

apprenticeship FRAMEWORK

Coaching

IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills and Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 14th October. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

Latest framework version?

For any previous versions of this framework: www.acwcerts.co.uk/framework_library

Issue date: [16 May 2014]

Published By

[Skillsactive]

Apprenticeship Certification
Wales

<https://acwcerts.co.uk/web/>

Document Status:

[Issued]

Coaching

Contents

Contents

Framework information.....	3
Contact information	4
Revising a framework.....	5
Purpose of this framework.....	7
Entry conditions for this framework	11
Level 2, Pathway 1: Coaching Swimming	13
Level 2, Pathway 2: Coaching Tennis	22
Level 3, Pathway 1: Coaching Tennis	32
How equality and diversity will be met	40
On and off the job training	42
Wider key skills assessment and recognition	45

Framework information

Information on the Issuing Authority for this framework:

SkillsActive

The Apprenticeship sector for occupations in sports coaching, active leisure, hairdressing and beauty (also includes fitness, stewarding, outdoors, playwork and sporting excellence).

Issue number: 3	This framework includes:
Framework ID: FR02741	Level 2 <input checked="" type="checkbox"/> Level 3 <input checked="" type="checkbox"/> Level 4-7 <input type="checkbox"/>
Date this framework is to be reviewed by: 31/03/2015	This framework is for use in: Wales

Short description

The Apprenticeship in Coaching is designed for those individuals who wish to gain a broad, but solid foundation to allow them to follow a career in the active leisure sector as a coach in the context of a specific sport.

In active leisure, roles covered by this framework tend to be more of a community and/or club focus, and apprentices are often employed in community settings as community sport coaches or club coaches.

However the advanced level pathway also caters for coaching at elite levels.

The expectation is that this framework is completed in a minimum duration of 12 months.

Contact information

Proposer of this framework

[SkillsActive has developed this framework in consultation with the National Governing Bodies of the sports covered within this framework: Tennis Wales for Tennis and Swim Wales covering all pool based roles.

The following organisations also contributed to the development of this framework: The Welsh Sports, Association, Sport Wales, Training provider network representatives, 1st4sport Awarding Organisation and Local Authority representatives]

Developer of this framework

Name: [Krisztina Biliczky]

Organisation: [Skillsactive]

Organisation Type: [Sector Skills Council]

Job Title: [Apprenticeship Manager]

Phone: [0207 632 2029]

Email: [krisztina.biliczky@skillsactive.com]

Postal address: [SkillsActive
3rd Floor, 77-91 Castlewood House
New Oxford Street, London
WC1A 1DG]

Website: [www.skillsactive.com]

Issuing Authority's contact details

Issued by: SkillsActive

Issuer contact name: [Dian Shaw]

Issuer contact phone: [0845 230 6080]

Issuer Email: Dian.shaw@skillsactive.com

Contact Details

Who is making this revision [Krisztina Biliczky]

Your organisation [SkillsActive]

Your email address: [krisztina.biliczky@skillsactive.com]

Revising a framework

Why this framework is being revised

[This framework has been revised to include newly accredited qualifications relevant for inclusion in this framework.]

Summary of changes made to this framework

[This framework has been revised to include newly accredited qualifications relevant for inclusion in this framework.]

Qualifications removed

[None]

Qualifications added

[Intermediate Level Apprenticeship in Coaching Swimming

The following knowledge qualification has been added to the framework:

- STA Level 2 Certificate in Teaching Aquatics 601/2727/2

The following qualifications have been added to the Employer Rights and Responsibilities section of the framework:

- NOCN Level 2 Award in Employment Awareness in Active Leisure and Learning 600/8097/8

Intermediate Level Apprenticeship in Coaching Tennis

The following qualifications have been added to the Employer Rights and Responsibilities section of the framework:

- NOCN Level 2 Award in Employment Awareness in Active Leisure and Learning
600/8097/8

Qualifications that have been extended

[None.]

Purpose of this framework

Summary of the purpose of the framework

[The Apprenticeship in Coaching is designed for those individuals who wish to gain a broad, but solid foundation to allow them to follow a career in the active leisure sector as a coach in the context of a specific sport.

In active leisure, roles covered by this framework tend to be more of a community and/or club focus, and apprentices are often employed in community settings as community sport coaches or club coaches.

However the advanced level pathway also caters for coaching at elite levels.

The expectation is that this framework is completed in a minimum duration of 12 months.]

Aims and objectives of this framework (Wales)

[The active leisure, learning and well-being sector as a whole had an estimated UK gross value added (GVA) output of £8.7 billion in 2008, accounting for 0.9% of the whole UK economy. The SkillsActive sector impacts on tourism (a new Welsh Government priority sector through their Economic Renewal Programme), events, retailing, manufacturing and construction, and outperformed the UK four-fold in direct employment from 1999 to 2004. The GVA output of sport, fitness, the outdoors and the caravan industry in Wales in 2008 equalled £225 million, accounting for 0.9 per cent of total Wales output. The Welsh Government's Economic Renewal Programme (2010) cites sport as a vibrant sector within the Welsh economy.

Estimates suggest that the SkillsActive sector employs circa 32,000 people in Wales. The workforce in Wales accounts for four per cent of the sector's UK employment. Sport, fitness and the outdoors is by far the largest of the sub-sectors, accounting for 62 per cent of sector GVA and 71 per cent of employment.

The Welsh Government's Economic Renewal Programme highlights a commitment to the continuous development of the apprenticeship model as a flagship vocational training option. A Vision for Sport in Wales published by Sport Wales also cites the need to grow a skilled and passionate workforce as a key driver. Apprenticeships can contribute to delivering this vision.

The provision of recreational, sport and fitness facilities is a key element in the drive to improve the active lifestyles of individuals across all strata of the population. As outlined in Creating an Active Wales, the Welsh Government action plan for sport and physical activity, regular engagement with physical activity has additional benefits to the wider economy. The action plan highlights that those who are physically active have as much as a 50 per cent

reduced risk of developing major health related diseases in later life. Improvements to the number of people engaged in physical activity could therefore have long term bearings on health expenditure. Estimates suggest that physical inactivity costs the Welsh economy around £650 million per year.

The Welsh Health Survey 2009 suggests that around 57 per cent of adults are classified as overweight or obese (21 per cent are obese). Additionally, Wales records the highest levels of childhood obesity compared with the other Home Countries at 19 per cent. There is continued commitment to improve participation in sport and physical activity in Wales. Creating an Active Wales is the Welsh Government's plan for improving levels of physical activity in Wales (launched in 2009). The report outlines the need to increase participation in physical activity to ensure improvements in health and wellbeing and sets out a range of targets to increase activity levels.

The purpose of the framework is to offer a structured training programme for those who already work in a coaching setting and wish to gain further skills and knowledge to progress their careers, however entry is also available to those who newly enter the sector as a career change or without any previous experience.

Coaches play a major part in sustaining participation rates as well as helping develop elite performance not only across sports but also in fitness. There are approximately 1,177,000 practicing coaches and leaders in the UK in a wide range of settings such as schools, youth clubs, leisure centres, and sport settings. Wales accounts for around five per cent of coaches in the UK (circa 54,000 inclusive of volunteers). The coaching workforce in Wales is expected to grow by around eight per cent to around 58,770 coaches in 2016/17. Evidence from across the UK suggests that the majority of coaches continue to work on a voluntary basis (70 per cent). Overall, just seven per cent of UK coaches are estimated to work in a full-time paid capacity. Only around a half of these hold an up to date qualification, thus highlighting the need to provide a sound apprenticeship framework that will give the qualifications for coaches and leaders entering the sector or already practicing. There is a continued employer demand for qualified coaches and leaders as our most recent research documents confirm due to the ever increasing popularity of sport and fitness throughout the UK.

Customer handling, team working and technical and practical skills have been identified by 17 per cent of the employers in the sector as skills that are lacking or need improving among their active leisure staff. Communication, health and safety and first aid skills were also cited as skills needed by staff.

Employers require more clarity when it comes to the key qualifications that support their workforce. The Coaching apprenticeship programme will provide this clarity through a defined route to employment in the sector, and a foundation for progressing within it. The generic skills gaps that have been identified in this sector e.g. customer handling, technical and practical skills, communication, team working and problem solving, are addressed in the programme.

Additionally, the technical knowledge and skills required in the coaching role are also provided for.

The Coaching apprenticeship programme will provide individuals with the skills, knowledge and competencies required to deliver high level customer care, coupled with the technical ability to deliver the active leisure activities their customers require. It will serve to sign-post potential entrants to the industry, along with giving those in employment the skills basis for developing their careers within the sector. The programme will also support the employer aims of improving the soft skills of their workforce, and identifying a unified qualification structure that can be adopted by the broad industry.

This framework will contribute towards:

- Meeting the generic skills priorities for the sector which includes communication, team working, customer services and employability skills.
- Addressing sector specific skills gaps in order to provide a quality, welcoming, safe and motivating environment to provide a quality service in a range of sport and recreation settings.
- Bringing about a more diverse workforce which reflects the community and customers they serve.

How will the framework achieve the above objectives?

- The framework will address the issue of generic skills priorities as all of these skills from customer service to communication and team working are an essential part of the framework elements and apprentices will be required to learn, use and practice these skills by obtaining essential skills qualifications and studying for both the competence and knowledge elements of the programme.
- The qualifications contributing to a more skilled workforce within the sector will not only be the competence and the knowledge elements but also the additional employer requirements which will give a great opportunity to tailor apprentices' training programme to the employers / customers particular needs and for apprentices to gain additional technical skills.
- Due to the recession, it is important that the sector recognises the value of apprenticeship programmes in upskilling the coaching workforce and the value of apprentices to their businesses. Having a workforce grown internally via apprenticeship programmes ensures that business are supplied with a workforce who will have not only the soft skills but also the specific technical skills to work and progress within the industry making a successful business for the employer and a quality experience for the customers.
- SkillsActive will encourage employers to recognise the additional value of the full apprenticeship programme for getting their workforce qualified as this will equip the apprentices with not only all the essential generic skills but also the sector specific technical skills.

The Foundation Apprenticeship in Coaching will provide a workplace focused training route to complement other Welsh programmes such as the Pathways To Apprenticeships scheme.

This framework will also contribute to the priorities of the Welsh Government set out in Skills That Work for Wales (2008) in particular:

Preparing Young People for the Future by:

- Developing a combination of technical occupational skills and generic work related skills.
- Providing a pathway from school and the Welsh BaccaLaureate to employment.
- Requiring apprentices to obtain an understanding of the sector and its career pathways so that they can make informed choices about their future.

Investing in Apprenticeships by:

- Providing a comprehensive suite of apprenticeship frameworks, of which this is one, covering all of the main occupations in the active leisure, learning and well-being sector.
- Providing a framework that meets the requirements of the Specification of Apprenticeship Standards for Wales, that can integrate with the Welsh BaccaLaureate and help end the separation between vocational and academic qualifications.
- Supporting the implementation of new QCF qualifications included in the framework.

Getting the basics right by:

- Supporting learners, who have not achieved basic skills during their schooling to obtain literacy, numeracy and ICT skills with Essential Skills Wales accreditation. This will help reduce the 25 per cent of adults in Wales who do not have Level 1 literacy skills and the 53 per cent who do not have Level 1 numeracy skills.

Entry conditions for this framework

[This Apprenticeship in Coaching is designed for those individuals who are looking to develop their knowledge and skills in order to progress their career in coaching.

The framework is also open for those individuals who are already in the sector but are looking to gain new skills and progress their careers.

It is good practice that apprentices are interviewed by both their employer and training provider and undergo a centre devised initial assessment, testing their literacy and numeracy skills as well as their attitude to the workplace and customers.

Potential apprentices should have a positive, motivating, can do attitude and be willing to work both as part of a team or on their own. They should be motivated to succeed in the sector and be willing to work shifts, sometimes unsociable hours and travel between sites. Potential apprentices are expected to have the skills to work with and motivate a variety of different clients they will work with. Apprentices might also need to undergo police checks for example when working with vulnerable adults and children.

Potential apprentices should have an interest and perhaps an aptitude for the chosen sport and may have already gained experience through voluntary and support activities.

Apprentices will be given the opportunity to gain literacy and numeracy qualifications alongside their industry related skills and qualifications.

It is not a mandatory part of this framework to achieve ICT qualifications, although apprentices are encouraged to take every opportunity to broaden their skills base.]

Level 2

Title for this framework at level 2

Foundation Apprenticeship in Coaching

Pathways for the framework at level 2:

Pathway 1: Coaching Swimming

Pathway 2: Coaching Tennis

Level 2, Pathway 1: Coaching Swimming

Description of this pathway

Coaching swimming and related activity sessions.

Apprentices completing this pathway of the framework will achieve a minimum of 72 credits in total made up of the components of this framework.

- 37 credits for competence - Level 2 Diploma in Coaching Learning to Swim
- 17 credits for knowledge - Level 2 Certificate in Teaching Aquatics for example
- 12 credits for Essential Skills Wales
- 6 credits for ERR - Level 2 Award in Employment Awareness in Active Leisure and Learning

Entry requirements for this pathway in addition to the framework entry requirements

In addition to those listed in the entry requirements section, apprentices wishing to undertake a coaching swimming programme should ideally have an interest and perhaps aptitude for swimming and may have already gained experience in voluntary and support roles.

As coaches, potential apprentices should also have suitable communication skills for the role.

Job title(s)	Job role(s)
Community Sports Coach	Plan, prepare, deliver and evaluate the coaching programme to develop participants of the given sport.
Swimming Coach	Plan, prepare, deliver and evaluate the coaching programme to develop participants in swimming. Admin duties including arranging competition fixtures and communicating results, providing nutrition and injury prevention advice.
Club Coach/Instructor	Plan, prepare, deliver and evaluate the coaching programme to develop swimming participants. Provide guidance to swimming club manager, assistant coaches, and club secretary. Provide nutrition and injury prevention advice.
Swimming Teacher	Plan, prepare, deliver and evaluate the teaching programme to develop participants in swimming. Provide guidance to swimming club manager and other team members. Provide nutrition and injury prevention advice.

Qualifications

Competence qualifications available to this pathway

C1 – Level 2 Diploma In Coaching Learn to Swim

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/5023/8	ASA	37	301	N/A

Knowledge qualifications available to this pathway

K1 – Level 2 Certificate in Coaching Swimming

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/2013/1	ASA	17	60	N/A

K2 – Level 2 Certificate in Coaching Synchronised Swimming

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/2017/9	ASA	17	60	N/A

K3 – Level 2 Certificate in Coaching Diving

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K3a	600/2015/5	ASA	17	60	N/A

K4 – Level 2 Certificate in Coaching Water Polo

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K4a	600/20167	ASA	17	60	N/A

K5 – Level 2 Certificate in Teaching Aquatics

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K5a	600/2075/1	ASA	17	143	N/A
K5b	600/2727/2	STA	17	143	N/A

K6 – Level 2 Certificate in Swimming Teaching

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K6a	600/3057/4	STA	17	135	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

[K1 - K6 provides the underpinning knowledge and understanding for C1.

Selection of the most suitable knowledge qualification will be based on the type of pool based role the given apprentice is employed in.]

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

[Enter alternative grade/level requirements and reasons here.]

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

[Enter alternative grade/level requirements and reasons here.]

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

Progression routes into and from this pathway

PROGRESSION INTO THIS FRAMEWORK

There are no pre-defined entry routes, however learners wishing to progress into this apprenticeship programme could come from a variety of backgrounds with a variety of qualifications. These might include diplomas, GCSEs, A levels or vocational training routes such as Pathway To Apprenticeships or other vocational qualifications and work experience.

Learners can also progress into this apprenticeship if they are already employed in the sector and wish to develop their knowledge and skills to progress their careers.

Learners can also progress into this programme from employment in a different sector as a career change.

PROGRESSION FROM THIS FRAMEWORK

Successful completion of the Foundation Apprenticeship in Coaching can open doors to a wide range of progression opportunities within the sector. Typically, employers like to recruit staff with a mix of two or three appropriate qualifications plus relevant workplace experience—completion of an apprenticeship is a good stepping stone towards meeting these needs.

Progression is possible to other areas of the active leisure, learning and well-being sector. With an appropriate level of experience, more advanced people skills and a greater portfolio of technical coaching qualifications, a wider range of roles will become accessible.

For those looking to work in an educational setting, there is normally a need for appropriate teaching qualifications which can include a degree. Looking beyond a coaching role, career development can often lead to significant elements of leadership and management within roles.

Promotion or progression into roles such as a Sport Development Officer or Manager as well as Community Sports Development Manager is also a possibility on completion of this apprenticeship programme, particularly after having worked in the sector for some time.

A career in coaching can develop an impressive tool box of transferable skills. A range of opportunities are available to those who are willing to work towards and gain the experience and qualifications needed to work successfully within the sector. Whichever path the apprentice takes, this framework offers a sound initial platform to work from.

Please also check the SkillsActive Careers site for further information on progression

opportunities from coaching and more detailed information on available job roles in the sector.
www.skillsactive.com/careers

CERTIFICATION

On completion of all components of this apprenticeship programme and meeting the full framework requirement, learners or training providers/employers on the learners' behalf and authorized by the learner must apply to the relevant Certifying Body to request the overarching apprenticeship certificate. For further information on this process please check the Apprenticeship Certification Wales (ACW) website on www.acwcerts.co.uk

UCAS points for this pathway:

[N/A]

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

[In the Active Leisure, Learning and Well-being sector the employee rights and responsibilities requirement of the apprenticeship programme will be met by all apprentices completing an externally assessed and verified qualification covering all nine national outcomes of the employee rights and responsibilities listed below:

- Employer and employee statutory rights and responsibilities under Employment Law.
- Procedures and documentation in their organisation which recognises and protects their relationship with their employer / health & safety and equality & diversity training must be an integral part of the apprentice's learning programme.
- The range of sources of information and advice available on employment rights and responsibilities.
- The role played by this occupation within the organisation and industry.
- Types of career pathways open to the apprentice.
- Types of representative bodies and an understanding of their relevance to the industry and organisation and their main roles and responsibilities.

- How and where to get information and advice on the industry, occupation, training and careers.
- The organisation's principles and codes of practice.
- Issues of public concern that affect the organisation and industry.

It is a mandatory outcome of the apprenticeship programme that all apprentices complete one of the qualifications listed below covering all nine national outcomes of the employee rights and responsibilities listed above:

- CYQ Level 2 Award in Employment Awareness in Active Leisure and Learning 500/6534/8
- City& Guilds Level 2 Award in Employment Awareness in Active Leisure and Learning 500/6581/6
- 1st4sport Level 2 Award in Employment Awareness in Active Leisure and Learning 500/7337/0
- VTCT Level 2 Award in Employment Awareness in Active Leisure and Learning 500/7393/x
- Active IQ Level 2 Award in Employment Awareness in Active Leisure and Learning 500/7367/9
- LAO Level 2 Award in Employment Awareness in Active Leisure and Learning 500/7237/7
- Edexcel Level 2 Award in Employment Awareness in Active Leisure and Learning 500/9273/X
- NCFE Level 2 Award in Employment Awareness in Active Leisure and Learning 501/1810/9
- CACHE Level 2 Award in Employment Awareness in Active Leisure and Learning 600/1331/x
- OCR Level 2 Award in Employment Awareness in Active Leisure and Learning 600/2422/7
- EDI Level 2 Award in Employment Awareness in Active Leisure and Learning 600/4424/x
- HABC Level 2 Award in Employment Awareness in Active Leisure and Learning 600/4477/9
- IQ Level 2 Award in Employment Awareness in Active Leisure and Learning 600/4709/4
- SQA Level 2 Award in Employment Awareness in Active Leisure and Learning 600/4939/x
- NOCN Level 2 Award in Employment Awareness in Active Leisure and Learning 600/8097/8

All of the qualifications listed above carry 6 credits each towards the total credit value of this framework.]

[

Level 2, Pathway 2: Coaching Tennis

Description of this pathway

Coaching tennis and other related activity sessions.

Apprentices completing this pathway of the framework will achieve a minimum of 77 credits in total made up of the components of this framework.

- 41 credits for competence - Level 2 Diploma in Coaching Tennis
- 18 credits for knowledge - Level 2 Certificate in Coaching Tennis
- 12 credits for Essential Skills Wales
- 6 credits for ERR - Level 2 Award in Employment Awareness in Active Leisure and Learning

Entry requirements for this pathway in addition to the framework entry requirements

In addition to those listed in the entry requirements section, apprentices wishing to undertake a coaching tennis programme should ideally have an interest and perhaps aptitude for tennis and may have already gained experience in voluntary and support roles.

As coaches, potential apprentices should also have suitable communication skills for the role.

Job title(s)	Job role(s)
Community Sports Coach	Plan, prepare, deliver and evaluate the coaching programme to develop participants of the given sport.
Tennis Coach	Plan, prepare, deliver and evaluate the coaching programme to develop tennis players. Provide nutrition and injury prevention advice.
Club Coach / Instructor	Plan, prepare, deliver and evaluate the coaching programme to develop tennis players. Provide guidance on nutrition and injury recognition and prevention. Support the club manager, other coaches and club secretary in the running of a club

Qualifications

Competence qualifications available to this pathway

C1 – Level 2 Diploma in Coaching Tennis

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/2835/X	1 st 4sport	41	277	N/A

Knowledge qualifications available to this pathway

K1 – Level 2 Certificate in Coaching Tennis

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/0489/7	1 st 4sport	18	63	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge for C1.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

Progression routes into and from this pathway

PROGRESSION INTO THIS FRAMEWORK

There are no pre-defined entry routes, however learners wishing to progress into this apprenticeship programme could come from a variety of backgrounds with a variety of qualifications. These might include diplomas, GCSEs, A levels or vocational training routes such as Pathway To Apprenticeships or other vocational qualifications and work experience.

Learners can also progress into this apprenticeship if they are already employed in the sector and wish to develop their knowledge and skills to progress their careers.

Learners can also progress into this programme from employment in a different sector as a career change.

PROGRESSION FROM THIS FRAMEWORK

Successful completion of the Foundation Apprenticeship in Coaching can open doors to a wide range of progression opportunities within the sector. Typically, employers like to recruit staff with a mix of two or three appropriate qualifications plus relevant workplace experience—completion of an apprenticeship is a good stepping stone towards meeting these needs.

Progression is possible to other areas of the active leisure, learning and well-being sector. With an appropriate level of experience, more advanced people skills and a greater portfolio of technical coaching qualifications, a wider range of roles will become accessible.

For those looking to work in an educational setting, there is normally a need for appropriate teaching qualifications which can include a degree. Looking beyond a coaching role, career development can often lead to significant elements of leadership and management within roles.

Promotion or progression into roles such as a Sport Development Officer or Manager as well as Community Sports Development Manager is also a possibility on completion of this apprenticeship programme, particularly after having worked in the sector for some time.

A career in coaching can develop an impressive tool box of transferable skills. A range of opportunities are available to those who are willing to work towards and gain the experience and qualifications needed to work successfully within the sector. Whichever path the apprentice takes, this framework offers a sound initial platform to work from.

Please also check the SkillsActive Careers site for further information on progression

opportunities from coaching and more detailed information on available job roles in the sector.
www.skillsactive.com/careers

CERTIFICATION

On completion of all components of this apprenticeship programme and meeting the full framework requirement, learners or training providers/employers on the learners' behalf and authorized by the learner must apply to the relevant Certifying Body to request the overarching apprenticeship certificate. For further information on this process please check the Apprenticeship Certification Wales (ACW) website on www.acwcerts.co.uk

UCAS points for this pathway:

N/A

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

In the Active Leisure, Learning and Well-being sector the employee rights and responsibilities requirement of the apprenticeship programme will be met by all apprentices completing an externally assessed and verified qualification covering all nine national outcomes of the employee rights and responsibilities listed below:

- Employer and employee statutory rights and responsibilities under Employment Law.
- Procedures and documentation in their organisation which recognises and protects their relationship with their employer / health & safety and equality & diversity training must be an integral part of the apprentice's learning programme.
- The range of sources of information and advice available on employment rights and responsibilities.
- The role played by this occupation within the organisation and industry.
- Types of career pathways open to the apprentice.
- Types of representative bodies and an understanding of their relevance to the industry and organisation and their main roles and responsibilities.
- How and where to get information and advice on the industry, occupation, training and careers.
- The organisation's principles and codes of practice.
- Issues of public concern that affect the organisation and industry.

It is a mandatory outcome of the apprenticeship programme that all apprentices complete one of the qualifications listed below covering all nine national outcomes of the employee rights and responsibilities listed above:

- CYQ Level 2 Award in Employment Awareness in Active Leisure and Learning 500/6534/8
- City& Guilds Level 2 Award in Employment Awareness in Active Leisure and Learning 500/6581/6
- 1st4sport Level 2 Award in Employment Awareness in Active Leisure and Learning 500/7337/0
- VTCT Level 2 Award in Employment Awareness in Active Leisure and Learning 500/7393/x

- Active IQ Level 2 Award in Employment Awareness in Active Leisure and Learning 500/7367/9
- LAO Level 2 Award in Employment Awareness in Active Leisure and Learning 500/7237/7
- Edexcel Level 2 Award in Employment Awareness in Active Leisure and Learning 500/9273/X
- NCFE Level 2 Award in Employment Awareness in Active Leisure and Learning 501/1810/9
- CACHE Level 2 Award in Employment Awareness in Active Leisure and Learning 600/1331/x
- OCR Level 2 Award in Employment Awareness in Active Leisure and Learning 600/2422/7
- EDI Level 2 Award in Employment Awareness in Active Leisure and Learning 600/4424/x
- HABC Level 2 Award in Employment Awareness in Active Leisure and Learning 600/4477/9
- IQ Level 2 Award in Employment Awareness in Active Leisure and Learning 600/4709/4
- SQA Level 2 Award in Employment Awareness in Active Leisure and Learning 600/4939/x
- NOCN Level 2 Award in Employment Awareness in Active Leisure and Learning 600/8097/8

All of the qualifications listed above carry 6 credits each towards the total credit value of this framework.

Level 3

Title for this framework at level 3

Apprenticeship in Coaching

Pathways for the framework at level 3:

Pathway 1: Coaching Tennis

Level 3, Pathway 1: Coaching Tennis

Description of this pathway

Coaching Tennis

Apprentices completing this pathway of the framework will achieve a minimum of 93 credits in total made up of the components of this framework.

- 47 credits for competence - Level 3 Diploma in Coaching Tennis
- 26 credits for knowledge - Level 3 Certificate in Coaching Tennis
- 12 credits for Essential Skills Wales
- 8 credits for ERR - Level 3 Award in Employment Awareness in Active Leisure and Learning

Entry requirements for this pathway in addition to the framework entry requirements

Apprentices wishing to progress into this advanced programme are required to hold the the 1st4sport Level 2 Diploma in Coaching Tennis or 1st4sport Level 2 Certificate in Coaching tennis or the 1st4sport Level 1 Award in Coaching Tennis and have had ATP/ WTA world ranking point in singles or doubles.

Job title(s)	Job role(s)
Tennis Coach	Plan, prepare deliver and evaluate the coaching programme to develop tennis players, provide guidance to club manager and senior coaches, admin duties, nutrition, injury prevention and management advice.
Senior Coach	Plan, prepare deliver and evaluate the coaching programme to develop tennis players, develop coaching strategies for different participation groups and levels, manage and mentor junior coaches, admin duties, provide nutritional guidance, offer injury management and prevention advice
Club Coach / Instructor	Plan, prepare deliver and evaluate the coaching programme to develop tennis players, provide support to club manager other coaches and club secretary, provide nutritional guidance, offer injury management and prevention advice.
Fitness Coach	Devise and deliver fitness strategies to enhance participants performance in relation to tennis, run exercise programmes to suit different health backgrounds.

Qualifications

Competence qualifications available to this pathway

C1 – Level 3 Diploma in Coaching Tennis

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/4497/4	1 st 4sport	47	252	N/A

Knowledge qualifications available to this pathway

K1 – Level 3 Certificate in Coaching Tennis

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	501/2248/4	1 st 4sport	26	140	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge for C1.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? **YES** **NO**

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? **YES** **NO**

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

Progression routes into and from this pathway

PROGRESSION INTO THIS PROGRAMME

There are no pre-defined entry routes, however learners wishing to progress into this apprenticeship programme could come from a variety of backgrounds with a variety of qualifications. These might include diplomas, GCSEs, A levels or vocational training routes such as Young Apprenticeships or other vocational qualifications and work experience.

Learners can progress into this advanced apprenticeship programme after they have completed the Foundation Apprenticeship in Activity Leadership (coaching or leadership pathway) or the Foundation Apprenticeship in Coaching Tennis.

Learners can also progress into this apprenticeship if they are already employed in the sector and wish to develop their knowledge and skills to progress their careers.

PROGRESSION FROM THIS PROGRAMME

On successful completion of the Apprenticeship in Coaching an LTA(Lawn Tennis Association) Coach License can be obtained which is required by many venues to be able to coach. Typically, employers like to recruit staff with qualifications that cover all aspects of being a tennis coach including on and off court work - completion of an apprenticeship is a good stepping stone towards meeting these needs. Please see a selection of job roles available to the apprentice on completion of this programme:

Tennis coach – this could be working for another coach as part of their programme or running their own programme. This could take place in a number of environments, commercial club, traditional tennis club, school, park or leisure centre.

Working for the LTA as a Tennis development Manager, Talent Performance Co-ordinator, both of these roles require a Level 3 coaching qualification. The LTA coach License is an option that is open to a coach with a Level 3 qualification. The Level 3 is the minimum qualification required to be licensed and many coaches choose to be licensed as it shows their commitment to keeping up to date through CPD as well as showing they are meeting minimum standards of deployment with first aid, CRB and references. By becoming licensed they will be able to access a range of benefits tailored for a coach including public liability insurance, employers' liability, physiotherapy cover and income protection.

Progression is possible to other areas of the active leisure, learning and well-being sector. With an appropriate level of experience, more advanced people skills and a greater portfolio of technical NGB qualifications, a wider range of roles will become accessible.

For those looking to work in an educational setting, there is normally a need for appropriate teaching qualifications which can include a degree. Looking beyond a coaching role, career development can often lead to significant elements of leadership and management within roles. Promotion or progression into roles such as a Sport Development Officer or Manager as well as Community Sports Development Manager is also a possibility on completion of this apprenticeship programme and after having worked in the sector for some time.

A career in coaching can develop an impressive tool box of transferable skills. A range of opportunities are available to those who are willing to work towards and gain the experience and qualifications needed to work successfully within the sector. Whichever path the apprentice takes, this framework offers a sound initial platform to work from.

Please also check the SkillsActive Careers site for further information on progression opportunities from coaching and more detailed information on available job roles in the sector. www.skillsactive.com/careers

CERTIFICATION

On completion of all components of this apprenticeship programme and meeting the full framework requirement, learners or training providers/employers on the learners' behalf and authorized by the learner must apply to the relevant Certifying Body to request the overarching apprenticeship certificate. For further information on this process please check the Apprenticeship Certification Wales (ACW) website on www.acwcerts.co.uk

UCAS points for this pathway:

N/A

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

In the Active Leisure and Learning sector the employment rights and responsibilities requirement of the apprenticeship programme will be met by all apprentices completing an externally assessed and verified qualification covering all nine national outcomes of the employment rights and responsibilities.

The nine national outcomes of employment rights and responsibilities are listed below:

- Employer and employee statutory rights and responsibilities under Employment Law Procedures and documentation in their organisation which recognises and protects their relationship with their employer/ Health and Safety and Equality and Diversity training must be an integral part of the apprentice's learning programme;
- The range of sources of information and advice available to on employment rights and responsibilities.
- The role played by this occupation within the organisation and industry; Types of career pathways open to the apprentice;
- Types of representative bodies and understands their relevance to their industry and organisation and their main roles and responsibilities;
- How and where to get information and advice on the industry, occupation, training and career;
- The organisation's principles and codes of practice;
- Issues of public concern that affect the organisation and industry.

It is a mandatory outcome of the apprenticeship programme that all apprentices complete one of the qualifications listed below covering all

nine national outcomes of the employment rights and responsibilities listed above:

- CYQ Level 3 Award in Employment Awareness in Active Leisure and Learning 500/6535/x
Edexcel Level 3 Award in Employment Awareness in Active Leisure and Learning 500/9274/1
- City& Guilds Level 3 Award in Employment Awareness in Active Leisure and Learning 500/6581/6
- 1st4sport Level 3 Award in Employment Awareness in Active Leisure and Learning 500/7337/0
- VTCT Level 3 Award in Employment Awareness in Active Leisure and Learning 500/7393/x Active IQ Level 3 Award in Employment Awareness in Active Leisure and Learning 5007367/9
- LAO Level 3 Award in Employment Awareness in Active Leisure and Learning 500/7237/7 NCFE Level 3 Award in Employment in Active Leisure and Learning 501/1812/2 CACHE Level 3 Award in Employment Awareness in Active Leisure and Learning 600/1310/2
- SQA Level 3 Award in Employment Awareness in Active Leisure and Learning 600/4938/8 EDI Level 3 Award in Employment Awareness in Active Leisure and Learning 600/4425/1
- IQ Level 3 Award in Employment Awareness in Active Leisure and Learning 600/4710/0
- OCR Level 3 Award in Employment Awareness in Active Leisure and Learning 600/2423/9

Please note that all of the above qualifications contribute 8 credits towards the framework

The remaining sections apply to all levels and pathways within this framework.

How equality and diversity will be met

[The Coaching apprenticeship aims to promote diversity, opportunity and inclusion by offering a high quality learning experience. The delivery of this programme must be in a setting free from prejudice and discrimination where all learners can contribute fully and freely and feel valued. The selection and recruitment of apprentices for the programme must be inclusive and available to all people regardless of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, and sexual orientation.

Issues, barriers & actions

The UK sport and recreation sector has a slightly higher proportion of males (53%) than females (47%), and a younger than average profile. Age is a particular issue for the sector where traditionally roles in the sector are occupied by those aged 16-24 with 32% in sport and recreation. Despite this statistic, the sector is popular. The sector sees a significant drop-off as workers age, and this 'time bomb' may have an important impact on skills and experience retained within the sector. The sector has a need for multi-skilled 'all-rounders', and flexible apprenticeships can play a crucial role in feeding young talent into the sector, whilst allowing employers the opportunity to shape training programmes to their needs.

The sport and recreation sector has often been seen to have a lower level of academic attainment, in part due to it being attractive to those of a more practical nature. The work-based learning at the core of an apprenticeship is vital in assisting learners with the achievement of relevant qualifications. Overall, the sector is mainly white as seen across all industries in the UK economy (94 per cent of SkillsActive industries compared to 91 per cent across all UK industries). In terms of non-white ethnic groups, the UK sector workforce has a smaller Asian or Asian British workforce to that across all UK industries. Therefore ethnic minority representation is low within the sector, and the promotion of apprenticeships through engagement with appropriate partners and relevant initiatives will help to encourage redress.

The sport and recreation and health and fitness industries is made up of nearly 6,000 leisure centres and approximately 150,000 voluntary sports clubs. The majority of the workforce are volunteer staff who work in the club setting. As a result of the current economic situation, there is notable competition amongst clubs. Ultimately this means that only the fittest will survive, but unfortunately the current economic climate has also caused a drop in pay increases and reduced support in training and development due to the cost. However, this is where a relevant apprenticeship programme like this can contribute, by ensuring that those interested in entering the sector or those who are already employed in the sector are given the opportunity to gain and develop their knowledge and skills. This will help to ensure they stand out and succeed.

47% of the workforce is female and although they have a presence across all roles, this decreases as the roles become more senior. Having a Foundation level apprenticeship programme on offer in coaching makes it possible for all members of staff to develop their skills and knowledge. Therefore this framework can contribute to encouraging more women to develop their skills thus enabling them to fill more senior roles in the future.

By having an open access, prejudice and discrimination free recruitment process to our apprenticeship programmes, we are encouraging anyone interested from any race, religion and ethnicity to enter the sector, and this way we can make a small contribution to trying to ensure the ethnicity balance will improve over a period of time.]

On and off the job training

Summary of on- and off-the-job training

ON THE JOB = Learning which encourages and enables the apprentice to demonstrate practical job-related skills and to practice and apply these skills in the context of the job. This type of learning will be delivered in the workplace and through practical experience of doing the job.

OFF THE JOB = Learning which encourages and enables the apprentice to develop the technical skills of the job and to develop their knowledge of theoretical concepts across a range of contexts and the wider market. This type of guided learning will be delivered away from the immediate pressures of the job. It may be delivered in the workplace, in a college or training provider premises.

Foundation Apprenticeship in Coaching Swimming

The total training hours for this framework is set at 496 training hours and we advise the framework to be completed within 12 months.

The 496 total training hours are made up of the components of this framework as follows:

Training hours associated with the competence qualification (301 hours)

Training hours associated with the knowledge qualification (60 hours)

Training hours associated with the employee rights and responsibilities qualification (45 hours)

Training hours associated with the Essential Skills Wales qualifications (90 hours - 45 hours per skill)

Foundation Apprenticeship in Coaching Tennis

The total training hours for this framework is set at 475 hours and we advise the framework to be completed within a minimum of 12 months.

The 475 total training hours are made up of the components of this framework as follows:

Training hours associated with the competence qualification (277 hours)

Training hours associated with the knowledge qualification (63 hours)

Training hours associated with the employee rights and responsibilities qualification (45 hours)

Training hours associated with the Essential Skills Wales qualifications (90 hours - 45 hours per skill)

Apprenticeship in Coaching Tennis

The total training hours for this framework is set at 543 hours as we recommend the programme to be completed within a 18 months, but the expectation is that the framework will last a minimum duration of 12 months.

The 543 total training hours for this framework is made up of the components of this framework as follows:

Training hours associated with the competence qualification (252 hours)

Training hours associated with the knowledge qualification (140 hours)

Training hours associated with the employee rights and responsibilities qualification (61 hours)

Training hours associated with the transferrable skills qualifications (90 hours - 45 hours per skill)]

Off-the-job training

Foundation Apprenticeship in Coaching Swimming

The total off the job training hours will be set at 173 hours for this framework. This is made up of the following components of the framework:

- part of the knowledge qualification (48 hours)
- Essential Skills Wales (90 hours)
- part of the employee rights and responsibilities qualification (35 hours)

Foundation Apprenticeship in Coaching Tennis

The total off the job training hours will be set at 175 hours for this framework. This is made up of the following components of the framework:

- part of the knowledge qualification (50 hours)
- Essential Skills Wales (90 hours)
- part of the employee rights and responsibilities qualification (35 hours)

Apprenticeship in Coaching Tennis

The total off the job training hours will be set at 252 hours for this framework.

This is made up of the following components of the framework:

- part of the knowledge qualification (112 hours)
- Essential Skills Wales (90 hours)
- part of the employee rights and responsibilities qualification (50 hours)

How this requirement will be met

This requirement will be met via debriefing sessions, supervision, team sessions, shift handovers and activities similar to the above listed where the learner / apprentice is away from the pressures of the workplace and / but are supported and mentored by fellow workers and management and completion of the knowledge qualification and Essential Skills assessment.

The provider will be required to gather evidence of this achievement where it occurs outside of formal certification of a qualification.

We propose that this will be evidenced through apprentices holding an activepassport, which is an online skills passport supported by leading employers and training providers. It allows learners to easily build and maintain a verified record of their skills, qualifications and achievements and keeps track of individuals progress and commitment to their career and professional development.

For more information and guidance on activepassports, providers and employers can visit the activepassport website www.activepassport.com and also contact SkillsActive.

On-the-job training

Foundation Apprenticeship in Coaching Swimming

The total on the job training hours will be set at 323 hours for this framework. This is made up of the following components of the framework:

- competence qualification qualification (301 hours)
- remainder of the knowledge qualification (12 hours)
- remainder of the employee rights and responsibilities qualification (10 hours)

Foundation Apprenticeship in Coaching Tennis

The total off the job training hours will be set at 300 hours for this framework. This is made up of the following components of the framework:

- competence qualification qualification (277 hours)
- remainder of the knowledge qualification (13 hours)
- remainder of the employee rights and responsibilities qualification (10 hours)

Apprenticeship in Coaching Tennis

The total on the job training hours will be set at 291 hours for this framework.

This is made up of the following components of the framework:

- competence qualification qualification (252 hours)
- remainder of the knowledge qualification (28 hours)
- remainder of the employee rights and responsibilities qualification (11 hours)

How this requirement will be met

This requirement will be met by the apprentices delivering their daily job roles, gaining technical experience as well as time they spent acquiring knowledge and skills to achieve the competence requirement set out by the apprenticeship programme / framework.

The provider will be required to gather evidence of this achievement where it occurs outside of formal certification of a qualification.

We propose that this could also be evidenced through apprentices holding an activepassport, which is an online skills passport supported by leading employers and training providers. It allows learners to easily build and maintain a verified record of their skills, qualifications and achievements and keeps track of individuals progress and commitment to their career and professional development.

For more information and guidance on activepassports, providers and employers can visit the activepassport website www.activepassport.com and also contact SkillsActive.]

Wider key skills assessment and recognition

While Wider Key Skills are not a **mandatory** part of the framework, training providers are encouraged to provide apprentices the opportunity to achieve them.

For this framework, there are natural opportunities for Wider Key Skills to be embedded within the mandatory units of the following qualifications:

[Enter Qualification Names]

Improving own learning and performance

[**Improving own learning and performance** is an essential skill within our sector and is covered in the competence qualification, therefore it was decided in consultation with the sector that separate certification of Improving own learning and performance is not required for the completion of this framework. However, SkillsActive would encourage Training Providers to consider the value added element of delivery within the framework.]

Working with others

[**Working with others** is an essential skill within our sector and is covered in the competence qualification, therefore it was decided in consultation with the sector that separate certification of Working with others is not required for the completion of this framework. However, SkillsActive would encourage Training Providers to consider the value added element of delivery within the framework.]

Problem solving

[**Problem solving** is an essential skill within our sector and is covered in the competence qualification, therefore it was decided in consultation with the sector that separate certification of Problem solving is not required for the completion of this framework. However, SkillsActive would encourage Training Providers to consider the value added element of delivery within the framework.]

apprenticeship FRAMEWORK

For more information visit-
www.acwcerts.co.uk/framework_library