



UKCC Candidate Registration and Induction Form

Please complete in BLOCK CAPITAL LETTERS

UKCC Course Level :							
Course Dates:					Course Venue:		
Course Co-ordinator:							
Expected Completion Date Month/Year:							
Title: (Mr, Mrs, Ms etc)							
Candidate Name: (please write your name as you wish it to appear on your certificate. Candidates will incur a £30 charge if they require a new certificate due to a spelling error)							
Maiden Name: (if applicable)							
Date of Birth: (essential information)							
Nationality:							
Sex: (✓)	Male			Female			
Candidate Home Address:							
Postcode:							
E-Mail address:							
Telephone Number(s):	Home:						
	Work:						
	Mobile:						
Previous Address:							
Postcode:							
Do you have a SQA Scottish Candidate Number – SCN?	Yes (please fill out below if known)				No		
Do you have a disability that the course staff should be aware of? (✓)	Yes	No	Please provide brief details:				
In your coaching capacity are you: (✓)	Paid:		Full Time:		Part Time	Volunteer	
<p>Scottish Candidate Numbers (SCNs) are allocated to candidates by the SQA. This number is a unique candidate identifier and is required for SQA registration and entry purposes. If you think that you have previously been allocated a SCN by the SQA, this 9 digit number will appear on any SQA certificates you may hold. If you cannot find your certificates, your SCN can be checked for you (using name, date of birth and address) by calling the SQA Customer Contact Centre on 0845 279 1000). Please inform the course co-ordinator as soon as possible once you SCN becomes known to you.</p>							
<p>Name of your most recent training provider of SQA qualifications (e.g X Secondary School, X College, X University, S/NGB, Employer, None):</p>							

Please turn over and complete sign and date page 2 of this document



Induction Information Covered	
Please tick (✓) the boxes to indicate that you have read and understand the course procedures:	
Payment	<input type="checkbox"/>
Assessment Processes	<input type="checkbox"/>
Portfolio Development	<input type="checkbox"/>
Internal Verification	<input type="checkbox"/>
Reassessment and Action Planning	<input type="checkbox"/>
Certification	<input type="checkbox"/>
Appeals	<input type="checkbox"/>
Data Protection	<input type="checkbox"/>
Health and Safety	<input type="checkbox"/>
Equal Opportunities	<input type="checkbox"/>
Grievance Procedures	<input type="checkbox"/>
Plagiarism	<input type="checkbox"/>
<i>'I confirm that I have read and understood my personal responsibilities in respect of the above policies as detailed within the Course Processes.'</i>	
<i>I give permission for my personal details to be forwarded by the Centre to SQA for registration and data entry purposes.</i>	
<i>I also confirm that the evidence which will be submitted by me is wholly my own work.'</i>	
Candidate Signature:	Date:
Delivery Staff Signature:	Date:

Background Information	
Please tick (✓) the boxes to indicate if you have experience with any of the following: (Please note that these are not pre-requisites. basketballscotland is simply looking to gather information about candidates to support the development and delivery of the courses)	
Playing Basketball	<input type="checkbox"/> Level:
Coaching Basketball	<input type="checkbox"/> Level:
Please tick (✓) the boxes to indicate if you have completed any of the following: (Please note that these are not pre-requisites. basketballscotland is simply looking to gather information about candidates to support the development and delivery of the courses)	
Getting Started in Coaching	<input type="checkbox"/>
UKCC qualification in another sport	<input type="checkbox"/>
Degree in Teaching	<input type="checkbox"/>

For Office Use Only

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



basketballscotland UKCC Course Processes

(This information should be retained by the candidate)

PAYMENT

Full payment for the course must be made in advance. If a candidate does not attend a course or gives less than 24 hours notice of non-attendance they will not receive a refund. If a candidate gives between 2 and 14 days notice of cancellation the candidate will be relocated to another course providing they pay an administration fee of £25. There will be no refund. If a candidate gives more than 2 weeks notice they will be offered either relocation to another course at no charge or a refund of 75%.

ASSESSMENT PROCESSES

During the course you will be asked to undertake a variety of tasks which will allow your Assessors to collect the required evidence of your competence regarding the course content. The collection of appropriate evidence will take a number of forms however you will always be made aware of an impending assessment prior to the undertaking of any task. In general the forms of assessment collection are as follows;

Candidate written evidence - This will be in the form of a written piece of work which you would be asked to prepare eg; written questions.

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

Candidate performance evidence - This will be in the form of an Assessor watching you during eg; a coaching session and assessing what was performed by you.

Oral evidence - This will be when an assessor writes down your verbal answers to a given question/s.

PORTFOLIO DEVELOPMENT

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

INTERNAL VERIFICATION

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

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

REASSESSMENT AND ACTION PLANNING

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



If the reassessment opportunity again results in the candidate being unable to show current competence against the reassessed criteria the candidate will be provided with one further opportunity to show competence.

Should the candidate will be deemed to have failed the second re-assessment opportunity the candidate will be withdrawn from the course.

Should the candidate wish to be reconsidered for a future programme they will have to go through the formal registration and induction process again at a later date and will be guided by delivery staff as to learning opportunities which will assist in their personal development prior to re-registration.

CERTIFICATION

At a time when the course staff have gathered the evidence needed to accredit you with this qualification, SQA will be notified of the result of your study and you will be certified accordingly and in due course.

APPEALS

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

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

DATA PROTECTION

Personal details will need to be gathered from candidates to allow for registration and certification for your award with the Scottish Qualification Authority. This data transfer will at no time encroach on your civil rights as detailed in the Data Protection Act (1998) Please also note that on completion of your course SQA candidate certificates will be opened and copied for quality assurance purposes prior to them being sent out to candidates.



HEALTH AND SAFETY

All candidates will be required to become familiar with and uphold the Health and Safety Policy requirements as adopted by the facilities in which you will coach. Health and Safety issues in general involve the adoption of **common sense** by all persons within the facility and it is therefore expected that you will embrace and uphold common sense in relation to the safety of yourself and others.

EQUAL OPPORTUNITIES

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

GRIEVENCE PROCEDURE

Complaints dealt with under this procedure will relate to all aspects of delivery on matters not directly involving assessment decisions and will include areas such as:

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

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

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

The Coach Education and Development Manager is required to respond to the complaint within 10 working days.

If the complainant is not satisfied with the outcome of the complaint to the Coach Education and Development Manager, the complaint should be forwarded to the Approved Centre for consideration and response by the SQA Centre Contact or with the involvement of an independent arbitrator from within the SQA Approved Centre having an input should this be required eg Human Resource Manager.

The findings of the Approved Centre, which might include input from **basketballscotland**, this will be documented and communicated to the complainant.

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

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