



Coaching Portfolio Guidelines



Introduction

Welcome to the next phase of your coach learning. On completion of the training course you should have an agreed action plan which should include spending time coaching real sliders and personal self-development. This document is a guide for your post-course activity, portfolio submission and assessment process.

Your purpose in creating a Coaching Portfolio is to:

1. embed learning from the course
2. explore the coaching process and use of coaching tools
3. encourage self reflection and analysis
4. provide formal evidence for assessment for the award.

You may already have your own systems for recording your coaching activity and, provided that they meet with the assessment criteria, you are welcome to continue with them. Portfolio preparation is a learning activity for you, so you choose the programme and duration. This should embrace the learning philosophy of: plan - do- review.

What you intend to do now, what you will attend-to and the composition of your portfolio will be influenced by the level you are working towards. The sorts of differences between level 3 and 4 are indicated in the matrix below:

Aspect	Level 3	Level 4
Learning phase	The course raises awareness and introduces practice. Your portfolio will demonstrate practicing of the coaching process and tools.	The course develops awareness and practice. Your portfolio should demonstrate practice and development of the coaching process and tools.
Critical analysis	You should explain what you have learnt from using the coaching process and tools. You might have some analysis of their strengths and weaknesses. You will have analysed your strengths and weaknesses and how to capitalise or modify them.	You should critical analyse the coaching process and tools. If you have modified existing tools, or developed others, you should be able to explain why. You will have analysed your strengths and weaknesses and how to capitalise or modify them. You will demonstrate the further learning you have done as a result.
Further learning	You will become aware of further learning needs and record learning achieved.	You will demonstrate a good understanding of your learning needs, formulate personal action plans and create learning records.
Written report	This should describe what you have done, the learning derived, reflections and key development needs.	This should describe what you have done, your critical analysis and reflections and your intended development plan.

Portfolio Composition

Your portfolio should contain the following information as a minimum:

- Introduction
- Coaching records
- Details and critique of learning
- Conclusion

Introduction

At the start of your introduction please include a summary containing the following information:

1. Your name, address, telephone number(s) and email address
2. Name of the skier(s) you are coaching
3. Area of main activity e.g. recreation; instructor mentoring, performance
4. Main place(s) of coaching activity
5. Dates of start & finish of coaching programme covered in the portfolio
6. Number of hours spent coaching (which includes: contact time and non-contact, preparation and follow up time and any other time spent looking after the interests of your skier)
7. Number of hours of further learning
8. An example of a significant learning item in your Learning Log
9. Candidate and corroborator declarations (see below)
10. An Executive Summary to set the scene: giving an overview of you, the skiers, the coaching programme and key aspects of it, successes and failures.

In addition you should include a copy of your Action Plan from the course.

Corroboration

You must include the following declaration in your portfolio:

Candidate declaration: I confirm that this is a record of my own coaching activity and that this Coaching Portfolio is my work.

Candidate signature:..... date:.....

Corroborator declaration and details: I confirm that this Coaching Portfolio is the candidate's own work and that he/she has coached these individuals. I have/ have not been mentoring this candidate (delete as applicable). I consent to you contacting me.

Corroborator name:Signature:.....

Qualifications:

UK Snowsport Registration Number:

Telephone:

email address:

Coaching records

You are encouraged to try-out, critique and modify the resources introduced to you on the course. In order to do this, and demonstrate your learning, you must provide examples of each of the following records from your coaching:

Record Type	Comments
Skier details	Including name(s), contact details, age, health questionnaire or assessment, their overall objectives and snowsport discipline.
Performer Profiles	Spider profiles (sheet C) must be included and have three evaluation dates. You may include profiling sheets A and B if helpful.
Goal sheets	Sheet D
Annual programme	The plan should cover a year and you should highlight the period(s) that you coaching records cover.
Session Plans	Using the template provided or other methods of your choosing
Session Reviews	A selection of reviews of sessions, especially where you decided to modify them concurrently or subsequently.
Coaching Interventions Log	Using the template provided or other methods of your choosing
Accident/ Incident / Injury records	Using the template provided or other methods of your choosing. If no incidents occurred, mention this in the Executive Summary.
Others	Other documents not listed that further support and enlighten the coaching process e.g. notes summarising a period of training.

Details and critique of learning

What you learn will be highly individual and may provide some surprises. You are encouraged to regularly reflect on your coaching practice, discuss this with a mentor and identify further learning needs and a plan to achieve them. Your portfolio should contain:

Record Type	Comments
Reflection notes	About key incidents during this process and their impact. These might be about: the effectiveness, or otherwise, of coaching tools; surges or plateaus in skier development; new learning; challenging situations or “ah ha” moments.
Learner log	This should record all new learning that you have done. This might be from; mentoring interventions; observing other coaches; reading; research or courses attended.
Written report	A short evaluative report covering the period from your course until portfolio submission. This should expand on any key learning and how you are now different as a coach. It should identify your perceived strengths, weaknesses and the actions you took and will take to capitalise on strengths or modify weaknesses. It should record how you have attended-to the course Action Plan. You may also include skier testimonials explaining what the coaching did for them.

Conclusion

This should summarise key aspects of your submission and give insight into your future coaching and learning intentions.

Submission and Assessment

You may submit your portfolio either electronically or on paper. You should send it to the Chief Executive who will allocate an appointed tutor to assess it. You should allow a period of 20 working days from receipt before you are contacted.

The Assessment of your portfolio will take into account: compliance with the award descriptions and the portfolio guidelines; evidence of appropriate use of coaching tools; the quality of your Reflection Notes and Learner Log and corroboration statement.

Your Assessor may choose to contact you for clarification or further information to inform their decision.