



IoS Tutor Training Programme 2009 - 2010

Candidate advice and guidance

The IoS Tutor Training Programme is a national programme and comprises individual courses, seminars, assessment days and attachments as detailed in this document.

Pre Programme

Candidates submit a CV and covering letter to the IoS for consideration. These are reviewed and some candidates will be invited to attend an assessment day. The assessment day comprises a two hour technical paper, an interview and candidate delivery of a Powerpoint presentation. Candidates who pass the technical paper and who meet the criteria on the interview and presentation will be invited to an Induction Seminar.

FAQs - Pre Programme

What is required in the CV and covering letter?

Candidates must hold as a minimum a UKCC Level 2 qualification (or equivalent) in the discipline they wish to tutor. Ideally candidates should be licensed and be able to prove that their knowledge is current. Mentoring by a more experienced teacher/coach or the mentoring of a less experience teacher/coach would illustrate a candidates' commitment to training and development. Presenter experience would enhance the application; please describe the types of presentations delivered. The IoS will also consider the geographical location that the candidate would be able to agree to cover as a tutor and whether the IoS has a need for tutors in that particular location.

When does the programme start?

The IoS accepts CV's throughout the year. Once a year (Jan-March), CVs are reviewed and candidates are invited to attend an assessment day.

What preparation should be done for the technical paper?

A review of all material that is covered in the UKCC Level 1 and 2 syllabuses is a good starting point. Candidates should have a good understanding of the IoS, UKCC, NPTS and LTAD.

Should the Teaching Aquatics or a discipline specific Coaching paper be taken?

You must hold a minimum of a Level 2 qualification in the relevant discipline. If you have more than one Level 2 qualification, take the technical paper that you feel you have the most relevant experience and knowledge in. You can take additional papers at the end of the programme and you will then be able to tutor teaching aquatics and coaching (discipline specific). The fee to sit additional technical papers is £25 per paper.

What is the pass mark for the technical paper?

70%.



What happens if I don't pass the technical paper?

Candidates who achieve over 55% for their technical paper will be given the opportunity to re-sit the examination. Candidates will not be accepted onto the programme until they have passed the technical paper. In the event of a candidate not passing the re-sit they will be asked to reapply for the following year. No more than one re-sit is possible per calendar year.

In exceptional circumstances, some candidates are given permission to continue on the programme prior to passing the technical paper. In these cases, candidates attend all other parts of the programme at their own risk in the knowledge that they will not qualify as a tutor if they can't pass the technical paper.

What is expected from the presentation?

Candidates should prepare a 15 minute presentation on an appropriate subject of their choice. The presentation will be delivered to up to six people. A laptop, screen, projector, flipchart will be available should candidates require this equipment. Any Powerpoint presentations should be brought to the interview on a memory stick or CD. The presentation must be engaging and technically accurate.

What is expected from the candidates in the interview?

The interview will be non technical. It will take the form of a standard question and answer interview and will be scored against a numerical scale.

Programme

Induction

A half day seminar covering the role of the ASA Awarding Body/IoS/tutor and details of the tutor training programme.

Registration

After attending the induction, candidates who wish to join the IoS Tutor Training programme will complete a registration form and pay a registration fee. Candidates will be assigned a Tutor trainee number (TT...) which must be used for all programme bookings and correspondence.

Courses and Seminars

Certificate for Tutoring in Sport (CTS) course

A three day Level 3 course which comprises five Modules (Delivering a Learning Session; Learning Principles into Practice; Facilitation Skills; Tailoring and Developing Learning; Classroom based Facilitation).

Introduction to Assessment Practices in Sport (IAPS) course



A two day Level 3 course which will allow you to assess ASA courses, once you are qualified. You will develop your understanding of the principles of assessment practice; how to undertake assessment of candidates; how to monitor, evaluate and review candidates' progress; how to review your own performance and develop your skills in this area.

IoS Seminar

A two day seminar covering IoS and ASA Awarding Body processes; procedures and requirements as well as an in depth review of the UKCC Level 1 and Level 2 syllabuses in your aquatic discipline. Also included is an examination of the support resources.

FAQs - Programme

What happens if candidates decide not to accept a place on the programme?

Candidates will be invited to re-apply for the programme the following year. Candidates will need to re submit an updated CV and, if successful, will be invited to the Assessment Day during which they will be re-interviewed and deliver another presentation. Candidates will not however re-sit a technical paper if they have passed in the relevant discipline within twelve months of re-applying for the programme.

Do candidates need to attend the Induction?

Yes. In exceptional circumstances, candidates who are unable to attend the Induction will be emailed the Powerpoint presentations.

Where can candidates get more information on CTS?

1st4Sport is the Awarding Body for the qualification. The website is:
<http://www.1st4sportqualifications.com>

Do candidates need to attend CTS?

Yes, unless candidates are eligible for exemption. Exemptions will be considered on an individual basis. In general terms, most teacher qualifications will be considered; candidates who supply evidence of a PGCE or Certificate of Education are likely to be exempt from CTS. Please apply in writing if you consider you hold an exemption as follows: IoS Workforce Development, Tutor Training Programme, 35 Granby St, Loughborough, Leicestershire, LE11 3DU. You must include copies of certificates and relevant evidence. Please send your letter recorded delivery and take copies of all documentation. Documents submitted should be copies and will not be returned.

Will candidates receive a CTS qualification after attending the initial three days?

No, candidates will receive a certificate of attendance. Candidates will receive a CTS qualification once they have completed the Independent Assessment (see below).

Where can candidates get more information on IAPS?

<http://www.1st4sportqualifications.com>



Do candidates need to attend IAPS?

Yes, unless candidates are eligible for exemption, i.e. they have a relevant assessor qualification. Candidates who hold D32/33 or A1 will be exempt from IAPS. Please apply in writing if you consider you hold an exemption as follows: IoS Workforce Development, Tutor Training Programme, 35 Granby St, Loughborough, Leicestershire, LE11 3DU. You must include copies of certificates and relevant evidence. Please send your letter recorded delivery. Documents submitted should be copies and will not be returned.

Will candidates receive an IAPS qualification after attending the initial two days?

No, candidates will receive a certificate of attendance. Candidates will receive an IAPS qualification once they have completed the Assessments (see below).

Do candidates need to complete the courses/seminars in the order detailed in the flow diagram?

We would recommend that candidates attend CTS prior to attending IAPS. The IoS Seminar can be done before or after CTS/IAPS.

Do candidates need to attend CTS, IAPS and the IoS seminar before starting official attachments?

Candidates need to have attended CTS and IAPS before starting official attachments. Candidates also need to have completed CTS and IAPS assessments as well as the IoS seminar before they start the second attachment. Candidates may receive an action plan to be completed either at an official attachment or over and above an official attachment.

Assessments and attachments

For CTS and IAPS there will be a formal assessment day in which you will be required to complete elements of their assessments that have not already been assessed and/or that require an independent assessor.

CTS assessment

The CTS assessment will be ongoing during the three day course. You may be assessed as Not yet competent, Competent or Competent with an action plan. You may receive an action plan directing unofficial attachments for specific purposes extra to the requirement for official attachments. Unofficial attachments may be for a small and/or specific element. After the course, an independent assessment is required. This requires you to produce a minimum of one appropriate learning session plan and associated resources to support the learning process; deliver the one hour learning session and complete an evaluation, reflective review and a personal action plan.

You are also required to complete a Supplementary Questions sheet and provide evidence of a professional discussion with an independent assessor. The one hour learning session should be on a topic from the UKCC Level 1 or Level 2 syllabus and it will be delivered to a



group of up to eight people at a formal CTS assessment day. You will also conduct a review of a colleague on the training programme attending the formal assessment day.

IAPS assessment

The assessment will be completed in stages with some aspects completed during the two day course; some will be completed 'off course' and some at a formal IAPS assessment day. The assessment requires candidates to undertake at least two assessments of a vocational qualification at an appropriate level (which may be simulated), during which the candidate will be observed. One assessment will be done on the course; the second will be done at the formal IAPS assessment day.

Candidates are also required to answer oral and written questions; review and evaluate their own performance; complete the required assignments, project work and complete a portfolio of evidence and answer a supplementary question sheet which will be reviewed by an independent assessor (by telephone/at formal IAPS assessment day).

Course attachments

Candidates are required to attach to three courses as follows:

1. Course observation
2. Co-Tutor
3. Deliver a full course while being mentored

Course attachments must be agreed in advance with the IoS and paperwork for the attachments will be supplied prior to attachment 1.

Attachment 1

During this attachment you will observe an experienced Tutor in the delivery of an ASA/UKCC Level 1 (recommended) or Level 2 course. The purpose of this attachment is for you to gain observational experience in the planning and delivery of ASA courses and to prepare you for the second attachment. Although this is not a requirement, if agreed with the course tutor it may be possible to co-tutor some parts of the course. Some action plans may be completed on this observation attachment as directed at CTS.

You are required to attend a minimum of 75% of the course and should meet with the Tutor before, during and after the course to discuss their preparation, delivery and assessment strategies. Paperwork for the attachments will be supplied prior to attachment 1

Attachment 2

During this attachment you will work with an experienced Tutor in the delivery of an ASA Level 1 or Level 2 course. The purpose of this attachment is to gain practical experience of planning, delivering and assessing asa courses and to prepare you for your final assessment. The course should be organised so that you are responsible for approximately



50% of the delivery, to include both classroom and poolside work. You may be allocated a specific Tutor if your action plan from CTS directs this.

You are required to attend a minimum of 75% of the course (although 100% is recommended) and should meet with the Tutor before, during and after the course. This will allow you to be involved in course planning and to debrief with the course Tutor once the course is complete.

Attachment 3

This attachment is your final assessment of the Tutor Training programme. An experienced Tutor will be attached to this course to act both as support and as an assessor. The purpose of this assessment is to ensure that you are ready to be 'signed off' as competent and to allow you to gain the full Tutor training qualification.

You are responsible for the planning and delivery of the full course, although you will continue to have the support of an experienced Tutor. You will be observed during the delivery of the course and either graded as competent or not yet competent. If graded not yet competent you will be given an action plan for your development and will require a further assessment. Once you have been graded as competent you have completed the Tutor training programme.

FAQs – Assessments and Attachments

Do candidates need to attach to courses in the discipline in which they sat the technical paper?

Yes, though candidates can attend generic units too.

How many trainees can attach to a course?

Two trainees on their first attachment and one trainee per course for attachments 2 and 3.

How are attachments arranged?

All official attachments must be booked through the IoS tutor training administrator. Candidates can request specific attachments or the IoS will recommend courses on which attachments are possible.

Tutor Licence

Once you have completed all elements of the Tutor programme, you must submit your portfolio of evidence that proves competence in all areas of the programme to the ASA Awarding Body. This should include certificates, qualifications, attachment evidence etc. Candidates must also have a recent CRB check and must have attended a Safeguarding and Protecting Children Seminar.

If all the evidence is sufficient and valid, the ASA Awarding Body will issue you a Tutor Licence. Candidates will be required to pay the ASA Awarding body tutor licence fee. You will then be eligible to deliver UKCC Courses in the discipline for which you have passed a Technical paper. If you wish to tutor additional disciplines, you will need to be qualified to



the equivalent of UKCC Level 2 in the relevant discipline and you will need to pass the relevant technical paper. It is recommended that candidates complete an additional attachment in the relevant discipline, no fee will be charged for this attachment.

General

Bookings

Candidates can attend elements of the programme at any national venue. All dates will be published on www.britishswimming.org under 'teachers and coaches' and 'find a course'. Using the 'course type' option there is a drop down menu, select Tutor training and filter. Specific booking forms are attached to all advertised dates. Booking forms with payment must be returned to IoS Tutor training programme (address on the booking form). Places will not be reserved without forms and payment.

Course fees

A course fee will be set at the point candidates register for the programme. This fee will be held for 12 months. After this time candidates will pay the fee prevailing at the time that they complete particular elements of the programme.

FAQs – General

What happens if a candidate withdraws from the programme?

Candidates will retain any qualifications that they have achieved at the date that they withdraw. Candidates can reapply to resume the programme in a subsequent year.

When can I deliver CPDs?

When CPDs are submitted for accreditation, the presenter's skills and experience form part of the submission. Provided you have the pre-requisite knowledge, skills and experience for a particular CPD and provided that you have completed CTS, you are able to deliver CPDs.

IOS Tutor Training Programme-Flow Chart

