

NCCP Level 1 - Fundamentals Coach Portfolio and Assessment

Your Level 1 - Fundamentals Coach Portfolio consists of five (5) tasks, and an on-site coaching observation at a practice, done by the assessor of your choice.

1. Fundamentals Portfolio tasks - The five tasks within the Level 1 - Fundamentals Coach Portfolio form an important part of the evaluation of your coaching competency at the Fundamentals Coach level. The quality of these submitted tasks will affect whether you move forward to certified status, or are asked to address areas requiring further improvement to meet the NCCP minimum standard. These standards are explained in the Level 1 - Fundamentals Coach Evaluation Guide (provided in the portfolio).

As you work through the online portfolio, you will need to complete and save your completed tasks; these tasks will be UPLOADED at the end of the online portfolio. Each task must be submitted as a separate document. Please read the instructions carefully and use the templates where provided.

Click here to access your portfolio - <http://www.tfaforms.com/202950>

2. Assessment - The on-site coaching observation must be done by an assessor of your choice. The assessor will submit their observations through an online Assessor form. A copy of their notes will be sent to you as a PDF document. This document must be uploaded with your other tasks, prior to submitting your Level 1 - Fundamentals Coach Portfolio. All information required for the on-site coaching observation can be found here – <http://www.tfaforms.com/250965>

The portfolio includes a “Save my progress and resume later” feature. This allows you to save your work and come back later to complete the tasks. We strongly suggest using this as you work through your portfolio and assessment tasks.

3. Making Ethical Decisions - Coaches are urged to attend the Make Ethical Decisions (MED) training, offered by their Provincial Sport body.

Edmonton & Calgary Courses - <http://www.csicalgary.ca/index.php/registration-2/nccp-coaching-education>

Other courses –



Excellence, Integrity, Innovation, Collaboration

<http://www.albertasport.ca/sport/coaching-development.aspx>

For Level 1 - Fundamentals Coach, candidates must complete the Make Ethical Decisions (MED) online evaluation in order to be fully certified at this level. For online MED evaluation information, please follow this link: <http://coach.ca/-p156128>

4. Certification status - When all steps are completed and have been processed by the Coaching Association of Canada (CAC), the coach transcript will be updated to “Certified” status at the Level 1 - Fundamentals Coach level.

To access the NCCP transcript, visit

<https://thelocker.coach.ca/access/account/public?language=en> and use the NCCP# and password used to access the MED online evaluation. Coach can update their personal contact information while logged in.

If NCCP activity is missing from the transcript, and at least 3 months has passed from the date of the NCCP activity, coach should contact the NCCP Coordinator nccp@swimming.ca.

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