

# **UKCC LEVEL 3 IN COACHING RUGBY UNION** **APPLICATION FORM**



## **PREREQUISITE REQUIREMENTS**

<b>ALL candidates MUST complete the following prior to attending a UKCC Level 3 course; (If not completed then candidates will not be able to achieve the award).</b>			
<b>PREREQUISITE</b>	<b>DATE COMPLETED</b>	<b>COURSE VENUE</b>	<b>TUTOR NAME</b>
<b>Rugby Ready Practical Course</b>			
<b>IRB On-Line RugbyReady self assessment (available on IRBRugbyReady.com)</b>		<b>Please bring a copy of the assessment certificates along to the course to be checked by the course leader</b>	
<b>IRB On-Line Laws self-assessment (available on IRB Laws.com)</b>			
<b>UKCC Level 2 and one year's experience since qualification</b>			
<b>Complete and send in with application a covering letter outlining your motivation for application and your coaching aims/objectives for season 2012/2013</b>		<b>*NOTE – YOU SHOULD BE ACTING IN A HEAD COACH CAPACITY WORKING WITH ASSISTANT COACHES &amp; OTHERS (EG MANAGERS/MEDICAL STAFF) AS DEVELOPING OTHERS IS A KEY PART OF THE LEVEL 3 COURSE.*</b>	

## **REGISTRATION AND INDUCTION DOCUMENT**

<b>UKCC Course detail</b>	<b>RUGBY UNION LEVEL 3</b>		
<b>Course start date</b>	<b>26<sup>th</sup> JULY 2012</b>	<b>Course venue</b>	<b>MURRAYFIELD</b>
<b>Title (Mr, Mrs, Ms etc)</b>			
<b>Candidate name (to appear on certificate)</b>			
<b>Maiden name (if applicable)</b>			
<b>Date of birth</b>			

# UKCC LEVEL 3 IN COACHING RUGBY UNION APPLICATION FORM



Nationality												
Sex (✓)	Male						Female					
Home address												
Postcode												
Telephone number(s)	Home											
	Work											
	Mobile											
Previous address												
Postcode												
E-mail <i>(please ensure email is clearly written)</i>												
Do you have a SQA Scottish Candidate Number? – SCN? (✓)	Yes <i>(please fill out below if SCN is known)</i>					No						
Scottish Candidate Number (SCN = 9 digit)												
In your coaching capacity are you (please tick)	Paid		Volunteer		Part – time		Full-time					
<p>SCN numbers have been allocated by the SQA since 1979, if you feel that you have previously been allocated a SCN by the SQA, your number details can be generated for you by calling the SQA helpdesk on 0845 279 1000 . Please inform the Coach Development Administrator as soon as possible once your SCN becomes known to you</p>												
Name of your most recent training provider of SQA qualifications (E.g. Secondary School, College, S/NGB, Employer, None)												
<p>By signing below I, the candidate, agree to give permission for my name, date of birth and any other relevant personal details to be used to register on my behalf with the SQA so that I can be registered for this course. I also agree for my details to be held on both Scottish Rugby's coaching database and sportscotland's coaching database and for them to contact me occasionally with coaching matters of interest.</p>												
Signed (if submitting electronically please type details)					Date							

# **UKCC LEVEL 3 IN COACHING RUGBY UNION** **APPLICATION FORM**



## **PAYMENT & SUBSIDY INFORMATION**

In conjunction with **sportscotland**, Scottish Rugby is able to subsidise the course cost for those coaches and teachers working within our member and associate clubs and schools to grow the game. To reflect this we operate a tiered price structure detailed below.

### **PRICE FOR COACHES / TEACHERS WORKING IN OUR MEMBER AND ASSOCIATE CLUBS AND SECONDARY SCHOOLS:**

- **2012/13 PRICE MAY INCREASE FROM CURRENT PRICE OF £50– YOU WILL BE INFORMED OF ANY INCREASE SHOULD YOU BE OFFERED A PLACE ON THE COURSE**

### **PRICE FOR ANYONE NOT WORKING IN THE ABOVE AREAS, (INCLUDING COACHES OPERATING IN OTHER UNIONS):**

**£750**

In order to qualify for the subsidised price coaches **MUST** meet certain criteria evidenced below. (Therefore please ensure the information requested is provided below and on page 4. Should it not be provided then you will be charged the full price.)

Candidates **MUST** send payment by cheque made payable to Scottish Rugby attached to this application form or provide details of whom to invoice (name and address of organisation and contact email address.)

Candidates should be aware that Scottish Rugby and **sportscotland** may check up on their status to confirm the right to subsidy and as such we require contact details of either of the following to verify your application: Club Coach Coordinator, Club Secretary, Head of Sport/PE, Head Teacher.

Candidates must demonstrate coaching activity within six months of applying for the subsidised price above (minimum activity supported will be once per month or an average of 12 sessions per year)

Please note that **sportscotland** will be monitoring the use of funding by applicants and maintains the right to ask for applicants to return the funding should the criteria not continue to be met.

<b>Name of club or school where coach / teacher will usually operate</b>	
<b>Teams / age groups you are currently coaching</b>	

Page 3

To apply please complete pages 1- 9 and return to Coach Development Administrator, Scottish Rugby, Murrayfield Stadium, Edinburgh, EH12 5PJ.

# **UKCC LEVEL 3 IN COACHING RUGBY UNION**

## **APPLICATION FORM**



Teams / age groups you have coached in the past				
Playing history & position				
Name of Local Authority where coach / teacher will usually operate				
Coaching commitment (Provide information on time spent coaching – please tick)	Less than once per month		Once per week	
	1-5 hours per week		5-10 hours per week	
	10-20 hours per week		20+ hours a week	
	Other (please specify)			
Applicant support information (Provide contact details of person within the club or school where you will be coaching who will endorse this application)	Name			
	Designation (ie CCC, Club Sec, Head of Dept, Head Teacher)			
	Email Address			
	Phone number			
Please evidence the impact that you taking this course will have on your club / school / community				
If you have accessed or applied for any other funding for this qualification please outline				

# **UKCC LEVEL 3 IN COACHING RUGBY UNION** **APPLICATION FORM**



## **CANDIDATE DISCLAIMER FORM- (THIS MUST BE SIGNED BY APPLICANT)**

Coach taking part in on-course physical activity:

Name: \_\_\_\_\_ (BLOCK CAPITALS)

Club/School: \_\_\_\_\_ (BLOCK CAPITALS)

I understand that:-

- a) I have a choice to take part or not in any physical activity on the course (the "physical activities");
- b) the physical activities may be physically testing and that there is a risk of injury, including the possibility of serious or even fatal injury, to myself and others;
- c) my risk of injury will increase as I become fatigued;
- d) I must undertake any physical activities in accordance with any instructions given;
- e) the physical activities may not be directly supervised;
- f) I must wear appropriate clothing and footwear when undertaking physical activities.

I hereby acknowledge and agree that:-

- a) I shall follow all instructions given in relation to the physical activities;
- b) I am responsible for ensuring my own safety and the safety of others on the course;
- c) I am aware of and accept the risk of injury in undertaking the physical activities;
- d) if I am not confident of undertaking a physical activity safely for any reason (including fatigue), I shall not participate in that physical activity and inform the Course Leader (or any assistant) immediately;
- e) I am physically fit and I [*am unaware of / have reported to the Course Leader\**] any medical or other condition I have which may affect the likelihood of my involvement in an incident resulting in injury to myself or others;
- f) it is my own responsibility to warm up and warm down properly before and after undertaking any physical activities;
- g) Scottish Rugby Union plc, its subsidiaries and affiliates, together with their directors, officers, coaches, trainers, instructors, assistants, employees, contractors, volunteers, agents or any other representatives thereof shall not be liable in respect of any loss, damage, injury or expense which I may suffer during, as a result of or in connection with my participation in the physical activities or the course (except in respect of death or personal injury arising from a breach of duty) and I hereby waive and discharge any and all claims in relation thereto.

Signed: \_\_\_\_\_

*\*delete as appropriate*

Date: \_\_\_\_\_

(If submitting electronically please type details in above)

# **UKCC LEVEL 3 IN COACHING RUGBY UNION** **APPLICATION FORM**



## **EQUITY MONITORING FORM**

Scottish Rugby is fully committed to making rugby a sport for all. Scottish Rugby believes that everyone should have the opportunity to participate in rugby should they wish to do so, and no individual should be discriminated against for reasons such as age, gender, disability, ethnic origin, religion or belief, sexual orientation or social background.

All applicants for the UKCC coaching courses are being asked to complete this form in order for us to monitor our equity profile. This will enable us to identify any under-represented groups or potential areas in our organisation and to take action to address any emerging issues.

Your answers will be completely confidential and all data will be processed in line with the Data Protection Act 1998. This form will be detached from your application form and will be treated as anonymous.

It is not compulsory to complete this form. If you do not wish to complete the form, please indicate this by ticking the final box.

<b>GENDER (please tick)</b>	
Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
I consider myself to be or to have been transgender	<input type="checkbox"/>
I prefer not to answer this question	<input type="checkbox"/>

<b>AGE</b>			
20 years or under	<input type="checkbox"/>	50-61	<input type="checkbox"/>
21-30	<input type="checkbox"/>	61 or over	<input type="checkbox"/>
31-40	<input type="checkbox"/>	I prefer not to answer this question	<input type="checkbox"/>
41-50	<input type="checkbox"/>		<input type="checkbox"/>

# UKCC LEVEL 3 IN COACHING RUGBY UNION APPLICATION FORM



DISABILITY	
<p>According to the Disability Discrimination Act 1995 (as amended in 2005), 'disability' is defined as "a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities."</p> <p>This definition includes impairments that relate to mobility; manual dexterity; physical coordination; continence; ability to lift, carry or otherwise move everyday objects; speech, hearing or eyesight; memory or ability to concentrate, learn or understand; or, perception of the risk of physical danger, and also includes mental illness or mental health problems; learning disabilities; dyslexia; diabetes; epilepsy; and HIV, cancer and multiple sclerosis, from the point of diagnosis.</p> <p><i>(Note: This definition is provided in guidance on disability monitoring published by Trade Unions Congress, as recommended by the Disability Rights Commission)</i></p>	
Do you consider yourself to have a disability?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
I prefer not to answer this question	<input type="checkbox"/>
<p><i>In terms of the Disability Discrimination Act 1995 (as amended in 2005) Scottish Rugby will take steps to make reasonable adjustments within the workplace to avoid those who have a disability in terms of the Act from suffering a disadvantage in comparison to those who are not disabled.</i></p>	

RELIGION OR BELIEF			
<p>In order to help Scottish Rugby comply with Race Relations Act 1976 (as amended in 2000) we ask that you indicate your religion or beliefs by ticking one of the boxes below. These categories are in line with those recommended by the Equality and Human Rights Commission.</p>			
Buddhist	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Christian:	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
• Protestant	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
• Roman Catholic	<input type="checkbox"/>	Other (please provide details)	<input type="checkbox"/>
• Other (please provide details)	<input type="checkbox"/>	No Religion	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	I prefer not to answer this question	<input type="checkbox"/>

# UKCC LEVEL 3 IN COACHING RUGBY UNION APPLICATION FORM



## ETHNIC ORIGIN

In order to help Scottish Rugby comply with the Race Relations Act 1976 (as amended in 2000), please indicate your ethnic origin by ticking one of the boxes below. These categories are in line with those recommended by the Equality and Human Rights Commission.

White		<ul style="list-style-type: none"> <li>• Bangladeshi</li> </ul>	
<ul style="list-style-type: none"> <li>• Scottish</li> </ul>		<ul style="list-style-type: none"> <li>• Chinese</li> </ul>	
<ul style="list-style-type: none"> <li>• Other British</li> </ul>		<ul style="list-style-type: none"> <li>• Any other Asian background</li> </ul>	
<ul style="list-style-type: none"> <li>• Irish</li> </ul>		Black, Black Scottish or Black British	
<ul style="list-style-type: none"> <li>• Any other white background</li> </ul>		<ul style="list-style-type: none"> <li>• Caribbean</li> </ul>	
Mixed		<ul style="list-style-type: none"> <li>• African</li> </ul>	
<ul style="list-style-type: none"> <li>• Any mixed background</li> </ul>		<ul style="list-style-type: none"> <li>• Any other Black background</li> </ul>	
Asian, Asian Scottish or Asian British		Other ethnic background	
<ul style="list-style-type: none"> <li>• Indian</li> </ul>		I prefer not to answer this question	
<ul style="list-style-type: none"> <li>• Pakistani</li> </ul>			

## SEXUAL ORIENTATION

In order for Scottish Rugby to comply with Sexual Orientation Discrimination Regulations (The Employment Equality (Sexual Orientation) Regulations 2003), we ask that you indicate your sexual orientation by ticking one of the boxes below:

Heterosexual		Bisexual	
Homosexual		I prefer not to answer this question	

## DATA CONSENT

I consent to the data on this Equity Monitoring Form being used by Scottish Rugby and that it will be processed in line with the principles of the Data Protection Act 1998. I agree that this data can be used for monitoring purposes by Scottish Rugby and understand that any reports will only use aggregated data

I do not wish to complete this form	
-------------------------------------	--

# UKCC LEVEL 3 IN COACHING RUGBY UNION APPLICATION FORM



## INDUCTION INFORMATION COVERED

**(PLEASE TICK TO INDICATE YOU HAVE READ THE FOLLOWING):-**

Candidate disclaimer		Appeals process		Equal opportunities	
Equity		Plagiarism		Assessment processes	
Data protection		Prerequisite information		Grievance procedures	

*I confirm that I have read and understood my personal responsibilities in respect of the above policies as detailed within the Course Processes. The reading of these policies prior to application is considered to be part of my induction process.*

*I give permission for my personal details to be forwarded by the Centre to SQA for registration and data entry purposes and also give permission for my data to be held on Scottish Rugby's data system.*

*I confirm that all the evidence which will be submitted by me will be wholly my own work.*

<b>Candidate Signature</b> (If submitting electronically please type in details )		<b>Date</b>	
--	--	-------------	--

# **UKCC LEVEL 3 IN COACHING RUGBY UNION** **APPLICATION FORM**



## **COURSE PROCESSES**

**(Please read the processes below and tick the boxes on page 9)**

### **PREREQUISITE REQUIREMENTS**

All candidates must complete the prerequisites detailed on page one of this application form. Candidates will not be able to achieve the award unless they have completed the prerequisite requirements.

### **ASSESSMENT PROCESSES**

During the course you will be asked to undertake a variety of tasks which will allow your Assessors to collect the required evidence of your competence regarding the course content.

The collection of appropriate evidence will take a number of forms however you will always be made aware of an impending assessment prior to the undertaking of any task.

In general the forms of assessment collection are as follows;

- **Candidate written evidence** - This will be in the form of a written piece of work which you would be asked to prepare e.g.; written questions.
- **Workplace product** – This would include materials prepared by you from within the coaching environment e.g.; session plans, risk assessments etc.
- **Candidate performance evidence** - This will be in the form of an Assessor watching you e.g.; during a coaching session and assessing what was performed by you.
- **Oral evidence** - This will be when an assessor writes down your verbal answers to a given question/s.

### **PORTFOLIO DEVELOPMENT**

Evidence which is collected by you and on your behalf will be developed into your own personal portfolio. This portfolio will be referenced regularly by your assessor, internal verifier and on occasion by the External Verifier of the SQA to ensure that course standards have been met.

### **INTERNAL VERIFICATION**

The Internal Verifier will monitor the assessment process and will counter check evidence collected from you by the assessment staff.

### **REASSESSMENT AND ACTION PLANNING**

Should your Assessor feel that you have not achieved an assessment outcome during your course of study an agreed action plan will be developed between the candidate and the Assessor to allow for a reassessment opportunity to take place. This action plan will include agreement on practices which need to be improved upon and the development of knowledge and skills which will assist in the reassessment.

If the reassessment opportunity again results in the candidate being unable to show current competence against the reassessed criteria that candidate will be deemed to have failed and will be withdrawn from the course.

Should the candidate wish to be reconsidered for a future programme they will have to go through the formal registration and induction process again at a later date and will be guided by delivery

**Page 10**

**To apply please complete pages 1- 9 and return to Coach Development Administrator, Scottish Rugby, Murrayfield Stadium, Edinburgh, EH12 5PJ.**



## **UKCC LEVEL 3 IN COACHING RUGBY UNION**

### **APPLICATION FORM**

staff as to learning opportunities which will assist in their personal development prior to re-registration.

#### **RECORDING**

With regards to the recording of assessment evidence it is of utmost importance that you sign and date any materials given by you to any of the course staff. This simple process will help off-set evidence being lost or miss-recorded in the future.

#### **CERTIFICATION**

At a time when the course staff have gathered the evidence needed to accredit you with this qualification, the SQA will be notified of the result of your study and you will be certified with a National Progression Award (Level 4) in Coaching Rugby Union in due course. You should also receive an electronic certificate from Scottish Rugby's data management system – CDMS. Please look out for this in your email inbox.

#### **APPEALS**

If at any time you disagree with an assessment decision, you are expected to discuss your feelings in the first instance with your Assessor. A candidate appeal can be based only on an assessment decision and on no other grounds e.g. venue, timings, dates etc. The full appeals process is as follows;

1. When a candidate wishes to appeal against the assessment decision of an Assessor the candidate will in the first instance discuss this with their Assessor.
2. Should the candidate continue to wish to appeal against the Assessor's decision they will then submit a written appeal to the Course Co-ordinator responsible for the management of the programme within 5 working days of the assessment decision.
3. The Course Co-ordinator will forward an Appeal Form to the Internal Verifier within 2 working days of acceptance of the notice.
4. The Internal Verifier will re-assess the candidate's work and return a written decision to the Course Co-ordinator within 5 working days.
5. The Course Co-ordinator will arrange for any appeal arising from the IV's decision to be considered at the next monthly Team meeting and will involve an independent third party who is vocationally qualified and appropriately experienced in this field.
6. The Course Co-ordinator will inform the candidate of any decisions made.

#### **DATA PROTECTION**

Personal details will need to be gathered from candidates to allow for registration and certification for your award with the Scottish Qualification Authority. This data transfer will at no time encroach on your civil rights as detailed in the Data Protection Act (1998). Your data will be entered into Scottish Rugby's and **sportscotland's** coaching databases. You may be contacted from time to time on coaching related matters.



# **UKCC LEVEL 3 IN COACHING RUGBY UNION**

## **APPLICATION FORM**

### **HEALTH AND SAFETY**

All candidates will be required to become familiar with and uphold the Health and Safety Policy requirements as adopted by the facilities in which you will coach.

Health and Safety issues in general involve the adoption of **common sense** by all persons within the facility and it is therefore expected that you will embrace and uphold common sense in relation to the safety of yourself and others.

### **EQUAL OPPORTUNITIES**

Your Approved Delivery Centre and your SGB uphold the ethic of allowing each individual fair and reasonable opportunity to education and assessment regardless of hours worked, employment undertaken, religious beliefs or personal ability. Should a candidate feel the need for assistance in allowing for equal opportunity in relation to their studies they should immediately discuss this need with their course assessor to allow processes to be implemented for a review of the candidate concerns.

### **GRIEVANCE PROCEDURE**

Complaints dealt with under this procedure will relate to all aspects of delivery and will include areas such as:

- Ineffective delivery by the Tutor / Assessor
- Omission in respect of the syllabus to be covered
- Inappropriate activities by the Tutor / Assessor including any behaviour which may cause concern or offence
- Irregularities in the way in which the course is organised, delivered or assessed.

Complaints may be made during a course or at the end. In the case of the latter this must be received by Scottish Rugby within 28 days of the completion of the course.

The first stage in the complaints procedure is to the Tutor / Assessor and should be made in writing stating clearly the nature of the complaint. The letter should be dated and signed and a copy sent to the Coach Development Manager. If the Tutor / Assessor is the Coach Development Manager then the complaint should be sent to the SQA Centre Contact from within the Approved Centre.

The Tutor / Assessor is required to respond to the complaint within 10 working days with a copy to the Coach Development Manager (or SQA Centre Contact).

If the complainant is not satisfied with the outcome of the complaint to the Tutor / Assessor the Coach Development Manager (or SQA Centre Contact) should be requested to investigate the matter further.

**If the complainant is not satisfied with the outcome of the complaint to the Tutor / Assessor and the Programme Manager (or SQA Centre Contact), the complaint should be forwarded to the Approved Centre for consideration and response by the SQA Centre Contact or with the involvement of an independent arbitrator from within the SQA Approved Centre having an input should this be required E.g. Human Resource Manager.**

Page 12

**To apply please complete pages 1- 9 and return to Coach Development Administrator, Scottish Rugby, Murrayfield Stadium, Edinburgh, EH12 5PJ.**



## **UKCC LEVEL 3 IN COACHING RUGBY UNION** **APPLICATION FORM**

The findings of the Approved Centre, which might include input from the National Governing Body of the sport, will be documented and communicated to the complainant.

**PLAGIARISM** *'the intentional or unwitting presentation of another's ideas as one's own'*

It is expected that any work which is forwarded by you, the candidate, for assessment purposes has been undertaken and completed by you alone. The ownership of thoughts and ideas must be acknowledged by you should you wish to borrow information useful within one's own assessment materials.