

FOUNDATION CERTIFICATE IN COACHING RUGBY UNION



Page 1

Candidate registration and induction document

UKCC Course Detail	FOUNDATION							
Course Date(s)		Course venue						
Expected Completion Date month/year								
Title (Mr, Mrs, Ms etc)								
Candidate Name (to appear on certificate)								
Maiden Name (if applicable)								
Date of birth								
Nationality								
Sex (✓)	Male				Female			
Candidate Home Address								
Post Code								
Telephone Number(s)	Home							
	Work							
	Mobile							
Previous Address								
Post Code								
E-mail								
Do you have a SQA Scottish Candidate Number? – SCN? (✓)	Yes (please fill out below if SCN is known)				No			
Scottish Candidate Number (SCN = 9 digit)								
In your coaching capacity are you (please tick)	Paid		Full time		Part time		Volunteer	
<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 programme co-ordinator as soon as possible once your SCN becomes known to you</p>								

To apply please complete pages 1- 4 and return to UKCC Coaching Administrator, Scottish Rugby, Murrayfield Stadium, Edinburgh, EH12 5PJ.

FOUNDATION CERTIFICATE IN COACHING RUGBY UNION



Page 2

Name of your most recent training provider of SQA qualifications (E.g. Secondary School, College, University, S/NGB, Employer, None)

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. Details will also be held on Scottish Rugby's coaching database.

Signed;

Date;

For Office Use Only

<i>Date Received</i>	<i>Date Candidate Filed</i>	<i>Date Units filed</i>	<i>Date Green</i>

To apply please complete pages 1- 4 and return to UKCC Coaching Administrator, Scottish Rugby, Murrayfield Stadium, Edinburgh, EH12 5PJ.

FOUNDATION CERTIFICATE IN COACHING RUGBY UNION



Page 3

Coach profile sheet

Club / School									
Region (please tick)	Highlands & Islands	Grampian & North East	Tayside & Fife	Central & West Lothian	Edinburgh & Midlothian	Borders & East Lothian	Glasgow North	Glasgow South	Others (inc Exiles)
Current coaching commitments									
Future coaching commitments									
Coaching history									
Playing history & position									
Other related qualifications (E.g. Teacher, NGB coaching awards etc)									

To apply please complete pages 1- 4 and return to UKCC Coaching Administrator, Scottish Rugby, Murrayfield Stadium, Edinburgh, EH12 5PJ.

**FOUNDATION CERTIFICATE IN
COACHING RUGBY UNION**



Page 4

Induction information covered (please tick to indicate you have read the following):-

Equity , Equal Opportunities, Data Protection, Assessment Processes, Appeals Process, Grievance Procedures, Plagiarism

'I confirm that I have read and understood my personal responsibilities in respect of the above policies as detailed within the Course Processes. These policies and the support available from the centre were also explained during my induction'.

I give permission for my personal details to be forwarded by the Centre to SQA for registration and data entry purposes.

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

Candidate Signature;

Date;

UKCC Admin. Signature;

Date;

For Office Use Only

Date Received	Date Candidate filed	Date units filed	Date Green
Notes	Notes	Notes	Notes

To apply please complete pages 1- 4 and return to UKCC Coaching Administrator, Scottish Rugby, Murrayfield Stadium, Edinburgh, EH12 5PJ.

FOUNDATION CERTIFICATE IN COACHING RUGBY UNION



Page 5

Course processes

(Please read the processes below and tick the boxes in the above sheet)

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 eg; written questions.

Workplace product – This would include materials prepared by you from within the coaching environment eg; session plans, risk assessments etc.

Candidate performance evidence - This will be in the form of an Assessor watching you during eg; 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 staff as to learning opportunities which will assist in their personal development prior to re-registration.

To apply please complete pages 1- 4 and return to UKCC Coaching Administrator, Scottish Rugby, Murrayfield Stadium, Edinburgh, EH12 5PJ.

FOUNDATION CERTIFICATE IN COACHING RUGBY UNION



Page 6 **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, SQA will be notified of the result of your study and you will be certified accordingly and in due course.

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 eg 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) Please also note that on completion of your course SQA candidate certificates will be opened and copied for quality assurance purposes prior to them being sent out to candidates.

To apply please complete pages 1- 4 and return to UKCC Coaching Administrator, Scottish Rugby, Murrayfield Stadium, Edinburgh, EH12 5PJ.

FOUNDATION CERTIFICATE IN COACHING RUGBY UNION



Page 7

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 opportunities 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.

GRIEVENCE 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 the delivery sport 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 Programme Manager. If the Tutor / Assessor is the Programme 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 Programme Manager (or SQA Centre Contact).

If the complainant is not satisfied with the outcome of the complaint to the Tutor / Assessor the Programme 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.

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.

To apply please complete pages 1- 4 and return to UKCC Coaching Administrator, Scottish Rugby, Murrayfield Stadium, Edinburgh, EH12 5PJ.

FOUNDATION CERTIFICATE IN COACHING RUGBY UNION



Page 8

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.

**To apply please complete pages 1- 4 and return to UKCC Coaching
Administrator, Scottish Rugby, Murrayfield Stadium, Edinburgh, EH12 5PJ.**

FOUNDATION CERTIFICATE IN COACHING RUGBY UNION



Page 9

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.

GENDER

Male

Female

I consider myself to be or to have been transgender

I prefer not to answer this question

AGE

20 years or younger

41 – 50

21 – 30

51 – 60

31 – 40

61 years or over

I prefer not to answer this question

DISABILITY

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."

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;

To apply please complete pages 1- 4 and return to UKCC Coaching Administrator, Scottish Rugby, Murrayfield Stadium, Edinburgh, EH12 5PJ.

FOUNDATION CERTIFICATE IN COACHING RUGBY UNION



Page 10

dyslexia; diabetes; epilepsy; and HIV, cancer and multiple sclerosis, from the point of diagnosis.

(Note: This definition is provided in guidance on disability monitoring published by Trade Unions Congress, as recommended by the Disability Rights Commission).

Do you consider yourself to have a disability?

Yes No

I prefer not to answer this question

In terms of the Disability Discrimination Act 1995 (as amended in 2005) sportscotland 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.

RELIGION OR BELIEF

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.

Buddhist

Christian:

Roman Catholic Protestant Other (please provide details):

Hindu

Jewish

Muslim

Sikh

Another religion Please provide details _____

No religion

I prefer not to answer this question:

To apply please complete pages 1- 4 and return to UKCC Coaching Administrator, Scottish Rugby, Murrayfield Stadium, Edinburgh, EH12 5PJ.

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

- Scottish
- Other British
- Irish
- Any other White background

Mixed

- Any Mixed background

Asian, Asian Scottish or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

Black, Black Scottish or Black British

- Caribbean
- African
- Any other Black background

Other Ethnic Background

- Any other background
- I prefer not to answer this question

FOUNDATION CERTIFICATE IN COACHING RUGBY UNION



Page 12

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:

Bisexual

Heterosexual

Homosexual

Other

I prefer not to answer this question

I do not wish to complete this form

I consent to the data on this form may be 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

To apply please complete pages 1- 4 and return to UKCC Coaching Administrator, Scottish Rugby, Murrayfield Stadium, Edinburgh, EH12 5PJ.