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England boxing

coach education

tutor/assesSor accreditation programme

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# Introduction

Quality assurance is important in ensuring a high-quality Coach Education Programme, and in a consistent approach to developing coaches. At the forefront of this work is the recruitment and training of tutors and assessors who deliver and assess qualifications. To develop and maintain high standards of course delivery, only accredited England Boxing Tutors/Assessors will be able to deliver courses.

It is our vision to ensure that our entire educator workforce are trained as both tutors and assessors. The main purposes of the Tutor/Assessor role are:

* To deliver excellent courses, and support candidates with the development process
* To conduct a fair and unbiased assessment of candidates, including personal development opportunities
* To undertake training and final assessment of qualifications

# Role of The England Boxing Workforce

The England Boxing workforce will inspire and train the future coaches needed to sustain the sport. Educators will need to be able to deliver learning opportunities, consistently, with inspiration and across a range of subjects as deemed necessary to grow the sport.

The purpose is to provide the best quality learning and development experience for all coaches both current and future, whilst also behaving as a role model and ambassador for our sport.

# Key Responsibilities

* Deliver EB Qualifications and other accredited CPD.
* Develop the best learning environment for coaches, to include a variety of different delivery methods.
* Lead by example.
* Commit to tutor and assessor CPD and licensing to remain active
* Demonstrate excellent levels of integrity and commitment and adhere to the [England Boxing Code of Conduct](https://www.englandboxing.org/wp-content/uploads/2019/05/England-Boxing-Appendix-Code-of-Conduct.pdf)

# Person Specification

|  |  |
| --- | --- |
| Requirement for the Role | Essential / Desirable |
| Hold the minimum tutor/assessor qualifications and undertake the EB tutor/assessor orientation | ESSENTIAL |
| Have an exemplary track record and a good understanding of all aspects of the coaching process | ESSENTIAL |
| Communicate professionally with and about England Boxing and external stakeholders. Will follow and operate within England Boxing's [policies and guidelines](https://www.englandboxing.org/clubs/compliance/). This also includes social media. | ESSENTIAL |
| Can evidence excellent delivery skills when working with individuals and groups | ESSENTIAL |
| Can work with all coaches and develop them to the best of their ability | ESSENTIAL |
| Enjoy working in a team environment and positively contribute to team cohesiveness. | ESSENTIAL |
| Has a deep understanding of the coaching process across different populations from children to high performance | ESSENTIAL |
| Deliver high quality coach education content and deliver presentations (Through Power Point presentations and other media) | ESSENTIAL |
| Can demonstrate excellent delivery skills through written, verbal, and visual methods | ESSENTIAL |
| Act as an ambassador for England Boxing both internal and external to the organisation | ESSENTIAL |
| Have good organisational skills, attention to detail and flexibility to deal with the demands of being a tutor. | ESSENTIAL |
| Have the ability to reflect on courses, delivery and areas to improve | ESSENTIAL |
| Provides a positive learning environment for all courses | ESSENTIAL |
| Demonstrates good knowledge across the breadth of England Boxing | DESIRABLE |
| Demonstrates passion to support and shape current and future coaches | DESIRABLE |

# Recruitment

# Selection Criteria

The criteria for application to become a licensed England Boxing tutor/assessor is outlined below:

* Have relevant boxing and coaching knowledge and hold at least a Level 2 qualification for delivering Level 1 and 2 courses
* Have an academic qualification in a relevant discipline (e.g. sports science, PE, sports coaching), and hold a Level 3 qualification for delivering a Level 3 course
* For non-level qualifications tutors are expected to demonstrate experience in the area of the course you are applying to deliver
* For tutors delivering the refresher course, you are expected to demonstrate the same minimum criteria as for Level 1 and 2
* Experience of tutoring, leading groups, or facilitation
* A positive attitude towards the development of coaches and support the strategic aims and objectives of England Boxing
* Have a valid DBS Check, completed withing 6 months of the application to tutor
* Hold the minimum operating standards of 1st aid, equity in your coaching and both adult and young children safeguarding CPD qualifications. These need to be renewed every 3 years. For a list of approved qualifications please contact England Boxing on courses@englandboxing.org

# Process

England Boxing operate a fair and open recruitment process. England Boxing also encourage applications from women and under-represented groups.

At regular intervals the Workforce Department reserve the right to review the size, number, level and geographical distribution of its workforce to ensure it meets the needs of current and anticipated future requirements. Based on the results of review we may run targeted recruitment processes.

# Application process

* All current and potential tutors/assessors receive the information pack outlining the requirements to be an England Boxing Educator
* All current and potential tutors/assessors to submit an application form to the EB Workforce Department at the email address [course@englandboxing.org](mailto:course@englandboxing.org)
* The Workforce team will review the applications against the selection criteria and person specification as well as the geographical and course requirements
* References will be followed up, and an interview will be conducted. The validity and proof of all qualifications will be checked
* England Boxing will check for a valid DBS certificate

# Tutor Training and Course Orientations

# Tutor Training

Candidates are expected to hold a recognised tutor training qualification if delivering the Level 1, 2 or 3 coaching qualifications. Accepted qualifications are as follows:

* Coaching to Coach Others (Open University)
* 1st4sport Level 3 Award for Tutors and Assessors in Sport
* Level 3 Award in Education and Training
* Post Graduate Certificate in Education
* Level 4 Certificate in Education and Training
* Level 5 Diploma in Education and Training

If candidates hold other qualifications that sit outside those listed above then please contact the workforce department for qualification checking using the email address: [courses@englandboxing.org](mailto:courses@englandboxing.org)

A fully qualified tutor, and tutors for non-level qualifications (such as Time to listen, safeguarding, boxing activator) will be expected to undertake the following process before being signed off as a licensed tutor to deliver:

* Candidate course familiarisation (course content and resources)
* Course observation of another tutor on relevant course
* Co-tutor the course applied to deliver
* Assessment of delivery

There are 4 options following assessment, and each candidate will be provided with an action plan following their assessment. The action plan will contain a recommendation as follows:

* Ready to tutor
* Co-tutoring required
* More observation required
* Not suitable to tutor

Not Ready

Observation

Co-Tutor

DELIVERY

RE-ASSESS

Ready to Tutor

Course Material

Course Observation

Co-Tutor

ASSESSMENT

**APPLICATION ACCEPTED**

Successful completion of an assessment will allow the candidate to be put forward for an educator license for tutoring in the relevant qualifications. If a competent level isn’t met, then a plan of action will be put in place to allow the candidate to achieve the required standard.

# Assessor Training

# Assessor Training and Qualifications

Candidates are expected to hold a recognised assessor qualification if delivering the Level 1, 2 or 3 coaching qualifications. Candidates also need to be an England Boxing Tutor to be an assessor. Accepted qualifications are as follows:

* Level 3 Award for Tutors and Assessors in Sport
* Level 3 PTTLLS
* NVQ Level 3 Assessor
* C&G Level 3 Assessor / Award in Delivering Learning

If candidates hold other qualifications that sit outside those listed above then please contactthe workforce department for qualification checking using the email address: [courses@englandboxing.org](mailto:courses@englandboxing.org)

A fully qualified assessor, will be expected to undertake the following process before being signed off as a licensed assessor to deliver:

* Course orientation (course assessment criteria)
* Course observation of another assessor on relevant course
* Independent assessor in the field

# Final Assessor Assessment

The Workforce Development Manager will agree when the assessor is ready to act as an EB assessor. The final assessment will be conducted by an internal verifier in a real-life EB course assessment.

Successful completion of an assessment will allow the candidate to be put forward for an educator license for tutor and assessor in the relevant qualifications. If a competent level isn’t met, then a plan of action will be put in place to allow the candidate to achieve the required standard.

# Accreditation, CPD and Re-accreditation

# Tutor Accreditation

Tutor accreditation will be specific to the level of qualification or course, and each accreditation will be valid for 3 years. To gain accreditation tutors must:

* Meet the Tutor/Assessor selection criteria
* Have successfully completed an approved Tutor training course
* Have undertaken course familiarisation and observation
* Successfully completed co-tutoring session and passed the tutor final assessment

# Assessor Accreditation

Assessor accreditation is linked to tutor accreditation, i.e. successful candidates will be accredited to assess all qualifications that they are accredited to tutor. Assessor accreditation will be valid for 3 years. To gain accreditation assessors must:

* Meet the Tutor/Assessor selection criteria
* Have successfully completed approved assessor training
* Have completed an assessor assessment

# Tutor and Assessor CPD and Re-accreditation

To maintain accreditation, and re-accreditation after three years, tutor/assessors will be expected to:

* Attend a minimum of two approved CPD events over the 3 years of accreditation
* Deliver or assess at least one course for each level accreditation each year
* Undertake a personal review of performance after each delivery / assessment
* Participate in a review, in conjunction with England Boxing Workforce Department at the end of the accreditation period

# Tutor / Assessor Deployment

# Principles and Expectations

England Boxing will deliver an education programme using accredited tutor/assessors. It is acknowledged that geographical reasons may impact on the implementation of these principles. We will:

* Ensure all venues are on the approved centre list for each level of qualification
* Ensure appropriate equipment is available at the venue,
* Provide tutor notes, guidance and presentations to each tutor/assessor as necessary
* Tutors/assessors will deliver and assess the programme qualifications to a high standard, including undertaking appropriate preparation prior to each delivery, producing their own delivery resources
* Tutors will complete all administration and paperwork appropriately, completely, and within one calendar week of completion of the course
* Tutors will represent the department in a positive and professional manner at all times
* Tutors will support course candidates, answer all questions satisfactorily, or by referring candidates to other sources of information
* Tutors will not advertise or advocate any personal programmes, equipment or own personal businesses whilst representing England Boxing. There is to be no work undertaken for personal gain

# Appendix 1 – Coach Education Tutor / Assessor Application Form

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| Home - England Boxing | NOTE ON COMPLETION OF APPLICATION FORM Please complete the form in **type** **or black pen**.  In the event that you are successful in your application, the information contained in this form will make up the basis of your personnel file on both secure computer and paper-based filing systems. |
| **Position Applied for:** Tutor/Assessor | |
| PERSONAL DETAILS | |
| **England Boxing Membership Number:**  **Surname:**  **First Name(s):**  **Address:**  **Date of Birth:** | **Contact Details**  **Home Tel:**  **Mobile:**  **Email:**  **Office Tel:**  **May we ring you at work with discretion?**  ¨ yes ¨ no |

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| --- | --- | --- | --- |
| COURSE(S) | | | |
| Please identify which England Boxing courses you want to tutor/assess. | | |
| ¨ **Level 1**  ¨ **Level 2**  ¨ **Level 3** | | **¨ Level 1 Refresher ¨ Safeguarding** | |
| **¨ Boxing Activator**  **¨ Box in Mind** |  |

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| **ACADEMIC QUALIFICATIONS** |
| Please list all relevant academic qualifications. |
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| **TUTORING EXPERIENCE** |
| Please give details of previous tutoring posts you have held, starting with your current or most recent post.  (experience of tutoring and/or facilitation preferred) |
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| **ASSESSING EXPERIENCE** |
| Please give details of previous assessing posts you have held (experience in, or knowledge of, assessment in practice is an advantage) |
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| **COACHING EXPERIENCE** |
| Please give details of coaching experience. (Tutors/Assessors should preferably be actively coaching at a level relevant to the award being tutored/assessed) |
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| **SUPPORTING EVIDENCE** |
| Using the job description and person specification, please tell us why you think you would be a good tutor/assessor. Please attach additional sheets if appropriate. |

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| **DECLARATION** |
| I confirm that the information I have given on this form is correct and complete and that any false or misleading statements may be sufficient ground for cancelling any agreements made.  Signed Date |