

INFORMATION
PACK

APPRENTICESHIP PROGRAMME



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Welcome

The British Gymnastics apprenticeship programme is designed to support registered clubs to increase capacity and participation within their environment, by employing an apprentice directly in conjunction with the Programme.

The programme runs in partnership with Bridgwater & Taunton College (BTC), who have delivered apprenticeships since 2006. Working with the college provides an opportunity to deliver a complete apprenticeship offer where the apprentice can achieve a nationally recognised qualification and membership of CIMSPA (Chartered Institute for the Management of Sport and Physical Activity) alongside bespoke gymnastics training.

Since 2016 the number of apprentices joining each year has been growing and the apprenticeship programmes available have evolved and increased to keep up with modern requirements of clubs and apprentices. On completion of their course, many apprentices move into full-time positions within their clubs. Some have progressed onto a higher-level apprenticeship or have been successful in obtaining a place to study at university.

This guide provides the essential information required, but further support can be accessed through contact with the BTC Apprenticeship Team on **business@btc.ac.uk** who will be happy to help.

What is an apprenticeship?

An apprenticeship is a development programme that combines employment and training in a specific skill or discipline. On completion of the programme the apprentice is awarded an Apprenticeship Certificate and will gain membership to CIMSPA. Apprenticeships are suitable for anyone above the age of 16 with no upper age limit, who is seeking to develop a new skill set whilst in employment. Employers train individuals within the context of their organisation, so apprentices contribute to the organisation's productivity whilst developing their own skills. There are more than 240 Apprenticeship Programmes across the UK, covering most occupations and sectors. The British Gymnastics apprenticeship programme is only available to apprentices and clubs based in England. Some differences in the level of funding provided and training required exist in England, Scotland, Wales and Northern Ireland, but the core features of the apprenticeship model remain the same across the four nations. Please note: In Scotland, apprenticeships are known as Modern Apprenticeships. For more information, please visit:

www.gov.uk/apprenticeships-guide

Why apprenticeships?

An apprenticeship is a unique way for a club to develop and grow their workforce combining on-the-job training within a club environment, with formal knowledge and skills-based training. The learning takes place in context, providing an understanding of the working world and combines practical skills with theoretical knowledge. British Gymnastics has developed this Apprenticeship Programme in partnership with BTC to support registered clubs to create additional coach and club manager roles, which in turn may improve the workforce capacity challenges that clubs currently face.

How to get the most out of your apprenticeship

Employer & Mentor:

- 1. Set a timetable that allows 20% of the apprentice's working week to LEARN off the job.**

This covers activities such as: coaching new skills, mentoring, shadowing, attending courses related to the apprenticeship, attending on-line training with their assessor, working on assignments, attending British Gymnastics Webinars. etc.. Usually, if it's something that has been learnt for the first time then it is classed as learning and can be recorded as "off the job"

2. **The mentor** should meet with their apprentice every week for 10 minutes to FOCUS on support for learning and work for the week ahead. The mentor should access the portfolio to review progress, assist with task completion, check the weekly journal has been completed, and off the job training is recorded.
3. **Engage in reviews.** Ensure that when the assessor visits/sets up on-line time to complete a review, you make time to be part of the process and reflect on the progress the apprentice has made. Remember to log on to the portfolio and sign the review.

Apprentice:

1. **Be responsible, respectful and honest.**
 - Aim to arrive at work at least 15 minutes before your start time as this will build your employers confidence in you.
 - Treat people how you wish to be treated, take responsibility for your actions and if it goes wrong be honest.
 - Submit work at the agreed deadlines, and contact your assessor at the first sign of needing support and guidance.
2. **We want to help you be the very best version of you that you can be, so be proactive and ask for help from your colleagues, mentor and assessor!**
 - If you don't know how to do it – ask
 - If you're not sure – ask
 - If you don't know – ask
 - No excuses!
3. **Make an effort.**
 - You get out what you put in to life so try your best at all times.
 - Manage yourself to get tasks done on time and communicate if there is a problem.

Assessor:

1. **Available in working hours to assist the employer and apprentice with any issues.**
 - Aim to reply within 48 hours for enquiries. If assessor is away, they will always provide a named 'back-up'
2. **Provide support for transition into a working environment**
 - Assignments, self-management, mentoring, learning support, etc.
3. **Reciprocal communication and motivation**
 - If a text or email needs a response it should be answered in a timely way.
 - Helping the apprentice to reach their goals and complete their apprenticeship.

Why have we chosen Bridgwater & Taunton college (BTC) as our partner?

Through a robust selection process, BTC was selected to work in partnership with British Gymnastics to deliver the Apprenticeship Programme since 2016. The college, based in Somerset, was named FE College of the Year 2016 at the Times Educational Supplement FE Awards and has a reputation, both regionally and nationally, as being a highly successful provider of education and training. Furthermore, in 2016, BTC won an Association of Colleges Award for Sport in the Curriculum and the Queen's Anniversary Prize.

Through this partnership, we have developed a unique and positive relationship, which in turn has supported the programme's development, providing progressive and positive opportunities for apprentices.



Benefits to registered clubs

Registered clubs will have the opportunity to employ and develop an additional member of staff. Below are some of the benefits that clubs have identified from being involved in the programme:

- The ability to offer a more diverse range of classes which in turn has increased participation
- An increase in staff numbers through the retention of the apprentice at their club
- The apprenticeship programme offers an opportunity to clubs to retain their members which contributes to maintaining club values and retention of talent in the club.
- The ability to train the individual within the gymnastics environment, developing their knowledge of how the club operates from the outset
- All apprentices are eligible for a British Gymnastics coaching course funded by BTC.
- Clubs will receive support from the Business Support Partners to employ their apprentice and will be able to access free webinars, e-newsletter and other resources provided to club managers and apprentices on the programme.

Our clubs said:

“I think the apprenticeship programme has been one of the real success’ of our new centre. Being able to develop a person into your clubs values and ethos is essential for the success of your club. We are on our third apprentice in two years and cannot rate highly enough the impact this has had. Our first apprentice came to us as a shy young girl and now is one of the most confident coaches and staff members we have and a full time employee of our business. The program is not only beneficial to the club but the person on the scheme as they get to sample the industry and then after the duration of the apprenticeship both parties can decide if this is a future that they would both like to continue. You need to invest as a club into the person as you will reap what you sow.”

Craig Heap (Club Manager)

Benefits to the apprentice

There are many benefits to an individual undertaking an apprenticeship. Some of these are:

- The ability to develop a career in the sport of gymnastics whilst gaining a nationally recognised qualification and membership to a professional institution (CIMSPA)
- The ability to earn whilst studying
- To receive practical, relevant experience and training in gymnastics
- An insight into what working in gymnastics could include
- The ability to gain more confidence and experience in a working environment.
- Apprentices can take advantage of a free place on an appropriate coaching course. Apprentices frequently choose a Level 1 or Level 2 coaching course in their chosen discipline funded by taking part on the apprenticeship programme.
- Apprentices are able to access the new BTC mental health portal called “Together All”.
- British Gymnastics also runs a bespoke webinar series on subjects to compliment their coaching career and extend their understanding of running a gymnastics club and the wider gymnastics industry.
- Apprentices will receive a monthly British Gymnastics Apprenticeship programme e-newsletter including access to e-learning and free CPD courses.
- Apprentices will have access to an exclusive range of resources via the Academy.
- Apprentices can benefit from the extensive discounts available to students with a Student’s Union card (Totem card).

Our apprentices have said:

“Being able to offer an apprenticeship to the gymnasts has been a fantastic boast for the club and our coaching team. The opportunities of being trained in the job are fantastic! We would definitely recommend the programme!”

Candice Littleton (apprentice),
Majestic gymnastics

How will the Apprenticeship Programme work?

The Apprenticeship Programme is aimed at individuals with a strong passion to develop a future in gymnastics. The ideal applicant will work with their employer (the British Gymnastics registered club) to develop the club's gymnastics offer. Clubs should be committed to employing the apprentice in a full-time role in the gymnastics environment, while supporting the individual through their journey on the Programme.

The British Gymnastics Apprenticeship Programme will be split into three main sections:

- The apprenticeship delivered by BTC
- Personal development and gymnastics related training delivered by British Gymnastics
- Employment with the registered club.

The Programme will see the registered club become the apprentice's employer. The apprentice is employed for the duration of the Apprenticeship Programme. As a requirement of the Apprenticeship standard, the apprentice must work a minimum of 16 hours per week but commonly work 30 hours per week, which must include the hours required for "off-the-job training". The length of the programme may vary based on the number of hours worked by the apprentice, any recognition of prior learning and their progress through to an End Point Assessment.

Example 1: Aaron has been offered a Level 2 Community Activator Coach Apprenticeship by his club. He has been working as a

part-time coach for the last 18 months and has recently completed his level 2 MAG Coaching Course.

Looking at the Knowledge, Skills and Behaviours in the standard, Aaron is able to demonstrate an understanding of K6 & K8 as he covered this in his course, he is aware of elements of the remaining knowledge but does not have evidence that he has sound knowledge and understanding that makes him fully occupationally competent.

In looking at the skills, he has evidence for S1, S11 & 12 (achieved from his course). He is able to model some of the behaviours but does not currently have documented evidence to support their full competence.

After discussion with his employer, it has been agreed that Aaron's apprenticeship can be condensed to 12 months instead of 14 months and the funding claimed will be reduced by 10%.

Example 2: Willow has completed a degree in Sports Coaching and Development. She has been offered a level 4 sports coach apprenticeship, which is a lower level than her degree. Whilst at university she took part in the gymnastics club and did some voluntary coaching and she also has a level 2 WAG coaching certificate.

The assessor received a transcript of her degree modules and was able to complete a match with some of the knowledge, skills and behaviours. This meant that Willow did not need to complete the "Progressive Programme Design" unit of the apprenticeship, which is 1/8th of the programme. Therefore, the apprenticeship time would be reduced by the same % as would the funding. Therefore, Willow would pass through to gateway after 15 ½ months rather than 18.

NB: The minimum duration of each apprenticeship is based on the apprentice working at least 30 hours a week, including any off-the-job training they undertake. Part-time hours can be agreed with the BTC if necessary, however this must still enable the apprentice to undertake enough regular training and on-the-job activity to ensure they are likely to successfully complete their apprenticeship and will extend the duration of the programme.



What is off-the-job training?

Off-the-job training, as defined specifically in relation to an apprenticeship programme, is learning that is completed outside of the normal day-to-day working environment and supports the achievement of the qualification.

This can include training that is delivered at the apprentice's normal place of work, but must not be delivered as part of their normal working duties.

The off-the-job training must be directly relevant to the apprenticeship standard and could include:

- Teaching of the theory to support developing their knowledge base in their chosen subject, for example: BTC delivery or lectures
- Attending the British Gymnastics webinar series
- Completing e-learning on the Apprentice page of British Gymnastics Academy
- Time spent in training with their assessor (whether it is face-to-face or via the telephone)
- Shadowing another coach within the club to learn new skills
- Being mentored by either their mentor or line manager
- Practical training e.g. hours completing their Level 1 or Level 2 UKCC coaching qualification
- Simulated exercises and role play activity relating to core job role
- Attendance at competitions as a coach or as part of paid working hours
- Any additional webinars or online learning the club provide the apprentice that is relevant to the apprentice's job role
- Visiting the employer's other sites and departments to gain an understanding of the organisation but not working from that site

- Industry visits or visiting other companies or suppliers, for example other local clubs, or attending conferences
- Learning support provided by the employer or the provider
- Writing assessments and assignments
- In-house training programmes and CPD – where it links directly to the Apprenticeship Standard, for example first aid qualification or Time To Listen courses
- Training residentials delivered by British Gymnastics where apprentices are paid to attend and are not expected to use annual leave

- Time spent on any other learning provided by British Gymnastics

Off-the-job training does not include:

- English and maths (up to level two).
- Progress reviews or on-programme assessment required for an Apprenticeship Standard.
- Training which takes place outside the apprentice's paid working hours.

Employers are required to pay their apprentices the appropriate rate that is relevant to their age.

For more information regarding minimum wages please visit www.gov.uk/national-minimum-wage-rates



British Gymnastics apprenticeship residentials

As part of the apprenticeship journey, the individual will be invited to attend a British Gymnastics residential event. This event will give the apprentice the opportunity to visit Lilleshall National Sports Centre, the home of British Gymnastics, to receive bespoke training from the National Governing Body.

The information covered at the residential will align to the knowledge, skills and behaviours the apprentices are studying on their qualification as well as gymnastics specific content such as capacity building advice and operational support. Sessions in previous years have included practical sessions with national coaches and guest talks by gymnastics Olympians, sessions by subject matter experts on inclusion, nutrition, youth voice and more. Further programme information and dates will be provided once the individual has enrolled on the programme.

During the residential, British Gymnastics staff will be available to provide support and guidance and each apprentice will also receive continued support from an Assessor at BTC, to support the academic aspect of the qualification.

Assessor visits

The information covered at the residential will align to the knowledge, skills and behaviours the apprentices are studying on their qualification as well as gymnastics specific content such as capacity building advice and operational support. Sessions in previous years have included practical sessions with national coaches and guest talks by gymnastics Olympians, sessions by subject matter experts on inclusion, nutrition, youth voice and more. Further programme information and dates will be provided once the individual has enrolled on the programme.

During the residential, British Gymnastics staff will be available to provide support and guidance and each apprentice will also receive continued support from an Assessor at BTC, to support the academic aspect of the qualification.

You will be assigned a dedicated trainer-assessor via BTC who will oversee the individual's progress towards their qualification using a variety of methods including eLearning, weekly online training and wellbeing sessions and assessor visits. The trainer/assessor also provides support and guidance to the club manager to ensure the apprentice is supported and the club is able to work effectively with the apprentice.

Trainer/assessor visits should be scheduled regularly.

** These visits will require both the individual and their line manager and/or mentor to be available. Assessors will use methods such as observation and professional discussion. Requests for witness testimonies will be made to the mentor.*

The application process



How to apply

To be part of the Apprenticeship Programme, email your interest to **business@btc.ac.uk** and you will be sent the relevant information together with forms to complete.

Please use the flow chart on page 15 to learn more about the process.

Please note BTC will share relevant information with British Gymnastics. Please refer to the BTC Policy for more information. You can find it here: **btc.ac.uk/privacy-policy/**. By completing the application form, you are agreeing to the sharing of this information with British Gymnastics.

The apprenticeships can begin at any time that is mutually agreed by the apprentice, the club and BTC. Once the apprentice is enrolled, both the apprentice and the club manager are invited to a Welcome day run jointly by British Gymnastics and BTC. These sessions may be virtual or face to face and will include an introduction to the programme, as well as training for clubs and apprentices on relevant systems. There are two Welcome Days held each year so that all new starters are able to attend the Welcome day within 6 months of starting.

We will then hold a similar session later on in the year, for any further starters or those unable to make the Welcome Day earlier in the year.

Existing apprentices/clubs on the British Gymnastics apprenticeship programme:

If an existing apprentice, already signed up to the British Gymnastics Apprenticeship Programme, wishes to progress with their training, they will need to follow the application process above in line with new applicants.

Application process flow chart

Learner

Apply for an apprenticeship using the suitable link below:-

Community Activator Coach Apprenticeship Level 2 - Bridgwater & Taunton College (btc.ac.uk)

Community Sport and Health Officer Apprenticeship Level 3 - Bridgwater & Taunton College (btc.ac.uk)

Sports Coach Apprenticeship Level 4 - Bridgwater & Taunton College (btc.ac.uk)

If you have secured an employer willing to take you on as an apprentice, please add their details in the relevant area of the application

Employed - Once we have contacted your employer to match your role against your application, your allocated Assessor will contact you to conduct a college interview.

Not Employed - An Assessor will contact you to conduct a college interview, our recruitment team will then help you to find a suitable employer. Current Vacancies and Application Support can be found below:-

Apprentices Courses In Somerset - Bridgwater & Taunton College (btc.ac.uk)

Employer

Email Bridgwater & Taunton College on business@btc.ac.uk with employer details, please let us know if you have a learner ready to be interviewed for the apprenticeship or if you are looking to recruit.

Bridgwater & Taunton College will contact you to gather further information and support you through the process.

BTC will ask you to complete a Skill Scan against the role you have for the apprentice and also complete a Safety Assurance Check.

BTC will also require you to register onto the Government Apprenticeship Service Account, to ensure funding can be allocated for the training of the apprenticeship.

To start that process please follow the link below:-

Create an account to manage apprenticeships - Manage apprentices (manage-apprenticeships.service.gov.uk)

On completion of all the relevant recruitment steps, an Apprenticeship start date will be agreed with Assessor / Employer / Learner and enrolment paperwork will be emailed to all parties.

Please note, applications are open all year, BTC will support you all the way through the process and answer any question you have.



Associated costs and support

To be part of the Apprenticeship Programme, there are some associated costs to be mindful of. Responsibility for payment of costs is detailed below.

The employer:

- Payment of a salary to the apprentice of at least the National Minimum Wage: gov.uk/government/publications/the-national-minimum-wage-in-2022 Many clubs may choose to pay the apprentice a higher hourly rate or to maintain their rate of pay for existing coaches.
- In the second year of the apprentice employment, for apprentices on National Minimum Wage, the rate of pay will increase in line with national wage updates: gov.uk/government/publications/the-national-minimum-wage-in-2022
- Potential on-costs including employers' National Insurance contribution where the weekly earnings are above the current minimum required by PAYE
- Payment of holiday pay (in accordance with current legislative requirements)
- Payment of statutory sick pay in accordance with current legislation

In 2017 the government introduced a levy in respect of apprenticeships. This stated that any employer with a pay bill over £3 million each year, is required to pay the apprenticeship levy.

- For levy paying employers:
 - Training for apprentices can be funded through the levy payments.
 - For more information, please visit:
gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work
- For non-levy paying employers (where the pay bill is less than £3 million):
 - For employers with less than 50 employees, where the apprentice is aged 19 or older at the start date of the apprenticeship; payment of 5% of the cost of the qualification is required. This is because the Government will pay for 95% of training costs but the employer is expected to pay 5% of the total. See below for fees.
 - For employers with less than 50 employees and where the apprentice is aged 16-18 (or 19-24 with an EHCP in place) there is no fee.
- For employers with over 50 employees; payment of 5% of the costs of the qualification regardless of the apprentice's age. This is because the government will pay for 95% of training costs but the employer is expected to pay 5% to access this funding. This is dependent on the qualification chosen and the costs are as follows:
 - Community Activator Coach Level 2: £300
 - Level 3 and Level 4 apprenticeship courses: £450
- Travel to all residential events held by British Gymnastics at Lilleshall National Sports Centre (to be determined by prior agreement between apprentice and employer and may be at the apprentice's cost).
- For levy paying employers the full cost apprenticeship will deducted from your levy pot. For more information, please go to:
gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work
- Clubs hiring an apprentice will receive an incentive payment of £1000 for each apprentice under 18 that they employ paid 50% after 13 weeks and the other 50% after one year on programme.
 - Aged 16 to 18 years old under 25 with an education, health and care plan or who has been in the care of their local authority

More information on this incentive can be found here:

gov.uk/guidance/incentive-payments-for-hiring-a-new-apprentice

The apprentice:

- Travel to all residential training events held by British Gymnastics at Lilleshall National Sports Centre (if made by prior agreement between you and the employer).
- Any additional overnight accommodation or subsistence more than detailed above.



British Gymnastics:

British Gymnastics provides documentation and information relating to industry knowledge via its residential event, online webinars, CPD courses, e-learning, online resources and e-newsletter. The Business Support Partners are also dedicated to supporting British Gymnastics apprentices and their club mentors with health and safety, club development, people management, legal and financial support. British Gymnastics also provides the coaching courses for which funding is applied via the apprenticeship course. The residential event held at Lilleshall National Sports Centre is hosted by British Gymnastics who cover the cost of overnight accommodation and food during the event.

NB: For apprentices aged 16 – 18 years with an employer with less than 50 employees; the College qualification is delivered free of charge, supported by funding that is drawn down by the College. Employers recruiting an apprentice aged 16-18 will be entitled to a payment from the Government of £1000 per Apprentice.

For more information, please email business@btc.ac.uk.

Please note: Clubs must offer apprentices the same conditions as other employees working at similar grades or in similar roles.



Appendix 1 - Course summaries

Coaching Pathway Level 2 Community Activator Coach Standard:

This apprenticeship is designed for individuals who wish to begin a full-time career in coaching gymnastics. Individuals on the programme will study the new **Level 2 Community Activator Coach** standard, of which the course summary and content can be found below. For this pathway the apprentices will receive additional CPD via one residential training events throughout their 16-month programme, which will take place at Lilleshall National Sports Centre. These residential training events will provide further information and knowledge that the apprentices can then utilise back in their club environment. Alongside this qualification, the apprentice will also complete either a Level 1 or Level 2 Gymnastics Coaching Qualification (in any discipline) and this element of the framework will be delivered at no additional cost.



This qualification will need to be completed during the time scale of the apprenticeship. Candidates undertaking their Level 2 coaching qualification must be 17 years of age when they start a course.

Their award will be accredited when they reach their 18th birthday.



Please find below a summary of the qualification and pre-requisites for this pathway:

Role	Apprenticeship Standard	Pre-Requisite	Residential event Information
Gymnastics Coach	Level 2 Community Activator Coach 16-month programme	Essential - Age 16 years + Essential - Must be willing to undertake either Level 1 or Level 2 coaching qualification Essential - Minimum of 5 GCSEs Grade A* - E Inc. English and Maths or equivalent qualification (9-2 in new GCSE grading) Essential - The right to work in the UK Essential - British Gymnastics Bronze / Silver Membership minimum Desirable - Experience of coaching and working in a club environment	1 residential events throughout the apprenticeship Complete Level 1 or 2 Gymnastics Coaching Qualification**

***Please note the Level 1 or Level 2 coaching qualification can be completed in any discipline. However, this qualification must still be completed within the apprenticeship timeframe and is therefore subject to the availability of courses. The apprentice must have been enrolled on their apprenticeship course with BTC for 7 weeks before they are able to use the funding to pay for their coaching course.

Funding is current and applicable if an apprentice enrolls onto their chosen coaching course whilst still completing their apprenticeship. There is no obligation of funding for a free coaching course once the apprentice has completed their programme.'

Course Summary – Level 2 Community Activator Coach

The Community Activator Coach Standard enables the apprentice to demonstrate, the following competencies:

- An ability to plan, deliver, evaluate and reflect on delivery of sport and activity opportunities within a local community, predominately for inactive members from different sections of society.
- The ability to work in partnership with, amongst others, local sports clubs, youth work settings, community centres, educational institutions and public service personnel, to deliver engaging and sustainable opportunities for people to come together and get active.
- Understanding how to modify their behaviour and style and use customer insight to tailor activities that appeal to different audiences from diverse cultures and backgrounds.
- Being equipped with the range of tools and techniques that are needed to offer different sports and activities in different environments. This includes both formal and informal activities.
- An ability to understand their limitations and boundaries, and knowing how and when to work with specialists from other professions – this may include the police and uniformed services, health professionals, counsellors, personal trainers, sports development staff or youth workers.

For further information on this new standard, please visit: <https://www.instituteforapprenticeships.org/apprenticeship-standards/community-activator-coach/>



Coaching Pathway Level 3 Community Sport and Health Officer:

This apprenticeship is designed for individuals who wish to build on an existing coaching qualification, experience or Level 2 Apprenticeship. Individuals on the programme will study the Level 3 Community Sport and Health Apprenticeship. For this pathway the apprentice will receive additional CPD via a residential training event throughout their 18-month programme, which will take place at Lilleshall National Sports Centre. These training events will provide further information and knowledge that the apprentices can then utilise back in their club environment. This apprenticeship includes the opportunity to undertake an additional qualification in Promoting Community Health and Wellbeing and apprentices can book onto an appropriate British Gymnastics Coaching qualification(s) as agreed with the Employer. Please find below a summary of the qualification and pre-requisites for this pathway:

Please find below a summary of the qualification and pre-requisites for this pathway:

Role	Framework/ NVQ	Pre-Requisite	Residential event Information
Level 3 – Gymnastics Development Coach	Level 3 Community Sport and Health Officer 18 Month apprenticeship with 3 month End Point Assessment	<p>Essential – Age 16 years +</p> <p>Essential – Minimum of 5 GCSEs Grade A* – C Inc. English and Maths or equivalent qualification (9–4 in new GCSE grading)</p> <p>Essential – The right to work in the UK</p> <p>Essential – British Gymnastics Bronze Membership minimum</p> <p>Essential – Experience of coaching and working in a club environment</p>	1 residential events throughout the apprenticeship

Course summary – Level 3 Community Sport and Health Officer



Completion of the Level 3 Community Sport and Health Officer, will enable the apprentice to demonstrate the following competencies:

- Working with local communities to identify the need and demand for new activities
- Improving access to sport for young people, people with disabilities and people from disadvantaged communities
- Supporting and working with community amateur sports clubs national governing bodies, country sports partnerships, voluntary sector and development agencies
- Plan and implement programmes of engaging and innovating activities using sport and physical activity
- Writing successful funding bids to enable new, different and more opportunities to take place for sport and physical activity
- Understanding fundamental principles of safeguarding, child protection and working with vulnerable adults
- Where to sources and how to use customer insight to design sport and physical activity interventions
- Organising, promoting, running, monitoring and evaluating projects
- Attending meetings, seminars and conferences
- Finding and training suitable staff, coaches and volunteers for projects
- Managing resources and budgets

Coaching Pathway Level 4 Sports Coach: 3 Pathways:

This new apprenticeship standard was only released for delivery in March 2021 and provides an opportunity for progression for apprentices' completing a level 3 apprenticeship or existing experienced coaches who wish to up-skill. There are three pathways in this programme:

1. High Performance Sport Coaches:

Develop athletes and players in high-performance settings, including those on talent or development pathways, national or international programmes, professional or podium environments.

2. Community Sport Coaches:

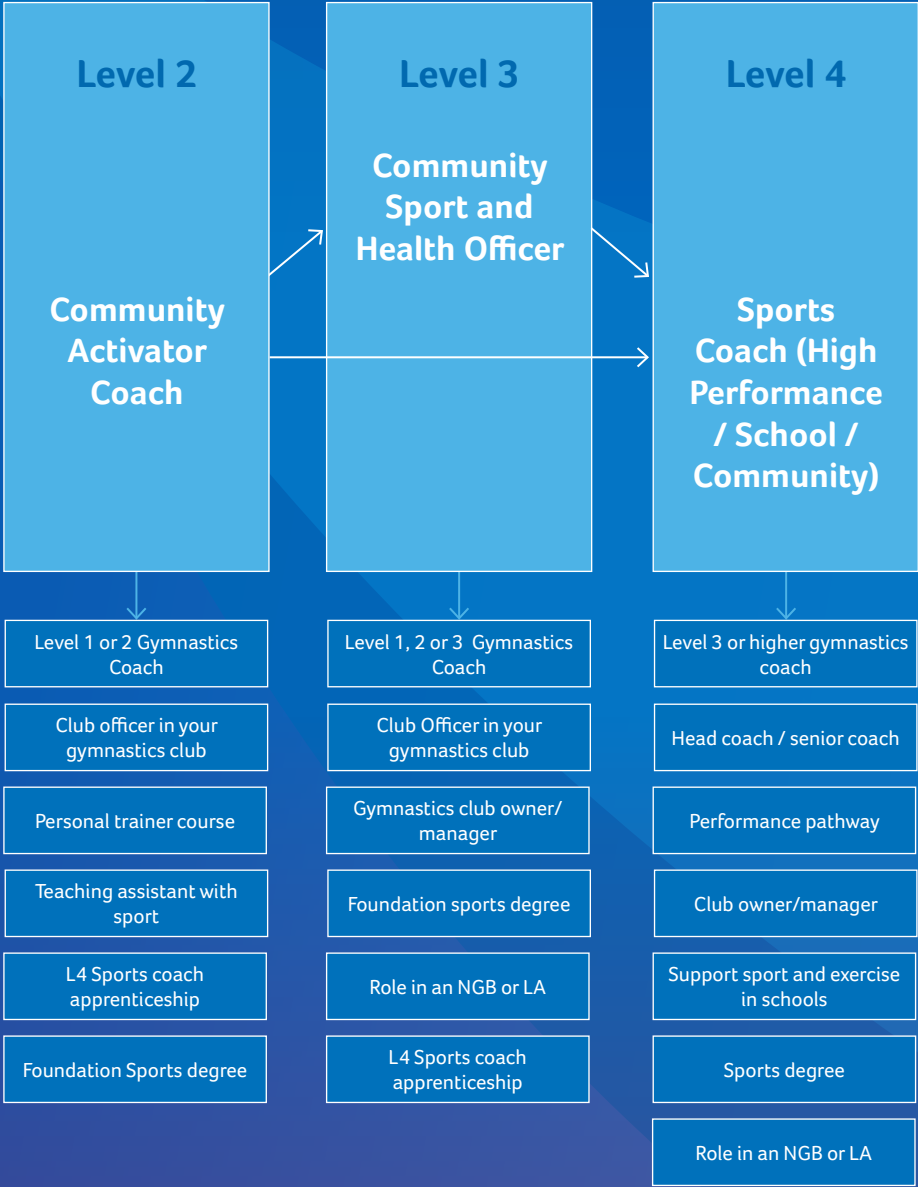
Motivate and engage people of all ages and abilities in community sports and physical activity settings. Community sport includes local authority, charity and national governing body of sport community initiatives or clubs.

3. School Sport Coaches:

Collaborate with teachers to develop pupils' mastery of psycho-motor skills by applying a whole child approach in their coaching. They work in all categories of school and registered childcare environments.

This programme is equivalent to the first year of a degree and includes access to HE webinars organised and run by Bridgwater and Taunton College, an annual coaching residential and a choice of course by British Gymnastics, which can be tailored and bespoke to your needs. The College is investigating the opportunity for participants to complete the second and third year of the College's BSc Sports Science and Coaching degree as progression from this apprenticeship.

Next steps



Please find below a summary of the qualification and pre-requisites for this pathway:

Role	Framework/ NVQ	Pre-Requisite	Residential event Information
Level 4 – Gymnastics Development Coach	Level 4 Sports Coach 18 Month apprenticeship with a 6 month End Point Assessment	Essential - Age 18 years + Essential - Minimum of 5 GCSEs Grade A* - C Inc. English and Maths or equivalent qualification (9-4 in new GCSE grading) Essential - The right to work in the UK Essential - British Gymnastics Bronze Membership minimum Essential - Experience of coaching and working in a club environment	1 residential event throughout the apprenticeship

Course Summary – Level 4 Sports Coach

Completion of the Level 4 Sports Coach apprenticeship standard will enable the participant to demonstrate the following competencies:

High Performance Sports Coaches

Design and deliver coaching programmes that focus on the acceleration of sustainable development and high performance of athletes/players to enhance the national and international positioning of the sport.

High performance sport coaches profile athlete/player bio-psycho-social attributes, as well as their sport-specific technical and tactical skills to set development and performance goals. These are then used to inform the creation of a high-level curriculum plan that considers practice and competition schedules.

Stakeholders in this context include athletes, players, parents, peers, managers, sponsors, professional organisations, national governing bodies and performance support staff such as sport scientists, sports medics and performance analysts.

Community Sport Coaches

Design and deliver coaching programmes that focus on sustainable engagement and enrichment of participants. They use targeted approaches to the deliver sport and physical activity through community initiatives or clubs, considering Sport England participation and wider government agendas.

Community sport coaches profile participant's cognitive, social, emotional and physical development needs. They measure participant motives, behavioural norms, psycho-motor, technical and tactical skills in specific sport and physical activity contexts to enable goals to be agreed. These results are used to create a high-level curriculum plan that considers the annual and sporting seasons. They apply a 'whole person/child' development approach and create targeted interventions to promote the accessibility of sessions for diverse groups of participants. In setting the plans they will consider the community support systems and gaps in current provision.

Stakeholders in this environment include children, parents, assistant coaches, peers, managers and other community support safeguarding staff. Wider networks include facility managers, local authority staff, charitable workforces and national governing body regional teams.

School Sport Coaches

Design and deliver coaching programmes that focus on the acceleration of sustainable mastery of children's psycho-motor skills and wider physical education standards.

School sport coaches profile children's cognitive, social, emotional and physical development needs. They measure psycho-motor, technical and tactical skills in a range of physical activity contexts drawn from the Department for Education's National Curriculum to enable physical education targets to be agreed. These results are used to create a high-level curriculum plan that considers school term schedules and a 'whole child' development approach.

Stakeholders in this environment include children, parents, carers, peers, support staff, such as SENCO and safeguarding officers, teaching assistants, teachers, head teachers and school boards. Wider networks include local authority teams and social services.

British
Gymnastics