



LEVEL 1 COACHING CERTIFICATE

Assessment plan and record of achievement

Candidate Name:

Assessment Plan				Record of Achievement		
Mandatory units:	Evidence	Assessment method	Planned date	Pass/Refer	Assessor's signature and date	IQA
Knowledge Test	Online test 80% pass mark	MCQ				
Scheme of Work	Worksheet	Written				
Lesson plan	Worksheet	Written				
Observation and evaluation of class	Worksheet	Written				
Instructing aikido	Summative observed session	Observation (video)				
	Session self-evaluation	Written				

Record of achievement declaration

Assessor Declaration	Name	Signature	Date
I declare that all learner evidence has been assessed and meets the learning outcomes, assessment criteria and evidence requirements for the qualification.			

ASSESSMENT INSTRUCTIONS

ELEMENT 1: KNOWLEDGE TEST

This is an open book online test which can be completed at any time after the end of the online course. The pass mark is 80%.

ELEMENT 2: SCHEME OF WORK

After attending the online course, you will submit a Scheme of Work using (or based on) the template supplied. The Scheme of Work must be progressive and should cover 12 sessions. The assumption is that students train once or twice per week (your choice).

ELEMENT 3: LESSON PLAN

Once the Scheme of Work is prepared you will write a detailed Lesson Plan (min one hour) for one of the sessions in your Scheme of Work. Your practical exam session will be based on the Lesson Plan you submit. The supervising coach in your club should be aware of the content of your lesson plan as this person will be required to supervise your exam class (for reasons of insurance, duty of care and best practice). If it is not practical to use a lesson from your Scheme of Work (i.e. it would not be possible for you to deliver this session for your assessment) then a specific session plan can be submitted

Guidance on the Lesson Plan

Introduction and Warm Up

- You can use any coaching method/s in the Warm Up
- Your Warm Up must include activities which cover Mobilisation and Pulse Raising followed by Dynamic and/or Static Stretching. Rehearsal is optional. Preference is to focus on a broadly dynamic approach.

Main Section

The Main Section of your lesson must include

- At least one basic drill or exercise based on (or taken from) your syllabus. Examples might be kihon movements, circles, shikko. **You must include coaching skills associated with Demonstration**
- A grading/syllabus technique (or techniques)

You must use **AT LEAST two of the following additional coaching methods** in your Main Section (for your own reference, you can use the table below to tick the methods you plan to use)

Whole Part Whole	
Progressive/Layering	
Add On/Link	
Experiential/Scenario	

Cool Down

You can use any Coaching Method in the Cool Down. Your Cool Down must include

- at least one appropriate exercise or activity
- a comprehensive range of Cool Down stretches (covering both maintenance and developmental stretching). Please note that your practical observation requires you to deliver at least two appropriate stretches.

The Scheme of Work and Lesson Plan should be submitted for assessment before you do your practical exam

ELEMENT 4: COACHING/INSTRUCTING

You will need to practice your coaching skills at your club.

For insurance purposes you must do this under the supervision of a qualified coach.

We suggest that, however confident you feel, you have at least three practice sessions where you can deliver each of the elements you will be coaching in your exam.

You can submit your practical session/s on video for assessment. Subject to assessor availability you may arrange for a live assessment. **You will require a minimum of FIVE students in your exam class. These students can be of any grade and can include the supervising coach (as long as their participation does not affect their ability to oversee the session).**

When filming your class you should ensure that you can be seen and heard throughout. We suggest you film your practice sessions a) for your own feedback and b) to check any technical issues. Check the camera position (so that you are clearly in shot) and the sound quality. It is important that you can be heard on the video. If you cannot be seen or heard, your video cannot be assessed. When filming you should also ensure that your students are also in shot so that you can evidence your observation and correction skills.

You can submit your final video via any accessible channel. This could include:

1. You Tube video (we suggest that this is a private or unlisted video – but it's your choice)
2. Drop Box or Google Drive link (or equivalent)
3. A file transfer programme
4. On a USB stick through the post (please ask for the submission address if you choose this option).

Depending on your location it might be possible to arrange a live assessment – please ask for details.

**Please ensure that you have any necessary permissions from those participating.
You must have a minimum of 5 students in your exam class.
The students in your exam class must be 18 or over.**

The duration of each component listed below is flexible and should allow you to demonstrate all the competencies listed on the assessment checklist. **The practical is designed as a modular assessment** so if you prefer you can submit each element separately. Always review the checklist to ensure you have included content to cover all assessment criteria.

- Introduction and Warm Up (min 10 mins of video)
- Main Session (min 20 mins of video)
- Cool Down (min 10 Mins of video)

A qualified coach must be present during your filmed assessments. The qualified coach is there to supervise your exam session and must be available to step in should there be any concerns around safety or best practice.

ELEMENT 5: Self-evaluation

You are required to reflect and self-evaluate your teaching performance. If something didn't quite go to plan this is your opportunity to identify and explain what happened. Paperwork is included in this document.

ELEMENT 6: Club session evaluation

FOR ONLINE CANDIDATES: Please complete a reflective evaluation on one of your club's sessions. Some indicative areas to consider have been included below – and you can use some of these as sub-headings in your written evaluation if you wish.

This reflective account can be anonymous in terms of the person you are observing. It is a private document and does not need to be shared with the observed instructor unless by agreement. This is so that you can be open and honest in your evaluation of the session. The Assessor will not share your observations with any third parties.

Did the instructor...

- appear well prepared for the session
- prepare/check the training area
- cover health and safety
- screen for injuries
- explain the session
- deliver a comprehensive warm up
- coach using appropriate methods
- manage the group effectively
- give constructive feedback
- deliver a range of content
- include a suitable cool down
- ask for feedback and questions

If it is not possible for you to observe a session then you can choose any You Tube video and base your reflective account on this. Please include the URL link of the video you choose.

Length: between (approx.) 500 and 1000 words

Rationale for Assessment element 6: during an in person Coaching Course (live face to face) there would be peer review and feedback during the practical elements. This would be used to determine engagement with the practical content and to further establish knowledge and understanding. As this is a remote course, Assessment Element 6 seeks to evidence some of these competencies.

Please email your work to aikidoallianceuk@gmail.com

Marking Grid for the lesson plan

WARM UP	INCLUDED IN SUBMITTED LESSON PLAN? ✓	NOTES (where evidenced on the plan etc)
Any coaching methods acceptable in WU		
Mobilisation		
Pulse raising		
Stretching		
Rehearsal (optional)		
MAIN SESSION		
At least one basic drill or exercise		
Evidence of coaching skills associated with Demonstration		
Two from the following list		
1. Whole Part Whole		
2. Progressive/Layering		
3. Add On/Link		
4. Experiential		
A grading /syllabus technique (min one)		
COOL DOWN		
Coaching method (any coaching methods acceptable)		
One appropriate cool down activity included		
A range of stretches		
A maintenance stretch		
A developmental stretch		

Observation assessment checklist

INTRODUCTION (Starting the session) (A): The coach has:			
1. Prepared the dojo and checked any equipment for the session			
2. Welcomed students appropriately			
3. Explained all necessary health and safety information			
4. Carried out verbal screening giving appropriate advice to the students as required			
5. Outlined the purpose & structure of the session			
Delivering the session (B): The coach has:	Warm up	Main Session	Cool Down
1. Demonstrated correct technique and safe use of equipment (if appropriate)			
2. Given clear/accurate explanations to the students			
3. Selected activities suitable for the component being delivered			
Warm Up – the instructor delivered safe and effective Pulse Raising, Mobility and Stretching components (optional to include rehearsal)		NA	NA
Main Session – the instructor used effective Demonstration and at least 2 other coaching methods from the designated list	NA		NA
Cool Down – the instructor delivered a safe and effective Cool Down (min one exercise or sequence) plus at least 2 Cool Down stretches	NA	NA	
4. Used supportive & motivational behaviour with the students			
5. Adapted activities and techniques appropriately when necessary			
6. Monitored intensity and/or complexity appropriately based on component being delivered			
7. Used/ reinforced key instruction points to improve performance			
8. Used appropriate teaching position to enable continued observation and correction of students			
9. Projected volume & pitch of voice effectively within the dojo			
10. Adopted teaching positions to ensure he/she can be seen			
11. Managed the timings of the session effectively			
12. Asked for questions/feedback from the students to check their understanding			
13. Used appropriate class management methods and strategies			
14. Monitored health and safety throughout			
Ending the session (C): The coach has:			
1. Given constructive feedback to the students based on their performance			
2. Gained feedback from the students as to how well the session went			
Result:	Competent / Not Competent		

Modular delivery record (Assessor use)

Date	Component	Result	Notes

ASSESSOR FEEDBACK (copy as required)

Criterion and Component	Feedback

Session self-evaluation (to be completed once all elements of the practical have been submitted on video)
This is your opportunity to reflect on the overall session.

How well did the session meet your students' needs?

How well did your coaching methods meet your students' needs? (include at least one named coaching method as an example)

State what class management strategies you used and explain how successful these were.

How effectively did you adapt the class content according to your students' abilities?

How you could improve your coaching practice (identify at least three areas for improvement).

Explain the value of reflective practice.

Explain the value of Continuing Professional/Personal Development (CPD) **and** say how you will achieve this in the context of your own practice and coaching.

Result Pass/ Refer

Assessor's feedback:

Changelog

Jan 2022

V2 – added lesson plan mark scheme and clarified filming requirements re students being in shot. Option added for a live assessment subject to assessor availability.

March 2022

V3 – added minimum number in exam class

October 2022

V3.1 – clarified that the SOW should be for 12 *sessions* – not 12 weeks

Nov 2024

V3.2 – clarification that the submitted lesson plan can – if required - be separate to the Scheme of Work planned content