



## **ASQ Award for Golf Coaching Assistants (VRQ)**

# **Qualification Specification- Scotland**

**Qualification Code: R328 04**

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## About the *Associated Sports Qualifications*

Associated Sports Qualifications (ASQ) is an Ofqual, CEEA, Qualification Wales and Scottish Qualifications Authority (SQA) approved awarding organisation providing a qualification awarding service to National Governing Bodies of sport or recognised Lead Bodies within the sport and leisure industry. We are based on the site of The Belfry Hotel, near Sutton Coldfield, at the home of the Professional Golfers' Association National Training Academy.

An Independent Limited Liability Partnership, ASQ provides a high-quality awarding service for qualifications within the sport and leisure industry working with key industry partners. Our current member LLP partners are [The Professional Golfers' Association](#) (The PGA) and PGA Education.

Approved by the above regulators we are committed to ensuring high standard, cost effective quality assurance on behalf of our partners, customers and learners.

ASQ's Vision:

To provide a qualification awarding service to sport 'National Governing Bodies' or sport 'Lead Bodies' that have:

- A strong desire to influence the content and quality of qualifications within their own sport to ensure that they are fit for purpose
- A desire and capability to provide the necessary expertise to facilitate the development, implementation and ongoing monitoring of the qualifications
- A willingness to underwrite the financial implications of their actions and forecasted uptake of the qualifications
- The capacity to deliver and assess the qualifications to the required ASQ and regulatory standards.

### ***ASQ's Mission:***

***To provide 'National Governing Bodies' for sport or 'Lead Bodies' for sport with qualifications which are relevant and fit for purpose through a quality assured and cost-effective qualification awarding service.***

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## About this Qualification Specification

Welcome to the qualification specification for the ASQ Award for Golf Coaching Assistants (VRQ). This qualification specification is written for ASQ Approved Centres or for those providers / organisations seeking to offer the qualification to learners. Any training provider or organisation that wishes to deliver an ASQ awarded qualification must fulfil specific requirements as set out by the ASQ\*. Training providers or organisations that satisfy these requirements are referred to as Approved Delivery Centres. Only ASQ Approved Centres can offer ASQ qualifications to learners. This introductory section of the document explains what information is included within this qualification specification.

**Section 1** – Qualification overview – provides a general overview of the qualification, the structure of the qualification with respects to the units included within the qualification and general information about the assessment requirements of the qualification.

**Section 2** – Approved Delivery Centre – provides Approved *Centres* with guidance and information about the delivery of the qualification. This includes guidance on the design of the learning programme that centres can offer to learners, the support that *Centres* should offer to learners, the learning resources that can provide information to learners and the facility and resource expectations of *Centres* delivering the qualification.

**Section 3** – Assessment – provides the detailed assessment strategy for the qualification, including guidance for Approved Delivery *Centres* on the methods to be used and what assessments are required to satisfy the requirements of the qualification.

**Section 4** – Workforce criteria – provides Approved Delivery *Centres* with information about the workforce requirements for the delivery and assessment of the qualification. This is focussed on the tutor / assessor roles providing appropriate information about the skills-set, qualifications and knowledge required for the roles; and, guidance on professional development (or CPD) for the roles.

**Section 5** – Quality assurance – provides information and guidance to Approved Delivery *Centres* about the quality assurance policies and procedures expected for the successful delivery of the qualification.

**Section 6** – Further information – provides general information for Approved Delivery *Centres* about the progression opportunities and professional development (or CPD) for learners.

\*For providers that are not currently approved, please contact ASQ at:

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## Section 1: Qualification overview

|  |   |
|--|---|
| <b>Qualification:</b>                                      | ASQ Award for Golf Coaching Assistants  |
| <b>Qualification Number:</b>                               | R328 04   |
| <b>Total Qualification time:</b>                           | 60 hours  |
| <b>Guided Learning Hours (GLH):</b>                        | 16 hours  |
| <b>Valid from:</b>   | October 2019  |
| <b>Prerequisites</b>                                       | <p>Learners must be at least 16 years of age on registration for the qualification</p> <p>Have a commitment to attend all the agreed course dates.</p> <p>There is no handicap requirement however candidates must be able to consistently explain, demonstrate and apply the correct technical models for the full range of application shots (e.g. Full-Swing, Chip, Pitch and Bunker) throughout the delivery and assessment of this qualification.</p> <p>Approved Delivery Centres to ensure all candidates meet entry criteria</p>  |
| <b>Period of registration</b>                              | <p>2 years. It is expected that candidates will complete all aspects of the assessment for the qualification and apply for certification within the 2-year registration period.</p> <p>Candidates who are unable to complete their assessment within this period may apply, with good reason and via their approved delivery centre to extend their registration for a period of 6 months. The agreement will be subject to approval by the PGA and based on individual circumstances A fee may be charged for this extension (see approved Centre Handbook for current fees)</p> |
| <b>Registration remit</b>                                  | This qualification specification has been devised for candidates registering in Scotland only.  |
| <b>Recommended ratio for Tutor/Assessor:<br/>Candidate</b> | Max 1 tutor/Assessor: 8 candidates<br>Minimum 1 tutor/Assessor: 3 candidates  |

## Qualification objective

The ASQ Award for Golf Coaching Assistants is a vocationally related qualification that provides learners with an opportunity to study and be assessed in both the practical and theoretical aspects of coaching golf to groups of beginner golfers under supervision.

### Qualification aim

The qualification will provide learners with the basic factual knowledge and understanding of the technical models appropriate to coaching beginner golfers; and, will enable learners to understand the role of a golf coach assistant, appreciate safety aspects involved in coaching, and the preparation required for assisting the delivery of coaching sessions under the direct supervision of a more qualified coach.

The qualification has been developed in partnership with The Professional Golfers' Association (PGA), on behalf of the UK Source Group for Golf and is based on the *National Occupational Standards for Sports Coaching* (published in 2013).

Achievement of this qualification qualifies learners to assist as a 'Coaching Assistant role' – assisting a more qualified golf coach in the delivery of group coaching sessions to beginner golfers.

The successful attainment of this qualification may be used as a steppingstone to proceed to study the ASQ Certificate in Coaching Golf.

### **\*Limits of Responsibility**

Approved Delivery Centres must ensure that candidates understand that the Award qualification provides them with knowledge and skills to be able to assist more qualified coaches, delivering aspects of coaching sessions, under the direct supervision of a more qualified Golf coach. Learners should be supported by centres to understand the limits of their responsibility and that they should only provide coaching advice and recommendations within the scope of their ability.

Centres must also ensure that learners understand that they may need additional training, qualifications and support if coaching in specific sporting environments or circumstances that challenge the experience of the candidate, for example when working with players with a disability.

**Figure 1: ASQ Award for Golf Coaching Assistants.**

The ASQ Award for Golf Coaching Assistants is made up of 1 mandatory unit consisting of 3 elements.



The ASQ level 1 Award in Coaching Golf is a qualification structured by study that integrates practical and theoretical knowledge and understanding. To successfully achieve the ASQ Award for Golf Coaching Assistants candidates must successfully complete and achieve all three mandatory elements within the one unit.

### **Assessment overview**

Certification of the ASQ Award for Golf Coaching Assistants requires that candidates demonstrate competence in all aspects of the elements with the qualification and within all areas as defined within the assessment strategy. Assessment will be via knowledge tests and assessment of their practical coaching ability.

Approved Delivery Centres will coordinate the assessment of their registered learners.

This is a vocationally-related qualification and learners will be assessed in:

- their knowledge of coaching practice
- Knowledge of technical aspects of golf
- Practical ability to coach

There is no requirement for each learning outcome or assessment criteria to be assessed separately; this has the potential to create excessive over-assessment of the learner and also may duplicate assessment practice. Centres are encouraged to assess the qualification holistically. For example, where learners can provide evidence for a range of criteria / outcomes and indeed units, centres are encouraged to design assessments to enable this.

## Section 2: Approved Centre delivery

*Note: Approved Delivery Centres should also refer to the following resource The 'ASQ Approved Centre Handbook'<sup>1</sup> to assist the delivery of the qualification.*

### Learning programme

Providing coaching to golfers, at whatever level, is a responsible role. There are high expectations in relation to coach and player conduct, and that behaviour must be understood and supported by every learner (trainee coach) undertaking this qualification.

The qualification is designed to be delivered holistically via a mix of face-to-face training, development tasks and can be complemented by structured online learning. The ASQ Award for Golf Coaching Assistants includes appropriate emphasis on the practical aspects of the coaching role combined with the theoretical knowledge and understanding of coaching and the sport.

The qualification includes **16** guided learning hours or GLH; this is the estimated structured learning *i.e.* the face-to-face training, guided activities under supervision.

The learning programme for this qualification should include the following key aspects:

- **Initial assessment** – of the learner, to recognise any prior learning / experience relevant to the qualification; and, to identify any learning support needs (see ASQ RPL process for further guidance)
- **Induction** – to ensure learners understand the requirements of the qualification, how the qualification will be managed by the centre and what the expectations and aspirations are of them
- **Training opportunities** – face-to-face training opportunities delivered by appropriately skilled and qualified tutors
- **Practice opportunities** – where learners are able to put into practice aspects of the training either in a simulated / peer environment or within a 'real' coaching situation. These opportunities may include informal / formative assessment opportunities to assist the learners' development
- **Learner development opportunities** – support and guidance from centres to assist learners in their development of the appropriate knowledge and understanding for the qualification
- **Assessment opportunities** – formal opportunities for learners to evidence the requirements of the qualification.

ASQ approved centres can design learning programmes to meet the needs of learners balanced with the requirements of the qualification providing the resource content is submitted to ASQ for approval prior to use to ensure it meets the assessment criteria previously submitted to regulators. It is suggested that Centres have a tutor / assessor to learner ration of 1:8 with a minimum ration of 1:3. Guidance on learning programme design can be provided by the PGA; please contact the ASQ offices for details.

## Support for learners

Some learners may require additional support from a tutor/assessor or other person (e.g. a mentor or learning support practitioner) in order to achieve the requirements of the qualification. In such circumstances, (for example where candidates have additional learning needs), Approved Delivery Centres can make reasonable adjustments to the learning programme for that individual (including adjustment to assessments). Centres must have an appropriate and agreed policy (with ASQ) for reasonable adjustments to assessments.

A variety of organisations provide continuing support for learners as they develop their coaching skills. The PGA, Home Nations Golf Unions, The Golf Foundation and sports coach UK provide workshops, education and resource material that can assist in the development of coaching knowledge.

### Learning resources – for guidance

The following resources will assist learners in obtaining the underpinning knowledge appropriate to the qualification:

PGA, (2017) Roles and Responsibilities of a Level 1 Coach, Leeds, Coachwise Ltd

PGA, (2017) Safe Practice in Golf Coaching, Leeds, Coachwise LTD

PGA, (2017) The Coaching Process, Leeds, Coachwise Ltd

PGA, (2017) Skill Learning for Golf Coaches, Leeds, Coachwise Ltd

PGA, (2017) Coaching Children and Young People, Leeds, Coachwise Ltd

PGA, (2017) Continuous Personal Development, Leeds, Coachwise Ltd

PGA, (2017) Technical Models, Leeds, Coachwise Ltd

PGA, (2017) Golf Rules and Etiquette, Leeds, Coachwise Ltd

PGA, (2017) Coaching Cards, Leeds, Coachwise Ltd

PGA, (2017) Coaching Log Book, Leeds, Coachwise Ltd

R&A &USGA, (2015) Rules of Golf – access at

<https://www.randa.org/TheRandA/AboutTheRandA/DownloadsAndPublications>

R&A & USGA, (2015) A quick Guide to the Rules of Golf – access at

<https://www.randa.org/TheRandA/AboutTheRandA/DownloadsAndPublications>

## Facilities / resources to support delivery

This guidance supports and augments the generic criteria for facilities / resources found in the Centre Approval Application Pack. All sites used for the training and / or assessment of the qualification must meet the requirements of health and safety regulations and accepted safe practice in the occupational area.

ASQ Approved Centres must be able to provide a suitable environment conducive to learning for the effective delivery and assessment of the qualification *i.e.* facilities that are well ventilated, well lit, of adequate size and protected from adverse weather conditions. The table below provides an overview of the facilities / resources required to support the delivery and assessment of both the theory and practical elements of the ASQ Award for Golf Coaching Assistants qualification.

| Theory sessions  | Practical sessions                           |
|--|--|
| Conference room and break out rooms appropriate to the size of group | Putting Green                                |
| Flip Chart, Pens, Post-its   | Practice Bunker                              |
| Projector  | Practice Ground ( <i>i.e.</i> Driving Range) |
|  | Chipping Green                               |
|  | Selection of clubs (left and right handed)   |
|  | Sufficient supply of balls                   |
|  |  |

*In exceptional circumstances (for example, geographical location, extreme weather conditions or where there are accessibility issues), a Centre may apply to the ASQ to support the delivery of an award qualification in an indoor facility. In the event of such circumstances the following criteria must be met:*

| Facility   | Equipment  |
|--|--|
| Indoor sports centre space equivalent to the dimensions of a four court badminton hall (as defined by :<br>Length = 33 metres<br>Width = 18 metres | Adaptive equipment – e.g. Tri-golf or SNAG, including plastic clubs and soft balls |
| Conference rooms and breakout rooms appropriate to the size of the group   |  |
| Flip Chart, Pens, Post-its   |  |
| Tutor pack   |  |

## Section 4: Assessment

### 4.1 Overview

Certification of the ASQ Award for Golf Coaching Assistants requires learners to achieve all the elements included within the qualification. Learners will need to satisfy all learning outcomes and assessment criteria of each element included within the qualification.

This Award qualification is a vocationally-related qualification and will assess learners' knowledge and their practical coaching ability. Learners must provide sufficient evidence to satisfy all the assessment criteria and all evidence submitted by learners should be reliable, accurate, current, valid and authentic.

Upon delivering the qualification the approved delivery centre will be responsible for coordinating assessments. During design of the qualification ASQ and its qualification design panel will have selected the appropriate methods of assessment for the requirements of qualification. Methods may consist of (but not limited to the following):

- Written questioning
- Oral questioning
- Professional discussion
- Observation of performance
- Examination of products of work.
- On line learning
- MCQ assessment

### 4.2 Assessment Methodology

The assessment of observation performance (minimum two, ideally four) micro 5-minute sessions within the training session should take a **formative** approach in that tutors are able to offer feedback to learners on their performance prior to undertaking the final day 2 observed **summative** session of fifteen minutes.

The final observed session 15 minute (day 2) is a summative assessment as it is the only opportunity for candidates to demonstrate competence at the required standard. The self-evaluation record should also be viewed as summative. Assessor observation and findings should be recorded on a Coaching Assessment Form (template CE140) along with templates CE141 (coaching self-evaluation feedback) and risk assessment (form 143)

A written summative test to assess criteria that cannot be readily assessed through observation forms part of the assessment strategy. This will be achieved by using a multiple choice paper (MCQ) with a required pass mark set by ASQ of 60%.

Tutors should be aware that on completion of the final assessment feedback to students should encourage assistance of their continuous personal development, or, if necessary, preparation for re-assessment. Assessment results will be marked as C (competent) or NYC (Not yet competent.) Overall results will achieve pass or fail, no grading structure will apply.

Candidates who may struggle to demonstrate competence using the above methods should be referred to the guidance for candidates with particular assessment needs (ASQ reasonable adjustment policy) and raise their concerns with their tutor/assessor.

## Exemptions

Whilst there are no exemption opportunities for the whole qualification, candidates may claim exemption for any previous assessments in which they were found to be competent that form part of the ASQ Award for Golf Coaching Golf assistants. This means that candidates attempting resits will only be required to resit the assessments in which they have not yet achieved competence within five years of their initial registration

### 4.3 Reassessment Procedures

Candidates who are unsuccessful in any aspect of assessment (internal and/or external) will be offered one further opportunity to resubmit the appropriate portion of the assessment within their two-year period of registration. Each re-assessment (i.e. the 'observed coaching' and/or the 'MCQ') to be a FULL assessment against all of the required competencies previously failed. Previous demonstrated competencies gained during the first assessment attempt will be carried over. The assessment can be ran holistically as per original methodology if required providing the candidate is only assessed on the previously failed elements of the qualification.

It is the responsibility of the Approved Delivery Centre to arrange and staff re-assessment opportunities at a candidate cost to be set by that centre. ASQ will not make additional charges to the Delivery Centre for processing re-assessments.

All candidate results should be recorded electronically securely and in line with data protection requirements. (For as long as the information is required, usually a minimum of 3 years and for the duration of the candidates PGA membership.)

Achievement of the qualification is through successful attainment of:

- Successful completion of all the assessment criteria within this qualification specification via attendance of workshops.
- The observation of a formative assessment, delivery of a minimum of two micro coaching sessions. (feedback will be encouraged through group participation and given verbally)
- The Summative assessment of the delivery of one 15 minute coaching session
- The production of a recorded evaluation of the observed session
- The achievement of 60% or more in the MCQ summative assessment.

### 4.4 Guidance for candidates with particular needs – reasonable adjustments

ASQ endeavours to ensure that the assessment requirements and methods used within its qualifications are sufficiently flexible to enable the widest range of learners to fairly and reliably achieve the qualification. Learners who have a specific learning need should be referred to the *Guidance for Candidates with Particular Assessment Needs*- ASQ Reasonable adjustment policy.

ASQ ensures that any specific arrangements made by *Centres* to accommodate learners' needs are valid and reliable and fair to other learners, and, meet the assessment requirements of the qualification. *Centres* need to ensure that learners are not given an unfair advantage or that other learners are disadvantaged by any adjustment to assessments to accommodate learners' specific needs.

*Centres* should refer to their '*ASQ Approved Centre Handbook*', which contains the processes that centres should refer to when delivering the ASQ Coaching in Golf qualifications.

NB. If a candidate fails to disclose a particular need prior to undertaking the assessment modules of the qualification that subsequently is shown to have directly contributed to their failure to achieve required competencies, the candidate will be eligible for two further assessment attempts to achieve the required standard.

## **Certification**

When learners have successfully achieved all the elements of the qualification and all evidence has been checked and quality assured, Approved Delivery *Centres* can contact ASQ for certification submitting the form H15 Certificate request form where direct claims status exist.

Where direct claims does not exists centres will require external verification of assessment to ensure claims are valid.

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| <b>Element 1 Title:</b>   | Prepare for the delivery of coaching activities under supervision  |
| <b>Level: (If relevant e.g. to be submitted to SCQF)</b>  | N/A  |
| <b>Credit Value:</b>  |  |
| <b>Learning Outcomes:<br/>The learner can</b>   | <b>Assessment criteria<br/>The learner will:</b>   |
| 1. Understand the role and responsibilities of the Golf Coaching Assistant                            | 1.1 Establish the role of the Golf Coaching Assistant.   |
|   | 1.2 Establish and demonstrate the responsibilities of a Golf Coaching Assistant.   |
|   | 1.3 Identify the role boundaries of the Golf Coaching Assistant.   |
|   | 1.4 Know how to work as part of a team, with specific responsibilities.  |
|   | 1.5 Identify Golf codes of conduct.  |
|   | 1.6 Identify the rules and regulations of Golf.  |
|   | 1.7 Identify Golfs organisational procedures, responsibilities and liabilities.  |
|   | 1.8 Create and maintain positive relationships with participants, and others using Golf codes of practice.   |
|   | 1.9 Identify the relevant guidelines in Golf relating to the protection of children and vulnerable adults from abuse.  |
| <b>Additional Information about this unit:</b>  | This element must be delivered holistically, along with 2 other elements that make up this one-unit qualification.   |
| <b>Element 1 purpose and aim(s):</b>  | This will assess the participants understanding and remit of the Golf Coaching Assistant.  |
| <b>Assessment requirements or guidance specified by a sector or regulatory body: (if appropriate)</b> | ASQ requires this qualification to be assessed in the context of golf coaching. To complete this element learners are required to evidence: Collecting information needed to identify and demonstrate the role of a Golf Coach Assistant, through a range of methods which might include observational activities, written questioning, oral questioning, MCQ tests, discussion, simulation etc. |

|  |  |
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| <b>Unit 2 Title:</b>   | Delivering prepared activities within Golf Coaching sessions under direct supervision.   |
| <b>Level: (If relevant e.g. to be submitted to SCQF)</b>                         | N/A  |
| <b>Credit Value:</b>   |  |
| <b>Learning outcomes<br/>The learner can:</b>                                    | <b>Assessment criteria<br/>The learner will:</b>   |
| Assist with the preparation of a Golf Coaching session under direct supervision. | 2.1 Assisting others to identify the needs of Golf coaching participants.  |
|  | 2.2 Identify and collect relevant information about the Golf coaching participants.  |
|  | 2.3 Deal with confidential information using appropriate guidelines.   |
|  | 2.4 Identify responsibilities for arranging and delivering the activities.   |
|  | 2.5 Check that activities meet participants needs.   |
| Assist with the delivery of a Golf Coaching session under direct supervision.    | 2.6 Prepare the coaching environment.  |
|  | 2.7 Check with others that the planned use of the coaching environment is in line with good practice.  |
|  | 2.8 Check equipment used in the activity to ensure that it meets H+S standards.  |
|  | 2.9 Identify potential risks within the coaching environment.  |
|  | 2.10 Identify relevant information for participants and others on health, safety, and emergency issues and procedures related to the coaching environment. |
|  | 2.11 Set up and lay out equipment for the coaching activities safely and effectively.  |
|  | 2.12 Report any problems with equipment to a responsible person.   |
|  | 3.1 Identify and communicate ground rules for acceptable behaviour during the activities.  |
|  | 3.2 Explain to participants and others their roles and contribution to the activities.   |
|  | 3.3 Check participants readiness to participate in the activities.   |
|  | 3.4 Use appropriate communication methods to check participants understanding of the planned activities.   |
|  | 3.5 Encourage and reward positive behaviour.   |
|  | 3.6 Identify the methods that could be used to challenge inappropriate behaviour.  |
|  | 3.7 Use appropriate coaching styles to meet participants needs and to promote learning.  |
|  | 3.8 Ensure all participants are actively   |

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|   | engaged.   |
|   | 3.9 Use realistic timings and sequencing to deliver planned activities.  |
|   | 3.10 Provide technically correct explanations and demonstrations at appropriate times during the activities.   |
|   | 3.11 Identify procedures for dealing with minor injuries, illness and accidents in line with H+S guidelines.   |
|   | 3.12 Deal with problems when they arise and refer those that cannot be resolved to a responsible person.   |
|   | 3.13 Identify and encourage opportunities for feedback appropriate for the activities and needs of the participants.   |
|   | 3.14. Ensure safety is maintained within activities.   |
|   | 3.15 Identify appropriate tasks to conclude the activities.  |
|   | 3.16 Follow correct procedures for taking down and storing equipment.  |
| Additional Information about this unit  | This unit must be delivered holistically along with 2 other units making up this qualification.  |
| Unit purpose and aim(s)   | This unit assesses the participant assisting with the preparation and delivery of activities within a golf coaching session under direct supervision.  |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) | ASQ requires that this unit is to be assessed in the context of Golf Coaching. To complete this unit learners are required to evidence: Collecting information needed to assist with the preparation and delivery of activities within a golf coaching session, under supervision, through a range of methods which might include; observational activities, written questioning, oral questioning, MCQ tests, discussion, simulation etc. |

|  |   |
|--|---|
| <b>Unit 3 Title</b>  | Contributing to the Evaluation of Golf Coaching sessions.   |
| <b>Level (If relevant e.g. to be submitted to SCQF)</b>  | N/A   |
| <b>Credit Value</b>  |   |
| <b>Learning outcomes<br/>The learner can:</b>  | <b>Assessment criteria<br/>The learner will:</b>  |
| 3. Assist others with the review of a Golf Coaching session.   | 3.1 Analyse performance and contribute to the review of activities within a golf coaching session.  |
|  | 3.2 Encourage participants and others to contribute to the review of activities.  |
|  | 3.3 Review the effectiveness of activities in relation to aims and objectives of the session.   |
|  | 3.4 Use feedback from a variety of sources in order to review current coaching practice.  |
|  | 3.5 Identify and propose modifications for future activities.   |
|  | 3.6 Identify and record participants achievements, strengths and development needs.   |
|  | 3.7 Identify future coaching activities to improve participants performance.  |
|  | 3.8 Prepare a personal action plan to develop current coaching practice.  |
|  | 3.9 Review your own coaching practice and update personal action plan.  |
|  |   |
| <b>Additional Information about this unit</b>  | This unit must be delivered holistically with 2 other units that make up this qualification.  |
| <b>Unit purpose and aim(s)</b>   | This unit assesses participants reviewing activities within a golf coaching session under direct supervision.   |
| <b>Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)</b> | ASQ requires that this unit be assessed in the context of golf coaching. To complete this unit learners are required to evidence: Collecting information needed to identify and demonstrate the review of activities within a golf coaching session under direct supervision, through a range of methods which might include; observational activities, written questioning, oral questioning, MCQ tests, discussion, simulation etc. |

## Section 5: Delivery workforce criteria

Centres must ensure they have the appropriate personnel involved in the delivery, assessment and quality assurance of ASQ qualifications. The following criteria are the minimum criteria that need to be met by those involved in the delivery, assessment and quality assurance of the qualification.

### Criteria for Tutors

Note: Tutors of the ASQ Award for Golf Coaching Assistants (VRQ) are able to deliver and assess the qualification proving they have the appropriate qualifications to support both roles.

Tutors of the ASQ Award for Golf Coaching Assistants must:

- Have a relevant tutoring qualification, (or evidence of working towards one) the minimum being the Level 3 Award in Education and Training, or equivalent qualification *e.g.* Level 3 Preparing to teach in the lifelong learning sector or Level 3 Certificate in Tutoring in Sport etc. with evidence of recent CPD (within 3 years)
- Have attended the relevant PGA learning programme orientation session(s), for the ASQ Award for Golf Coaching Assistants
- Able to demonstrate technical competence (and hold appropriate subject/sport qualification) in the subject area for which they are being employed to tutor
- Must be able to provide evidence of the knowledge, understanding and application of the qualification and assessment criteria for the occupational area being assessed and the key skills at the appropriate level.
- Have excellent interpersonal skills and be able to communicate effectively with learners using a variety of mediums
- Must be able to use plain language which is free from bias and appropriate to the qualifications.
- Must be committed to equal opportunities in assessment and have the ability to translate this commitment into practice.
- Be a PGA qualified 'AA' Professional
- Have a positive attitude towards the development and growth of the game of Golf at all levels

## Criteria for Assessors

Assessors of the ASQ Award for Golf Coaching Assistants must:

- Have attended the relevant PGA learning programme orientation session(s), for the ASQ Award for Golf Coaching Assistants
- Have obtained appropriate qualification e.g. level 3 Award in Assessing Vocationally Related Achievement, Level 3 Certificate in Assessing Vocational Achievement or equivalent and appropriate CPD (within 3 years) or D32/A1 or above assessor awards pre 2010 edition and appropriate CPD (within 3 years)
- Experience of assessing and working towards one of the above current assessor qualifications.
- Must be able to provide evidence of the knowledge, understanding and application of the qualification and assessment criteria for the occupational area being assessed and the key skills at the appropriate level.
- Must be able to demonstrate technical competence (and hold an appropriate subject/sport qualification) in the subject area for which they are being employed to assess. .
- Must be familiar with the awarding body's requirements in relation to conducting assessment, recording assessment decisions and maintaining securely candidates' assessment records.
- Must be able to use plain language which is free from bias and appropriate to the qualifications.
- Must be committed to equal opportunities in assessment and have the ability to translate this commitment into practice.

**Note:** It is acknowledged that, for the existing ASQ Award for Golf Coaching Assistants, tutors/assessors that have extensive relevant experience (minimum 5 years) and unable to provide certificates of appropriate qualifications may continue to deliver/assess providing they are able to submit a satisfactory report from IV/EV within the last 3 years plus CPD to demonstrate competence. All new tutor/assessors joining the workforce from Jan 2016 must have proof of qualifications to prove competence.

**Note:** It is acknowledged that, for the ASQ Level 1 Award in Coaching Golf, the same person or two different people may fulfil the roles of tutor and assessor. Whichever option is chosen, the centre's Associated Sports Qualifications appointed External Verifier will wish to ensure that all persons providing training or assessment for the qualification meet the qualification specific criteria detailed above.

## Continuous Personal Development

It is an expectation that the workforce involved in the delivery and assessment of qualifications within Approved Delivery Centres remains current and continually delivers best practice relevant to the roles. This commitment to continued good practice in the delivery of qualifications can include regulated or legislative requirements and / or standardisation events as well as dedicated opportunities to develop technical skills and knowledge relevant to the roles.

## Section 6: Quality assurance

The quality assurance of qualifications is of paramount importance to ensuring the quality and standard of ASQ's qualifications is maintained across all Approved Delivery *Centres*. High quality learning environments, assessments and quality assurance practices within *Centres* is a key driver of the success of ASQ's qualifications. Good quality assurance procedures can lead to:

- improved learner experience
- increases in learner achievement
- improved retention / completion rates
- cost-effective programmes for providers / organisations.

*Centres* should plan for the quality assurance of programmes from the earliest stage of development and implementation. Good quality assurance procedures will ensure *Centres* meet ASQ's requirements and where appropriate can satisfy external organisation's requirements for quality vocational education and training. Quality assurance of qualifications applies to the:

- recruitment process
- induction of learners into qualifications
- initial assessment of learners
- design of learning programmes
- delivery (teaching / tutoring) of the learning programme
- support of learners
- assessment strategy
- record keeping and monitoring of progress
- achievement and certification of learners
- review and development of programmes / procedures.

### Internal quality assurance

ASQ Approved Delivery *Centres* must have effective quality assurance policies and procedures in place to deliver ASQ qualifications. ASQ Approved Delivery *Centres* are responsible for the internal quality assurance of ASQ's qualifications. ASQ will provide external quality assurance

*Approved Delivery Centres* must provide a plan ('when') for the quality assurance of the qualification and also detail the strategy to be used *i.e.* what sampling will be conducted and using what methods (observed practice and / or paper or desk-based). The plan should outline when the various quality assurance methods will be conducted, what standardisation activities are conducted and who will be involved in the internal quality assurance process. Sampling should include that of learners, range of assessors/tutors (if appropriate), methods of assessment, evidence and also the records of assessments conducted within the centre.

Whoever (e.g. Centre Manager, IV or Lead IV) is responsible for the internal quality assurance within a Approved Delivery *Centre* will need to ensure that all factors related to quality assurance are covered. This should include:

- ensuring all quality assurance policies and procedures are 'fit for purpose'
- the plan and strategy for quality assurance is implemented, monitored and revised where appropriate
- clear communication of the quality assurance procedures is known within the *Centre*; and effective communication is implemented with the appointed External Verifier / ASQ
- ensuring all personnel involved in the assessment of the qualification are appropriately qualified and conduct their own practice in accordance with the relevant Learning and Development National Occupational Standards and/or ASQ quality assurance process.

- Support and regularly observe (to sampling strategy) to maintain standards.

## The quality assurance workforce

Internal Verifiers are an important part of the workforce within a *Centre* and should work integral to the delivery workforce. The role of the IV is extremely important with a *Centre* and they should provide guidance and support to assessors as well as ensure the quality of assessment is maintained.

## Criteria for Internal Verifiers

Internal Verifiers (or IVs) of the ASQ Award for Golf Coaching Assistants must:

- Have current experience of conducting quality assurance in an education and training environment, and / hold a recognised quality assurance qualification such as the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice or equivalent qualifications, for example, the V1 qualification or preceding D34 qualification or proof of registration to the qualification.  
**OR**
- Experience as an active IV (minimum 3 years' experience) together with relevant CPD and satisfactory reports from External Verifiers within the last 3 years.  
**Internal Verifiers;**
- Must be able to provide evidence of the knowledge, understanding and application of the qualification and assessment criteria for the occupational area being assessed and key skills at the appropriate level.
- Must have subject knowledge sufficient to support or challenge assessment decisions of the Assessors.
- Must be familiar with the approved centre and awarding body's requirements in relation to conducting assessment and internal verification, recording assessment and internal verification decisions and maintaining accurate internal verification records in a confidential manner.
- Must be able to use plain language which is free from bias and appropriate to the qualification.
- Strong communication skills and the ability to work alone and as a team.
- Must be committed to equal opportunities in assessment and have the ability to translate this commitment into practice and a commitment to declare any conflict of Interest situation.
- Ability to manage time, prioritise work effectively and meet key deadlines

**Note:** Internal Verifiers cannot quality assure assessments that they have conducted.

## Continuous Personal Development of IVs

As is outlined for the delivery workforce, it is an expectation that the workforce involved in the quality assurance of qualifications within *Centres* remains current and continually delivers best practice relevant to the role. This commitment to continued good practice in the quality assurance of qualifications can include regulated or legislative requirements and / or standardisation events as well as dedicated opportunities to develop technical skills and knowledge relevant to the quality assurance role(s).

## External Quality Assurance

External quality assurance for the qualification will be provided by ASQ; a nominated External Verifier (or EV) will be appointed by ASQ when a *Centre* is approved to deliver the qualification. External quality assurance will include:

- approval of the *Centre*
- monitoring the delivery of the learning programme
- guidance and support to *Centres* in the delivery and assessment of the qualification
- monitoring of assessment practice
- monitoring of the internal quality assurance procedures.

ASQ conducts external quality assurance to ensure its qualifications are delivered, assessed and quality assured to the highest of standards. And specifically, to ensure that assessment practice within *Centres* is valid and reliable.

## Section 7: Further information

### Progression

The knowledge and skills gained from the ASQ Award for Golf Coaching Assistants will enable learners to assist more qualified coaches, delivering aspects of coaching sessions to groups of beginner golfers. Achievement of the qualification may be used as a stepping-stone by learners to progress to the ASQ Certificate in Coaching Golf.



### Further development of learners (CPD)

All learners undertaking this qualification should be encouraged by course tutors to actively engage in continuous personal development (or CPD) and to record their attendance at any CPD events. This record of further development can also be used to produce a personal coach action plan that logs learners' ongoing development. By participating in regular CPD opportunities, learners will ensure that after achieving the qualification, they develop their coaching skills and knowledge to an appropriate level to allow them to assist other golf coaches in the future.

#### Deployment as an ASQ Award Golf Coaching Assistant

##### *Licensing for volunteers*

It should be noted by all learners that on successful completion of the ASQ Award for Golf Coaching Assistant they are deemed qualified to coach within certain limits. However to be deployed as coaching assistant, learners are additionally required to be licensed. This involves undertaking relevant Safeguarding / Child Protection training and undergoing a Criminal Records Check appropriate to their home country. This check and the safeguarding / child protection training will be a requirement for coaches seeking to obtain an award Golf Coach Licence through the PGA.

##### **PGA Assistants**

PGA assistants should refer to PGA regulated guidelines upon successful completion of this qualification.