



## Continuing Personal Development (CPD) for Coaches

### Introduction

Over the past year the Coaching Committee of British Orienteering has discussed and subsequently agreed that a Continuing Personal Development (CPD) programme should be implemented for its coaches, trainers, coach educators, assessors and internal verifiers.

The purpose of such a programme being to help qualified Orienteering coaches maintain and improve their knowledge and skills by undertaking a range of activities.

### Why Implement a CPD programme?

The benefits of a CPD programme are seen as allowing individuals to:

- build confidence and credibility through tracking their individual learning activities
- form and achieve goals by focusing on their training and development
- cope positively with change by constantly updating their skill sets
- be more productive and efficient by reflecting on their learning and highlighting gaps in their knowledge and experience
- add value to the sport through their increased competency

From British Orienteering's point of view it ensures that a person, who perhaps has no desire to take a higher qualification, maintains their level of knowledge in line with current thinking and practices.

The programme addresses the three key components of:

- Knowledge
- Training
- Experience

These three components encompass:

*Knowledge:* refers to the information relevant to their coaching activities.

*Training:* refers to activities that guide the individual to apply their gained knowledge in practical situations.

*Experience:* refers to activities that are conducted during the individual's coaching and which contribute to the enhancement of the quality and effectiveness of the individual as an active coach.

There are also those skills which are learnt outside the main context of the programme. These are referred to as 'Transferable skills' and could fall into any component.

### The CPD Process

Every coach, wishing to be licensed by British Orienteering, will maintain their own CPD log and submit it as part of the regular three yearly licensing renewals. Review of the submitted log may be by British Orienteering or a nominated Licensed Coach.

A recommended log (CPD log sample) is available at;

[http://www.britishorienteering.org.uk/index.php?pg=110#licensed\\_coaches](http://www.britishorienteering.org.uk/index.php?pg=110#licensed_coaches)

In addition it is also likely that such a system will require British Orienteering to:

- highlight texts that constitute CPD learning
- develop specific texts or on-line learning processes
- monitor and maintain up to date material provided by British Orienteering
- direct British Orienteering coaches to relevant material (e.g. coaching research material)

In order to support this, British Orienteering will publish on its web site a list of items which coaches may find of interest in enhancing their CPD.

The CPD programme will be administered by British Orienteering.

## **The CPD Programme**

### **Framework**

In order to maintain their status as a British Orienteering Licensed Coach, an individual will be required to undertake activities which maintain and extend their knowledge and skill as a licensed coach.

Activities will cover the three areas of knowledge, training and experience.

Activities undertaken by a coach under these headings will be awarded a points score. A coach will be required to attain a minimum total points value over the three year cycle depending upon the level of their Coaching Qualification.

The coach will maintain a log of such activities which will be submitted to British Orienteering. For existing coaches the three year cycle will begin in the first quarter of 2011; for newly qualified coaches it will begin on the initial date of their licensing.

Failure to provide such a log or a log which does not show sufficient CPD activities will result in the coach's licence being deferred until such time that it is deemed that sufficient CPD activities have been undertaken to allow licensing to begin.

If the coach believes that there were extenuating circumstances which prevented them from achieving the CPD points level, they should let this be known at the point of submission of their CPD log.

## **Implementation**

The programme will begin in the first quarter of 2011 and coaches, if they wish to be licensed by British Orienteering, should maintain a log of their activities using the scores indicated below.

The log will need to be completed and submitted in the first quarter of 2014 but we would ask that coaches also submit their logs on an annual basis, at least initially, so that British Orienteering can assist with any difficulties, provide advice to those needing it and monitor the implementation of the programme.

To help with this, British Orienteering will e-mail coaches in the last quarter of each year to remind coaches to submit their logbook within the following three months.

## **Activities and Scores**

The activities associated with these three key components are listed below together with a points score. For each of the three components a minimum points total is also indicated, as well as the minimum total points by coaching award level.

It is recognised that it is important that as wide a variety of activities be provided in order to allow coaches with a wide variety of coaching interests (e.g. schools to National Squad, technical to physical, practical to educational) to be able to pursue their chosen coaching pathway.

### **Knowledge Activities**

For the following activities, we will rely on self-assessment of what would be considered to be reasonable or otherwise during the CPD assessment.

- Self-study of relevant related coaching (orienteering or related subjects) texts:
  - e.g. Teaching Orienteering – Carol McNeil
  - A Mental Training Workbook – Steve Bird
  - Get Fit for Orienteering – Steve Bird
  - Food for sport – Jane Griffin
  - In Pursuit of Excellence – Terry Orlick1 point per hour
- Self-study of DVDs or similar (orienteering or related subjects):
  - e.g. Coaching Orienteering – British Orienteering
  - Strength and Conditioning – British Orienteering
  - Coaching assessment – British Orienteering1 point per hour
- Self-study of relevant coaching texts as approved by British Orienteering available through bodies such as:
  - o sportscoachUK
  - o Coachwise/ 1st4sport
  - o Peak Performance
  - o Running Sports1 point per hour
- Self-study of on-line videos or similar (orienteering or related subjects):
  - e.g. Child Protection in Sport Unit (CPSU)1 point per hour
- Self-study of relevant sports-related texts and primary research materials, covering such fields as sports medicine, exercise physiology, sports psychology, and sports nutrition as approved by British Orienteering
  - 1 point per hour
- Preparation of appropriate published articles:
  - e.g. for British Orienteering 'Focus'
  - for Club magazines
  - for specialist magazines6 points per article
- Transferable skills
  - case-by-case<sup>1</sup>

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<sup>1</sup> CPD points awarded on a case-by-case basis – please contact British Orienteering's Coaching Administrator for advice on your particular case.

## Training Activities

- attendance at British Orienteering Annual Coaching Conference
  - One day 3 points; two days 6 points
  - Leading a session; 1 point per hour preparation & delivery
- Attendance at a Regional Coaching workshop
  - One day 3 points
  - Leading a session; 1 point per hour preparation & delivery
- attendance and successful completion of a SportscoachUK course:
  - e.g. An introduction to LTAD
  - Planning and Periodisation
  - Coaching children and young people
  - A guide to mentoring sports coaches
  - Analysing your coaching

3 points per course
- attendance at British Orienteering Teaching Orienteering courses
  - 2 points per course
- attendance and successful completion of British Orienteering coaching courses
  - UKCC L1 5 points
  - UKCC L2 10 points
  - UKCC L3 20 points
- attendance and successful completion of Coach Education courses
  - CTS (or equivalent) 5 points
  - IAPS (or equivalent) 3 points
  - CIVPS (or equivalent) 3 points
- attendance at British Orienteering Standardisation meetings
  - 2 points per meeting
- attendance at First aid courses
  - 'half day'      3 points
  - 'one day'      5 points
  - 'two day'      10 points
- attendance and successful completion of sports-related course
  - As approved by British Orienteering
  - case-by-case<sup>2</sup>
- successful completion of on-line training provided by British Orienteering.
  - case-by-case<sup>3</sup>
- transferable skills
  - case-by-case<sup>4</sup>

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<sup>2</sup> CPD points awarded on a case-by-case basis – please contact British Orienteering's Coaching Administrator for advice on your particular case.

<sup>3</sup> CPD points awarded on a case-by-case basis – please contact British Orienteering's Coaching Administrator for advice on your particular case.

<sup>4</sup> CPD points awarded on a case-by-case basis – please contact British Orienteering's Coaching Administrator for advice on your particular case.

## **Experience Activities**

- maintenance of coaching log as a British Orienteering coach  
3 points
- General Coaching activity:
  - National Squad
  - Regional Squad
  - Club coaching
  - In School

1 point per hour for preparation and delivery
- coaching on a British Orienteering/Regional Coordinators summer orienteering tour:
  - Coaching (but not leading a day) 2 points per day
  - Coaching (Leading a day) 10 points per day
  - TM (acting as a coach) 10 points + points accumulated as allocated to Coaches (above)
- - Lead Coach
  - 5 points per day (not leading day)
  - + 10 points per day (leading a day)
  - + Additional 25 points
- acting as a coach assessor, coach educator, internal verifier on British Orienteering-run coach education courses  
4 points per day
- acting as a Coach mentor in relation to UKCC L2 and UKCC L3  
6 points per candidate
- Coaching Officer for orienteering club or region  
5 points + 3 points per meeting attended
- Member of Coaching Committee  
5 points + 3 points per meeting attended
- Membership of an appropriate Coaching organisation (e.g. SportscoachUK)  
3 points
- transferable skills  
case-by-case<sup>5</sup>

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<sup>5</sup> CPD points awarded on a case-by-case basis – please contact British Orienteering's Coaching Administrator for advice on your particular case.

### **The total three year requirement**

The total three year requirement will depend upon the Coach's Coaching award level. The totals will be:

	Knowledge	Training	Experience	Total
UKCC Level 1 (& previous Lvls 1 & 2)	Min 10	Min 10	Min 30	75 pts
UKCC Level 2 (& previous Level 3)	Min 10	Min 10	Min 30	90 pts
UKCC Level 3 (& previous Lvls 4 & 5)	Min 15	Min 15	Min 30	120 pts

Coaching Committee may choose to vary these totals in the light of experience.

Coaches are reminded to check the British Orienteering website regularly for changes to this programme and for the information on additions to the activities acceptable as CPD and recommendations for self-study.