



## Guidelines and Recognition of Approval for Training Providers<sup>1</sup>

This document outlines the process to be followed to apply for the approval of activities or interventions contributing towards the Education or Continuous Professional Development (CPD) for Sports Coaching Designations.

### Introduction

The purpose of this guideline is to provide service providers, skills development providers, and education and training institutions with guidance on how to gain approval and/or recognition for their education and training activities, insofar as it relates to the professional designations offered by the SASCA.

Two types of activities can be considered for evaluation purposes; education, training and skills development providers which offer:

- qualifications and/or part qualification registered on the South African National Qualifications Framework (NQF); and/or
- approved Continuous Professional Development (CPD)- programmes

In order for a qualification, part qualification or CPD programme to be approved by SASCA, there should be clear alignment between these and the Sports Coaching Framework (See Annexure A).

### 1. Types of programmes

#### 1.1. Recognised qualifications

Part or full qualifications that contribute towards the career path linked to the criteria for sports coaches and coach education advisors and developers may be recognised if they contribute to the knowledge, skills, competencies and behaviours required to be awarded the relevant designation. For qualifications to be recognised the education and training provider must be accredited by a relevant Quality Council; and the qualification/s must be registered on the NQF.

#### 1.2. Approved CPD programmes, and other types of programmes

CPD programmes include short learning programmes, workshops, seminars, conferences and so forth, which provide the sports coach and coach education advisors and developers with the relevant knowledge, skills and behaviours to maintain their designation on an annual basis.

Education, training and skills development providers offering CPD programmes are not required to be accredited by a Quality Council, if the programmes they offer are not for credit towards the achievement of a formal qualification or part qualification registered on the NQF; but they must be approved by the SASCA.

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<sup>1</sup> Sports Coaching South Africa (SASCA) acknowledges the work done by the IoDSA: November 2018.

CPD points will be allocated on the basis of 1 point = 1 hour of learning activity (see Annexure B).

## **2. Duration of approval**

Approval and recognition of education, training and skills development programmes are valid for a period of 12 months and are dependent on the provider entering into an agreement with SASCA, as well as on payment of the prescribed approval fee by the provider.

## **3. Roles and responsibilities**

### **3.1. Approved providers are responsible to:**

- Fulfil the terms of the agreement
- Inform the SASCA of any changes to the content or the activity or intervention that could impact on the terms of approval
- Advertise the approval and/or recognition on their marketing collateral, websites and any other relevant communication media as deemed suitable
- Use the provided SASCA logo as prescribed.

### **SASCA is responsible to:**

- Provide the approved provider with the relevant SASCA logo
- Include the approved provider, recognised qualification and/or part qualification and/or approved CPD programme on the SASCA website
- Advertise the approved CPD activity to certified sports coaches and coach education advisors and developers.

## **4. Cost**

There are two fees associated with approval of an activity (Annexure C):

- Application Fee – an initial payment that is required upon submission of an application for approval and recognition; and
- Activity Fee – an annual fee that is charged for the delivery of each qualification or programme.

### **Contact details:**

For further information contact the SACSA office:

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Or Mr Farrel Moses  
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**Approved on 5 August 2020; to be reviewed by 31 July 2021**

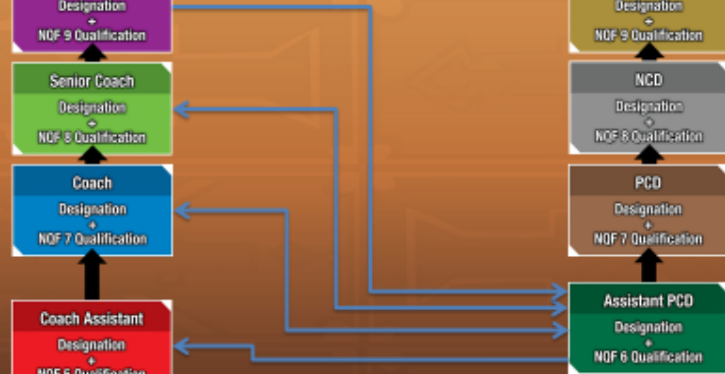
## **Appendix A: South African Sports Coaching Pathway**

# The South African Sports Coaching Pathway

## SPORTS COACH



## SPORTS COACH DEVELOPER



## Appendix B: CPD point allocation guide

### CONTINUOUS PROFESSIONAL DEVELOPMENT POLICY

#### 1. Definition

Continuous Professional Development (CPD) is here described as activities that develop and maintain knowledge, skills, competence and capabilities to enable members of this professional body to perform competently within their professional environments as coaches and coach education advisors and developers. Formally CPD is defined as:

“A range of learning activities through which professionals ensure that they retain their capacity to practice safely, effectively and legally within their scope of practice” (NQFPedia, SAQA, 2017)

SASCA is recognised as a professional body for sports coaching and as such is required to develop, monitor and enforce standards that ensure the continuous development and maintenance of professional competence of coaches who are members of SASCA. SASCA is committed to building a lifelong learning culture amongst its members to ensure that the public's interest in sport is protected through the highest possible quality of coaches and coach education advisors and developers who embrace integrity and dignity as hallmarks of professionalism.

The objective of the CPD programme is to assist members to develop and maintain professional competence in order to provide sport coaches and coach education advisors and developers of high quality to serve the interest of the broader public, but also the country at large at all sport forums, nationally and internationally.

#### 2. Primary responsibility

The primary responsibility for knowledge, skills and competence lies with the SASCA member. All members have an obligation to develop and maintain their professional competence, relevant to the nature of their work and professional responsibilities. All members carrying a SASCO designation must maintain a record of their CPD activities and report to SASCO the CPD activities completed in a given reporting cycle following the CPD Management System (see par 11 hereunder).

#### 3. Mandatory Continuous Professional Development (CPD)

CPD is compulsory and is applicable to all members in of the SASCA, whether in the sport industry, education, the public sector or any other sector or retired from professional practice.

#### 4. Reporting period

The SASCA member must complete a minimum number of activities related to the specific designation as indicated in Table 1.

**Table 1**

<b>Designation</b>	<b>CPD points per year</b>
Master Coach	45 CPD points ( 4/05/20)
Senior Coach	35 CPD points (4/05/2020)
Coach	25 CPD points (4/05/2020)
Assistant coach	20 CPD points (4/05/2020)
Apprentice Coach	15 CPD points (4/05/2020)
National Coach Education Advisors	50 CPD points (4/05/2020)
National Coach Developers	40 CPD points (4/05/2020)
Provincial Coach Developers	30 CPD points (4/05/2020)

#### 5. (See also table below under 7)Transferability of CPD points

Points allocated to activities in excess of the requirement for a specific cycle for each designation may be applied to the next reporting cycle, but limited to a maximum of one third of required points.

## 6. Measurement

The CPD model described here is a qualitative CPD model. The emphasis is not on the number of hours spent on CPD activities (a quantitative approach). The focus is rather on activities that could add value to the coaching profession and improvement of coaching techniques and strategies to which a number of points are allocated.

Members are required to complete a minimum number of points allocated to relevant CPD activities within a reporting cycle, which may consist of both formal and informal CPD activities as indicated in Table 2.

## 7. Formal and Informal activities

**Table 2**

Type of CPD	Description	Evidence required	CPD Points
<b>Events (informal activity)</b> <ul style="list-style-type: none"> <li>Conferences</li> <li>Workshops</li> <li>Seminars</li> </ul>	<ul style="list-style-type: none"> <li>Official meetings with delegate participation</li> <li>Official meetings with active participation (activities, role play, tasks, demonstrations etc.)</li> <li>Transfer of coaching knowledge and skills</li> </ul>	<ul style="list-style-type: none"> <li>Signed attendance register</li> <li>Certificate of attendance</li> <li>Documents received</li> <li>Report on value added to coaching</li> </ul>	5 CPD points
<b>CPD courses (formal activities)</b> <ul style="list-style-type: none"> <li>Satisfactory completion of courses</li> </ul>	CPD courses offered by SASCA recognised and approved training providers and SASCA	<ul style="list-style-type: none"> <li>Certificate indicating successful completion</li> <li>Proof of participation</li> </ul>	10 CPD points
<b>Coaching (formal activity)</b> <ul style="list-style-type: none"> <li>Applying effective methods</li> <li>Performance above average</li> </ul>	Coaching includes high performance coaching, mentoring programmes, exchange programmes	<ul style="list-style-type: none"> <li>Proof of coaching events</li> <li>Attendance register</li> <li>Hours spent</li> </ul>	5 - 10 CPD points  5 CPD points for above average performance  10 CPD points for high performance
<b>Professional reading and publication (formal activity)</b>	Professional reading means reading of journals, books and other publications that contribute to professional coaching and development	<ul style="list-style-type: none"> <li>Documented evidence of reading done</li> <li>Report on value added to coaching</li> </ul>	8 CPD points
<b>Ethical conduct (informal activity)</b>	Any reading and practices related to the Code of Ethics and professionalism (including anti-doping)	<ul style="list-style-type: none"> <li>Documentation on reading done</li> <li>Report on how value was added to coaching</li> </ul>	5 CPD points
<b>Personal Activities outside sports coaching</b>	Any activity and practices related to improving sports coaching designation	<ul style="list-style-type: none"> <li>Documentation</li> <li>Hours spent</li> <li>How is it relevant</li> </ul>	7 CPD points

## 8. Reporting and record-keeping

It is the responsibility of each and every member to maintain a record of his or her CPD activities. Members must retain any documentation that will support the verification of recorded CPD activities. Documentation must be kept for at least 5 years after the end of each reporting cycle. Documentation may be stored electronically on any platform suitable to recording CPD activities (see CD Management System par 11 below).

## **9. Endorsement and appeals**

### **9.1. Member endorsements**

SASCA will consider endorsements of CPD points accumulated by members. Federations will manage the CPD Management System and submit on the prescribed date CPD activity and CPD points of members to SASCA for consideration and endorsement (see par 11 and 12).

### **9.2. Inadequate or unsubstantiated claim of CPD Points**

If a member's claimed points are deemed inadequate/unsubstantiated at the end of the reporting period, the member will be allowed 90 days to earn and report relevant points. These points may only be utilised for the reporting period being evaluated, and may not be claimed for prior or subsequent reporting periods.

### **9.3. Failure to comply**

Members must make a declaration in the required format with regard to their compliance with the Continuous Professional Development requirements as determined by SASCA from time to time. Failure to comply fully with this policy is a serious offence which carries a maximum disciplinary action of suspension of membership from SASCA including revoking of designation in extreme cases.

Non-compliance will be dealt with as per this SASCA policy. Misrepresented or fraudulent reporting of CPD points will be treated as a separate offence reportable to the Disciplinary Committee as a violation of the SASCO Code of Ethics.

## **10. Exemption or deferral of CPD requirements**

A member may request an exemption or deferral of CPD requirements, due to circumstances such as a medical diagnosis, temporary or permanent disability or parental leave. Parental leave will be limited to 4 calendar months in a reporting period. These requests will be considered on a case-by-case basis.

Written requests must be addressed to the Chairperson of SASCA and supporting documentation must be submitted with the request for deferral. If the request for deferral is granted, the balance of the CPD requirement will be carried over and added to the requirements for the next CPD cycle, effectively increasing the CPD requirement of the subsequent CPD cycle.

Exemption or deferral applications by a member will only be considered for a maximum of two consecutive CPD reporting cycles.

## **11. The CPD Management System**

The CPD Management System aims to enhance the professionalization of sports coaches, coach education advisors and developers through:

- Sports coaches, coach education advisors and developers' own efforts to improve themselves as professional coaches;
- Formal activities such as courses offered by accredited providers; and
- CPD events organised by SASCA

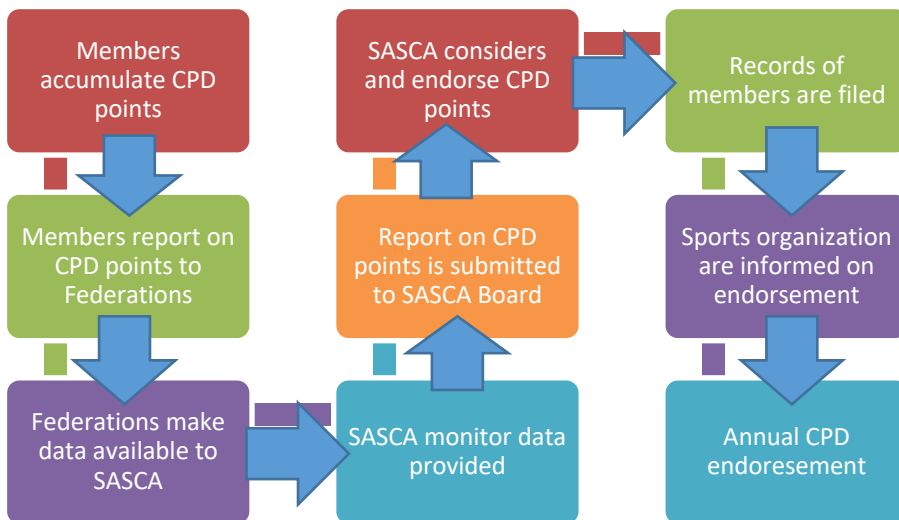
The value the CPD Management System will add to coaches and coach education advisors and developers is to focus CPD activities on activities that could contribute to the quality of coaching practices towards performance excellence.

The CPD Management System involves cooperation between national sport organizations, National Federations, Provincial sports confederations and SASCA as these organizations play an important role in coordinating a reporting system whereby the SASCA members report their CPD activities and points not later than 30 November of each year.

The reporting will be done on the prescribed form (see Annexure i) and uploaded onto the electronic system of each Federation. By not later than 15 January each year Federations will make CPD records available to SASCA for monitoring purposes. A report on CPD points earned will be submitted to SASCA for consideration and endorsement. After endorsement the records of each member will be filed on the database of SASCA and the CPD Management System.

The CPD management process is described in Figure 1.

**Figure 1**



## 12. Endorsement of CD points

Endorsement of CPD points means that SASCA has evaluated the reports from Federations on CPD activities and points earned by members.

SASCA will base endorsement of CPD activities and CPD points on the following criteria:

- Fitness of purpose (coaching excellence)
- Alignment with coaching needs
- Professional development
- Promotes professional commitment
- Promotes system transformation

SASCA may sanction the member on investigation of irregularities and withdraw endorsement if evidence of irregularities was found.

**Appendix C  
PROFESSIONAL READING REGISTER (INCLUDING ETHICAL CONDUCT)<sup>2</sup>**

Title of book	Coaching topic	Date reading completed	Value added to coaching	Number of CPD points

**EVENTS REGISTER**

Events	Coaching topic	Date attended	Value added to coaching	Number of CPD points

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<sup>2</sup> Reading of or listening to the reading of a minimum of 2 non-fiction books a year, is part of CPD. Completion of each book activity is awarded with 4 CPD points. This totals 8 CPD points