety and support. This is considered as paramount within 1st4sport's operations; therefore, the aim is to establish a safe environment to promote learning and development, while providing protection to children and vulnerable adults from all forms of abuse.

1st4sport will:

- encourage the health and welfare of children and vulnerable adults by ensuring safe participation
- respect and promote the rights, wishes and feelings of children and vulnerable adults
- develop and implement appropriate procedures to safeguard the well-being of children and vulnerable adults, and protect them from abuse
- train and support the designated 1st4sport child/vulnerable adult protection officer to adopt best practice in safeguarding children and vulnerable adults from abuse, and to minimise risk to themselves
- make use of reporting mechanisms and take appropriate actions to address concerns about children's and vulnerable adults' welfare
- develop arrangements to ensure any risk of harm to children's and vulnerable adult's welfare is minimized
- require recognised centres to adopt or to develop and publish a child and vulnerable adult protection policy and related procedures respond to any allegations of misconduct or abuse of children and vulnerable adults in line with the procedures, as well as implementing, where appropriate, the relevant disciplinary and appeals procedures
- review the child and vulnerable adult protection policy and related procedures regularly.

The following procedures have been developed in accordance with Safeguarding Children in Education (DFES, 2004) and the Children Act (2004).

### **Reporting Mechanism for Disclosure/Allegation of Abuse**

Child and vulnerable adult protection issues include any situation involving children and young people up to the age of 18, whether or not accompanied by adults, unable to protect themselves from harm and exploitation. The term 'vulnerable adult' refers to any person aged 18 or over who is currently unable to safeguard his or her own welfare or properly manage his or her financial affairs and falls within one or more of the following categories:

- a person suffering from an illness or mental disorder
- a person handicapped by a disability
- a person in need of care, due to infirmity or the effects of ageing.

Members of personnel working within recognised centres, any related third parties and/or candidates who identify possible abuse must report all incidents to a nominated recognised centre child/vulnerable adult protection officer, who is required to ensure the issue is dealt with in line with the recognised centre's child/vulnerable adult protection policy.

1st4sport has the responsibility to protect the identity of anyone reporting suspected or actual abuse. All incidents and concerns will be reported confidentially and all records will be retained securely.

## **Access Arrangements**

**1st4sport Qualifications** endeavours to ensure that there are no unnecessary barriers to assessment, ensuring requirements and methods used are sufficiently flexible to enable the widest range of candidates to fairly and reliably demonstrate competence. Access arrangements are the implementation of reasonable adjustments and special consideration arrangements, which reduce the substantial disadvantage caused due to candidates' disability or difficulty. As part of the 1st4sport Equal Opportunities Policy, there is a commitment to provide access for candidates with particular needs to prevent discrimination in the delivery of 1st4sport's qualifications and the assessment of candidates' skills and knowledge.

In making the appropriate arrangements, 1st4sport aims to ensure that the arrangements will be valid and reliable, applied to accurately reflect candidates' competence to meet the assessment outcomes of the qualification and the vocation for which the qualification is designed. On this basis, 1st4sport continuously monitors the application of access arrangements, to verify that candidates are not given an unfair advantage over candidates without particular needs.

As part of the 1st4sport continuous quality improvement arrangements, the 1st4sport Quality Management Team (QMT) monitors and evaluates the effectiveness of access arrangements procedures to ensure that the requirements of current legislation and candidates' particular needs are met.

### **Reasonable Adjustments**

Reasonable adjustments are any actions/arrangements made prior to the assessment and/or delivery of a qualification to reduce the effect of a disability or difficulty that places a candidate at a substantial disadvantage. These arrangements are made with candidates and, in certain circumstances, with 1st4sport, for the assessment of candidates with a permanent or long-term disability, a learning difficulty, or a temporary disability, illness or indisposition.

### **Special Consideration**

Special consideration is the implementation of arrangements at the time of an assessment to allow competence to be demonstrated by one or more candidates who have been disadvantaged or were unable to attend the assessment due to emotional/physical difficulties or adverse circumstances.

## Malpractice Arrangements

**1st4sport Qualifications** requires any member of personnel within a recognised centre, any candidate or any relevant person to report immediately, in writing, any suspected case of malpractice committed in direct relation to the 1st4sport Recognised Centre Requirements and/or any qualification-specific criteria. The 1st4sport Quality Management Team (QMT) will investigate any allegation of malpractice committed by candidates, centre personnel or any relevant third party. In the interests of candidates who may be directly or indirectly affected by any ensuing investigation into such allegations, 1st4sport will endeavour to protect, as far as practicable, candidates' access to assessment to complete the qualification.

Malpractice and related terms are defined by 1st4sport, as detailed within the following table:

Definitions	
<b>Malpractice</b>	Malpractice is defined by 1st4sport as any <b>deliberate</b> activity, neglect, default or other practice that compromises the integrity of the assessment process and/or the validity of Certificates. This includes deliberate non-compliance with one or more of the 1st4sport Recognised Centre Requirements and/or any qualification-specific requirements.
<b>Maladministration</b>	Maladministration is any activity which is <b>not deliberate</b> , but which neglects, defaults on or compromises the integrity of the assessment process and/or the validity of Certificates, as a result of non-compliance with the 1st4sport Recognised Centre Requirements and/or any qualification-specific requirements.
<b>Non-compliance</b>	Failure to comply with one or more of the 1st4sport Recognised Centre Requirements and/or any qualification-specific requirements.

It must be noted that 1st4sport perceives misconduct or any improper or unprofessional behaviour of centre personnel or candidates, during assessment or while operating within the realms of the delivery of a qualification, as deliberate and within the bracket of malpractice.

## Data Protection Statement

1st4sport and the relevant qualification partners are committed to protecting the privacy and confidentiality of recognised centres, candidates and any related third party.

Recognised centres operate as an 'agent' for 1st4sport when collecting data. Therefore, when collecting any data, they are required to:

- provide a statement to any person whose data is collected to ensure awareness is raised relating to the sharing of their data with 1st4sport and the relevant qualification partners (where appropriate)
- clearly identify themselves and/or the organisation(s) on behalf of which the data is being collected prior to the collection of any personal data
- refrain from holding any personal data for any purpose other than that which has been stated, which must be relevant and not excessive
- ensure personal data is only used for the expressed purpose for which permission has been provided in advance by the supplier of the data.

## **Course Outlines**

### **1<sup>st</sup>4sport Level 2 Certificate in Coaching Football (QCF)**

#### **Resources**

F.A. Candidate Pack  
F.A. Handbook  
Unit summary and task sheets  
Course Programme

#### **Course of Learning**

Will be conducted by the Course Tutor (Coach Educator / Internal Assessor)

#### **Theory**

This will be detailed on the course programme.

#### **Practical**

The practical sessions will cover:

- Skill practices
- 1 v 1, 2 v 2, 3 v 3, 4v4

You will play in the sessions and also have the opportunity to coach your colleagues which will allow your Course Tutor to feedback to individuals and the group to enable you to identify strengths and weaknesses and then design personal action plans.

## **F.A. Safeguarding Children Workshop**

Unless otherwise included in the Course, you must provide evidence of attending this course (must be the FA's course). If you need to sign up for a course contact Ignite Sport UK Ltd Football Development Office.

## **F.A. Emergency Aid**

Unless part of the Course, you must provide evidence of attending The F.A's course or an acceptable equivalent either St John Ambulance or Red Cross or Health and Safety Executive (HSE) If you need to sign up for a course contact Ignite Sport UK Ltd.

## **Distance Learning**

You will be required to do the following homework:

- Complete the course tasks and formulate your Candidate Pack for Assessment
- Conduct a minimum of 16 hours of verified coaching, supported by session plans and evaluations
- Work to your Action Plan as discussed with your Course Tutor

## **Support Sessions**

In between the course of learning and the final assessment you will need to attend support sessions which will focus on practical and theory issues in order to assist you in preparation for your final assessment.

## **Final Assessment**

You will need to submit your completed candidate pack for you Tutor to sign off prior to the assessment date. The External Assessor will assess the pack.

You will receive your final assessment topics and you will then meet with the Assessor to discuss your pack and any questions you have regarding your topics.

## **Practical**

You will be required to attend two full days where you will need to plan and deliver:

- As skill practice or 1 v 1, 2 v 2, 3 v 3 practice
- A small sided game (4 v 4)

## **Theory / Oral Interview**

Once all the coaching sessions have been completed, candidates will have personal interviews with the External Assessor who will inform you of the final decision and discuss your action plan to develop.

## **Suggested additional learning opportunities:**

### **■FA Youth Award Module 1 - Developing the Environment**

This first module of three presents a child centered approach to the development of our young players.

### **■FA Goalkeeping Coaching Award (Level 1)**

This course is ideal for coaches who want to improve the performance of their goalkeepers. Learn how to develop and improve your goalkeeper's technique and plan and prepare progressive technical practices

### **■Introduction to Futsal Course**

Learn about the UEFA and FIFA approved small sided game. On this course you'll be taught the rules of Futsal, basic principles of attack and defence.

### **■Coaching Disabled Footballers Course**

This course teaches coaches to apply coaching skills to meet the needs of players with different impairments.

### **■ FA Introductory Certificate in Coaching Adults**

This is an introduction for coaches and managers who are involved in adult football and comprises various elements including training drills (warm Ups, technical sessions, skills, small sided games and cool downs), how to get the best from your players.

## **Refereeing**

- FA Basic Referees Course

## **Welfare**

- FA Emergency Aid
- FA Basic First Aid for Sport
- FA Safeguarding Children
- FA Welfare Officer Workshop
- FA Respect Guide for Parents (Online Only)

Please go to [www.Thefa.com](http://www.Thefa.com) for more course information

# Ignite Sport UK Ltd

## Coach Education Course Handbook

**Useful Contacts:**

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### **Ignite Sport UK Ltd**

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### **1st4Sport Qualifications**

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**Notes**

