

LFA Coach Education: 2018/19

Step-by-step Guides and Useful Links



- **PRINTING OFF CERTIFICATES**

Safeguarding and **First Aid** certificates for both standalone courses and courses incorporated into the FA Level 1 should be available for download via your FA Learning profile at the following link: <http://learning.thefa.com/index.php>. Then, please use the following instructions:

- *Sign In > Hover over 'Active Learning' > Select 'Record of Learning' > 'Certifications' tab > Select relevant qualification > Certificate*

- **BOOKING COURSES ONLINE**

FA LEVEL 1 COURSES

Our FA Level 1s that are online currently, at any given time, can be viewed here: <http://www.lincolnshirefa.com/coach/book-courses-online/level-1-course> and by selecting 'CLICK HERE TO FIND COURSES AND BOOK ONLINE' at the bottom of the page. This will take you to another system where, once you log in using your FA Number and password, you will see all of our courses online at that time.

We host an FA Level 1 once a month at venues across the county and aim to get these online approximately 8 weeks prior to their start date.

ALL OTHER COURSES

All available courses that are online currently can be viewed here: <https://eventspace.thefa.com/lincolnshirefa/participant/s.aspx?eventlen=55>.

- **FA NUMBERS (FANs)**

CREATING AN FA NUMBER

You can create a FAN at the following link: <https://secure.thefa.com/fan/register.aspx>.

RETRIEVING A PASSWORD FOR AN FA NUMBER

You can retrieve the password for your FAN at the following link: <https://www.thefa.com/account/RequestPasswordReset>. To make sure this process works effectively, an up-to-date e-mail address must be attributed to your FA Number. Please contact the Lincolnshire FA for assistance with this if required.

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• THE FA LICENSED COACHES' CLUB

The FA Licensed Coaches' Club provides on-going training and development for coaches as the FA seek to establish coaching as a profession.

In order to become an FA licensed coach you need to hold:

- An FA coaching qualification.
- An in date FA safeguarding children qualification.
- An in date FA approved first aid qualification.
- An in date FA Criminal Record Check (if you are coaching players under 18).

The FA Licensed Coaches' Club is completely free to join and individuals who meet the aforementioned pre-requisites can do so at this link: <http://facc.thefa.com/Users/Account/LogOn>.

• ONLINE MODULES

FA LEVEL 1

FA Level 1 candidates should be able to access their online learning modules at this link: <http://learning.thefa.com/index.php>. Then, the candidate(s) should follow the steps below:

- **Sign In > My Learning > Required Learning > Level 1 > All online e-learning will appear here***
**Available from the point of the candidate(s) signing up to the course online.*
- **Sign In > My Learning > Required Learning > FA Safeguarding Children > Safeguarding Children (How We Support) > Launch Course > Safeguarding E-Learning Module***
**Available after the Safeguarding Children Workshop. The Lincolnshire FA must receive the register from the course tutor and mark everyone accordingly before this is accessible to the candidate(s)*

SAFEGUARDING CHILDREN RECERTIFICATION

The online Safeguarding Children recertification should be accessible to anyone who has taken a 3 hour, face-to-face Safeguarding Children Workshop and whose qualification is over two years old. Anyone can take this course even if their last qualification was the Online Safeguarding Children Recertification, as long as the qualification is over 2 years old.

Any eligible individual should be able to access the online Safeguarding Children recertification module using the following link: <http://learning.thefa.com/index.php>. Then, please use the following instructions:

- **Sign In > Active Learning > Required Learning > The FA Safeguarding Children Certificate/Safeguarding Children > Launch Course beside 'Online Safeguarding Children Re-Certification'**