

A man in a white shirt is gesturing with his right hand while talking to a woman in a blue jacket. They are on a green football field. The man is looking towards the woman, who is looking down. The background is a blurred green field.

STAFFORDSHIRE FA

LEVEL 1 SUPPORT INFORMATION BOOKLET

**MAKING A DIFFERENCE
THROUGH FOOTBALL**

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WWW.STAFFORDSHIREFA.COM



Guidance for completing your Level 1 in Coaching Football

This is a guide to assist you in completing your level 1 in coaching football and make sure that you complete all elements of the course as soon as possible in order for your certificate to be registered.

In order to complete your level 1 you are required to attend all of the practical/theory face to face sessions as well as the safeguarding and emergency aid session. If you already have a valid FA emergency aid or FA safeguarding children's qualification on the whole game system you may choose not to attend these sessions.

Further to these requirements you will need to complete several on line tasks. These tasks are located on the Learning Management system (LMS) which is located on The FA website. Please find refer to the LMS guidance notes attached to this document.

To complete the course you are required to complete the following tasks. These we recommend should be completed prior to the final session of your course so that your course can be signed off and any support you require to complete tasks can be addressed. The tasks are listed below with some guidance on when these should be completed.

Introduction to coachingThis should be completed prior to the first session.

Plan, Do, ReviewThis should be completed before the second day.

Long term player development.....This should be completed before the third day.

Online introduction to Equality and Diversity, This Should be completed before third day

Respect for Coaches.....This should be completed before the final session

These are recommended as a guide however the tasks can be completed anytime before or during the course. You will not however be registered for your level 1 until all these are completed. Failure to do this within 12 months of start date of your course will mean that you will not be able to obtain your level 1 award and would have to re apply for a new level 1 course.

If you have attended the two hour safeguarding children's workshop you will also be required to complete the safeguarding on line task. This will not be able to be accessed until you have had your attendance of the course registered.

FA EDUCATION

Learning Management System



Learner Guide

Introduction

The Learning Management System (LMS) is your new home for The FA Level 1 & FA Level 2 coaching courses. LMS provides you with the ability to view available courses, enrol onto them and manage your online learning profile. Course specific content is available within your learning environment such as e-learning modules and details of your course face-to-face sessions.

Do you have a Football Association Number (FAN) - check your FAN

Everyone who uses the LMS will require a FAN.

Steps if you do not have a FAN

Before you create a new FAN it is important to check if you already have one, this avoids duplication. To check if you already have a FAN please visit: <https://secure.thefa.com/fan/RetrieveFANDetails.aspx>

Once you have checked, and confirmed that you do not have a FAN you can go ahead and create one by selecting **Register Now** followed by completing all the required fields and selecting **Submit details**.

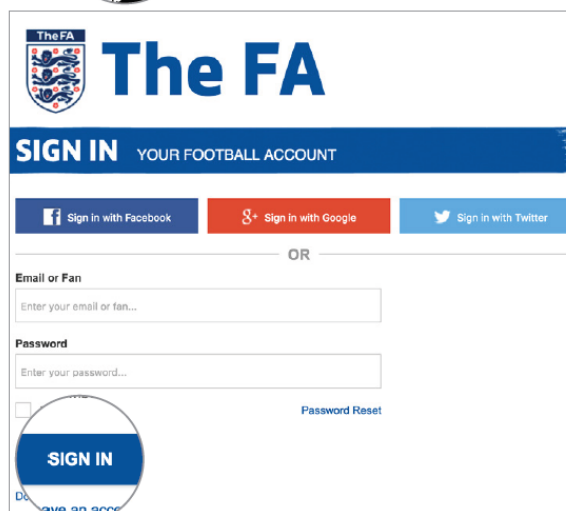
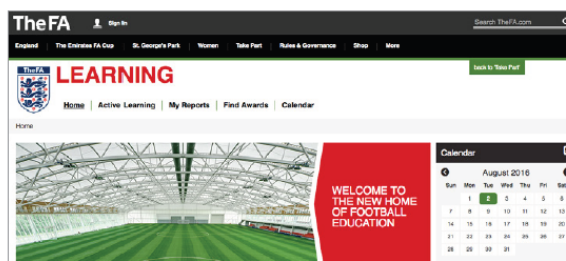
Once you have a FAN - logging in

Now you have your FAN you can log into the LMS.

Firstly, go here: learning.thefa.com/

Next, select **Sign In** at the top of the page.

Enter your FAN ID and correct password followed by selecting **Sign In**.



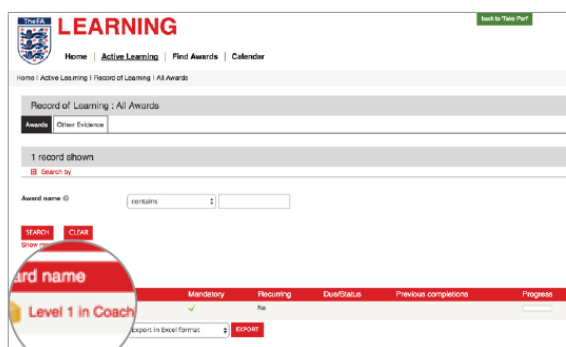
Accessing your learning

Once you're signed in, you then need to navigate to your current learning page.

Firstly, select **Active Learning**, followed by **Record of Learning** from the menu bar.



To access your course select it from the menu. In this example we are selecting the **Level 1 in Coaching Football**.



When you have enrolled you will then be presented with your learning environment which will look similar to this.

Level 1 in Coaching Football		
Date assigned: 27 July 2016 Due date: No due date set		
Course name	Actions	Status
Introduction To Coaching	LAUNCH COURSE	
Level 1 in Coaching Football - face to face sessions	LAUNCH COURSE	
Long term player development	LAUNCH COURSE	
Plan, Do, Review	LAUNCH COURSE	

Viewing and managing your learning

From here you can launch your e-learning course and you will see a **status** bar for each module. There is an overall **progress** bar at the top right which shows the average for all e-learning modules for the enrolled coaching certification.

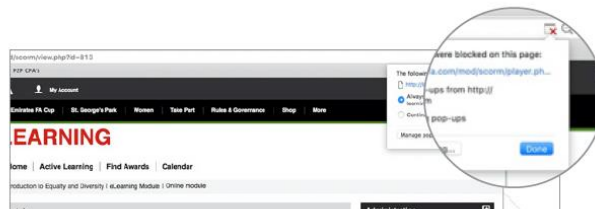
Level 1 in Coaching Football		
Date assigned: 28 July 2016 Due date: No due date set		
Course name	Actions	Status
Introduction To Coaching	LAUNCH COURSE	
Level 1 in Coaching Football - face to face sessions	LAUNCH COURSE	
Long term player development	LAUNCH COURSE	

Launching an e-learning course

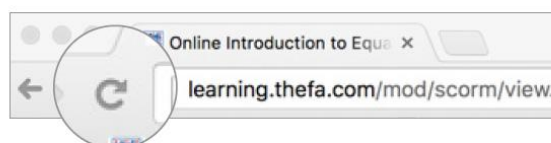
Select the relevant course by selecting **LAUNCH COURSE**.

Course name	Actions	Status
Introduction To Coaching	LAUNCH COURSE	

With the latest version of **Google Chrome**, if pop-ups are blocked you will see a small red **x** appear when you try to launch an e-learning module. Select the red **x** and a menu will load.



Firstly check the radio button **Always allow pop-ups from http://learning.thefa.com**, followed by selecting **Done**.



You will then need to reload the page to restart the e-learning course, to do this click on the **Reload this page** icon.

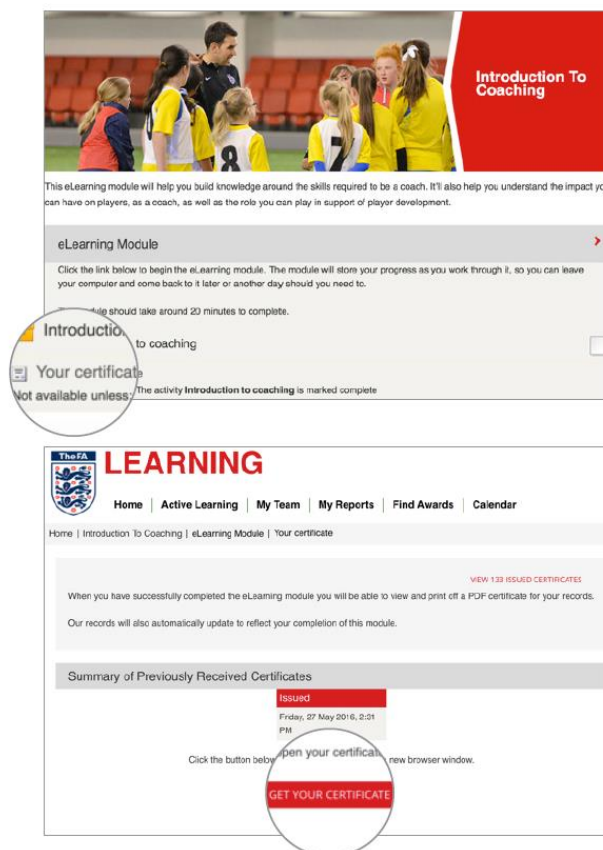


Your e-learning course will then launch in a new pop-up window.

Printing e-learning module certificates

Upon completion of the course and any associated questions, you will then have the ability to download and print your module certificate.

To do this, select **Your certificate**, then **GET YOUR CERTIFICATE** from the next screen.



A pop-up window will then launch, which will show your certificate.

From here you can then print your certificate or save to your computer hard drive.

Afterwards, you can then navigate back to your learning environment. **Note:** It is important to Sign Out correctly when you have completed your learning. To do this firstly select **My Account**.

Followed by **Sign Out**



If you do not Sign Out there is a risk that your session learning history may not be captured and updated.

Staffordshire FA Policies and Procedures for FA / 1st 4Sport Courses

Health and Safety

Staffordshire FA is committed to providing a safe working, coaching, teaching and learning environment for all personnel, candidates and any third related parties. Responsibility for health and safety ultimately lies with the CEO of Staffordshire FA. However, all candidates and personnel have a legal responsibility, as stated under section 7 of the Health and Safety at Work Act 1974, to do everything practical to prevent an accident or injury to themselves and to fellow candidates and / or personnel.

Code of Conduct

At the start of the course the tutor will show you a copy of the code of conduct for their course. This will cover aspects such as; co-operation, communication and personal appearance. For full values statement / code of conduct, please refer to the handbook in your portfolio.

Appeals Procedure

If you have a grievance related to the delivery or training of your course, you must put in writing any issues you may have with 14 days to; Kevin Staples, Staffordshire Football Association, Dyson Court, Staffordshire Technology Park, Beasconside, Stafford ST18 0LQ. Full details of appeals process go to <http://www.staffordshirefa.com/development/1st4sport+poloicies+and+procedures>

Complaints Procedure

Should candidates wish to complain about any services provided by Staffordshire FA they should in the first instance report the complaint to the tutor / assessor within 20 days of the situation. The tutor / assessor should discuss the complaint with the candidate and attempt to agree a way forward or a solution that suites both parties. Full details of the complaints process can be found at <http://www.staffordshirefa.com/development/1st4sport+poloicies+and+procedures>

Malpractice Statement

Staffordshire FA is committed to pursuing the highest standards of probity and the elimination of malpractice in the management of our organisation, and aims to promote accountability and climate of openness, to encourage the disclosure or allegations of malpractice. Personnel / candidates / individuals must report allegations to Kevin Staples. For full details please go to <http://www.staffordshirefa.com/development/1st4sport+poloicies+and+procedures>

Fair Assessment Statement

Staffordshire FA is committed to providing ongoing support to candidates with particular requirements and aspires to eliminate discrimination. On this basis, we ensure accessible services and make appropriate adjustments, where required, to facilitate candidates in completing the course / programme as independently as possible. Full details can be found at <http://www.staffordshirefa.com/development/1st4sport+poloicies+and+procedures>

Equal Opportunities

Staffordshire Football Association and their employees are committed to the principals and practises of equal opportunities, both as an employer and in the delivery of our service. A copy of Staffordshire FA's Equal Opportunities policy can be found at <http://www.staffordshirefa.com/development/1st4sport+poloicies+and+procedures>