Faculty of Education Health and Wellbeing

Institute of Sport

BSc (Hons) Sports Coaching Practice

ON CAMPUS COURSE GUIDE 2016/7
About this guide
This Course Guide has been designed to help you plan your course. You are encouraged to read this Guide through now. It will be a considerable advantage to you to be familiar from the outset with the various aspects of your studies that are described. It may be that the relevance of some of the sections will not be immediately obvious. Keep it somewhere accessible, so that you can refer to it as needed.

Obviously even in a document like this we have not covered every query and problem that you might have about the course. The Course Guide should be read in conjunction with the Undergraduate Student Guide / Postgraduate Student Guide; the Student Charter; the University’s Policies and Regulations and the University Assessment Handbook documents should provide you with all the basic information that we think you will need for your period of study here.

If you find that there is something you need to know, please contact your Academic Faculty Office or local Student Centre on the details included below.

| Please enter the contact details for your Personal Tutor for your future reference: | The name of your Personal Tutor will be given to you at the beginning of your course and can be checked via e:Vision |
| Your local Academic Faculty Office is: | Sister Dora (WP) Building  
Walsall Campus  
Telephone: 01902 518934 |
| Your Student Centre is: | Student Office  
WA Building  
Walsall Campus  
Telephone: 01902 323135  
Email: Here2Help@wlv.ac.uk |

Please note that in order to develop and improve the Course, it may be necessary on occasions to amend or revise the details given in this Course Guide. We are pleased to hear your views and welcome suggestions for ways of improving the operation of the Course.
Welcome
On behalf of the Course Management Team I should like to extend to you a very warm welcome and wish you every success in your studies at the University of Wolverhampton.

The University experience and academic success is all about the effort you put into learning and making the most of the wide range of opportunities available to you. We welcome students who are eager to think for themselves, to take control of their own learning and who are ready to get involved in developing the skills required in a highly competitive job market.

You will need to demonstrate good time management skills, independent learning, flexibility and discipline in order to achieve a study-work-life balance. We believe it is important that you are encouraged to make your own contribution to the effective operation and development of your chosen course. We are, therefore, keen to hear your views and would welcome any suggestions that you may have about ways of improving any aspect of your course and/or the student experience here at the University.

Zsuzsa Galloway Email z.galloway@wlv.ac.uk Tel - 01902 518407

Course Management and Staff Involved with the Course
Location and Facilities
Based on the Walsall site, The Institute of Sport is well equipped with extensive outdoor and indoor facilities and an established reputation for representative teams. Increased staffing, internal investment and lottery support has resulted in an on-going expansion and upgrade of the Campus facilities. To complement the standard sport facilities such as fields, track, and sports hall, we also have a 20 metre pool, floodlit tennis and netball area, Astroturf pitch, fitness training suite and state of the art laboratories for the study of Exercise Physiology, Biomechanics, Psychology, and Social Science.

We are very keen to listen to feedback from students and have a number of ways in which you can present your feedback. At the end of every module you will be asked to complete a module evaluation form. Please take this exercise seriously as every module is reviewed on an annual basis and your comments could result in changes to the module.

The Faculty of Education, Health and Wellbeing has a student council which usually meets twice a year. A representative from your group will attend that meeting and you can raise any issue via them. Student representatives are usually recruited at the start of the academic year through volunteers. If you are interested in becoming a student rep please contact your personal tutor or Kath Leflay.

Address
Institute of Sport,
Faculty of Education Health and Wellbeing,
University of Wolverhampton,
Walsall Campus,
Gorway Road,
Walsall
WS1 3BD
Personal Tutor Support – Office Hours
If you need to see your personal tutor you should book an appointment with them using the office hours system. Staff will allocate two sessions each week when they are available to meet with students on a one to one basis and this is known as office hours. The office hours system is for personal tutees and dissertation/project students to gain support from their personal tutors and dissertation/project supervisors. Office hours are not intended to provide support for issues with a specific module. Staff will make office hours appointments available using an online system called ‘SAMS’, which you can use to book an appointment. If you do not have an appointment with a member of staff you should not expect them to be available.

If you are having difficulty meeting with a member of staff because their office hours are not convenient for you then you can phone or email that member of staff, or leave a message with the Academic Support Administrator / Student Advisor. The staff member will then make contact with you and attempt to negotiate an alternative.

Academic Support from Module Staff – Module Tutorials
If you need to see a member of staff for academic support on a specific module, for help with an assignment for example, then you will need to see them during the weekly module time slot. Modules are normally allocated 4 hours per week. This time may be used for lectures, seminars, workshops, practical work, and module specific tutorials. You should not attempt to use the office hours system for module specific support.

Staff Involved in the Programme
There are a number of academic staff within the Institute of Sport, as well as other colleagues on campus who are there to help you. The Institute uses its considerable contacts in the region to employ appropriate visiting staff, as and when required.

Shaun Galloway
Senior Lecturer in Sports Coaching Practice and Course Leader for Sports Coaching Practice
Room No: WD201
Tel: 01902 323234
Email: S.Galloway@wlv.ac.uk

Zsuzsa Galloway
Senior Lecturer in Sports Coaching Practice and Faculty Enabling Tutor
Room No: WD201
Tel: 01902 518047
Email: Z.Galloway@wlv.ac.uk

In addition to the Departmental staff you may use the services of additional staff located on campus, for example:

<table>
<thead>
<tr>
<th>Faculty Enabling Tutor (SEN)</th>
<th>Zsuzsa Galloway</th>
<th>Room WD201 01902 518407</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Resource Librarian</td>
<td>Tom Hicks</td>
<td>Harrison Learning Centre 01902 322377</td>
</tr>
<tr>
<td>Institute of Sport Admin</td>
<td>Academic Support Team</td>
<td>WP Building 01902 518934</td>
</tr>
</tbody>
</table>
Please note: during the summer period, teaching staff are often away from their desks dealing with research, admissions, and course preparation. Please contact Academic School Office or Here to Help, during that period.

- For all discussions about your course, you should see your Personal Tutor, in the first instance.

- For all information about individual modules please see the module WOLF topic in the first instance. If you require further clarification, please see the Module Leader during a module session.

- For all discussions about your academic progress or any problems you may be experiencing, please make an appointment with your Personal Tutor.

- For all discussions about possible special educational support available to you, you should see the Faculty Enabling Tutor.

For comments about the course, please contact your elected student rep, so that you can raise issues through the Institute of Sport Course Committee. Alternatively see the Course Leader.
## Student Support in FEHW

<table>
<thead>
<tr>
<th><strong>STUDENT ADVISORS</strong></th>
<th><strong>HERE2HELP STUDENT CENTRE</strong></th>
<th><strong>PERSONAL TUTOR</strong></th>
<th><strong>SKILLS FOR LEARNING</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dedicated staff employed within the Faculty to support your University experience</td>
<td>Each campus has a Student Centre, commonly known as ‘Here2Help’</td>
<td>An academic member of staff will act as your personal tutor for the duration of your Degree.</td>
<td>Trained and professional staff supporting your academic work</td>
</tr>
<tr>
<td>Links to our Graduate Interns</td>
<td></td>
<td></td>
<td>Based in our Learning Centres</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Online and in person support and guidance</td>
</tr>
<tr>
<td>Pre-entry support</td>
<td>Enrolment &amp; module registration Submitting work &amp; examinations Academic regulations – one week extensions &amp; extenuating circumstances Leave of absence Student finance issues Student enabling centre Careers &amp; counselling appointments</td>
<td>Support for your academic development and progression Personal (pastoral) guidance</td>
<td>Transferable support on your academic study skills:</td>
</tr>
<tr>
<td>General support about study and student life Guidance – referral to University services Knowledge of the Faculty and its Courses</td>
<td></td>
<td></td>
<td>General skills guidance Academic writing support Referencing Searching for literature</td>
</tr>
<tr>
<td>Contact: <a href="mailto:FEHWSupport@wlv.ac.uk">FEHWSupport@wlv.ac.uk</a></td>
<td>City - MX building 01902 321150 Walsall - WA building 01902 323135 Log a call – e:vision helpdesk (Help&gt;contacts)</td>
<td>Check who your tutor is on e:vision Meet with your personal tutor at regular intervals Visit SAMS to book an appointment <a href="http://FEHWSams.wlv.ac.uk/">http://FEHWSams.wlv.ac.uk/</a></td>
<td>Skills for Learning <a href="http://www.wlv.ac.uk/">website</a> Workshops Drop-in sessions Appointments Study guides Online resources Twitter, Facebook, Skype (wlv_skills) and YouTube</td>
</tr>
</tbody>
</table>

***Visit the [Student Support homepage](http://www.wlv.ac.uk/) for more information***

***Also visit the Students Union [Advice and Support Centre](http://www.wlv.ac.uk/) for impartial guidance***
Course Structure for Undergraduate courses

Students will study:

**Full-time**: normally modules worth 120 credits each academic year

**Part-time**: normally modules worth no more than 80 credits each academic year.

**Indicative Course Structure**

### Level 4 (1)

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>C 4SR024</td>
<td>C 4SR025</td>
</tr>
<tr>
<td>Introduction to Coaching</td>
<td>Interdisciplinary Practice in Sports Coaching</td>
</tr>
<tr>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>C 4SR022</td>
<td>C 4SR020</td>
</tr>
<tr>
<td>Introduction to Science in Sports Coaching</td>
<td>Analysis of Human Movement</td>
</tr>
<tr>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>C 4SR023</td>
<td>C 4SR021</td>
</tr>
<tr>
<td>Coaching in Context</td>
<td>Motor Learning</td>
</tr>
<tr>
<td>20</td>
<td>20</td>
</tr>
</tbody>
</table>

### Level 5 (2)

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>C 5SR012</td>
<td>C 5SR011</td>
</tr>
<tr>
<td>Analysis of Sport Performance</td>
<td>Coaching in Philosophy Practice</td>
</tr>
<tr>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>C 5SR024</td>
<td>C 5SR005</td>
</tr>
<tr>
<td>Science in Performance Coaching</td>
<td>Motor Control and Performance</td>
</tr>
<tr>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>C 5SR003</td>
<td>C 5SR023</td>
</tr>
<tr>
<td>Training Principles for Sports Performance</td>
<td>Research Methods and Analytical Procedures</td>
</tr>
<tr>
<td>20</td>
<td>20</td>
</tr>
</tbody>
</table>

### Level 5 Optional Sandwich Placement Year*

<table>
<thead>
<tr>
<th>Year</th>
<th>Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>5SR033 Supervised Work Experience</td>
</tr>
</tbody>
</table>

*To be eligible for the optional Sandwich Placement Year, students will be expected to have achieved sufficient Level 5 credits to progress to Level 6 and will be required to have negotiated a suitable work experience placement prior to registering for the module.
About the Course
This Guide outlines the modules which are available, teaching and learning activities and assessment tasks. If there is anything you need to discuss further, please contact the Course Leader for Sports Coaching Practice Zsuzsa Galloway, email: z.galloway@wlv.ac.uk

The educational aims of the course are: The BSc (Hons) Sports Coaching Practice course aims to produce graduates who are both competent and confident coaches but also able to apply a range of scientific and ‘teaching’ skills to their coaching. The course delivers a healthy mix of both practical and theoretical techniques needed for the science and practice of coaching. You will be encouraged to coach both peers and external participants and have opportunities to take NGB coaching awards. Our strong links with sports organisations and employers mean there will be opportunities for coaching work-experience throughout the course, developing skills to meet the real-life needs of sports people across a range of ages, level of performance and sports settings. In addition, you will be equipped with the skills, knowledge and attributes to work independently and as part of a team within the coaching profession and allow for employment opportunities in a wide range of other sport-related and graduate level careers. You will have the opportunity to explore global coaching issues, and be encouraged to utilise a range of learning, teaching and sports science technologies.

The course learning outcomes are:

Certificate in Higher Education

At the end of level 4 you, the student, will be able to:

1. Demonstrate knowledge of the underlying concepts and principles associated with your area(s) of study, and an ability to evaluate and interpret these within the context of that area of study

2. Demonstrate an ability to present, evaluate and interpret qualitative and quantitative data, in order to develop lines of argument and make sound judgements in accordance
with basic theories and concepts of your subject(s) of study.

3. Evaluate the appropriateness of different approaches to solving problems related to your area(s) of study and/or work

4. Communicate the results of your study/work accurately and reliably, and with structured and coherent arguments

5. Demonstrate the qualities and transferable skills necessary for employment requiring the exercise of some personal responsibility

### Diploma in Higher Education

At the end of **level 5** you, the student, will be able to:

1. Demonstrate knowledge and critical understanding of the well-established principles of your area(s) of study, and of the way in which those principles have developed with an understanding of the limits of your knowledge, and how this influences analyses and interpretations based on that knowledge.

2. Demonstrate the ability to apply underlying concepts and principles outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context

3. Demonstrate knowledge of the main methods of enquiry in the subject(s) relevant to the named award, and ability to evaluate critically the appropriateness of different approaches to solving problems in the field of study

4. Use a range of established techniques to initiate and undertake critical analysis of information, and to propose solutions to problems arising from that analysis

5. Effectively communicate information, arguments and analysis in a variety of forms to specialist and non-specialist audiences, and deploy key techniques of the discipline effectively

6. Demonstrate the qualities and transferable skills necessary for employment, requiring the exercise of personal responsibility and decision-making and undertake further training, developing existing skills and acquire new competences that will enable them to assume significant responsibility within organisations.

### BSc Non-Honours Degree

At the completion of **60 level 6 credits** you, the student, will be able to:

1. Demonstrate your employability and personal and professional development in the context of sports coaching practice

2. Demonstrate practical coaching skills with individuals and groups across a range of sports and activities

3. Use research and various technologies to apply interdisciplinary sports science knowledge and skills in coaching practice

4. Reflect on application of knowledge and skills within coaching practice and evaluate their impact
5. use a range of specialist equipment, technologies and scientific methods to facilitate effective sports coaching practice

6. use a range of methods to communicate effectively with a variety of audiences

### BSc Honours Degree

At the end of **level 6** you, the student, will be able to:

1. demonstrate your employability and personal and professional development in the context of sports coaching practice

2. demonstrate practical coaching skills with individuals and groups across a range of sports and activities

3. use research and various technologies to apply interdisciplinary sports science knowledge and skills in coaching practice

4. reflect on application of knowledge and skills within coaching practice and evaluate their impact

5. use a range of specialist equipment, technologies and scientific methods to facilitate effective sports coaching practice

6. use a range of methods to communicate effectively with a variety of audiences

These will be achieved through the following learning activities:

1. acquire, generate, interrogate and apply knowledge from a wide range of sources – 4SR021, 5SR003, 5SR024, 6SR021

2. develop research skills to enable analysis, synthesis, understanding and evaluation of data and information – 4SR022, 5SR023, 6SR019

3. demonstrate self-discipline and organizational skills by meeting deadlines, and taking responsibility for your own development and learning – 4SR024, 5SR023, 6SR019, 6SR020

4. present ideas clearly in an informed and persuasive manner to a variety of audiences – 4SR023, 5SR005, 5SR011, 6SR009

5. be innovative, creative and enterprising work collaboratively, whilst acknowledging, respecting and engaging with the views of others in a constructive and empathetic manner – 4SR025, 5SR011, 6SR009

6. draw on professional advice and feedback to reflect on and improve your own learning and professional practice – 4SR024, 5SR023, 6SR010

7. prepare for the world of work through engagement with real life situations, briefs and problems – 4SR020, 5SR012, 6SR010, 6SR020

8. engage with new ideas and ways of working as an active member of the communities in which you study, live and work – 4SR021, 5SR005, 6SR020
Learning activities on this course will use a combination of methods, such as face-to-face instruction and tutorials, placement learning, online tasks, group and individual study.

The course is accredited, endorsed or approved (depending on the professional body requirements) The BSc (Hons) Sports Coaching course is endorsed by Skills Active on behalf of Sports Coach UK, awarding a Level 2 qualification for the generic content of UKCC approved courses.

Contact Hours
At University, the term ‘contact hours’ is used very broadly to refer to the amount of time that you spend learning in contact with teaching or associated staff, when studying for a particular course. This time provides you with support in developing your subject knowledge and skills, and provides opportunities to develop and reflect on your own, independent learning.

Contact time on this course will be based on your interaction with staff in some or all of the following situations: lectures, seminars, tutorials, demonstrations, practical classes and workshops, project supervisions, fieldwork, external visits, one-to-one sessions and discussions, interaction by email and other electronic or virtual media and situations where feedback is given on assessed work.

During your study this interaction takes place with academic (teaching and research) staff, teaching assistants, technical and specialist support staff, employers and others.

Alongside contact time, private and independent study is therefore very significant. This is the time that you spend learning without direct supervision from, or contact with, a member of staff. Your independent study time will include background reading, preparation for seminars or tutorials, follow-up work, wider practice, the completion of assignments, revision and others.

University Academic Calendar
University Academic Calendar.

Timetables
Timetabling information is available to you through the following:

1. Using the teaching timetable where you can search for and view all modules online at www.wlv.ac.uk/timetable.
2. Once you have completed your module registration, a more personalised timetable showing only those modules which you are studying will be available for you to view through your e:Vision page.
3. For more general information about timetabling and teaching rooms use the Central Timetabling Unit webpages at www.wlv.ac.uk/ctu.

Student Voice
The Student Voice is a partnership between the University and the Students’ Union, put in place to make sure students opinions/feedback are heard at every level of university governance, from course level to the University’s governing body.

The main positions within the Student Voice are Course Reps, who are volunteer students on every course. They have meetings with lecturers on a regular basis, highlighting both
positive and negative feedback to Heads of Department or lecturers within their course. Faculty Reps are elected during the Spring Elections and have meetings with Senior Management within their Faculty. They are an essential link between Course Reps, the Students’ Union and management within each Faculty. To find your Faculty Rep: Faculty Representatives

If you ever wanted to get involved with the student voice, or need more information please contact the Engagement Team in the Students’ Union – Student Voice.

For independent advice and guidance on all matters related to being a student eg. academic, finance, and housing issues, contact the Students’ Union’s Advice and Support Centre by telephone or e-mail Advice and Support.

Responding to Student Feedback “You said/We did”

The course has gone through revalidation in 2014-15. As part of this process current students were asked for their input regarding course and module content, assessments and delivery patterns. The revalidated Sports Coaching Practice course incorporates significant practical and applied delivery and associated assessments – practical assessments, case studies, presentations – to support further professional development and employability. We continue to work with external participants, and collaborate with potential employers to provide real life experiences throughout the degree.

Student Charter
The University’s Student Charter has been developed primarily by the Students’ Union and informed by student views. The Charter is not a contract, nor is it intended to be legally binding; it is a set of shared expectations which establishes the values and standards we are seeking to promote across all of our learning community. The Charter seeks to apply to all students on all courses and reflect our normal expectations of your experience at University. On occasions different types of study and interactions will mean necessary variations from time to time. However, what is important to us is that, whatever you are studying, your experience is a great one.

Engagement
The University recognises that you have made a significant investment in both time and money in choosing to study for a degree. The University is committed to helping you fulfil your potential. Your engagement with the study materials, and participation in the sessions, activities and assessment tasks are very important in ensuring that you are able to do so.

Your engagement will help you to:
1. Understand the subject area you are studying;
2. Acquire and develop the skills and knowledge needed to ensure success;
3. Prepare for assessment tasks;
4. Learn from and with your fellow students;
5. Receive feedback from your tutors on your progress;
6. Fully participate in sessions, forums, seminars and other activities;
7. Develop your communication skills.

If you are unable to participate in any of the activities or sessions please let your tutor know that you are unable to do so. He/she will then be able to give you advice on what was dealt with during the session or activity, and what you need to do to catch up. Please
do remember how important engagement and participation is to your success. You may be required to sign an attendance register at lectures so that we may monitor engagement. You are encouraged to engage with the University’s Virtual Learning Environment (VLE) and Student Management System, further details of how to access these can be found here.

Contact time with teaching and associated staff is available to help shape and guide your studies. The term 'contact hours' refers to the amount of time that you spend learning in contact with teaching or associated staff, when studying your chosen course. The number of contact hours on a course is influenced by the subject, as well as how and where you are studying. Academic staff should make it clear how many hours contact time you should receive, and what these hours are at the beginning of the course/module.

**The Wolverhampton Graduate**
The experience of studying at University is about much more than just gaining knowledge and understanding of a subject(s), it is also about developing additional skills and capabilities that you can take with you into a wide range of different settings. Sometimes it can be difficult to explain to others what you have done and achieved. The following Graduate Attributes will help you think about the knowledge and skills you have gained and how these can be presented to prospective employers and/or other interested parties. This is not an exhaustive list and you will need to reflect on what you can personally demonstrate that is appropriate for different settings and contexts such as job interviews. You will also have formed your own opinion about what going to university means to you and how you think you have developed.

While at university you will have the opportunity to:
1. acquire, generate, interrogate and apply knowledge from a wide range of sources,
2. develop research skills to enable analysis, synthesis, understanding and evaluation of data and information.
3. demonstrate self-discipline and organizational skills by meeting deadlines, and taking responsibility for your own development and learning
4. present ideas clearly in an informed and persuasive manner to a variety of audiences.
5. be innovative, creative and enterprising work collaboratively, whilst acknowledging, respecting and engaging with the views of others in a constructive and empathetic manner
6. draw on professional advice and feedback to reflect on and improve your own learning and professional practice;
7. prepare for the world of work through engagement with real life situations, briefs and problems
8. engage with new ideas and ways of working as an active member of the communities in which you study, live and work.

**External Examiners**
Tony Myers, Module External Examiner, Newman University
External Examiners play a key role in helping the University to ensure that our standards are comparable with other institutions in the sector and are consistent over the years and that our assessment processes and regulations treat all students fairly and equitably. It is not part of their remit to communicate with individual students (it is to be noted that students are given access to External Examiner reports in their entirety via the Modules and Programmes page on e-vision in line with the HEFCE Publication 06/45 and some students may have the opportunity to meet with externals if they visit placement areas or attend for planned meetings or assessment). Students are therefore reminded that they must not make direct contact with External Examiners in respect of their assessed work or performance. Any student issues should be relayed either directly to the Module or Course Leader.

**Academic Regulations**

This course follows the University’s academic regulations. A full version of these regulations can be found on the University web page for Policies and Regulations. These regulations govern your course and will be binding on you. It is, therefore, important that you read and become familiar with them. If you have any questions regarding the regulations you should raise your query by logging an e:Vision Helpdesk call.

**Exam Regulations**

The University also have regulations that specifically cover examinations. Examination Regulations

The maximum period over which an award may be studied is detailed in the regulations appropriate to your course. Typically these are:

**Undergraduate Honours Degrees**

<table>
<thead>
<tr>
<th></th>
<th>Normal</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honours Degree</td>
<td>3 years</td>
<td>5 years</td>
</tr>
<tr>
<td>Degree</td>
<td>3 years</td>
<td>5 years</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Normal</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part Time Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honours Degree</td>
<td>5 years</td>
<td>8 years</td>
</tr>
<tr>
<td>Degree</td>
<td>4 years</td>
<td>8 years</td>
</tr>
</tbody>
</table>

Please be aware that to be eligible to continue on your course you must pass at least one module in your first year of study.

The above maximum registration periods do not include time away from study approved under Leave of Absence procedure (see below)

**Course Information**

**Attendance**

The University recognises that you have made a significant investment in both time and money in choosing to study for a degree. Staff are committed to helping you fulfil your potential. Your attendance at and participation in classes is a key factor in ensuring that you do so.

Attendance will help you to:
• Understand the subject area you are studying
• Acquire and develop the skills and knowledge needed to ensure success
• Prepare for and undertake assessments
• Learn from and with your fellow students
• Receive feedback from teaching
• Participate in practical and group work
• Develop your communication skills

If you are unable to attend a class please let your tutor know that you are unable to do so. He/she will then be able to give you advice on what was covered in the class, and what you need to do to catch up. Please do remember how important attendance is to your success. The University considers this to be so important that it reserves the right to review the position of students who fail to attend.

Sporting Injuries
We naturally accept that in a course with such active students, sporting injuries will occur. We do, however, expect you still to attend lectures, and in the case of on-going non-participation in practical sessions, evidence must be produced that medical consultation has taken place. If this is not the case, you will be recorded as being absent.

Employability & Your Personal Development Portfolio (PDP)

What is ‘Employability’?
‘Employability’ is concerned with the development of skills aimed at enhancing your employment prospects throughout your time here at the University of Wolverhampton. Developing specialist subject and academic knowledge is important for employers but they also want to employ individuals who are able to:

• Communicate effectively
• Work in a team and have good interpersonal skills
• Solve problems
• Work on their own using their own initiative and are able to adapt to changing situations
• Be self-confident

How Will You Develop Your Employment Skills?
At the Institute of Sport we aim to provide you with the opportunity to develop these through the modules you will be studying. The assessments you do for your modules are designed to help you develop Subject specific skills through the research you undertake for the assignments. In addition, they are also designed to help you develop other key skills such as your written communication skills. Where you have formal presentations, this will build your self-confidence in addition to helping you develop your skills of verbal communication. Working as part of a team will develop vital group work skills. Attending your classes regularly will further ensure that you have the opportunity to develop other skills.

Throughout your time at the University, you will develop and be able to demonstrate a number of skills, some of which are listed below:

• Working as part of a group
- Demonstrating teamwork skills and leadership skills
- Effective communication
- Written (via reports etc.)
- Oral (through formal presentations)
- Problem-solving
- IT skills (which include use of basic packages for word processing, spreadsheets, use of email etc.)
- Time management – attending classes, handing in of assignments, planning study time

- You may also be working part-time. The experience you gain within a work environment is a very worthwhile one and also helps you to develop transferable skills which are valued by employers. Be self-confident

**Blended learning**

<table>
<thead>
<tr>
<th>Students are entitled to:</th>
<th>All module guides and assessment briefs are available on relevant WOLF module topics alongside materials relating to module content.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. have access where possible to an electronic copy of all lecturer-produced course documents e.g. module guides, assessment briefs, presentations, handouts, and reading lists</td>
<td>Where appropriate formative assessment opportunities will be made available online on WOLF or other platforms.</td>
</tr>
<tr>
<td>2. formative assessment opportunities on line with appropriate meaningful electronic assessment feedback;</td>
<td>Asynchronous forums, module and assessment specific forums, blogs and collaborative learning opportunities will be made available where relevant.</td>
</tr>
<tr>
<td>3. have opportunities to collaborate on line with others in their learning cohort;</td>
<td>Students will be working towards the Gold Wolverhampton Enterprise &amp; Employability Award (ePDP)</td>
</tr>
<tr>
<td>4. have the opportunity to participate in electronic Personal Development Planning (ePDP);</td>
<td>Students will have opportunities to engage in interactive learning during all face to face sessions.</td>
</tr>
<tr>
<td>5. submit all appropriate assessments online;</td>
<td>When appropriate student work will be submitted online (WOLF, ePortfolio)</td>
</tr>
<tr>
<td>6. opportunities to engage in interactive learning during all face to face sessions.</td>
<td>Students will have opportunities to engage in interactive learning tasks (online pop quiz, space race, etc) in face to face sessions</td>
</tr>
</tbody>
</table>

**Assessment method**

This course will utilise a wide range of assessment methods in order to provide a varied student experience.

The learning outcomes of each assessment will be directly related to the level of study in which the assessments appear. At Level 4 assessments will focus upon knowledge and understanding. At Level 5, greater emphasis will be placed on the application of knowledge and analytical skills and by Level 6, there will be a greater emphasis on
independent study and the development of critical thinking, reflective skills and the synthesis of ideas. This will be assessed by:

- Reports
- Coursework
- Presentations
- Portfolios
- Case studies
- Written and oral examination
- Practical assessments of coaching practice

This broad range of assessment methods will be used both for formative and summative assessment.

Guidelines for the Presentation of Written Work

a) Essays must be word processed in 12 point font.
b) Essays should be double line spaced throughout on one side of A4, except for quotes, which should be single spaced and indented.
c) Preliminary pages should include title page, contents page, list of tables, list of abbreviations in alphabetical order. These pages are numbered in small Roman numerals (i, ii, iii, etc.)
d) On the first page of the text normal page numbers should be used (1, 2, 3, etc.). Numbers should appear at the bottom and centred and all pages should be numbered consecutively. Continue page numbering until the last page of the bibliography.
e) Main headings or: Chapter headings should be centred and in capitals.
f) Leave one line after the heading and the text begins flush with the margin.
g) Major Subheadings (If you have subheadings they must appear in the table of Contents): centred and all important words capitalised.
h) Leave one line before starting the paragraph following a subheading.
i) Paragraphs should be indicated through a line between paragraphs.
j) The bibliography should be presented in the Harvard format as illustrated in the handout provided by the library.
k) Harvard referencing should be used throughout all written assignments.

Handing in Work

Work should be submitted to the campus Student Office at the appropriate date and time. You should download an assignment coversheet from eVision. The cover sheet will be used to record the time and date of submission, and you should keep a record of this information as proof of submission. Alternatively, work may be submitted electronically Via module WOLF topics. Module leaders will provide instructions on the appropriate submission method for all assignments. You should also keep a copy of all work that you submit.

Late submission of work

Work submitted after the specified date/time will be given a grade of 0% resulting in a module fail unless extenuating circumstances or an extension have been granted.

Assessment Marking Scheme and Performance Descriptors

All marking on your course will be conducted in percentages. This marking scheme aligns percentages with performance descriptors so you can better understand the level at which you are working and where you need to improve to raise your marks. On e:Vision you will be able to view the performance descriptor for your module mark to give you immediate
feedback on your assessment with further detailed personal feedback to follow from your module tutor. Further details can be viewed at Improving Assessment & Feedback

Return of Work and Feedback
It is critical that you realise the importance of feedback to the learning process. Only by collecting your work and digesting the feedback will you have completed the learning cycle. It gives you direction for future learning that will be lost if you do not collect your work. Work will normally be marked and returned within 4 working weeks of submission.

Distinctive Features of this Course
Students should study this award because:

The BSc (Hons) Sports Coaching Practice award combines sports coaching with pedagogy and knowledge of natural sciences to produce a holistic approach to coaching. Teaching staff on this award are actively engaged in coaching and research which supports the cutting edge philosophy of the programme. There are opportunities for students to study overseas within the ERASMUS programme. Students have the opportunity to undertake professional qualifications through our connections with external agencies throughout the course. The breadth of this course opens up a wide range of employment opportunities for graduates. Our graduates have been employed as professional coaches in various sports nationally and internationally, strength and conditioning coaches, police and military officers, performance analysts and have gone on to further study to become teachers, medical professionals, lecturers etc. You will have access to a wide range of outstanding sports facilities and sport science laboratories in addition to the state of the art strength and conditioning suite within the British Judo Centre of Excellence on the Walsall Campus. Throughout the degree students will develop a broad range of key skills including working towards the Gold Wolverhampton Enterprise and Employability Award.

Support for Learning
Learning support will be provided in the following ways:

Each student will be allocated a personal tutor.
Module tutorial support will be factored into each module.
Students with disabilities are able to gain a wide range of support from the Student Enabling Centre.
Support for academic skills will be embedded into the curriculum.
Each student will be allocated a supervisor for their professional project at level six.
Students are able to access a wide range of resources to support their learning via the ‘Skills for Learning’ programme.
Extensive Learning Centre support is available, including via the online chat information service ‘ASSIST’.

Reference points
QAA subject benchmark (Hospitality, Leisure, Sport and Tourism).
Framework for Higher Education Qualifications (FHEQ)
Special Educational Needs Disability Act 2001 (SENDA)
Equality Act 2010
Sportscoach UK Code of Conduct.
Personal Tutor
When you join the University you will be given a Personal Tutor. This information can be found in your e-vision homepage. Your personal tutor is someone who can offer you guidance and advice, this could be about your course, and any other aspects that affect your study. In order for personal tutoring to be a beneficial and meaningful relationship for you, you need to communicate with your personal tutor.

Academic Misconduct
We take pride in the academic integrity of our staff and students but when academic misconduct is suspected the University will take action. The University considers seriously all acts of academic misconduct, which by definition are dishonest and in direct opposition to the values of a learning community. If not challenged, academic misconduct will ultimately devalue our academic standards and undermines the honest efforts on the part of our staff and students.

Academic misconduct includes plagiarism, collusion and cheating and may be deliberate or unintentional. Whatever form it takes, it will be thoroughly investigated and penalties will be applied if proven.

Support for Students
The University and the Students’ Union believe that many incidents of academic misconduct can be avoided by increasing students’ knowledge and skill.

A variety of support mechanisms are in place to help students succeed and avoid academic misconduct:

1. Visit the Learning Centre or our study skills support website at www.wlv.ac.uk/skills
2. Download the Students’ Union guide to Avoiding Academic Misconduct (“Write Right”) - available from the Student’s Union website;
3. Book a Skype appointment with study skills adviser or join the online chat service ASSIST - through the Learning Centre “Skills for Learning” website.
4. Contact your personal tutor or module leader.

Remember – there is help available if you need it.

Defining Academic Misconduct

Cheating
Cheating is defined as any attempt to gain unfair advantage in an assessment by dishonest means, and includes, for example, all breaches of examination room rules, impersonating another student, falsifying data, and obtaining an examination paper in advance of its authorised release. Cheating attracts the University’s most severe penalties.

Other common examples of cheating would include –
1. Being in possession of “revision notes” during an examination
2. The purchase or commission of assignments from others
3. Theft of other students’ work
4. Prohibited communication during an examination

Plagiarism
Plagiarism is the act of taking someone else’s work and passing it off as your own. This includes incorporating either unattributed direct quotation(s) or substantial paraphrasing from the work of another/others. It is important to cite all sources whose work has been drawn on and reference them fully in accordance with the referencing standard used in each academic Faculty.

The most common forms of plagiarism are –
1. Cut or copied and pasted materials from websites
2. Copying the work of another student (past or present) including essays available through “essay bank” websites – or other data.
3. Copying material from a text book or journal

When you’re using other people’s work or ideas it is important to engage with their work critically. You can quote, paraphrase, summarise or critically review – but you must always provide appropriate references.

Collusion
Collusion is when two or more people combine to produce a piece of work for assessment that is passed off as the work of one student alone. The work may be so alike in content, wording and structure that the similarity goes beyond what might have been coincidence. For example – where one student has copied the work of another, or where a joint effort has taken place in producing what should have been an individual effort.

Collusion should not be confused with the normal situation in which students learn from one another, sharing ideas and group work to complete assignments (where this is specifically authorised).

Plagiarism Detection
In concert with the skills and experiences of academic staff the University will utilise electronic tools such as Turnitin to detect plagiarism. Turnitin is the software currently subscribed to by the University.

At Undergraduate level the University will require that all final year projects and dissertations are submitted to Turnitin for analysis. At postgraduate level the University will require that all dissertations (or similar) are submitted to Turnitin for analysis.

Students are required, where appropriate, to make a declaration as the authenticity and originality of any submitted piece of work. This declaration also authorises the University to request and require students to provide an electronic version of any submitted assessment for checking work via Turnitin where plagiarism is suspected.

Penalties
Where an offence is admitted, or a panel decides that cheating, plagiarism or collusion has occurred, a penalty will be imposed. There is a cumulative range of penalties which will be applied to any continuous period of registration for study with the University. The severity of the penalty will vary according to the nature of the offence and the number of previous offences. Penalties range from failure of the assignment under investigation to exclusion from the University.

Full details about the University's policy on Academic Misconduct, regulations and procedures, investigation of academic misconduct or to make an appeal or a complaint are available on the conductandappeals website.
**Anonymous Marking**
Anonymous marking is the process undertaken to avoid the possibility of bias through the assessment and marking process. To this end, wherever possible, the identity of students should not be apparent to markers and work should only be identified by student number. Where the method of assessment does not allow anonymous marking, (e.g. dissertations, presentations, oral examinations, practical examinations), alternative methods of marking to mitigate the possible effect of bias will be explained to you.

When submitting assessments in hard copy, you are asked to use your personalised bar-coded coversheet and ensure that you record only your student number in the header or footer of your piece of work.
Where to get help with your course

Student Support
If you encounter any issues (personal or academic) the following diagram directs you to the appropriate department or staff member.

**Administration queries:**
- enrolment
- extensions
- extenuating circumstances
- Leave of Absence
- Course transfer, etc
- eVision helpdesk or your Student Centre

**Academic and Course related queries**
- Personal Tutor
- Course Leader
- Head of Department
  (by email)

**Module related queries**
- Module guide (on WOLF)
- Module Leader
  or Tutor

**Support for Study Skills**
- helpdesk or your Student Centre

**IT Problems**
- W: [www.wlv.ac.uk/ITServices](http://www.wlv.ac.uk/ITServices)
- T: 01902 32(2000)

**Who to Contact for help when you are studying on campus**

**Financial advice**
- W: [www.wlv.ac.uk/moneymatters](http://www.wlv.ac.uk/moneymatters)
- E: money@wlv.ac.uk
- T: 01902 32(1070)

**Careers & Employment Centre**
- W: [www.wlv.ac.uk/careers](http://www.wlv.ac.uk/careers)
- E: careers@wlv.ac.uk
- T: 01902 32(1414)

**Special Needs** (Students with disabilities)
- Special Needs Tutor
- Student Enabling Centre
- W: [www.wlv.ac.uk/sec](http://www.wlv.ac.uk/sec)
- E: sec@wlv.ac.uk
- T: 01902 32(1074)

**Personal Issues**
- Personal Tutor (see eVision for details)
- University Counselling
  Service
  - W: [www.wlv.ac.uk/counselling](http://www.wlv.ac.uk/counselling)
  - E: counsellingservices@wlv.ac.uk
  - T: 01902 32(2572)

**General queries**
- eVision helpdesk
  or your Student Centre

**Independent academic, financial, international and housing advice**
- Students’ Union Advice and Support Centre
  - W: [www.wolvesunion.org/advice](http://www.wolvesunion.org/advice)
  - E: advice.wolvesunion@wlv.ac.uk
  - T: 01902 32(2038)
 Extensions, Extenuating Circumstances and Leave of Absence

The University wants all students to do their best. You are expected to take responsibility for your own learning and we know students perform best if they participate in all activities associated with their modules.

Very occasionally something may happen suddenly which is beyond your control and this will prevent you from attending an examination (or other test) or completing an assessment by the due date. Common reasons for needing additional help are poor health or a death in the family – although other reasons may apply.

**Extensions** - for some assessments there may be the option to apply for a short term (maximum 7 days) extension if you are experiencing difficulties in completing your work on time. You should apply for the extension via your e:Vision account on or before your assessment date and provide supporting evidence to your Student Centre. On receipt of the evidence your claim will be assessed and you will be notified by e-mail if your extension has been approved and your revised submission date. Further details can be found [here](#).

**Extenuating Circumstances** – claims for extenuating circumstances are also submitted via your e: Vision account on or before your assessment date and again evidence to support your claim must be provided to your Student Centre. Claims for Extenuating Circumstances tend to be for more serious matters and if your claim is accepted then it enables you to take the assessment at the next available opportunity without penalty. If you have any queries regarding either of these processes then please log a call on the e:Vision helpdesk.

**Leave of Absence** - in more extreme cases of potential prolonged absence you might consider a temporary leave of absence. Students may temporarily suspend their studies a semester at a time (and up to a maximum of four semesters). You can apply for a Leave of Absence via e:Vision but we would strongly recommend that you get advice from your Personal Tutor, your Student Centre or the Students’ Union, particularly regarding the financial implications, before taking this step.

Taking a Leave of Absence can ensure that you have the time away from your studies you need, but it is important you understand all the implications. There are plenty of people who can advise you before you make your decision:

1. Your Student Centre (either in person or you could log an e:Vision Helpdesk call).
2. The Students’ Union Advice and Support Centre.
3. Student Advisors in your Faculty.
4. Your Personal Tutor.
5. The International Support Team (based in MX Student Centre, City Campus).

**Please consider before taking a Leave of Absence**

6. If you’re a full-time student, you could consider switching to part-time mode as an alternative.
7. While on a Leave of Absence you won’t have access to University premises or resources or participate in any assessment.
8. If you take a Leave of Absence after you have enrolled but before completing your module, any summative (graded) assessment submitted will be carried forward and
will contribute to your assessment result for that module when you return, provided the same assessment requirements remain.

Financial impact
You should consider the implications of taking a Leave of Absence will have on your funding and finances. On approval of your Leave of Absence you must ensure that you are fully aware of the fee implications on your return to the course, as fees may be due again for the modules that you were studying when the leave of absence was agreed.

However, your individual circumstances will affect your right to funding so it is important that you seek advice from the Students’ Union Advice and Support Centre – who will also be able to advise you about the impact of any benefit entitlement.

You will not be entitled to Council Tax exemption whilst on a Leave of Absence.

Your tuition fees
In accordance with the University’s fee liability policy, you will be liable for any fees due dependent on the date that you officially apply for Leave of Absence.
If you are a full-time undergraduate UK student, tuition fees are due as follows:
9. Attendance in Term 1 = 25% of the tuition fee is due.
10. Attendance in Term 2 = 50% of the tuition fee is due.
11. Attendance in Term 3 = 100% of the tuition fee is due.
If you are a part-time student, your fee liability is dependent on the number of modules registered in any period.

If you are an international student we take into account the fact that you will have paid a non-refundable deposit and your fee liability points will be at the start of the first term and third term (remainder of fee). We recommend you seek guidance on this from the International Student Support team in MX Student Centre.

Health & Safety issues
There are a number of health and safety issues which you should become familiar with as part of your course. If you are undertaking a lab based module you are required to read the student lab manual and follow all guidelines and procedures contained within. If you are undertaking a practical based module you are required to take an active role in the class and to adhere to all instructions/guidelines issued by staff.

All Institute of Sport students are required to complete a Physical Activity Readiness Questionnaire before the start of each academic year. This will be completed on evision

A large number of Institute of Sport modules require students to work in schools or with young people. It is therefore policy that all students submit for a DBS check/ Student Declaration at the start of their course.

If you are required to undertake practical independent learning you must adhere to the appropriate health and safety procedures for the facilities that you use.

First aid assistance can be gained from either the Sports Centre reception or the Main Reception. If you need to dial 999 from an internal phone you should dial 9 for an outside line
Health and Wellbeing whilst using your computer
As a student you will be using a computer for the majority of your study. The guidelines below are to promote good health and wellbeing in relation to your computer use.

Set-up and space
Ensure you have a comfortable working area where you can have adequate space for your keyboard, mouse, monitor or laptop/mobile device and that you are in a comfortable seated position. Try to prevent eye strain by ensuring you have good lighting, adjusting your monitor to prevent glare and by cleaning your monitor regularly. If you are using a laptop for any extended length of time try to use an external mouse to prevent continued use of a laptop mouse pad which can cause strain injuries.

Taking a break
You should take regular breaks away from the screen. One to two minutes away every thirty minutes can be most effective, with regular longer breaks every couple of hours. Physically moving away from the screen and working area will also allow for important stretching and increasing circulation as well as reducing eye strain from looking at the screen.

Progression for Further Study
You will have opportunities to acquire a range of coaching awards which allow you to work in a range of employment settings. Our strong links with sport employers will provide opportunities to develop your practical coaching skills and build your curriculum vitae with organisations such as national governing bodies of sport, private and public clubs, local authorities, schools, and after school coaching programmes.

You could also be employed as an outdoor pursuits instructor, sports development officer, health and fitness instructor, personal trainer or performance analyst (some requiring additional training).

Positions held by previous graduates include: lecturers in further education colleges and adult education, paid coaches within local authorities; performance analysts; strength and conditioning instructors; fitness instructors for a large chain of health clubs; swimming teachers, employed by or have set up their own coaching companies.

Alumni

We’re proud of your success. Be proud of your connection with us.

Once you complete your studies you will continue to be part of the University of Wolverhampton academic community as one of our ever growing alumni community. The WLV Alumni Association is a university-wide association bringing together Wolverhampton graduates.

For further information on Graduation and Alumni please visit our Alumni website.
<table>
<thead>
<tr>
<th>VERSION</th>
<th>OWNER</th>
<th>APPROVED DATE</th>
<th>APPROVED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Registry</td>
<td>5 May 2016</td>
<td>UQEC</td>
</tr>
<tr>
<td>REVIEW DATE</td>
<td>2016/7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>