Tutors for Teaching Orienteering courses – SOA Policy

QUALIFICATIONS and EXPERIENCE

The Teaching Orienteering courses originate with British Orienteering; we must therefore, as a minimum, comply with their requirements for qualifications and experience of tutors.

The qualification pathway for tutors in Scotland is:

1. Prospective tutors must have at least either UKCC Level 1 in Orienteering or 'old' Level 2 Coaching Course
2. They must have a recognised teaching qualification or a Certificate in Tutoring in Sport (CTS) or Preparing to Teach in the Lifelong Learning Sector (PTLLS) or PDA in Sports education tutoring (SQA). (Qualified teachers are encouraged to do the PDA because of its relevance.)
3. Indicate to the Scottish Orienteering Association or to British Orienteering an interest in becoming a Teaching Orienteering tutor either by email to hilary@scottish-orienteering.org or info@britishorienteering.org.uk
4. Attend, observe and co-deliver 1-3 Teaching Orienteering Part 1 courses with either SOA Coaching Co-ordinator (currently Lynne Walker) or SOA Coaching Qualifications Co-ordinator (currently Hilary Quick) or an experienced tutor nominated by one of them. The prospective tutor will not be paid for this attendance or co-delivery.
5. Continue to observe and co-deliver, for no fee and being mentored as appropriate, until the prospective tutor and the qualified colleague are both satisfied that the prospective tutor is competent to deliver the course alone. As many sessions should be used as are required to satisfy both parties. The qualified mentor tutor/assessor must hold the IAPS qualification or SQA Assess Workplace Competence (FD41) and must be able to mentor trainee tutors. (S)he will use an observation checklist to aid the approval process. It is expected that the prospective tutor will agree an action plan for their own development.
6. In parallel, SOA Qualifications Co-ordinator will brief the prospective tutor on administration relating to the TO courses.
7. The prospective tutor must also provide evidence of their self-employed status for tax purposes.
8. The observer/mentor tutor will inform SOA Qualifications Co-ordinator when the prospective tutor has shown competence to deliver courses solo.
9. The SOA Qualifications Co-ordinator will inform British Orienteering of the new tutor's details, and the new tutor will be offered courses to tutor, as documented below.

FEES

The standard tutor fee includes preparation and travel time. This fee also includes up to travel of up to 50 miles each way; mileage in excess of that may be claimed at the standard rate specified elsewhere. Where appropriate, public transport costs may also be claimed instead of or in addition to mileage; appropriate receipts must be produced in support of such a claim. The tutor fee is the same regardless of whether the course is delivered in one day or across two sessions. Exceptionally, one night's accommodation might also be paid, but this must be agreed with the course co-ordinator in advance.

The full tutor fee is payable only to fully qualified, licensed tutors.

Tutors receiving the fee must be registered self employed for tax purposes, and this must be declared to SOA and their UTC must be quoted on invoices.

However, if a tutor chooses not to accept the fee for a course, they must sign a statement to that effect for each course. Expenses may still be claimed as above.

No tutor will be put under any pressure to decline the tutor fee and/or expenses reimbursement.

Course Co-ordinator
All courses will be administered through National O Centre/course co-ordinator (HQ), who will usually appoint a tutor on an approximately geographical basis with as much rotation around tutors as possible. However, we acknowledge that in some instances the course has resulted from local contact so it is only fitting that a particular tutor should deliver the course.

No tutor is guaranteed to be appointed to any particular number of courses in any timescale. Appointment of tutor will be totally independent of whether the tutor wishes to accept the tutor fee or not. Tutors must maintain their eligibility by delivering courses to the required standards, keeping up to date and attending CPD.

SOA will organise periodic update sessions and will inform all tutors of these. All tutors will be expected to attend (or, exceptionally, to gain the information by other means). Courses might not be allocated to a tutor who has not attended an appropriate update.

An Internal Verifier might visit any course and sit in on as much as they wish. The tutor will normally be advised of this in advance, but not necessarily. The tutor must make him/herself available for discussion afterwards, either in person or by phone.

Tutors must sign and abide by the BOF Tutors' Code of Conduct.

Lynne Walker, SOA Coaching Co-ordinator
Hilary Quick, SOA Development Officer

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