



FA Learning

Licensed Tutor Application Pack

1st4Sport Level 2 Award in Leadership through Football

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The Tutor Information Pack **MUST** be read in conjunction with this application pack – it provides important information around Safeguarding Children, Safeguarding Vulnerable Adults, Equality, Disciplinary and Grievance and Privacy policies. You should also ensure you have read and consolidated the detail contained within the Qualification Specification for the 1st4Sport Level 2 Award in Leadership through Football.

Section 1. Introduction

The FA Learning Licensed Tutor application pack has been developed to ensure that all tutors are aware of the significance of their role, in both the delivery aspects, and personal and professional expectations of FA Learning Tutors. The following documentation is provided in order to clarify your role, and ensure that minimum standards are in place across the Tutor workforce.

We strive to have a team of tutors who are excellent presenters and facilitators, who understand the process of learning, and have specialist knowledge in learning, coaching and teaching as well as football specific knowledge. Tutors are in the front line of effecting standards of behaviour and influencing young players in football and therefore the quality of our tutors is paramount to the development of the game.

We require all FA Learning Tutors to hold a current, accepted enhanced CRB disclosure via The FA CRB Unit. This is because all FA learning Tutors are in a position of influence over people's roles with children in football and therefore there is a higher threshold of behaviour expected from our tutors.

FA Learning is committed to providing a programme of continued professional development for all tutors aligning tutor development to the agreed National standards of the new UK Coaching Certificate. It is our aim to ensure that a long term investment in tutors will ensure retention, consistency and a quality of workforce that we can be proud of.

Section 2. Coach Educator (FA Tutor) Pathway

All trainee tutors will undertake the following 6 step process:

Step 1 Tutor Identification

- Need Established within Specific Area by National Staff/ Regional Coach Development Manager
- New Tutor opportunities are advertised
- Potential Tutor approaches / is approached by The FA/CFA
- Tutor Recruitment Pack sent to Potential Tutor

Recruitment

In order to be considered, the Potential Tutor must meet the Tutor criteria (See Page 10) in this document. It is a requirement that Potential Tutor's undertake a Criminal Records Bureau Enhanced Disclosure (with The FA) as part of the recruitment process (See Sect. 5).

- Potential Tutor returns FAL Tutor Application Form and if they already have completed a CRB Enhanced Check, provides the Disclosure Number
- The FA completes reference checks
- Potential Tutors are interviewed or selected by National Staff/FA Lead tutor or designated person.
- The Potential Tutor is informed whether they have been successful with their application or not
- If Potential Tutor does not already have a CRB Enhanced Certificate, then The FA requests a CRB Enhanced Disclosure before a formal offer of further training is made

Step 2 Observation of tutor requirements

- Trainee tutor then to observe full delivery of a Course (training and assessment) that they wish to be considered for to observe Tutor requirements.

Step 3 Tutor Training and Assessment

- Trainee Tutor progresses to FA Generic Tutor Training at their own cost (National Course) – please see notes in relation to this

At this stage the Trainee Tutor receives an individual Action Plan, and proceeds to step 4, or is deferred or asked to withdraw from the programme.

Step 4

- Trainee Tutor progresses to Course Specific familiarisation training which will be funded by FA Learning At this stage Trainee Tutor either receives an individual Action Plan, and proceeds to co-tutor a course or is deferred or asked to withdraw from the programme

Step 5

- Trainee Tutor undertakes co-tutoring / shared delivery of relevant course of training. (Trainee Tutors will receive half of the normal tutor course fee)
- Formal assessment will be carried out by a Lead tutor during which the Trainee Tutor is observed co-delivering the full course of training
- Trainee Tutors have upto two opportunities to complete a co-tutoring assessment, after which a review takes place between the Trainee Tutor, Lead Tutor and an FA National or RCDM to see whether it is appropriate for the Trainee Tutor to continue

Step 6 Completion of training

- Following successful completion of the co-tutoring experience the Trainee Tutor is awarded Accredited Coach Educator status, and the New Tutor validation form submitted, together with New Tutor Action plan, and copy of tutor application, within 7 days of completion of Tutor Process.

Continuing Professional Development

- Tutors are required to attend a number of mandatory Continuing Professional Development sessions to be determined on an Annual Basis by FAL
- Attends mandatory In-service coach education training where applicable
- Tutors are encouraged to attend The FA conferences or other In-service events offered
- Tutors observe/co-tutor sessions with other tutors as appropriate

Employment and Deployment

- The FA manage employment and deployment issues of FA Tutors
- Tutors are accredited annually, by The FA subject to attendance of ongoing mandatory CPD events that will be indicated on an annual basis.
- Tutors are re-accredited in line with adherence to the tutor agreement and tutor code of practice
- Tutors will be monitored on an ongoing basis as part of the Quality Assurance process involving a review of evaluation forms, attendance at CPD events and visits from FA Lead tutors
- A tutor may be referred back to step 4 in the tutor process, should a quality assurance visit identify areas of tutor delivery that need additional support
- Tutors will receive ongoing CPD opportunities and support through the FA Lead tutor network and The FAL Tutor Training Manager/Appropriate National Staff.

Section 3. Generic Tutor Training Award

The FA Generic Tutor Training programme is one of the minimum entry requirements to be considered as an FA tutor, with the exception of Leadership through Football if the tutor is a qualified practicing Physical Education specialist (although it is highly recommended that teachers should attend as good practice). This 3-day course of training consists of the following units:

- Modelling good practice
- Planning using a learning cycle
- Learning styles
- Inclusive methods
- Activation and engagement of individuals and groups
- Giving and receiving feedback

Once a tutor has completed this programme, they can be considered for entry into the coaching course orientation training, which then leads into the Co tutoring experience.

Further information on the Generic Tutor Training Award can be found via the website www.thefa.com/falearning. Click onto the Courses and Conferences link and then National Courses section to get the list of events, then click on FA Tutors and info in the Generic Course description. These courses are run nationally through FA Learning, and information will be made available to you upon completion of the observed tutor practice.

Section 4. Course specific familiarisation course

The above course is one of the minimum entry requirements to be trained as an FA tutor. This course of training will be of the following duration, depending on your previous experience you have when applying to be a tutor.

- Leadership through Football (category one tutor) - 1 day familiarisation
 - Leadership through Football (category two tutor) - 3 day familiarisation
 - Leadership through Football (category three tutor) - 5 day familiarisation
- Please refer to the qualification specification in relation to categories of tutors

To understand which category you fall into, please refer to page 7 of the Qualification Specification for the 1st4Sport Level 2 Award in Leadership through Football. You should ensure you have a copy of this paper before applying for Tutor status.

The content of this course shall be designed to introduce the trainee tutor to the FA Learning Course pack, and course content. This course of training will include standardised delivery, and an understanding of all tutor requirements. This course of training will be assessment based, and trainee tutors will be expected to display competency in the following areas.

- Technical Knowledge
- Modelling good practice
- Learning styles
- Inclusive methods
- Activation and engagement of individuals and groups
- Giving and receiving feedback
- Once a tutor has completed this programme, they can proceed for entry into the Co tutoring experience

Section 5.

FA Learning Tutor “Coach Educator” Profile

This Tutor Profile is designed to provide a description of the role of tutors and their responsibilities in course delivery. It also indicates the type of knowledge and experience that are needed. Preference will be given to all potential tutors who have completed the English UEFA A or B Awards or L2CCF & The FA Youth Award modules 1 & 2, when recruiting new tutors to deliver the English coaching qualifications.

Title	FA Learning Tutor (Leadership through Football)
Employer Support Manager	The Football Association FA Learning National Tutor Training Manager or his nominee.
Content Manager	National Course Directors
Overall Aim	To deliver the 1 st 4Sport Level 2 Award in Leadership through Football course for FA Learning under license from The FA and FA Learning

Main Duties and Responsibilities:

Course delivery: To prepare and deliver the Leadership through Football qualification on F.A and other FA Learning Courses. The delivery will utilise the Leadership through Football Tutor/Candidate pack and be supported by learning resources provided by FA Learning.

Administration:

- Liaise with the Approved Centre to ensure that the venue criteria and participant ratios

are met

- Ensure completion of course attendance lists and college registers daily and course evaluation sheets.
- Distribute the candidate pack and ensure students understand the requirements
- Validate and assess all course tasks, and verify accordingly
- Complete all student feedback and Action Plans to a high standard with relevant and purposeful information
- Return completed attendance lists, evaluation forms and spare resources to the approved centre within a week of the course completion date or date agreed with approved centre.
- Complete and return Tutor feedback forms as appropriate to Approved Centre.
- Complete payment claim form or invoice and send to Course organiser within a week of course delivery.

Course Delivery

- To deliver the course syllabus in relation to the supporting tutor notes and learning programme in accordance with candidate pack, and resources supplied.
- To maintain high quality standards in course delivery
- To ensure that appropriate equipment is used, minimum of 24 size 4 & 5 footballs, 100 cones, 3 sets of coloured bibs, and adequate first aid kit
- To use modern delivery methods, and utilize IT resources on all course delivery
- Actively promote the concepts of Equality in Football
- Assertively challenge prejudice and discrimination
- To demonstrate an understanding of Generic Tutor Training principles

Continuing Professional Development

- Tutors are required to attend a number of mandatory Continuing Professional Development sessions to be determined on an annual basis by FA Learning
- To self-reflect on course delivery and actively seek to improve different aspects of tutor performance
- Attends CFA mandatory In-service coach education training where applicable
- Tutors are encouraged to attend The FA conferences or other In-service events offered
- Tutors observe/co-tutor sessions with other tutors as appropriate

Licensing

- To maintain licensing by attendance at mandatory FA Learning CPD events
- To adhere to the FA Learning Code of Conduct to maintain accreditation
- To agree to ongoing monitoring as part of the quality assurance process involving a review of evaluation forms, sampling, attendance at CPD events and possible visits from FA Learning quality assurance team.
- To agree to re-take training or mentored support work, should a quality assurance issue identify areas of tutor delivery that need additional support
- To agree to undertake ongoing CPD opportunities and support through the Equality and Child Protection Department, the FA Learning Equality Mentor network and The FA Learning Tutor Training Manager

Deployment

The Football Association and F.A. Learning will manage the deployment of FA Learning Tutors.

- Tutors are accredited annually, by FA Learning subject to attendance of ongoing mandatory CPD events that will be indicated on an annual basis.
- Tutors are re-accredited in line with adherence to the FA Learning Tutor License and tutor code of conduct.
- Tutors will be monitored on an ongoing basis as part of the Quality Assurance process involving a review of evaluation forms, sampling, attendance at CPD events and visits from FA Lead tutors
- A tutor may be referred back to step 4 in the tutor process, should a quality assurance visit identify areas of tutor delivery that need additional support
- Tutors will receive ongoing CPD opportunities and support through National Course Directors, the FA Lead tutor network and The FA Learning Tutor Training Manager

Section 5.1

Tutor criteria to deliver the:

1st4Sport Level 2 Award in Leadership through Football

The following are essential requirements:

Minimum Experience

- Qualified Practicing Secondary Physical Education Specialist (QTS)
OR
Existing FA KS2 Curriculum Tutor or FA Youth Award Tutor
OR
Holder of the CCF Level 2 and FA Youth Award Modules 1 & 2
OR
Holder of UEFA B License for a minimum of 2 years, plus relevant coaching experience at appropriate level together with evidence of:
 - Relevant practical coaching experience, of football within a club, league or County FA relevant to the Leadership through Football award
 - Hold an accepted Enhanced CRB check via The FA CRB Unit, which is no less than 3 years old
 - Have attended Safeguarding Children Best Practice workshop and any required CPD
 - Have completed FA Diversity and Sports Equality Training
 - Have an up-to-date Emergency First Aid Certificate
 - Be a current member of The FA Coaches Association

Preferred experience

- Holder of English UEFA A or B License
- Experience of Tutoring adults or young people for recognised organisations – ideally hold one or more re D32/33 D34, A1, V1, Cert Ed, 7037, 7047
- Experienced and qualified in the role of Assessment

Knowledge

- Up-to-date knowledge of teaching and learning
- Up-to-date knowledge of coaching pathways and qualifications
- Up-to-date knowledge of all parallel learning opportunities
- Understanding of 14-19 learning process
- Understanding of the FA's grievance and complaints procedure for reporting discrimination and harassment

Skills

- Ability to facilitate group learning effectively
- Ability to utilise IT resources and deliver through this medium
- Ability to influence and develop others to a high standard
- A demonstrated commitment to professional development
- Adopt the use of diversity sensitive language and behaviour
- Assertively challenge prejudice and discrimination and handle complaints on an informal basis
- Positively promote the concepts of Equality in football

Personal responsibility

Tutors should demonstrate exemplary personal behaviour and conduct themselves appropriately at all times. This includes strict adherence to the FA Learning Code of Conduct, and clear demonstration of a commitment to the FA Equality Policy and values

Section 6

The FA Learning Code of Conduct for Tutors

FA Learning acknowledges the importance and the potential impact of the tutoring role. Indeed, Tutors have the primary responsibility of ensuring that participants have a positive experience on all of its courses. It is these positive learning experiences that will do much to increase participation levels and enhance the grassroots experience of both players and coaches which can ultimately result in changes in behaviour towards best practice in football. Best practice in tutoring promotes a professional image and demands that tutors demonstrate the highest levels of honesty, integrity and competence.

This FA Learning code of conduct is a measure and a guide to best practice for tutors. A commitment to 'living' this code is an integral aspect of being an FA Learning Tutor.

FA Learning Tutors should exhibit the following behaviours:

Personal responsibility

Tutors should demonstrate exemplary personal behaviour and conduct themselves appropriately at all times. This includes:

- ✓ Being a positive role model
- ✓ Refraining from smoking during a course
- ✓ Refraining from drinking alcohol prior to and during delivery of a course
- ✓ Being well prepared, punctual and reliable

- ✓ Being appropriately and cleanly dressed according to the environment in which they are working
- ✓ Using non-discriminatory language
- ✓ Being supportive and sensitive to all course participants
- ✓ Acting in an honest and truthful manner
- ✓ Being non-judgemental
- ✓ Allowing others to state their own point of view
- ✓ Refraining from any behaviour that is inappropriate or that may cause offence to individuals or which may bring The FA / FA Learning or the Approved Centre into disrepute.
- ✓ Abiding by the requirements of The FA's Equality and Child Protection Policies

Professional responsibility

Tutors should act in a professional manner and with integrity at all times, this includes:

- ✓ Remembering they are representing FA Learning and the approved centre when delivering courses
- ✓ Using course resources, and delivering courses in the manner intended by The Football Association and FA Learning
- ✓ Keeping up-to-date in the areas of football coaching and teaching
- ✓ Being able to self analyse and develop on personal performance
- ✓ Committing to continuous professional development
- ✓ Committing to The Football Association's philosophy on developing the game
- ✓ Being equitable during and outside courses
- ✓ Ensuring you update your CRB Enhanced Disclosure through the FA CRB Unit at 3 yearly intervals as required
- ✓ Ensuring Tutor Licensing is up-to-date

Practical responsibility

Tutors should strive to attain, and maintain a high level of competency at all times in the delivery of courses. This includes:

- ✓ Arriving at least 30 mins prior to course commencement in order to set up the learning environment appropriately and to greet the course participants
- ✓ Delivering all courses in a positive way
- ✓ Maintaining confidentiality, anonymity and privacy within the course setting and beyond, unless doing so potentially compromises a child's welfare
- ✓ Creating a supportive learning environment
- ✓ Achieving a balance of facilitation and information giving, to enable participants to learn
- ✓ Employing a positive approach to best practice
- ✓ Engaging participants in discussions and valuing their contributions
- ✓ Challenging negative or inappropriate attitudes and behaviour in a constructive way
- ✓ Being flexible and adaptable

Section 7

Useful Contact Details

Name	Job Title	Contact Numbers	Email Address
Steve Williams	Assistant National Tutor Training Manager	Tel: 0844 980 8200 ext 6895 Mob: 07970 237104	Steve.Williams@TheFA.com
Steve Rutter	Coach Education Manager	Mob: 07903 577464	Steve.Rutter@TheFA.com
Rachel Tarr	Child Protection Manager	Tel: 0844 980 8200 ext 4912 Mob: 07960 963935	Rachel.Tarr@TheFA.com
Jonathan Mills	Equality	Tel: 0844 980 8200 ext 4530 Mob: 07904 351863	Jonathan.Mills@TheFA.com
Roger Davies	Coaching in Education Manager	Mob: 07943 862284	Roger.Davies@TheFA.com
Graham Keeley	Coaching Workforce Manager	Mob: 07971 536727	Graham.Keeley@TheFA.com
Mike Healy	Medical & Exercise Science	Tel: 0844 980 8200 ext 4969 Mob: 07960 963934	Mike.Healy@TheFA.com
Ian Blanchard	Referee Development	Tel: 0844 980 8200 ext 4641 Mob: 07984 003475	Ian.Blanchard@TheFA.com
Jeff Davis	Disability	Tel: 0844 980 8200 ext 4606 Mob: 07971 536729	Jeff.Davis@TheFA.com
Andy Cale	Player Development	Tel: 0844 980 8200 ext 4676 Mob: 07904 100241	Andy.Cale@TheFA.com
Jacqueline Pillay	FA Learning	Tel: 0844 980 8200 ext 4892	Jacqueline.Pillay@TheFA.com



Section 8

F A Learning Licensed Tutor Application Form 1st4Sport Level 2 Award in Leadership through Football

FA Learning Tutor Licence Application Form to deliver the 1st4sport Level 2 Award in Leadership through Football

To begin the process of becoming an FA Learning Licensed Tutor, complete this application form and return it to Roger Davies, Coaching in Education Manager, Football Development Division, The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ to register your initial interest in becoming a Tutor

Please note - all sections (except the Equal Opportunities section) MUST be completed.

Personal Details

Title	
First Name	
Surname	
Please indicate if you are Male <input type="checkbox"/> or Female <input type="checkbox"/>	
Any previous names by which you may have been known (including first names, surnames and maiden names)	
Address	
Postcode	

Contact Details

Daytime Tel. no. (include national code)		Evening Tel. no. (include national code)	
Mobile no.			
E-mail			
Fax			
Former Address (if moved within the last five years), Postcode			
Date of Birth			

FAL Equality Monitoring of Tutors

In order to ensure we achieve a balance of Licensed Tutors from different communities we would appreciate you completing this equality monitoring information for us. The information will be used to monitor the impact of our action plans to increase diversity within the FA Licensed Tutor workforce. This is extremely helpful to us – thank you.

Age

Under 18 18 – 30 31 – 40 41 – 50 51 – 60 61 – 65 Over 65

 Do not wish to disclose Yes No

Gender

Please indicate if you are Male Female
 Do not wish to disclose Yes No

Ethnic background

Please choose one category from A to E and then please mark X in the appropriate box to indicate your ethnic background

A White

English
 Irish
 Scottish
 Welsh
 Other

B Mixed

White & black Caribbean
 White & black African
 White & Asian
 Other

C Asian or Asian British

Indian
 Pakistani
 Bangladeshi
 Other

D Black or Black British

Caribbean
 African
 Other

E Chinese or Other Ethnic Group

Chinese
 Other

Do not wish to disclose Yes No

Disability

Do you consider yourself to be a disabled person? Yes No

If you have indicated yes please mark X in all the boxes that apply to you:

Hearing impairment Physical impairment
 Learning difficulty / disability Visual impairment
 Mental health issues Do not wish to disclose Yes No

Religion

Buddhist Muslim
 Christian Sikh
 Hindu No active faith

Jewish Any other religion (please write in)

Do not wish to disclose Yes No

Sexual orientation

Heterosexual

Lesbian

Gay

Bisexual

Do not wish to disclose

Other (please write in your preferred description)

.....

Summary of Qualifications

Academic /Vocational

(Please indicate date and level where appropriate and include all Coaching / Teaching / Tutoring / Assessing qualifications that you might have)

Skills (Please tell us about any other appropriate skills that you might have that support your work as an FA Learning Tutor in delivery of the Leadership through Football Award)

Experience (Please tell us about the experience you have in Teaching and Learning with particular emphasis on experience of working with 14-19 year olds)

Personal Qualities (Please tell us how you can demonstrate you meet the personal qualities of integrity, honesty, professional approach, self-reflective role model, respect for and valuing others, confidentiality, sensitivity and empathy)

Reasons for being an FA Learning Tutor

Please tell us why being an FA Learning Tutor is important to you and how you will contribute to the development of adults coaches

References

Please supply the contact details for two people who know you well (but are not related to you) who have a good knowledge of you and your work within football, whom we can contact for a reference if required. You must have known these people for a minimum of two years.

Name	Name
Address	Address
Postcode	Postcode
Daytime Tel. No.	Daytime Tel. No.
Evening Tel. No.	Evening Tel. No.
How do you know this person?	How do you know this person?

Please tick this box if you would like to receive details of goods or services offered by The FA and FA Learning. If you do not tick the box it will preclude you from receiving details of any of our special offers or promotions. []

Please tick this box if you wish to receive information from The FA's and FA Learning's group companies and carefully selected commercial partners. []

I declare that all the above information is true and correct to the best of my knowledge and that there are no other reasons which may affect my suitability to be an FA Learning Licensed Tutor (e.g. unspent convictions) and I hereby apply to become an FA Learning Licensed Tutor. In consideration of being granted an FA Learning Tutor Licence, I have read, understood and agree to be bound by the Tutor Code of Conduct and the provisions of The FA's Child Protection and Equality Policies. I consent to the information that I have provided in this application form being used in the manner set out in the Privacy Statement enclosed with this form.

In the event that any information provided herein or in the course of the application process is found to be untrue or misleading, The FA reserves the right to withhold or withdraw the licence.

Signature	Date
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**Step 6 FA Licensed Tutor Validation Form re delivery of the
1st4Sport Level 2 Award in Leadership through Football
(To be completed after successful completion of Co-tutoring)**

Trainee Tutor Name		
Address		
Post Code		
Pre-requisites	Date	Verified by
UEFA B Certificate		
UEFA A Certificate (If Applicable)		
Which country did you complete your award ?– England / Wales/ Scotland / N Ireland		
Safeguarding Children & Best Practice		
FA Emergency 1 st Aid		
FA Diversity & Equity		
FACA Membership	Number: Exp Date:	
Completed FA CRB Enhanced Disclosure	Number: Date:	
The trainee tutor has observed a whole course:-		
At		
On (Date of course)	1 st 4Sport Course ID	
The trainee tutor has successfully completed the FA Generic Tutor Training course:-		
On (Date of course)		
The trainee tutor has successfully attended the Course Familiarisation Programme-		
On (Date of course)		
The trainee tutor has successfully Co-Tutored a Course with:-		
Name of Tutor		
At		
On		
1 st 4Sport Course ID		
Please indicate Level	Leadership through Football award	
I certify that the trainee tutor has completed all aspects of Tutor training and should now be a Licensed Tutor to deliver the Leadership through Football		
Lead Tutor Name	Signature	
On behalf of FA Learning	Date	
<i>Declaration by New FA Tutor</i> As an FA Accredited Tutor I agree to abide by the FA Tutor Code of Practice as identified in the FA Tutor Recruitment Pack.		
FA Tutor Signature	Date	
Printed Name		

Trainee Tutors Action Plan (To be completed if trainee tutor not yet accredited)	
•	
•	
•	
Lead Tutors Signature	
Trainee Tutors Signature	
New Tutors Action / Development Plan	
•	
•	
•	
Lead Tutors Signature	Date
Trainee Tutors Signature	Date
<p>Tutor Validation Form and Action Plan to be sent with a photocopy of the Tutor application form to:</p> <p><i>National Tutor Training Manager FA Learning, Wembley Stadium PO Box 1966 London SW1P 9EQ</i></p> <p>Within 7 days of completion</p>	