



# **Performance Coach Award**

## **Assessor Notes**

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### **Introduction**

These Assessor Notes provide specific guidance for Performance Coach Facilitators, Mentors, Coach Developers and Assessors about the delivery of the British Canoeing Awarding Body Performance Coach Assessments.

These Assessor Notes are supported by the following documents:

- Performance Coach Assessment Guidance;
- Performance Coach Coaching Philosophy Task;
- Performance Coach Course Guide;
- Performance Coach Evidence of Completion;
- Performance Coach Pre-Assessment Mentor Session Guidance.

### **Vision**

The one-to-one Performance Coach Practical Coaching Assessment provides the Coach with opportunity for feedback on their coaching practice to support their ongoing learning and development, and feedback relating to their practice in relation to the qualification standards.

## **Administration**

### **Delivery Centre Management**

Performance Coach Assessments can only be organised by the Delivery Centre. The Delivery Centre is responsible for programming courses, course authorisation, the recruitment and deployment of assessors, financial arrangements, marketing, record keeping, venue booking, candidate recruitment, assessment check-in and booking, initial pre-course information, internal verification, and for monitoring and evaluating the assessment course.

### **Safeguarding Measures**

When candidates or participants under the age of 18 attend the assessment, appropriate safeguarding measures must be implemented and due attention paid to the enhanced and legal responsibilities.

### **Staffing**

It is the Delivery Centres' responsibility to recruit an appropriate assessor for the candidate's assessment.

The staffing ratio is 1:1.

### **Guidance on Working with Relations or Employees**

Assessors must not assess family members.

When there is an unavoidable need for assessors to assess friends, colleagues or employees, extra vigilance must be shown in ensuring judgement of the candidates' evidence is done so reliably, fairly and accurately. Assessors are entrusted with ensuring that candidates received a fair and impartial assessment with conflicts of interest minimised where possible.

## **Organising the Practical Coaching Assessment**

Once an assessor has been recruited, the Assessor will take on responsibility for liaising with both the Delivery Centre and the candidate to organise an appropriate programme that allows adequate time to complete all aspects of the assessment.

Delivery Centres may ask Assessors to provide evidence of the assessment programme, venues, etc.

It is anticipated that assessments could be completed within a day. Discipline specific logistics will impact on the length of time required.

After the candidate has completed Assessment Check-In, the Delivery Centre will provide the agreed Assessor with:

- the required evidence from the pre-assessment mentor session:
  - a recording of the session and any supporting materials used;
  - a copy of the mentor report and recommendation;
- confirmation that Assessment Check-In has been completed by the candidate;
- the assessment Course Authorisation number.

## **Candidate Pre-course Information**

At the point of booking, the Delivery Centre will provide the candidate with:

- details of the assessment requirements;
- the name and contact details of their Assessor;
- details of the course cancellation policy;
- information regarding the enquiries and appeals process;
- information about the candidate/Assessor responsibilities in working together to plan the assessment.

Assessors must then ensure that the candidate is involved in decisions regarding all logistics and assessment planning; and work to building an effective working relationship with the candidate.

At least two weeks prior to the assessment date the Assessor must ensure that they have agreed with the candidate:

- the assessment venue, meeting place and contingencies;
- the assessment plan, programme and timings.

The Assessor must also provide the candidate with:

- support to help them set up a day that is most likely to result in success;
- support to help the candidate settle into the assessment process;
- plentiful opportunities for questions.

## **Venue**

The assessor and candidate will liaise and agree the assessment venue, ensuring this allows flexibility and options that enable the assessment to go ahead in a range of different conditions, whilst also supporting robust assessment of the qualification.

An appropriate indoor space is required for the course introduction and the assessment debrief.

The assessor and candidate will pre-agree what conditions (or forecast conditions) would lead to them needing to postpone the assessment, and when a decision to cancel would be made. It is expected that candidates should be flexible enough to offer meaningful learning within a range of conditions relevant to the award remit. Assessments should not be cancelled if expected conditions are within the range of the environmental definitions for the specific award.

Note that the candidate needs to be coaching either IN or FOR improved performance in the stated environmental definitions. The selection of appropriate venues and the recruitment of suitable participants being interlinked and essential components of the assessment process.

Further specifics regarding the requirements are detailed in the Assessment Guidance.

## **Cancelling Courses**

Assessors are required to follow the Delivery Centre's course cancellation policy.

Courses may need to be cancelled/rescheduled by the Assessor/candidate, for example, due to illness, extreme weather affecting safe travel, or when the required

conditions are unavailable (see venue requirements above). The candidate must be involved in the decision-making process.

## **Assessment Requirements**

Candidates are required to complete a mainly practical assessment. Evidence is considered from the candidate's Pre-Assessment Mentor Session Presentation, practical coaching session/s, and professional discussion with the Assessor.

Details of the assessment tasks and requirements are provided in the Performance Coach Assessment Guidance.

### **Pre-Assessment Mentor Session Evidence**

After the candidate has completed the Pre-Assessment Mentor Session, the Delivery Centre will provide the agreed Assessor with a copy of the recorded session and any supporting materials used. It is **essential** that these are reviewed by the Assessor prior to the practical coaching assessment, as the evidence must be considered alongside both the observations from the practical coaching and professional discussion. Please see the 'Performance Coach Assessment Guidance' for full details of the requirements.

The maximum time gap between the Pre-Assessment Mentor Session and practical coaching assessment is 4 months.

### **Incomplete Assessment Tasks**

If a candidate does not successfully complete an element required for certification by the end of the assessment course, they are required to repeat all aspects of assessment at a future assessment.

The follow on assessment would include another Pre-Assessment Mentor Session and presentation if:

- the assessment was more than 4 months after the initial presentation;

- AND in any situation where it was deemed necessary by the Assessor of the practical coaching assessment, or is requested by the candidate.

Follow on assessments can only be organised by the Delivery Centre.

There is no limit on the number of assessment attempts a candidate may have although Assessors, Coach Developers, Mentors and Facilitators have a responsibility to ensure that candidates receive sound advice to support their development and preparation for successful assessment; multiple unsuccessful assessments attempts should be an unusual occurrence.

## **End of Course Administration**

Immediately after the Performance Coach Award assessment course, the Assessor is required to complete their Delivery Centre **Course Results process**. This must include a summary of the reasons why the candidate has not yet been successful, if this was the case.

Once the results are returned, they will be validated and, where appropriate, passed to British Canoeing Awarding Body for certification.

Assessors need to ensure they are fully aware of the end of course process and required timescales.

### **Candidate Feedback**

Assessors must provide candidates with detailed, written feedback within 7-days of their practical coaching assessment. This will include details of the candidate's strengths, development areas and action plan points as discussed during the assessment. If the candidate has been unsuccessful, recommendations that will support their journey towards a future successful assessment must also be included.

A copy of the feedback must be sent to the Delivery Centre at the same time.

## **Evidence of Completion**

At the end of the assessment course, the Assessor completes a 'Performance Coach Evidence of Completion' form. This is the candidate's immediate confirmation that they have attended the course. It will confirm their success (if relevant), and includes very brief summary comments about the candidate's performance on the day. It will also detail any recommendations for the logistics of a future assessment.

The candidate keeps the 'Evidence of Completion' form.

## **Feedback from the Coach**

Delivery Centres will gather, and act upon, feedback from candidates on the quality of their course, sharing relevant information with Assessors.

## **Feedback to the Delivery Centre**

Assessors are encouraged to provide written feedback to their Delivery Centre about any issues that may help with the general development of the awards. Feedback should be returned to the Delivery Centre Manager.

## **Assessor Responsibilities**

All Assessors are responsible for:

- managing the process of assessment, of practical and written evidence, from assessment planning through to making and recording assessment decisions;
- assessing evidence of candidates' knowledge, understanding and competence against the standards specified in the 'Performance Coach Unit Specification and Course Content', and making reliable judgments about candidates' assessment performance;
- ensuring the validity, authenticity and sufficiency of assessment evidence produced by candidates;
- clarifying any shortcomings in the presented assessment evidence and explaining to the candidate how to remedy them;

- remaining as unobtrusive as practicable during assessment;
- giving and recording evaluative, formative and summative feedback as soon as possible;
- confirming success to the candidate as soon as they have shown competence against all of the specified outcomes;
- agreeing further action with the candidate as necessary;
- conducting assessment in the way that upholds the equal opportunities principles specified by British Canoeing Awarding Body (BCAB);
- maintaining accurate and verifiable assessment records for each candidate;
- completing the necessary administration processes.

### **Main Competencies Expected of Assessors**

Assessors must be suitably qualified, occupationally competent and current, and abide by the terms of their Provider Service Agreement.

### **Facility and Resource Requirements**

These general guidelines must be followed on all assessment courses. The use of appropriate facilities and resources are an important aspect of assessment:

- a safe and appropriate operating environment for all elements of the assessment must be provided that complies with relevant health and safety legislation;
- candidates need to be made aware of the expectations on them to ensure safe practice and an effective learning and/or assessment environment;
- candidates, Assessors and participants must wear/use suitable clothing and equipment on all practical activities as identified by the specific Risk Assessment and in line with current best practice;
- risk assessments must be in place and appropriate risk management strategies engaged throughout all training and assessment activities;
- physical resources used must be of industry standard;

- all staff must be fully familiar with current best practice and standards relevant to the British Canoeing Awarding Body Performance Coach Award;
- Assessors need to carefully consider the suitability of the venue chosen to ensure robust assessment can take place;
- appropriate arrangements must be made and clearly communicated to candidates;
- venues must have conditions in which space, light and temperature are suitable for the candidates' needs;
- venues used must be accessible for all candidates (in accordance with the relevant legislation).

## Supporting Policies

Assessors must have access to, be familiar with, and support the implementation of the relevant supporting policies as identified in the Performance Coach Award Course Guide, including:

- Enquiries and Appeal Procedures;
- Complaints Procedure;
- Equal Opportunities Policy for Access and Fairness in Assessment;
- Special Considerations Policy;
- Reasonable Adjustments Policy;
- Malpractice and Maladministration Policy.

In all cases, assessors **must** remind unsuccessful candidates of the British Canoeing Awarding Body Appeals Procedure.

## Quality Assurance (QA) and Internal Verification (IV)

The Delivery Centre has QA and IV procedures in place to monitor assessing skills, programme delivery and assessment standards. As part of these QA and IV requirements, assessors must provide access to all premises, records, information, candidates and staff (specifically in relation to the delivery of BCAB courses). Access may be required by appointed QA/IV Officers, or BCAB External Verifiers.