

UKCC Level 1 & 2 Assessment Guidance: Learners & Mentors



Introduction

This document provides information and guidance on completing the various components of your Assessment. This document includes:

- [Completing & submitting your Logbook](#)
- [Creating & submitting your assessment video](#)
- [Preparing for your Professional Discussion](#)
- [Attending your Professional Discussion](#)
- [Resubmissions following a Deferral](#)

Below is an overview of the different events linked to all assessment components

Timing	Order of events
At any time	<p><i>If you were part-way through a face-to-face course or awaiting your assessment:</i> You will be sent an 'Invite to Book' an assessment or you will contact your course organiser to book an assessment.</p> <p><i>If you booked your course after March 2021:</i> You would have received information regarding your assessment date.</p> <p>You can begin to complete your Logbook.</p>
6 weeks before your Professional Discussion	<p>You will receive your 'Invitation to Assessment' email which will include:</p> <ol style="list-style-type: none"> 1. The Skills Matrix Box you have been allocated for your Summative Assessment Session Plan. 2. The Logbook & Video Submission deadlines. 3. Your allocated Assessor and their contact details. 4. Your unique login for the British Gymnastics Kaltura MediaSpace site (Kaltura) to upload your Video Submission. <p>You can now prepare, film, and create your video as per the interim guidance within your allocated Skills Matrix Box.</p>
Minimum of 2 weeks before your Professional Discussion	<ol style="list-style-type: none"> 1. You will upload your completed Video Submission to Kaltura. 2. You will send your completed Logbook to your assessor.
3 days before your Professional Discussion	<p>You will be sent an email containing the link to access your Professional Discussion.</p> <p><i>If you have not received this email 48-hours prior to your Professional Discussion, please contact your course organiser.</i></p>

Timing	Order of events
Prior to your Professional Discussion	<ol style="list-style-type: none"> 1. You should prepare a reflection based on your Video Submission using the 'Learner Reflection' section of the Summative Assessment task (found in the Logbook)*. This will form part of your Professional Discussion. 2. You should read the 'Preparing for your Professional Discussion' section of this document. <p><i>*You may wish to re-watch your Video Submission on your own device to remind yourself of the session delivery.</i></p>
On the day of your Professional Discussion	<ol style="list-style-type: none"> 1. Log-on to Kaltura using the link provided 10 minutes before your allocated time. 2. Ensure you have your prepared 'Learner Reflection'.
<p>You will then follow one of these pathways:</p> <ol style="list-style-type: none"> 1. <i>Successful in all Assessment components:</i> You do not need to do anything further and your Certificate released within 4–6 weeks. 2. <i>Deferral of one or more components:</i> Action Plan will be agreed with your assessor for a 30-day window to resubmit the required work. 3. <i>Not Yet Competent:</i> An Action Plan will be agreed with your assessor and you will be required to resubmit a 'Request for Assessment'. 	

Completing & submitting your Logbook

There are two options for completing and submitting your Logbook, either electronically or in hard-copy. You must choose one option.

Option 1: Electronic Logbook (recommended)

You have access to an editable PDF Logbook in your British Gymnastics Academy account. You will need Adobe Acrobat Reader on your device to open the file.

Digital signatures (and proof of identity)

Throughout the Logbook you will see the requirement for digital signatures from yourself, your mentor, and your assessor. Unless the signature box is highlighted with a red arrow these details can simply be typed in.

The editable Logbook allows for a photograph to be uploaded with a digital signature overlaid.

Please see the Resources area on the Academy where there is guidance on Using Adobe Digital Signatures.

Electronic submission

You must email your Logbook and any other electronic resources you have created to your assessor a minimum of two weeks before your Assessment date. You will find your assessor's email address in your Invitation to Assessment email.

Option 2: Hard-copy Logbook

You are provided with a hard copy of the Logbook as part of your coaching qualification.

Signatures

Throughout the Logbook you will see the requirement for signatures from yourself, your mentor, and your assessor. These should all be individual handwritten signatures.

Hard-copy submission

- You must ensure you complete your hard-copy Logbook in suitable time, as it will need to arrive a minimum of two weeks before your Assessment day.
- You must retain a copy (either photocopy or scan) of the completed Logbook in the event it is lost in the post. If you fail to do this, and your Logbook is subsequently lost, you will be required to complete the full Logbook again.
- You will need to send the complete Logbook (**not** including the resource pack or the ring binder). You may wish to secure the loose paper in a cardboard folder or with treasury tags.
- You will need to securely package all your paperwork and write your assessor's address clearly on the front.
- You will need to take your small package to a post office counter and send it with the correct postage and get a 'proof of postage' receipt (**do not** send it by Recorded or Special delivery).

If you are resubmitting your Logbook following a deferral, please read the section on '[Resubmitting your Logbook](#)'.

Creating and submitting your assessment video

Overview timeline of events

Below is an overview of the events linked to the Video Submission.

Timing	Order of events
Once you receive your assessment confirmation	<ol style="list-style-type: none">1. Ensure you have gathered the following information:<ul style="list-style-type: none">• Which Phase of Return to Coach Contact you are currently in.• Which gymnasts have opted-in to Manual Support activities.• Which gymnasts are happy to provide permission to be filmed for assessment purposes.2. Complete your Summative Assessment session plan task in your Logbook, which must contain all sections/skills in the Interim Skills Matrix Box.3. Begin to plan how you will set up and film the sections/skills required for your Video Assessment as per the guidance in the Interim Skills Matrix Box.
Up to 2 weeks before your Professional Discussion	<ol style="list-style-type: none">1. Work with your mentor to ensure you can capture everything required for your Video submission.2. Complete your filming event(s) using the 'Creating and uploading your video' guidance below.
A minimum of 2 weeks before your Professional Discussion	Upload and submit your Video Submission through Kaltura using the 'Creating and uploading your video' guidance below.

Creating and uploading your video

Click the link below to view the guidance for filming and uploading your video:



Preparing for your Professional Discussion

It is important you spend time preparing the equipment, environment, and yourself for your Professional Discussion.

Your equipment & environment preparation

IT equipment: We recommend the following equipment for your Professional Discussion:

- Laptop/PC
- Webcam
- Headphones with microphone
- Up-to-date version of Chrome (preferred), Firefox, Edge or Safari

Internet connection: You must ensure your Wi-Fi coverage is strong enough to support you accessing your Professional Discussion with both camera and microphone functions turned on. If you are concerned your wireless connection is not strong enough, you should try and utilise an ethernet cable to stabilise your connection. You should try to close down any other programmes on your computer that could impact your Wi-Fi connection.

Learners **cannot** attend courses or assessments on mobile devices as video content and breakout rooms functions are not supported. Learners must ensure they use a laptop or desktop computer.

On-screen positioning: You should be positioned centrally on your screen. Consider using items such as books to adjust the height of your screen and/or your webcam.

Lighting: The room should be well lit, and your face should be clearly visible on screen. Avoid lighting from directly above or from one side. You may want to move a lamp to the side of your screen.

External sounds/distractions: The room you do your Professional Discussion in should be quiet. Your assessor must be able to hear you clearly. Avoid possible disruptions such as people walking around in the background or mobile phones ringing.

Background: Your background should be one you are happy to share with your assessor. Consider removing any personal items such as photographs, if you wish.

Personal preparation

On-screen presentation: The Professional Discussion forms parts of a coaching qualification. It is expected you will dress accordingly, for example in club uniform or appropriate coaching attire.

Paperwork: Ensure you have spent time reviewing your Video Submission and have prepared a reflection using the 'Learner Reflection' section of the Summative Assessment task (found in the Logbook). This reflection will form the basis of your Professional Discussion and may considerably affect your result if it is not prepared.

You may also want to have your electronic or photocopied/scanned Logbook to hand, and a notepad to write down key points from your Professional Discussion.

Latest Assessment email: It would be best practice to ensure you have your latest assessment-related email from British Gymnastics to hand, as it will contain:

1. Your individual 'link' to access your Professional Discussion.
2. The 'Host' contact details should you have any issues regarding logging on for your Professional Discussion.

Attending your Professional Discussion

Once the Assessment date has been booked, you will be sent 'session joining instructions' for your Professional Discussion a minimum of three days prior to your allocated session.

Your access to your Professional Discussion will follow these steps:

1. Log in for your Professional Discussion using the link in your latest email communication.
2. You will be held in a waiting area.
3. You will be granted access to a main room.
4. You will be greeted by the Host.
5. You may be introduced to your Assessor (if they are available at this time).
6. You will be sent to your allocated assessment room (breakout room). You may be here on your own for up to 10 minutes.
7. Your Assessor will enter, and your Professional Discussion will begin.
8. Once your Professional Discussion is complete your Assessor will leave the room. You will remain here until the Host is ready for you.
9. The Host will bring you back into the main room and you will be dismissed.

Things to consider:

You may be in your home or work environment during the Professional Discussion. Therefore, it is important to consider the following standards of behaviour and conduct. Failure to do so may result in a Deferred or Not Yet Competent result.

- You must refrain from texting, calling, and accessing social media on mobile devices.
- You must refrain from holding a conversation with people in your household or workplace.

We understand there may be some uncontrollable factors such as disruption from children/pets or postal deliveries. In these instances, it is important to note that if you leave, or are distracted during your Professional Discussion, leaving the assessor unable to complete the required questions, they may be unable to provide you with a result, and you may be deemed Not Yet Competent. You may then need to apply for a full reassessment.

In the event of an emergency please inform your assessor, who can advise you on next steps.

Mentor, parent or peer support

Learners who are under-18 are permitted to have an adult with them in the room during their assessment, and this is encouraged for safeguarding purposes. However, learners must disclose to the assessor the presence of any third party, on- or off-screen, at the beginning of the assessment and any interference with the assessment process is strictly prohibited. If the assessor suspects collusion or foul play of any kind, they have the right to mark you as not yet competent or defer your assessment.

What will be reviewed in the Professional Discussion?

The structure of your 30-minute Professional Discussion is flexible; however, you can expect the following:

- A brief introduction to themselves and any key information you may need for the Professional Discussion.
- A review of your Logbook submission.
- A review of your Video Submission. This is where you will discuss your 'Learner Reflection'.
- An Action Plan (including any information relating to a deferral/resubmission).

Resubmissions following a Deferral

A 'Deferral' means your assessor requires small amounts of additional evidence to support the assessment outcome. It is additional time for you to collate further evidence to fully meet assessment criteria that may only have partially been achieved in your first submission. This is different to a Not Yet Competent outcome which requires a full reassessment due to many assessment criteria not being met.

Resubmitting your Logbook

During your Professional Discussion, your assessor will provide you with guidance on how to complete any outstanding tasks correctly.

Your Action Plan will include a resubmission date up to 30 days following the Professional Discussion. This must be submitted via email to the original assessor. All changes need to be submitted via word document (or similar) as the original logbook would have "locked" after the first submission (if submitted electronically). Or via an image of handwritten work if preferred.

A second deferral of the Logbook will be given a second resubmission date (up to 30 days after first resubmission). If you are deemed Not Yet Competent after this occasion the course organiser will contact you directly to explain the next steps.

Once marked Competent the assessor will confirm the outcome to you and the course organiser, which will prompt the release of your certificate.

Resubmission of Video Assessment

If your assessor requires additional evidence of your ability to safely support a skill, they may ask you to resubmit this before they will confirm your result.

Your Action Plan will include a resubmission date up to 30 days following the Professional Discussion. This must be submitted via Kaltura. When uploading you will need to use the same file name as your original upload but with '_v.2' or '_v.3' on the end depending on if it is your second or third resubmission. You will then need to email your assessor to indicate this has been done, including a file name to allow your assessor to easily identify your resubmission.

A second deferral of video evidence will be given a second resubmission date (up to 30 days after first resubmission). If you are deemed Not Yet Competent after this occasion the course organiser will contact you directly to explain the next steps.

An additional Professional Discussion will not be required following a deferral.

Once marked Competent the assessor will confirm the outcome to you and the course organiser, which will prompt the release of your certificate.

Reassessment following a Not Yet Competent outcome

A 'Not Yet Competent' (NYC) outcome requires a full reassessment. These outcomes are reached when many assessment criteria are not met in the Logbook and/or video assessment. If you are deemed NYC in your video assessment you will be required to complete a reassessment including another Professional Discussion.

The course organiser will communicate your next steps following a NYC outcome.