

This document is an extract of the On-Course guidance and is provided to give prospective candidates a more detailed guide as to what to expect upon the course.

Guide to the Level 2 Course

Welcome!

Welcome to the British Triathlon Level 2 coach education e-learning resource. Whether you are new to coaching or have many years of coaching experience, we hope the information in this e-resource helps guide your coaching efforts in bringing an incredible lifestyle sport to a new generation of participants.



This resource has had an extensive update during the summer of 2016. The Learning Hub content will continue to be updated on a regular basis, so we encourage all learners to revisit the resource on a regular basis, and keep an eye out for anything new, especially technical content and policies.

This section provides a guide to getting the most out of the course, take 30 minutes to review this section as it will save you time later in the course.

Learning Program Overview

The Level 2 Coaching in Triathlon has been designed to be interactive and involves group discussions and tutor led activities. More importantly there will be several opportunities for you to practice coaching with the rest of the group in a relaxed informal environment, in all three disciplines during the first four days of the course. As a prospective Level 2 coach you are expected to have some coaching experience, but don't worry, the course tutors are there to support and guide you through the course.



The course is structured into three main components and is outlined in the timetable below:

- **Face-to-face learning program (days 1 to 4).**
- **Home study / self-directed learning.**
- **Assessment day (day 5).**

Direct Entry learners and any Level 1 coach who certified prior to September 2016, will have to complete the Level 1 reading and tasks to ensure they are at the same level as their peers who have gone through that process. This will be reflected in your checklist.

Course Outline

The Level 2 course program consists of the following topics/components:

Day	Modules / Topics
Day 1	<ul style="list-style-type: none">• What is Coaching - further developing the understanding of the role of the coach.• Creating Session Plans.• Planning Swimming Sessions.• Coaching mixed abilities and in challenging environments.
Day 2	<ul style="list-style-type: none">• Practical Swim Coaching - (practical clothing & equipment required).• Reflective Coaching - using reflection to develop your own coaching.• Planning Run Sessions.• Planning Linked Sessions.
Day 3	<ul style="list-style-type: none">• Practical Run Coaching - (practical clothing & equipment required).• Planning Bike Sessions.• Periodisation and Planning.• Different approaches to coaching and learning.
Day 4	<ul style="list-style-type: none">• Practical Bike Coaching - (practical clothing & equipment required).• Ethical Coaching.• Applying Sports Psychology in Sessions.
Home study	<ul style="list-style-type: none">• There will be a series of online tasks to be completed, and preparation for the practical coaching assessment before day 5.• Completion of Practical Coaching Experience Task, you are required to complete and document 8 sessions in your own coaching environment.• Your tutors will give you much more information about this during day 1 and 2 of the course.
Day 5	<ul style="list-style-type: none">• Practical assessment - practical clothing and equipment required. Your tutors will inform you of the discipline for the practical assessment at the end of day 4.• Developing your coaching and CPD discussion• Professional discussions and individual action planning.

While we try to keep to the above schedule, sometimes topics may have to be moved around due to facility availability, weather conditions or other unforeseen situations. If this is the case, then you will be informed.

Practical Coaching Sessions

Prior to the Course, usually 1-2 weeks before hand, you will receive an introductory email from your course tutors. In this email you will be allocated three topics, one each for swim, bike and run (note the bike session may be a transition-based skill session). You are strongly advised to read up on your allocated topics and start to consider how you may coach this to a group of other people, as you will be doing this under guidance from your course tutors. At Level 1 you were probably allocated a specific drill to deliver. At Level 2 you will be allocated a more general area, and you are therefore free to pick from a variety of drills, so that you can construct a session that meets the allocated area. Don't be overly concerned with getting this 'right' first time, there is time on the course to discuss your approach prior to delivery, the important thing is to have a go!

Clothing and taking part

During the practical 'have a go' coaching sessions on days 2-4, you will both be coaching others and in turn be coached by them. It is therefore appropriate to dress in suitable training attire, relevant to the discipline being coached, so that you can coach and be coached. The courses are normally delivered over autumn, winter and spring, therefore please dress appropriately for the outdoor sessions! Warm layers and waterproofs are a must for your own comfort.

For the pool, it is usually advisable to bring clothes you can wear over a wet swim costume, so that you can be more comfortable and appropriately dressed whilst coaching.

For the cycling coaching practical session, you will need to bring a bike in good working order, bike helmet and appropriate footwear - we would recommend trainers rather than bike shoes. Any bike is fine, as long as it has brakes and gears - MTB or hybrid are ideal. It is strongly recommended that you bring a pump and puncture repair kit, spare inner tubes, as you never know!

Home Study

There is a significant amount of reading and home study that needs to be completed in your own time. It is usually advisable to start reading the online content as soon as possible, and it can be very useful to do this prior to first day of the course.

After the first weekend there will be a three to four-week period away from the course where you can start many of your online tasks, as well as home study reading. Some of the online tasks are quite short, however the Practical Coaching Experience Task requires much more work. Please wait until your course tutors have discussed this with you before embarking on it. We would therefore recommend you start on these tasks as soon as possible after day 2 of the course.

After day 4, you should begin work on the Practical Coaching Experience Task as soon as possible. Whilst there is a long period of elapsed time before the assessment day, don't underestimate how quickly this time will disappear.

The Learning Hub is quite extensive and as such, we strongly recommend a "bite-size" learning approach.

We are often asked how much time will it take to complete the home study? This is very dependent on the person and their existing knowledge/experience. **A good estimate would be 30-50 hours to complete all the reading, tasks and assessments.** Coaches who completed their Level 1 since 2016 will find some of the tasks already completed, while direct entry learners have to complete additional work, effectively covering the sections they missed by not completing Level 1.

Recommended Approach

The Learning Hub is designed so that you can choose your own path through reading the online content and completing tasks. In addition to mandatory reading elements, we have provided a great many more online resources in response to request from coaches who have previously been through the coaching courses. We believe most coaches will find this information useful, however, due to the amount of content included it can sometimes feel somewhat daunting when viewing what is available. In an ideal world, everyone would have time to read all the content prior to attending the course; this is not usually possible for everyone. With this in mind we have produced this simple guide to a recommended way to approach reading and preparing for the course.

Prior to Day 1

If you have not done the current Level 1 Triathlon Course or it is some time since you completed the Level 1, you may want to refresh yourself on some of the Level 1 topics, as there is an expectation that you are familiar with this content. **Specifically, for the Level 2, we recommend reviewing the following sections, prior to attending the course; this may take 3-5 hours depending upon prior knowledge and how much detail you go it:**

- Principles of Training.
- Energy Systems.
- Components of Fitness.
- Swim - Analysing and Correcting Faults.
- Safety at Open Water Venues.
- Planning and Delivering Sessions.

You may also want to review the swim and run content specific to the areas you have been allocated for your coaching practical.

After Day 2

After Day 2 you will start to develop an awareness of your strengths\weaknesses and be able to target your own directed reading. A useful approach for working through the content at this stage is to work through the assessment tasks on the checklist and read any associated reading that will help complete these tasks.

Ideally you will have completed the necessary reading and many of the smaller online tasks in advance of day 3.

Direct Entry

Direct entry candidates should take time pre-course and during the course to review the Level 1 content. This is easily identified as it has (L1) after the section title.

The amount you choose to review will depend on your experience, your tutors may have already given you some guidance in your direct entry assessment in what you should do.

As a minimum direct entry Learners should take 1-2 hours pre-course and 3-5 hours during the course reviewing Level 1 materials, this will give you an understanding of the key outcomes for a Level 1 coach and the remit.

Recommended reading areas are as follows:

- The Role of a Coach.
- Providing a Safe Coaching Environment.
- Coaching Skills.

Technical content (swim / bike/ run) will depend on your own ability and experience.

Some of the tasks in the Level 1 course are mandatory (e.g. Risk Assessment based tasks) for the Direct Entry Candidates, and these will be included in your checklist. Other Level 1 tasks are optional and can be completed for self-learning.

Assessment Criteria

The Level 2 Coaching Course is a competency-based qualification based around the fundamental triathlon coaching skills. It is designed to ensure British Triathlon, your home nation (Triathlon England, Triathlon Scotland and Welsh Triathlon) and the Awarding Body are satisfied that all candidates attending this course are able to coach at this level within their remit. Assessment requirements at Level 2 are varied and designed to be as non-threatening and stress-free as possible, therefore don't worry about them! Any concerns should be discussed with your course tutor.

The assessment requirements are divided into 3 parts:

- **Online written based tasks** completed in your own time at a pace that suits you (by the end of the course).
- **A practical assessment on day 5** in one of the 3 triathlon disciplines, where you will be observed coaching your peers by a qualified British Triathlon Coach Assessor.
- **Online submission of 6 coaching sessions with supporting documentation** for your coaching environment.

There is a requirement that all on-line tasks are completed by the final day of the course, failure to do this may incur additional charges.

There should be no post-course work requirements at this level. If you are unsure of any of the assessment requirements, please feel free to contact either your Home Nation or your course tutors.

Practical Coaching Assessment (6 sessions)

Early in the course the tutors will ask you to start working on a task that requires you to plan, deliver and review a set of sessions. This is contained in 2 tasks - PCE A & B. **We do not recommend you start this task until you have completed weekend one, but you may want to think about who you will coach and where.**

Part A of the task is the overview plan for 4 linked sessions you need to complete in your own coaching environment. This task will allow you tutor to check your initial plan and ensure you are on the right path and will save you having to revisit work if not. Once this plan is completed (PCE Part B) will be unlocked for you to complete. For Part B you need to submit 13 documents:

- 6 individual session plans.
- 6 subsequent evaluations.
- 1 overall evaluation of your coaching experience.

Of your 6 sessions please adhere to the following guidance:

- At least 1 session focused on each discipline (swim, bike, run).
- At least 4 sessions are linked using Linked Session Planner, as outlined in PCE Part A.
- At least 1 session focusing on Fitness conditioning.
- At least 1 session focusing on skill development.

If you are unsure, have queries or need assistance your course tutors will be able to work with you to investigate possible options and approaches to these tasks.

The Practical Assessment

For day 5, you will need to prepare a short (15-minute) coaching session based on a triathlon related activity. You will be allocated the session after the second weekend of the course; or may get the opportunity to select your own topic appropriate to the facility being used, . You are also strongly encouraged to practice coaching as much as possible within your existing coaching remit, to gain additional practice and hone your coaching skills.

This will help you to understand the requirements and practicalities of coaching triathlon, and an opportunity for you to put some of what you have learned from the course into practice and to get some quality feedback. Support will be available by contacting your tutors.

Learners should review the observation checklist and associated guidance notes (these are provided on day 1 of the course) when preparing for the practical assessment. The tutors will give you sufficient guidance for the assessment on day 5.

Course Outcomes and Certification

Provided all assessment tasks are completed by day 5 of the course, your tutors will inform you if you have passed the course, or if further work is required to achieve the required standard (a referral).

Awarding Body Registration and Certification

This certificate is awarded by 1st4sport Qualifications and the timescale for completing the qualification is one year from the first day of your course. Certificates are usually posted out to you within 4-6 weeks of the completion of the course.

Professional Indemnity Insurance

All learners that attend a British Triathlon recognised coach education course must have an appropriate level of professional indemnity insurance for all aspects of their coaching practice before attending the course. The minimum level required is equivalent to, or greater than, that provided by the Home Nation (full) membership package. If you are already a member of a Home Nation Triathlon Association, then you will hold appropriate insurance cover.

Full details of insurance cover can be found in the handbook or on your Home Nation website.

Membership of a Home Nation Triathlon Association must be maintained throughout the duration of the course. **Note that if your membership of British Triathlon (Home Nation) ceases you will lose access to the course until your membership is renewed. If this happens ensure you re-register with the same membership number otherwise any course work completed will no longer be accessible.**

Support

In the first instance your tutor will give you support on the course and will provide you with details of how to contact them. However, if required you can refer to your Home Nation coach education department for further guidance.

Continual Improvement

Due to the structure of this resource, it allows us to update sections, either for minor amendments or for larger changes. The resource will continue to change and evolve over time, with sections added including new e-learning sections.

Feedback

We welcome feedback on this e-learning resource; we have the facility to make minor changes almost immediately. Please give email feedback to: coaching@britishtriathlon.org