

BCU (UKCC) Level 2 Certificate in Coaching Paddlesport

Candidate Pack – Section 3

Assessment Portfolio

Candidate Name:	
BCU Registration / Membership Number:	

On completion of Assessment a copy of this document is to be returned to the BCU Home Nation Coaching Office by the Assessment Director.



Introduction

This Candidate Assessment Portfolio allows your assessor to record outcomes to all assessment tasks. This portfolio allows you to record all of the Level 2 pre-assessment requirements (items 1-4 on the Portfolio checklist) and combine elements of your assessment workbook submissions (Assessment Task 1a /1b /1c and Task 2 - Level 2 Assessment Workbook Tasks) along with assessor confirmations of completion of final elements of the assessment tasks completed during your assessment.

inserted between pages 5 and 6 of the portfolio

The Portfolio is a major aspect of internal verification. Before attending your assessment you should ensure that you have completed all the pre assessment requirements.

Once the full assessment is complete then the Assessment Director will need to:

1. Send the portfolio and all the evidence to your Home Nation HQ (CANI , ECA, SCA, and WCA) for Internal Verification.
2. Send in results via a course schedule in the event that portal access is unavailable.
3. Complete elements of this pack during training, pre-assessment and during assessment and hand to the candidate to pass onto his/her assessor at a later date.



Portfolio - Pre-Assessment Check List

Your portfolio is a major aspect of internal verification. Before attending your assessment you should ensure that you have compiled and completed all the pre assessment portfolio requirements listed below. (see also your Level 2 Assessment Workbook for further information)

Evidence to be completed prior to your assessment	Evidence in Portfolio Sign when complete
Candidate Registered for Award	
Copy of First Aid certificate	
Evidence of Level 2 training completed	
Evidence of Safety & Rescue Training	
Evidence of LTPD Certificate	
Assessment Task 1a – Indirect Coaching Assessment Task: Pre-assessment Task and evidence building. All evidence inserted into portfolio prior to assessment <ul style="list-style-type: none"> - Information gathering - Session planner x 6 - Health & Safety checklist x 6 - Risk assessments x 6 - Plan evaluation x 1 - Series aims - Self Review x 6 	
Assessment Task 1b - Evidence Supporting Task 1 Page 6-9 Level 2 Assessment Workbook Tasks inserted into the portfolio prior to assessment. <ul style="list-style-type: none"> - Self reflection - Lesson plans etc - Access details for two venues - Risk assessments - Organisational and good practice guidelines - Copy of logged hours and breakdown of hours - Evaluation forms - Evaluation methods 	
Assessment Task 1c - Additional Logged Coaching Experience	
Assessment Task 2 - Technical understanding signed off with feedback	
Supporting Evidence for Assessment Task 7 Copy of one 3 star certificate enclosed Evidence 3 Star standard skills in a second discipline One CPD Unit / CRB Disclosure / Safeguarding Commitment	



1. Candidate Information

Please complete this page prior to attending your training course. The course details will be available in your pre-course information.

Candidate Name:	
Address:	
Postcode:	
Date of Birth:	
Telephone Number:	
Email Address:	

2. Course Details

Assessment Director:	
Registration Number:	
Course Number:	

3. Evidence of completion

To be completed by your Training Director:

BCU Level 2 Coach Training			
Date completed:			
Training Director confirmed:		Date:	

To be completed by your Training Director:

BCU Safety and Rescue Training			
Date completed:			
Alternative award if appropriate:			
Training Director confirmed:		Date:	



Successful Completion / Deferral

Candidates are required to have completed all seven assessment tasks to the satisfaction of the assessor before a recommendation to receive the Level 2 Award can be made. If at the end of your assessment you have not successfully completed elements required for certification the outcome is deferred in order that you may be able to re-sit these components within your 12-month period of registration*. Your initial Training Director or other Level 2 Training Directors may provide these re-assessment opportunities. You should be aware that the Training Director is likely to charge an additional fee for conducting re-assessments.

**Date from Candidates training course to date of assessment.*

Candidate Inserts:

Following this page of the Portfolio Candidates should firstly insert a copy of their;

- Central Registration Award
- First Aid Certificate
- LTPD Certificate

Additionally, candidates should insert the 'green' insert and task one and two portfolio submissions from their Level 2 Assessment Workbook.



Portfolio Assessment Tasks – To be completed during assessment

Evidence completed during Assessment
Assessment Task 3–Direct Coaching Assessment: assessor observation sheets completed during assessment
Assessment Task 4 Rescue skills signed off and record card completed
Assessment Task 5 Oral Questioning completed & Passed
Assessment Task 6 Question paper marked and passed
Assessment Task 7 Personal Skills assessments



Assessment Task 3

Assessment Task 3 is completed during the final assessment and as guided by the assessor.

<u>Direct Assessment Task</u>	Task Element Assessor Signature	Date	All Tasks Completed Assessor Signature Date
Coaching a Canoe Session (may include some Tandem / Crewboat work)			
Coaching a Kayak Session			
Coaching on the move (journey) *			

- The leadership element of the Level 2 Award is geared towards leading a trip on flat water or very slow moving water i.e. Sheltered Water. The Level 2 Award is not an expedition award and journeys should reflect the demands of the One and Two Star Awards. Candidates should understand the responsibilities and duties of a leader along with the need for planning and organisation and appreciate that enjoyment and safety should be inherent in all trips.



Coaching Observation Checklist – **Assessor Evaluation –Planning**

Assessors will use the following pages to record observation of the required competencies as observed within Assessment Task 3. Assessors will evidence outcomes as listed during either session 1 or session 2 or from the candidate’s portfolio. Hence their need only be one tick per listing.

The Coach:	Observed Outcome: ✓/x		Portfolio	Comment	All Components Completed Assessor Signature
	Session 1	Session 2			
Planning:					
Appropriate methods to collect, review and analyse participants’ needs					
Goals meet the needs and potential of the participant and the environment					
Use analysed information on participants to establish session goals that meet the needs of the paddler, environment and activity					
Outline plans for a series of sessions to enable participant development and learning					
Select and check the sessions are appropriate for the participants’ stage of development and accepted good practice for the sport					
Plan for the use of resources to support the series of sessions					
Plan realistic timings, sequences, volume and intensity of the sessions					
Plan for the appropriate use of delivery modes, coaching styles and technical content to meet participants’ needs					
The plan is recorded in a format that can be shared with others					
Session plans are appropriate to the remit and environmental boundaries of a BCU L2 Coach					
Checks are completed on access rights for the coaching venue					
Undertake risk assessment for the coaching session environment and content					

‘To pass candidates must demonstrate competence in all criteria. Assessors can use a period of questioning or refer to the candidate’s portfolio submissions against task 1 to clarify any points that are not demonstrated within the observed task

Assessors Feedback:



Coaching Observation Checklist – Assessor Evaluation – Delivery

Assessors will use the following pages to record observation of the required competencies as observed within Assessment Task 3. Assessors will evidence outcomes as listed during either session 1 or session 2 or from the candidate's portfolio. Hence their need only be one tick per listing.

Delivery:	Session 1	Session 2	Portfolio	All Components Completed Assessor Signature
The coach understands the responsibilities of a BCU UKCC Level 2 Coach				
Use appropriate handling techniques with all equipment				
Explain to participants and others health and safety requirements and emergency procedures for the coaching sessions				
Communicate with participants details of the sessional goals and planned activities				
Check participants' ability and readiness to participate				
Check the participants and others dress and equipment to ensure they are safe and appropriate for the coaching environment				
Use appropriate activities to prepare participants for the sessions				
Explain the roles and responsibilities of the coach to the participants				
Select and use effective methods to create and maintain positive and equitable working relationships with participants and others				
Provide clear ground rules for behaviour of participants in the sessions				
Set standards of behaviour through personal practice				
Provide opportunities for the active involvement of all participants throughout the series of sessions				
Use planned delivery modes and coaching styles to meet participants' needs and session goals				
Deliver realistic timings, sequences, volume and intensity of the sessions				
Use a range of communicative styles to motivate and encourage the participants				
Select and apply appropriate modifications to the coaching environment in order to minimise risks				
Use appropriate intervention strategies and activities to develop participants' performance				
Provide technically correct explanations and demonstrations at appropriate times during the activity to meet participants needs				
Provide and encourage constructive feedback that helps participants to reflect on progress and achievement				
Provide activities to effectively conclude the session summarising participants progress, achievements and development in a fair and equitable manner.				
Understand how to clear a coaching area and stow equipment safely and effectively				
Ensure the coaching environment is suitable for future use				

'To pass candidates must demonstrate competence in all criteria. Assessors can use a period of questioning or refer to the candidate's portfolio submissions against task 1 to clarify any points that are not demonstrated within the observed task

Assessors Feedback:



Coaching Observation Checklist – Assessor Evaluation – Review

Assessors will use the following pages to record observation of the required competencies as observed within Assessment Task 3. Assessors will evidence outcomes as listed during either session 1 or session 2 or from the candidate’s portfolio. Hence their need only be one tick per listing.

Reviewing Session:	Session 1	Session 2	Portfolio	All Components Completed Assessor Signature
Select appropriate evaluation methods that can be used to monitor participants’ development and learning				
Prepare an evaluation schedule for the series of sessions identifying and justifying the role of others				
Provide opportunities for participants and others to reflect on progress and achievement				
Record, negotiate and agree any modifications to future sessions with participants and others				

‘To pass candidates must demonstrate competence in all criteria. Assessors can use a period of questioning or refer to the candidate’s portfolio submissions against task 1 to clarify any points that are not demonstrated within the observed task

Assessors Feedback:



Assessment Task 4 – Practical Rescue Skills

A practical scenario based assessment: **“To be completed as part of assessment ”**

Your Training Director will set these tasks for you to complete during the assessment programme. (see Candidate Pack Section 2 - Candidate Workbook Assessment Tasks)

UKCC/ BCU Ref	Content	Assessor/Trainer Signature when Complete	Date	All Components Completed Assessor Signature
4.5.1	Demonstrate the appropriate actions required to deal with incidents			
	Bank based Coach - Scenario			
	Boat based Coach - Scenario			

Assessment Task 5 - Verbal Questions

UKCC/ BCU Ref:	Questions	Answered Correctly: Assessor Initials
4.2	What checks should you carry out on your equipment to make sure it is safe?	
4.2.1	What equipment do you need to manage this session safely?	
4.3	What would you do if you found a piece of equipment faulty?	
4.5	If someone in your group was to have an accident how would you deal with it, assessor to give example accident?	
5.4 & 7.9	Are there any areas you can modify within your session to meet the individual needs of learners?	
8.3	What methods did you use to observe and analyse your students performance?	
9.3	If you were to carry out a further session with your students what areas of development do you think they need?	
All Questions Complete: Assessors Signature:		Date:



Assessment Task 6 – Question Paper

During your assessment you will be required to complete assessment Task 6 as a question paper. An outline of the areas you should study in preparation can be found in your Assessment Workbook.

When completed a copy of your answer sheet(s) should be attached to your portfolio.

		Component completed Assessor Initials	Date Completed
Task 6	Question Paper		

Assessment Task 7 – Personal Skills

Tasks 7a/b Boat Based Coach only.

Coach:	Observer:	Date:
The Coach:	Outcome:	Feedback:
Personal Skills:	Pass	
7a 3 Star Skill level demonstrated with a first 3 Star Discipline area certificate. Single Blade Discipline or Double Blade Discipline (Boat based coach only)		
7b Can model to a competent* level aspects of the 3 Star syllabus in a second flat water discipline environment. (Boat based certificate only).		
7c Completion of one CPD Units of your choice: Unit Name;		
7d CRB Disclosure – England / Wales. (Coaches living in Scotland or Northern Ireland should contact the SCA/CANI Child Protection Officer to verify / undertake the relevant checks in their home country.)		
7e Safeguarding commitment (Coaches living in Scotland or Northern Ireland should contact the SCA/CANI Child Protection Officer to verify / undertake the relevant checks in their home country.)		

*The definition of competent performance;

A performance that is smooth, efficient, effective and repeatable.



Evidence of completion – Assessment Overview

Internal Assessment Tasks			
	Title	Date	Assessor Signature
	Prerequisites certification seen for the following <ul style="list-style-type: none"> • First Aid • L2 training completed 3 Star single blade discipline or • 3 Star double blade discipline 		First Aid Expiry date: _____
1	1a - Indirect Assessment of Coaching Skills 1.b –Associated Logged Coaching		
2	Direct Coaching Assessment		
3	Rescue Skills		
4	Technical Understanding		
5	Oral Questioning		
6	Question Paper		
7	Personal Skills (Boat based only) CRB Disclosure Safeguarding Commitment CPD Unit		

NOTE: Final Assessor must check that all documentation is complete and evidence signatures are in place.

Assessment Director Statement

I confirm that all evidence provided within this assessment pack has been checked and assessed against the guidelines of the BCU Awarding Body.			
Signature:		Date:	

Candidate Statement

I confirm that all evidence provided within this assessment pack has been checked and assessed against the guidelines of the BCU Awarding Body.			
Signature:		Date:	




Level 2 Assessment Course Candidate Action Plan

(For the candidate to complete and the Training Director to endorse)

Skills & Understanding	General comments	Specific Comments / Goals
Knowledge & Experience: Log Book LTPD Opportunities Risk Management		
Coaching: Coaching Styles Learning styles Memory Fundamentals Observations Feedback		
Group Awareness & Control: Position Boundaries Observations		
Leadership: Journeying Planning		
Safety & Rescue: Bank Based Boat Based H&S Assessment		
Personal Skills: Main Discipline Second Discipline		
Technical Understanding: Fundamentals Different boat types		

Specific comments:

Candidate Name	Candidate Signature	Training Directors signature 	Date / / 20
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