

Level 2 Certificate in Coaching Cycling 2011



Course Application Form and Candidate Profile

Please complete this form (IN BLOCK CAPITALS) and return it together with the relevant paperwork and payment to Scottish Cycling. The accompanying notes contain information to assist you in completing the form, and outline Scottish Cycling's policy on cancellation and amendment charges. It is recommended that you read this prior to submitting your application. For further help and advice on applying for a course please contact Scottish Cycling (details below). This information will be used to register you with 1st4sport Qualifications / SQA and by British Cycling and Scottish Cycling to support the development of cycling. It will also be shared with the course tutors to enable them to provide quality delivery and support for all candidates on the course.

Course Details*

* Mandatory information

Location	Dates**	Ref
** Candidates have a two year limit from the start of their course to complete all assessment tasks		

Personal Details (see note 1)

Title:	<input type="text"/>	*First Name:	<input type="text"/>	*Surname:	<input type="text"/>
*Gender: (please tick)	<input type="checkbox"/> Female <input type="checkbox"/> Male		*Date of Birth:	<input type="text"/>	
British Cycling Membership No:	<input type="text"/>	Valid to Date:	<input type="text"/>	Membership cat.:	Bronze/Silver/Gold
SCN (see note 1)	<input type="text"/>				
*Postal Address:	<input type="text"/>				
				*Postcode:	<input type="text"/>
*Contact telephone number – you must provide at least one contact number, preferably a daytime telephone number or mobile.					
Tel No. (home):	<input type="text"/>		Tel No. (work):	<input type="text"/>	
Mobile:	<input type="text"/>		Email:	<input type="text"/>	

Ethnicity*

I would describe my ethnic origin as:

Asian British Bangladeshi	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Other white	<input type="checkbox"/>
Asian British Indian	<input type="checkbox"/>	Mixed White and Asian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Asian British Pakistani	<input type="checkbox"/>	Mixed White and Black African	<input type="checkbox"/>	White British	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Mixed White and Black Caribbean	<input type="checkbox"/>	White European	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Other	<input type="checkbox"/>	White Irish	<input type="checkbox"/>
Black British	<input type="checkbox"/>	Other Asian	<input type="checkbox"/>	White Non European	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Other Black	<input type="checkbox"/>		
Chinese	<input type="checkbox"/>	Other Mixed Background	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

Disability (see note 2)

Do you consider yourself to have a disability?	<input type="text"/>	Yes / No / Prefer not to say
If yes, what is the nature of your disability?	Please provide further details and any support required (see note 2)	
Hearing <input type="checkbox"/>	Physical <input type="checkbox"/>	
Learning <input type="checkbox"/>	Visual <input type="checkbox"/>	
Mobility <input type="checkbox"/>	Other <input type="checkbox"/>	
Multiple <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	

Candidate Profile

Please complete the following questions to help us to maximise your education experience. This information will be shared with the course tutors to enable them to provide quality delivery and support for all candidates on the course.

Briefly outline your coaching history/experience	Give a brief summary of your cycling experience
List any other cycling awards/qualifications held (e.g. Commissaire, Motorcycle Escort Group, etc)	List any other relevant awards/certificates or qualifications, (e.g. teaching, other coaching awards, units D32/D33, A1 etc)
My current cycling coaching activities are:	My future cycling coaching activities are likely to be:
Any other information you feel we should know (including any specific needs, dietary requirements etc)?	

Payment Details* (see notes 3 and 7)

Course fee is £395.00*.

Please make cheques payable to Scottish Cycling.

financial assistance may be available on a regional level. Scottish candidates please refer to Scottish Cycling's Coaching Scholarship guidance and application form.

Signature:		Date:	
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Pre-Requisite Documentation* (see note 4)

I have attached the following compulsory documentation. I understand that my application **will not be processed** without these documents.

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| <input type="checkbox"/> Coach Registration and Self Declaration form
<input type="checkbox"/> Copy of Health & Safety Executive Appointed Person's First Aid certificate
<input type="checkbox"/> Evidence of an appropriate level of coaching insurance (this is included in British Cycling Silver/Gold membership)
<input type="checkbox"/> Full course remittance or written confirmation that a third party will be paying the fees on your behalf (if appropriate) |
|--|

Please return application form and pre-requisite documentation to:

Coach Education, Scottish Cycling, Caledonia House, South Gyle, Edinburgh, EH12 9DQ

Tel: 0131 317 9704 **Email:** coacheducation@scottishcycling.org.uk

Important Notes – Completing the Application Form

1. Entry requirements

You must be a minimum of 18 years of age upon application and be in possession of:

a valid **Health and Safety Executive Appointed Person's First Aid certificate** (minimum requirement) **coaching insurance** that provides at least the same level of cover as that provided by British Cycling membership (Ride, Silver or Gold) (i.e. limit of indemnity is £5 million for all damages to any claimant or all claimants in respect of any one claim or all claims arising from one original cause).

You must complete a Course Application Form and Candidate Profile, and a Coach Registration and Self Declaration Form. Please see note 5 for completion of the coaching qualifications section on the Coach Registration Form.

What is my SCN?

Scottish Candidate Numbers (formerly SCOTVEC numbers) are allocated to pupils at school and in FE colleges who undertake Scottish Qualifications Authority (formerly SCOTVEC or SEB Scottish Examination Board) courses. Many Scottish students will already have an SCN. If you don't know what your SCN is you can request it from SQA by e-mailing customer@sqa.org.uk You will be asked to confirm your identity and possibly provide a previous address. If you do not have an SCN you will be allocated one. You must have an SCN in order to be registered with SQA who is the awarding body for the Level 2 CCC which is now on the Scottish Credit & Qualifications Framework.

Coaches operating in Scotland: please see attached sheet.

2. Equity policy and support for candidates with specific needs

Scottish Cycling endeavours to ensure all qualifications it delivers are open and accessible, and sufficiently flexible to enable the widest range of candidates to undertake and successfully complete the qualification. Individual requests for specific support including the provision of the learning resources in alternative formats are welcomed and will be assessed on a case-by-case basis. Scottish Cycling will work with the candidate, and other relevant people or organisations, to try and meet the candidate's needs. However, practical and economic viability will have to be considered as part of the assessment.

3. Payment

Payment must accompany the Course Application Form. Scottish candidates can apply for a Coaching Scholarship at the time of application.

Invoicing - if a third party has agreed to pay the fees on your behalf a supporting letter or purchase order must be attached confirming their commitment to pay, which must include a contact name, address and telephone number. The third party will be invoiced and payment is to be settled within 30 days.

If paying by cheque please make it payable to Scottish Cycling.

This is not a residential course. You will need to book, and pay for, any overnight accommodation that you require.

4. Application submission

You are advised to book early. Applications will be processed on a first come, first served basis and will only be accepted on completion of the necessary paperwork and accompanying remittance.

It is not possible to reserve a place on a course without the prerequisite documentation specified on the second page of the Course Application Form and Candidate Profile (page 12).

When a course becomes full, a reserve list will be held. You will be notified if the course is full, and providing all of your paperwork is in place, your details will be held on file and you will be contacted if/when a place becomes available.

Alternatively, you may choose to attend another course.

5. Key to coaching endorsements

Your coaching status upon application will be 'Candidate Level 2 Coach'. Please note other qualifications, as appropriate.

6. Course confirmation/Induction Pack/Pre-Course Reading

Your Induction Pack and Pre-Course Reading, including confirmation of your enrolment, timings and venue location, will be mailed to you as soon as your paperwork is processed; please allow 14 days.

7. Cancellation and amendment charges

Cancellations - if you wish to cancel your booking prior to attendance Scottish Cycling's cancellation policy is: up to two weeks before the course - a full refund will be provided within 30 days

less than two weeks before the course - a refund will be given minus an administration fee of £30.

Cancellations - if you wish to cancel your attendance on day 3, following your attendance on days 1 and 2, Scottish Cycling's cancellation policy is: Scottish Cycling is not able to provide a refund or carry a credit forward, because part of a course cannot be redistributed to another candidate and the majority of course costs will already have been incurred by Scottish Cycling.

Amendments - it is preferable that you attend all three days of the same course. If you can not attend days 1-3 of the same course there will be an administration fee of £30 per change of course.

8. Data protection

When you apply to attend a Coach Education course Scottish Cycling creates an education record in your name, which includes the personal data you have provided on your Course Application, Membership and Coach Registration forms as well as documentation generated as a result of your participation in the course. As a registered coach you will receive periodical coaching correspondence and newsletters from Scottish Cycling and British Cycling. Upon completion of the course and in your capacity as a British Cycling licensed Level 2 Coach your contact details will be released to an

enquirer looking to secure the services of you as a coach, unless Scottish Cycling is otherwise advised.

The information provided on this form will be used to register you with SQA (the awarding body) and by British Cycling and Scottish Cycling to support the development of cycling. Relevant information will also be shared with the course tutors to facilitate them to provide a quality delivery and support for the candidates on the course.

Additional Information for Scottish Candidates

1. Disclosure checking of candidates going through coach training in Scotland

It has been the practice in Scotland in the past for candidates starting coaching courses to be expected to undergo a Disclosure check as part of this process. This is currently still the case in England and Wales. However, the advice that Scottish Cycling has been given is that we can only request checks against coaches who are going into a specific role that meets the criteria for checking, e.g. becoming a coach with a kids club, and cannot request checks on all coaches. Indeed to do so, we may be in breach of the law. Coaches should however, still complete a Self-declaration from as part of the application process.

It is still the intention for coaches regularly working with children or adults at risk to undergo checks, however, this can only be done when they move into that position and the request for such checks should normally be made by the Welfare Officer in the club where they will be working.

It is recognised that candidates may be working within clubs prior to their completion of the qualification and it may therefore be appropriate for the club to appoint the candidate as a Club Helper and request a check against this role. Please note coaches will need to undergo a second check when they move into the coaching role as Enhanced Disclosure checks are only valid for the role against which they were conducted.

● Will you need to undergo a Disclosure check?

- Any individual whose role will involve regularly being in a child care position are required to be checked BEFORE taking up that role.

- These positions are defined as 'a position whose normal duties include caring for, training, supervising or being in sole charge of children' (Schedule 2 of the protection of Children (Scotland) Act 2003). Scottish Cycling cannot request checks against positions not meeting these criteria (Exclusions and Exceptions (Scotland) Order 2003). The role coaches would normally fulfil when working in a children's club would come under this definition.

- There are no defined criteria for what constitutes 'regularly' being in a child-care role. However, as a guide, if you are expecting to deliver sessions on an on-going basis, even sporadically or for a fixed period of time, then checks should be conducted. However, if you are to deliver sessions on an infrequent, ad-hoc basis, checks do not need to be conducted. However, organisations may choose to conduct a check on individuals who deliver sessions less frequently than this. So for example, if a coach was brought in to deliver a special one-off session, a check would not need to be requested, however, if they were brought in to run a series of 6 sessions, then checks should be conducted. Please note, checks need to be conducted prior to the individual taking up the role, therefore checks need to be requested well in advance to allow them to be processed in time, this would normally be at least 6 weeks.

- Checks do not need to be conducted prior to the delivery of the 6 sessions that are required as part of the assessment for Level 2. However, if coaches are delivering these sessions in a club where they will be going on to coach, then it is appropriate for the club to request a check at this point.

● What if I have previously undergone a Disclosure check?

- Enhanced Checks are only valid for the role that they were conducted against. Therefore, a new check will be required for each appropriate role. However, the process is normally quicker where previous checks have been conducted.

● Coaches operating in the rest of Britain

- It is still current practice for ALL coaches operating in the rest of Britain to undergo Disclosure checks. All candidates who this would apply to should contact British Cycling Coach Education (0161 274 2060, coaching@britishcycling.org.uk) for information on how these checks will be undertaken.

● Queries or concerns

- Any queries or concerns regarding child protection issues should be brought to the attention of Scottish Cycling's Child Protection Officer, Rudi Doorn (0131 317 9704, rudi.doorn@scottishcycling.org.uk).

2. Funding:

Funding has been provided by the Scottish Government, distributed through **sportscotland**, to support the cost of UKCC endorsed Level 1 and 2 qualifications for Scottish residents. Scottish Cycling is using this funding to provide coaching scholarships for prospective coaches. Further details and an application form can be obtained from the Scottish Cycling website.

● Queries

- Any queries regarding the scholarship scheme should be directed to Coach Education, Scottish Cycling, Caledonia House, South Gyle, Edinburgh, EH12 9DQ, **Tel:** 0131 317 9704, **Email:** coacheducation@scottishcycling.org.uk