

## Programme Specification for PG Cert Sports Coaching

This document applies to students who commence the programme in or after September 2017

1.	<b>Awarding institution/body</b>	University of Worcester
2.	<b>Teaching institution</b>	University of Worcester
3.	<b>Programme accredited by</b>	N/A
4.	<b>Final award</b>	PG Cert
5.	<b>Programme title</b>	Sports Coaching
6.	<b>Pathways available</b>	NA
7.	<b>Mode and/or site of delivery</b>	Block delivery of standard taught programme with some online learning at UW and approved offsite locations.
8.	<b>Mode of attendance</b>	Full Time/Part Time- weekdays and weekends across semester
9.	<b>UCAS Code</b>	N/A
10.	<b>Subject Benchmark statement and/or professional body statement</b>	<a href="#">QAA Master's Degree Characteristics Statement 2015</a>
11.	<b>Date of Programme Specification preparation/ revision</b>	PG Cert approved as standalone course for on and offsite delivery 9 <sup>th</sup> June 2016 (IQC approval)/revision January 2017 Updated April 2018

### 12. Educational aims of the programme

The educational aims provide the over-arching structure to the course, together with also establishing its key philosophical underpinnings.

The course aims will enable students to:

- a. develop a systematic and in-depth understanding of knowledge and a critical awareness of current problems and/or new insights for the advanced study of contemporary issues in sports coaching, in a stimulating, multi and interdisciplinary, student-centred learning environment;
- b. develop originality in the application of knowledge together with a practical understanding/application of theoretical and research skills necessary to create and interpret knowledge in the discipline;
- c. utilise their advanced knowledge and understanding of sports coaching to deal with complex issues systematically and creatively, problems and communicate their conclusions clearly;
- d. further develop their key and vocational relevant skills and independent learning ability required for continuing professional and personal development through professional practice in sports coaching;

The relationship between the course aims, learning outcomes, modules and learning, teaching and assessments are mapped out in the Course Handbook.

### 13. Intended learning outcomes and learning, teaching and assessment methods

The programme provides opportunities for students to develop and demonstrate knowledge, understanding, skills, qualities and other relevant attributes. The following learning outcomes have been informed by the [Master's Degree Characteristics - QAA guidance on writing Master's courses](#) (2015) and adapted according to the needs of this particular course.

The learning outcomes for the PG Cert Sports Coaching are as follows:

<b>Knowledge and understanding:</b>			
<b>LO no.</b>	On successful completion of the named award, students will be able to:	<b>Module Code/s</b>	<b>Award</b>
1	Identify, analyse and critically reflect upon appropriate theory and contemporary issues in sports coaching	MSPO4065 MSPO4071 MSPO4073 MSPO4072	<i>PG Cert</i>
2	Appreciate and critically reflect upon current problems or contemporary insights in sports coaching;	MSPO4065 MSPO4071 MSPO4073 MSPO4072	<i>PG Cert</i>

<b>Cognitive and intellectual skills:</b>			
<b>LO no.</b>	On successful completion of the named award, students will be able to:	<b>Module Code/s</b>	<b>Award</b>
3	Critically analyse and appreciate different perspectives, values and strategies of sports practitioners in the fields of sports coaching and synthesise these with theory to deal with complex issues systematically and creatively and communicate their conclusions clearly to specialist and non-specialist audiences	MSPO4065 MSPO4071 MSPO4073 MSPO4072	<i>PG Cert</i>
4	Demonstrate self-direction and originality in identifying needs, analysing needs, formulating solutions and evaluating strategies within the context of sports coaching	MSPO4065 MSPO4071 MSPO4073 MSPO4072	<i>PG Cert</i>

<b>Transferable/key skills:</b>			
<b>LO no.</b>	On successful completion of the named award, students will be able to:	<b>Module Code/s</b>	<b>Award</b>
5	Demonstrate initiative and personal responsibility when working alone or with others on applied problems or tasks	All modules	<i>PG Cert</i>

6	Make decisions in complex applied situations using systematic and creative methods and communicate their conclusions clearly	All modules	<i>PG Cert</i>
7	Develop critical self-reflection and an independent autonomous approach to learning required for continuing professional and personal development as a reflective practitioner	All modules	<i>PG Cert</i>
8	Demonstrate critical self-assessment of key and vocational skills in sports coaching	All modules	<i>PG Cert</i>

**Examples of learning, teaching and assessment methods used:**

The course emphasises a learning experience that is meaningful, active, reflective, collaborative and creative. These principles are practised through working methods and outcomes reflected in the range of assessments and subject matter requiring critical analysis and reflective activities. Lectures, seminars and tutorials will be used extensively, but, in addition, a great deal of participants' time will be spent in small groups and workshops, involving, for example, discussion of case studies, simulation exercises, and preparation for assessments. Additionally, it is clear that the private study demands on this type of course are considerable.

The teaching and learning approach of the course combines pedagogic approaches, including using some of the latest approaches to learning technology i.e. crowdfunding, action learning, and independent learning. Learners will acquire a toolkit of diverse and complex skills and knowledge necessary for their development as a creative organizational change agent. Student-centered self-support groups, both face-to-face and/or via virtual contact, will be used throughout the course. There are thus a variety of pedagogic approaches in which the focus of the learning is experiential to enable consideration of practice and evaluation during workshops and other face-to-face opportunities, and to use online technology and related facilities for knowledge acquisition and research.

The course offers opportunities for collaborative learning both in face-to-face groups and online where there is increased use of collaborative learning tools such as discussion boards, blogs and wikis. Some may be facilitated by lecturers, other staff or even by our industry partners. Others may be initiated and run by students (peer-managed). These tools offer considerable opportunities to learn from others in the group and extend the learning experience beyond the boundaries of the formal session.

The teaching strategy will be eclectic enabling the learner to gain the necessary underpinning theoretical knowledge and research that will enable active exploration, reflection and critical evaluation of own perceptions and knowledge. This approach develops the ability to become an autonomous and self-directed learner. This means the learner will be confident of their capabilities as an independent learner and researcher and able to manage their own learning in line with a busy work schedule. This skill-set will be used to develop a depth and breadth of subject-matter knowledge, reflecting and analysing the implications of this towards understanding of innovation and the changing global sport context, and applying this new understanding in practical situations accordingly.

Action learning involves the use of 'real-life' problems and scenarios; these will be integrated into the workshops and other face-to-face sessions. This flexible process allows action, improvement and change together with relevant research to be achieved at the same time. Each learner will gain knowledge and understanding which will allow change to be processed in an informed way, and similarly, understanding will be further informed by that change. This process of learning can be replicated in the workplace to help and enable transference of learning and is self-developmental and reflective in nature.

## Teaching contact hours

In a typical week students will have up to 12 contact hours of teaching and this will break down as:

- Lectures: 6 hours per week in groups of between 5 and 20;
- Seminars: 6 hours per week in small groups of between 5 and 15-20;
- Work-based learning: 15 hours per week in semester 2;
- Project supervision: 1 hour per week over semester 2/3;
- Fieldwork: 40 hours over the semester.

In addition, students will be expected to undertake around 25 to 28 hours of personal study each week including reading and preparation for classes and assessments, online activities etc.

During the academic year students will have opportunities to meet with module tutors on a one to one or small group basis to discuss assessments and will meet with their personal academic tutor on 2 occasions to discuss academic and personal development.

## 14. Assessment strategy

The underpinning philosophy of all the assessments is developmental, enhancing current knowledge, expertise and capabilities towards each individual being an able and confident leader and manager. Each learner will receive regular and constructive feedback from the academic team, peers, and, where appropriate, industry professionals. There will be support in the use and integration of this feedback as part of professional and self-development, and this active guidance will help to plan the next stages of the learning journey. This opportunity for supported self-reflection will enable each student to take charge of their own learning through the development of critical evaluation, reflection and planning skills.

To facilitate and maximise learning, a range of assessment methods are used throughout the programme. They are all rooted in authentic and practical scenarios to enable learning to be transferred to the professional environment, and for each learner to demonstrate their developing skills and abilities. Assessments include individual written assignments, professional reports, oral presentations, creative design tasks, e-communication submissions, and a capstone applied research project. Each student will emerge a more informed, confident, communicative and engaging individual ready for the next life challenge within the global sports sector.

The learning and teaching environment includes interactive lectures, seminars, workshops and independent and group study tasks, with students gradually required to take control of their learning in a more independent manner as they progress throughout their course. A period of professional work-based learning is included within the course whereby students are required to apply their knowledge and skills to an applied setting. The course culminates with a Master's level Applied Research Project during the final semester of study.

Assessments test both students' theoretical knowledge and application of that knowledge to real-world situations. Students will be required to demonstrate competency in research methods prior to progressing to the Applied Research Project.

Marking criteria are provided with all assignment briefs upon commencement of each module. In addition to summative assessment tasks, a range of formative tasks (which will include online group/individual tasks and tutorials) will provide the opportunity for students to receive feedback on their progress.

The Learning and Teaching strategies used in the International Sport Management

course are in accordance with the UW Learning and Teaching Strategy and Assessment Policy and with the Institute of Sport & Exercise Science response to these documents.

Furthermore, the course will operate within the [University's Taught Courses Regulatory Framework](#) (TCRF) for assessment, marking and re-assessment.

## 15. Programme structures and requirements

The course is available in full and part-time modes. The maximum registration period for the PG Cert Sports Coaching, full time, is one year and part time, is two years.

The award requires students to successfully complete a number of modules to total 60 credits at Level 7 of the Taught Courses Regulatory Framework. Each module is worth 15 or 30 credits.

Students may wish to progress on to the MSc Sports Coaching which requires the successful completion more modules to reach a total of 180 credits, (90 ECTS) at Level 7 including a minimum of 60 credits for the dissertation (See Award Map below for modules and credit values required for each award)

### Level 7

The key defining characteristic of work at Master's level is that it is informed by issues and insight at the forefront of the discipline, field or area of research and professional practice.

#### **Delivery:**

The programmes have been designed to provide opportunities for both newly qualified graduates and currently employed professionals to achieve excellence at postgraduate level. In accommodating these groups of students, in particular those in current employment, the modules have an innovative delivery pattern which supports the University's Mission statement of "increasing access, widening participation and assisting students to achieve their potential".

The predominant principle underpinning the organisation and timetabling of the course will be to flexibly design the best possible package for the cohort in question. This may mean the course looks very different from year-to-year in terms of the delivery patterns of the modules across the semesters. Depending on the status and availability of the cohort, weekday evenings, weekends, study blocks and blended learning will be utilised to create the best possible package for the students. Whilst it is inevitable that no package will ever suit every student perfectly, the module team is committed to ensuring that ever endeavour is invested in creating the most flexible offer possible.

### PG Cert Sports Coaching Award Map

Module Code	Module Title	Status (Mandatory (M) or Optional(O))			
		Credits	PG Cert	PG Dip	MSc
MSPO4071	Athlete Learning and Sports Coaching Pedagogy	30	O	M	M
MSPO4072	Inclusive Coaching and Disability Sport	15	O	O	M
MSPO4068	Professional Placement	30	O	O	O
MSPO4065	Leaders in Sport	15	O	O	O
MSPO4070	Professional Placement	15	O	O	O
MSPO4073	Contemporary Issues in Sports Coaching	15	O	O	O
MSPO4074	Analysing Sports Performance	15	O	O	O
MSPO4075	Scientific Concepts of Sports Coaching	15	O	O	O

Students registered on to the PG Cert Sports Coaching must successfully complete 60 credits at Level 7 from the modules in the above table.

Students progressing onto the PG Dip Sports Coaching must successfully complete a further 60 credits to complete a total minimum of 120 credits at Level 7. MSPO4071 (Athlete Learning and Sports Coaching Pedagogy) must comprise 30 of these 120 credits.

Students may only take one of the two placement modules (MSPO4068 or MSPO4070).

#### **Professional Practice**

The Professional Placement contributes to the awards as either a 15 credit (MSPO4070; 75 hours placement activity) or a 30 credit module (MSPO4068; 150 hours placement activity) and encourages students to make an in-depth self-critical assessment of their practice whilst also developing lifelong critical reflective skills. We support reflective learning in an applied setting, allowing students to apply skills, knowledge and understanding derived from their own professional practice as well as from specialist course modules into a professional setting, and explore the challenges of applying 'book-learning' into professional practice. Placements are identified in the main by postgraduate students (in some cases, contacts within the Institute are used to help a student struggling to find a placement opportunity). The majority of current professional students will cite their placement activity within their current place of work and normally use it to further develop their effectiveness and/or implement new initiatives identified by themselves in discussions with their employers.

## 16. QAA and professional academic standards and quality

This award is located at level 7 of the FHEQ.

### The Framework for HE Qualifications

The course has been developed with reference to the QAA FHEQ (Framework for Higher Education Qualifications, August 2008) ensuring that the qualification represents appropriately the level of achievement required for Master's courses. A full copy of the above document can be found by visiting the QAA website: <http://www.qaa.ac.uk/>

The course takes into account the QAA *Master's Degree Characteristics Statement 2015* (<http://www.qaa.ac.uk/en/Publications/Documents/Masters-Degree-Characteristics-15.pdf>) and the UK Quality Code for Higher Education (August 2015) (<http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code>) documents that specify the key characteristics in relation to purpose, content, structure and delivery, teaching, learning and assessment methods and relationship to further study or employment for Master's Degree programmes.

The Sports Coaching Master's programme includes some learning undertaken in a structured environment alongside time spent in a professional practice scenario.

### Professional Standards

Students enrolled on the course are also encouraged to apply for Chartered Institute for the Management of Sport & Physical Activity (CIMSPA) Accreditation. The course will help prepare students for the certification requirements of CIMSPA, and whilst this is not deemed mandatory it is highly recommended. The CIMSPA competencies, assessment guide and application documents can be found at the following address: <http://www.cimspa.co.uk/en/membership/personal-membership/index.cfm>

## 17. Support for students

The following guidance and support structure is in place for students participating in this course:

- Sports Coaching students experience a wide variety of support for their learning e.g. seminar group work, practical activities, tutorials, problem based learning, pre-module learning activities, Personal Academic Tutor support and the use of e-learning and access to computer and internet facilities e.g. Blackboard.
- Induction event
- Student Course Handbook (published on an annual basis).
- Online support and guidance from tutors where travel to the University is limited between module sessions.
- All students have a Personal Academic Tutor who offers general support regarding academic progress, academic support, pastoral support and guidance and can guide the process of Personal Development Planning (PDP). The Personal Academic Tutor is available to support students in a variety of ways including telephone or online contact if travel to the University is limited between study sessions.
- Library induction and information skills packages;
- The Information & Communication Technology Service provides training and can assist with all technology questions <http://www.worc.ac.uk/ict/>; study skills provided within the subject, and separately by Student Services. The Disability and Dyslexia Service within Student Services provides specialist support on a one-to-one basis. In addition, Student Services specifies appropriate arrangements that can be made for students with disabilities
- Opportunities to study/travel abroad (optional);
- Students supported by Library Services (Library, IT, Media and Print) <http://www.worcester.ac.uk/library>;
- The University's Careers Service provides training opportunities for career planning;

- Firstpoint (<http://www.worcester.ac.uk/your-home/firstpoint.html>) and Student Services (<http://www.worcester.ac.uk/student-services/index.htm>) to answer all queries related to student life;
- The University's International office offers support to overseas students via Firstpoint;
- The Language Centre provides English Language courses for International students.

## 18. Admissions

### Admissions policy

The University aims to be accessible. It is committed to widening participation and encouraging diversity in the student population. The Institute of Sport and Exercise Science works closely with central student support services including the Admissions Office and the International Centre to support students from a variety of different backgrounds. We actively encourage and welcome people from the widest range of economic and cultural backgrounds and value the contribution of mature learners.

Our policy is to offer a place to any student that we deem to be capable of success and who is likely to substantially benefit from the programme. We support the University's mission statement of increasing access, widening participation and assisting students to achieve their potential.

### Entry requirements

Students will normally have a 2:1 degree classification in either a sport management, sport development/coaching or business discipline.

Students who hold a relevant degree classification of either 2:2 (or below), or, a non-related degree will be considered on a case-by-case basis and may be required to submit a portfolio of evidence to demonstrate experience of work within the field. Applicants should be able to demonstrate academic capability for study at this level and strong interest and commitment in the relevant disciplines.

In the event of students completing their period of Professional Practice in an environment where they may be working with children or vulnerable adults, they will be required to follow their home country procedures for Disclosure Barring Service enhanced disclosure checks and they must provide this evidence to University of Worcester staff prior to acceptance.

Any applicants whose first language is not English or who has not been educated wholly or mainly in the medium of English must reach a minimum IELTS score of 6.5 (or equivalent in an approved test in English) or otherwise demonstrate that they have an adequate command of both written and spoken English before starting the course.

### Recognition of Prior Learning

Students with relevant previous study at postgraduate level or with extensive experience may be considered eligible for recognition of prior learning. Please contact the Registry Admissions Office for further information or guidance on 01905 855111.

Further information on Recognition of Prior Learning can be found at <http://www.worcester.ac.uk/registryservices/941.htm>

### Admissions procedures

Potential students should apply directly via the Registry at the University of Worcester. Given the potentially diverse backgrounds of applicants with a sport or related degree qualification, all will be interviewed in order to ascertain their suitability for the course. For

overseas applicants a telephone/video interview will be required if they are unable to travel to the University of Worcester.

### **Admissions/selection criteria**

Prospective students may contact the course leader for further information and guidance on suitability for the course. Some candidates may be required to complete a brief assignment to demonstrate suitable level of academic writing. In all circumstances, the following criteria will guide acceptance to the course:

- strong knowledge in the field of sport or related subject suitable for Master's level academic work;
- evidence of engagement with professional and academic literature/publications relevant to Continuing Professional Development;
- ability to manage self, learning and professional duties where applicable;
- a good communicator;
- evidence of ability to manage work independently;
- proven track record of dealing with complex and multi-disciplinary issues relevant to the chosen subject area.

### **19. Methods for evaluating and improving the quality and standards of teaching and learning**

The Institute operates a robust, organic and on-going system of quality management and enhancement that involves the following elements:

- Annual evaluation of the quality of the subject.
- External Examiner reports.
- Each module provides opportunities for student evaluation (mid module and end of module)
- Course Management committee considers student feedback via student Course Representatives.
- Departmental staff and student consultative committee considers generic student issues.
- The University's Learning, Teaching and Student Experience Committee which helps to promote learning and teaching across the institution.
- Board of Examiners Moderation Group – Post module investigation (selected modules).
- Peer review of teaching by staff.
- A teacher accreditation course (Postgraduate Certificate in Learning and Teaching in Higher Education) for new staff accredited by HEA and SEDA.
- Institute of Sport & Exercise Science Learning Advisory Group.
- A mentoring system for new staff.
- New staff observed by Head of Institute.
- Peer observation
- Personal Academic Tutor Feedback

### **20. Regulation of assessment**

The course operates under the University's [Taught Courses Regulatory Framework](#)

#### **Requirements to pass modules**

- Modules are assessed using a variety of assessment activities which are detailed in the module specifications;
- The minimum pass mark is D- for each module;
- Students are required to submit all items of assessment in order to pass a module, and in some modules, a pass mark in each item of assessment may be required;
- Full details of the assessment requirements for a module, including the assessment criteria, are published in the module outline.

### Submission of assessment items

- Students who submit course work late but within 5 days of the due date will have work marked, but the grade will be capped at D- unless an application for mitigating circumstances is accepted;
- Students who submit work later than 5 days but within 14 days of the due date will not have work marked unless they have submitted a valid claim of mitigating circumstances;
- For full details of submission regulations please see the Taught Courses Regulatory Framework.

### Retrieval of failure

- Students are entitled to resit failed assessment items for any module that is awarded a fail grade;
- Reassessment items that are passed are capped at D-;
- If a student is unsuccessful in the reassessment, they have the right to retake the module (or, in some circumstances, take an alternative module); the module grade for a re-taken module is capped at D-.
- A student who fails 60 credits or more after exhausting all reassessment opportunities may be required to withdraw from the University.

### Requirements for Awards

Award	Requirement
PG Cert	Passed a minimum of 60 credits at level 7, as specified on the award map.

**PG Cert awards are unclassified.**

## 21. Indicators of quality and standards

The Institute of Sport and Exercise Science runs a wide range of courses at Master's level and has a well-developed and inclusive culture of post-graduate study. The Institute also has significant engagement with the needs of employers through its Sports Employers Advice Panel (sport management) and through links to the professional body (CIMSPA), national governing bodies, and industry groups.

The following quality management and enhancement mechanisms are indicative of the Institute's commitment to the maintenance of high standards:

- Internal Annual Course Evaluation reports
- Annual External Examiners reports
- Annual Placement Audit
- Departmental Periodic Review
- QAA Code of Practice
- FHEQ
- Sports Employers Advice Panel (sport management)
- HEFCE performance indicators, especially with respect to completion and achievement
- Staff research in sport management, work based learning, and allied subjects.

Specific indicators of Quality and Standards for the current MSc Sports Management course include:

- The Master's Survey of Student Perceptions and Experiences [combined MSc Sports Coaching / Sports Management] (2012; responses = 16; response rate = 32%) indicated that 63% of the sample perceived the course to have a large impact upon their professional development with 12 students securing new employment or

promotion, 5 students gaining recognition from their employer (either monetary or from the employer) and 4 students starting a further course upon completing the award.

- Students cited a range of reasons for the impact the MSc had including “...development of reflective thinking”, “reflection on my performances” and “Micro political strategies that I now consciously use to manage people, athletes and situations”.
- External Examiners endorse the quality and standards of the courses identifying several areas of excellent practice:
  - “...industry-based case studies are contained within the assignments, but the Professional Practice module is exceptional in its comprehensive structure and support, with diagnostic materials and exercises which enable the student to realise the full potential of the placement and to reflect accurately on their learning whilst working” (External Examiners Report for Sports Management, 2011-2012).
  - “...there was evidence of agility in thinking through assessment practices and this was carried out within a framework of enhancing the student experience”.
  - “Feedback was consistently excellent and stands out as an example of good practice” (External Examiners Report for Sports Management, 2015-16).

## **22. Graduate destinations, employability and links with employers**

### **Graduate destinations**

A graduate of the PG Cert will develop knowledge, skills and critical thinking to enable a positive contribution in a sports or business career. The purpose of the PG Cert is to develop well rounded, knowledgeable and empathetic people who have an ability to think critically about a variety of situations and offer a service that help their athletes/clients participate, perform and develop life skills.

A PG Cert Sports Coaching will provide graduates with opportunities in many areas of sport and/or careers that are useful not only in coaching, but in other areas of employment as well. In fact this degree is useful in a wide range of occupations, such as:-

- Professional Sports Coach
- Fitness instructor
- Physical Education teacher
- Sports Coach
- Strength and Conditioning coach
- Coach Development Officer
- Sport Development Officer
- Sports Coaching Lecturers
- Recreation officer
- Self-employed coaching consultant
- Researcher
- Performance Analyst

There is the opportunity to progress to the Master’s Degree in Sports Coaching from this award.

### **Student employability**

The course prepares students for employment, through the development of employability skills and attributes throughout all elements of the modules and in particular, the Professional Placement (MSPO 4013) where their placement activity enables students to engage in application of advanced theory into practice. In this context students can apply skills, knowledge and understanding derived from their own professional practice as well as from specialist course modules into a professional setting, and explore the challenges of applying 'book-learning' into professional practice. The use of mentor support and a critical friend underpin this experience whilst academic guidance from tutors helps the student

develop advanced critical reflective skills preparing them for lifelong learning and effective continuing personal and professional development; a necessity in the work environment.

### **Links with Employers**

Modules within the Postgraduate Certificate Sports Coaching have been written by academics currently members of and engaged with an array of professional bodies and employers within their pathway disciplines including the Institute of Leisure and Amenities Management, the Institute of Sport and Recreation Management, the British Association of Sport & Exercise Sciences, English Basketball Association, British Triathlon Association, British Swimming, British Canoe Union and British Gymnastics Associations.

Through involvement of the Institute of Sport & Exercise Science Sports Employers Advice Panels (SEAP), the blend of academic qualification and professional engagement of staff within the programme team has ensured that career considerations are at the forefront of the programme content.

**Please note:** This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided. More detailed information on the learning outcomes, content and teaching, learning and assessment methods of each module can be found in associated course documentation e.g. course handbooks, module outlines and module specifications.