

UK SNOWSPORT
TUTOR AND ASSESSOR/EXAMINER
PROTOCOL

I..... [name of Tutor/Assessor] confirm that I have read the attached UK Snowsport Tutor and Assessor/Examiner protocol and will comply with its contents.

Please sign this form and return to:

Snowsport England
Sportpark
3 Oakwood Drive
Loughborough
Leicestershire
LE11 3QF

Or scan a copy and email to coaching@snowsportengland.org.uk

Signed.....

Tutor Name.....

Date.....



UK SNOWSPORTS TUTOR AND ASSESSOR/EXAMINER PROTOCOL

Introduction

Tutors, Assessors and Examiners are at the heart of UK Snowsport's role in delivering high quality courses to skiers and snowboarders. It is vital that the relationship between the awarding body and its senior personnel is clear. Examiners are senior staff responsible for the delivery of both training courses and assessing candidates to standards set by UK Snowsport. For the purposes of this document the expression Tutor should be taken to refer to Tutors, Assessors and Examiners.

Tutors are expected to comply with the Snowsport England Code of Conduct, Ethics and Practice for Coaches. As part of the public face of the awarding body, the conduct of Tutors must be of the highest order.

In addition to their overall high levels of competency in skiing/riding, teaching, making critical observations and giving feedback to participants a Tutor is:

- Skilled in group management,
- Supportive of others and can effectively run both group and individual sessions.
- Diplomatic when relating to their peers, colleagues, candidates, and course venue management
- Be a safeguarding champion for snowsport
- Be a champion of Snowsport England policies and procedures specifically about the wellbeing of candidates.
- Able to understand how these needs might be affected by group dynamics
- Able to conduct themselves as a professional, in appearance and manner
- Punctual and organised

UK Snowsport believes:

- That a Tutor represents the awarding body and that their conduct is expected to be of the highest order
- That whether engaged by the awarding body directly or by a third party the Tutor has a duty to ensure that the awarding body's standards are upheld
- That an Examiner/Assessor will be aware of any potential for conflicts of interest, both actual and perceived and will conduct themselves in a manner which limits this possibility.
- That when engaged by a member group of the awarding body, and in the absence of any other agreement to the contrary the Tutor is a self-employed contractor.
- That Tutors have a duty to ensure that they continue their own professional development.
- Tutors, especially in the role of Examiner/Assessor, are reminded that their roles can make them vulnerable to accusations of bias and inconsistency. They should, in all their dealings, not only ensure that they are wholly objective in their dealings with their candidates and also, as far as is possible, that they are seen and perceived to be wholly objective.

It is the policy of Snowsport England that tutors and assessors must be free from conflicts of interest that could adversely affect their judgement or objectivity in their roles.

All tutors have a responsibility to be aware of the potential for a conflict of interest.

Such situations must be carefully managed to ensure that any conflict of interest does not detrimentally impact on the standards of Snowsport England as well as public confidence.

Snowsport England recognises that tutors and assessors will take part in activities outside of their role within the NGB but any potential conflict of interest raised by those activities must be acknowledged, disclosed, and in relevant cases properly managed.

A conflict of interest may generally be defined as a conflict between the official responsibilities of a tutor, assessor, and internal verifier and any other interests the particular individual may have and as such could compromise or appear to compromise their decisions. Examples may range from an assessment result having a positive or negative impact on the assessor's business interests to their having a relationship, whether coaching or personal with a candidate.

Condition A4 in the Ofqual General Conditions of Recognition 2016 states that a conflict of interest exists in relation to an Awarding Organisation where:

- The organisations interests in any activity undertaken by it, on its behalf, or by a member of its group have the potential to lead it to act contrary to its interests in the development, delivery and award of qualifications in accordance with its Conditions of Recognition
- A person who is connected to the development, delivery or award of qualifications by the awarding organisation has interests in any other activity which have the potential to lead that person to act contrary to his or her interests in that development, delivery or award in accordance with the awarding organisations conditions of recognition
- An informed and reasonable observer would conclude that either of the above situations was the case.

It is the duty of all tutors and assessors to disclose any actual or potential conflict of interest, to the Chief Executive in writing. The information submitted is then evaluated to identify if any further action is required and a written record of the outcome of the evaluation is kept and a copy will be provided to the concerned individuals.

Quality Control and Activity

UK Snowsport has a duty to ensure that Tutors are delivering high quality courses and that they remain active within the sport;

- Quality control (Course Feedback) forms will be sent and monitored by the awarding body. Tutors falling below the high standards expected of them will be advised of any issues and will agree an action plan to assist them to meet and maintain standards.
- We also run an Internal Verification process that help monitor our standards as well as giving feedback to our Tutors on developments.
- Tutors should be active and serve the needs of the sport, thus Tutors and Assessors must have delivered at least 1 training course and/or assessment in a three-year period. Those Tutors who have not completed at least 1 training course in the specified period will have to re-apply to be considered for appointment as a Tutor and may be required to complete additional training.

Presentation

Tutors are often the public face of UK Snowsports, and are frequently the first point of contact between candidates and UK Snowsport.

- They will always present themselves in professional fashion as expected of a senior representative of a governing body. Tutors will be clean and tidy and appropriately dressed.
- To show the awarding body in a positive and professional light and to show a consistent national image, a Tutor's jacket will be obtained. Tutors will be required to purchase this garment [at cost] from the awarding body. When delivering awarding body courses - outdoors and/or 'on skis' at an artificial ski centre - Tutors will be required to wear this garment. Those Tutors who have delivered more than 6 courses in a 2-year period will be refunded the cost of this garment. Tutors are responsible for advising the office when they have delivered sufficient courses to be reimbursed.

Organisation, planning and management of Courses

SE are responsible for organising, planning and managing courses. To assist in this the Tutor will:

- Liaise with the Office and agree where course resources are being sent to.
- Unless a prior agreement has been made, the Tutor will make their own accommodation and travel arrangements.
- In the event of the Tutor being unavailable to deliver a course or examination the Tutor will notify member body and the organiser of this difficulty in a timely manner.

Snowsport England Tutor Cancellation Policy

Snowsport England may have to cancel courses due to lack of candidates or other reasons that are out of its control. If Snowsport England cancels the course as the course organiser, then the paragraphs below will apply.

- Snowsport England confirms all courses 21 days prior to the first date of the course. If there is any reason for a course to be cancelled, you will be notified by the Snowsport England office 21 days prior to the start date.
- **If you do not hear from Snowsport England 21 days prior to the start of the course, then as a Tutor you should contact the Snowsport England Office on 01509 232323 to check the status of the course.**
- Only book travel and hotels after you have received confirmation from the Snowsport England Office.
- If a course cancels after confirmation you will need to write to Tim Fawke (tim@snowsportengland.org.uk) and ask for reimbursement.

Delivery of Courses

UK Snowsport expects a Tutor to:

- Arrive at a course or examination fully prepared with all relevant materials
- Arrive at a course location no later than 30 minutes prior to the start of the course or examination
- Record participants attending. Acceptance of those arriving after the scheduled start of the event is based on the judgment of the Tutor. In the case of an examination the presumption is that a late arriving candidate will not be eligible to complete the examination
- Check participants' Workbooks [where appropriate]
- Follow UK Snowsport guidelines with regard to the delivery of the course or examination

- Complete any expenses claim and return to Snowsport England within 7 days of the event [with appropriate receipts]
- Return course report forms, action plans or assessment sheets [and any other required paperwork] to the Snowsport England Office within a reasonable time.
- Tutors are reminded that courses are delivered for the benefit of the end user and the sport.

Specific Examination issues

When conducting an examination Snowsport England expects its Assessors to:

- Know, understand, and appreciate the required outcome standards for the award in which they are working.
- Judge or measure as appropriate a candidate's level of skiing or riding performance as compared to the required outcome standard.
- Be able to offer appropriate feedback and action planning to assist the candidate in moving forwards, where a candidate falls short of the required outcome standard.
- To manage the examination process in such a way as to assist with candidate success ie: allowing candidates to perform as well as they are able.
- To provide appropriate explanations for candidates, where appropriate and if required.
- Judge or measure an exam candidate's underpinning knowledge through appropriate questioning.
- Manage coaching, instructing or leading sessions appropriate to the outcome standards for the award.

Overall

The Tutor will:

- Create a positive and friendly atmosphere within their courses.
- Give a fair and objective assessment of their candidates
- Provide appropriate terrain for the tasks being undertaken – and be sensitive to any effects that a limitation in optimum terrain might cause candidates
- Outline the programme for the training course or examination showing a sensitivity to candidates' needs.
- Where required provide appropriate feedback sheets to the Snowsport England Office which they will send out to the candidates with other relevant material like feedback forms etc. The feedback will be concise and useful.