BSc (Hons) Sports Coaching

2021-2024
(2021-2027 PT)

Programme Handbook

Programme Leader:

Neil Salanki

Telephone: 01388 443000 (ext: 2312)

1. **Welcome and introduction** (institution and department)

Welcome from your programme tutors:

Welcome to Bishop Auckland College. Your course of study has been designed with you in mind and we want you to have a valuable learning experience during your time with us. This handbook is designed to provide you with relevant information for your programme of study. It can enable you to better understand what you will be doing, where you will be doing it, when you will be doing it and the roles and responsibilities of key people, including yourself.

It is divided into sections which cover details of your programme of study; information which you need to know about both Bishop Auckland College and the Open University, who validate your award, as well as general information about being a student.

If you find that you have a query that the handbook does not cover, please ask. The most likely persons to be able to help you will be your Tutor or the Programme Leader.

This handbook should be read in conjunction with the Bishop Auckland College programme specification, available separately. Please see your Programme Leader for details or visit the programme page on Moodle.

As an Open University student you will also be issued with module guides for each module of the programme. These guides will be available from your Module Tutor within the College.

We hope you enjoy your time with us at Bishop Auckland College and we wish you well on this programme of study.

Reviewed by Neil Salanki July 2021

HE ACADEMIC CALENDAR AND PLANNER 2021-22
Second Draft draft circulated to staff: 07.09.2021

Week	Commencing	M	T	W	T	F	Key Dates/Events
1	02-Aug	2	3	4	5	6	
2	09-Aug	9	10	11	12	13	
3	16-Aug	16	17	18	19	20	
4	23-Aug	23	24	25	26	27	Mandatory return to work - wk commencing 23 Aug 2021 / 26 August - staff conference (Mandatory return to work for all staff)
5	30-Aug	30	31	1	2	3	30/08/2021 - bank holiday
6	06-Sep	6	7	8	9	10	
7	13-Sep	13	14	15	16	17	HE Induction Week 16 / Sept: OU Sept Re-Assessment Board 20/21 17 / Sept: All UoS Prog Audit Sheets returned to KC
8	20-Sep	20	21	22	23	24	HE Courses Begin 24 / Sept: OU Annual Prog Mon Report Deadline Sub C 20/21
9	27-Sep	27	28	29	30	1	
10	04-Oct	4	5	6	7	8	4 Oct: EC & AM Panel
11	11-Oct	11	12	13	14	15	13 Oct: Open Evening 11 / Oct: HND Registrations to Exams Officer
12	18-Oct	18	19	20	21	22	
13	25-Oct	25	26	27	28	29	
14	01-Nov	1	2	3	4	5	1 Nov: EC & AM Panel 5 / Nov: OU Student Registrations to Exams Officer
15	08-Nov	8	9	10	11	12	
16	15-Nov	15	16	17	18	19	
17	22-Nov	22	23	24	25	26	25 Nov: Open Evening
18	29-Nov	29	30	1	2	3	
19	06-Dec	6	7	8	9	10	6 Dec: EC & AM Panel 8 Dec / ICP Re-Val Documentation to be sent to PPM
20	13-Dec	13	14	15	16	17	17 Dec - Team Day
21	20-Dec	20	21	22	23	24	
22	27-Dec	27	28	29	30	1	27 & 28 Dec Bank Holiday
23	03-Jan-22	3	4	5	6	7	3 Jan - Bank Holiday 6 / Jan - BA Hons ICP Pre-Lim Validation Internal Event
24	10-Jan	10	11	12	13	14	10 Jan: EC & AM Panel
25	17-Jan	17	18	19	20	21	
26	24-Jan	24	25	26	27	28	25 Jan: Open Evening
27	31-Jan	31	1	2	3	4	
28	07-Feb	7	8	9	10	11	7 Feb: EC & AM Panel
29	14-Feb	14	15	16	17	18	16 Jan - BA Hons ICP Main Validation Event
30	21-Feb	21	22	23	24	25	

Week	Commencing	M	T	W	T	F	Key Dates/Events
31	28-Feb	28	1	2	3	4	3 Mar - staff conference / Pre-Board - BSc Sport / 4 Mar -
32	07-Mar	7	8	9	10	11	7 Mar: EC & AM Panel
33	14-Mar	14	15	16	17	18	14 Mar - (OU) BSc Sport Assessment Board (End of Sem 1)
34	21-Mar	21	22	23	24	25	22 Mar: Open Evening
35	28-Mar	28	29	30	31	1	w/c 28 Mar 2022: HND Assessment Board (End of Sem 1)
36	04-Apr	4	5	6	7	8	w/c 4 Apr: OU Assessment Board (End of Semester 1) 4 Apr: EC & AM Panel
37	11-Apr	11	12	13	14	15	
38	18-Apr	18	19	20	21	22	
39	25-Apr	25	26	27	28	29	
40	02-May	2	3	4	5	6	3 May: EC & AM Panel
41	09-May	9	10	11	12	13	12 May: Open Evening
42	16-May	16	17	18	19	20	
43	23-May	23	24	25	26	27	
44	30-May	30	31	1	2	3	
45	06-Jun	6	7	8	9	10	6 June: EC & AM Panel
46	13-Jun	13	14	15	16	17	
47	20-Jun	20	21	22	23	24	
48	27-Jun	27	28	29	30	1	28 June: Open Evening
49	04-Jul	4	5	6	7	8	w/c 4 July: OU Assessment Board (End of Semester 2) w/c 4 July 2022: HND Assessment Board (End of Sem 2) 8 / July - Staff Team Day 4 July: EC & AM Panel
50	11-Jul	11	12	13	14	15	
51	18-Jul	18	19	20	21	22	
52	25-Jul	25	26	27	28	29	
53	01-Aug	1	2	3	4	5	
ACADEMIC YEAR 2022-23							
1	08-Aug	8	9	10	11	12	
2	15-Aug	15	16	17	18	19	
3	22-Aug	22	23	24	25	26	
4	29-Aug	28	30	31	1	2	Mandatory return to work - wk commencing 30 Aug 2022 / 1 Sept - staff conference (Mandatory return to work for all staff)
5	05-Sep	5	6	7	8	9	
6	12-Sep	12	13	14	15	16	

Legend

Bank and Public Holidays	
Student Holidays	
College Closed	
Open Evenings: 5.00pm-7.00 pm	
HND Dates to note	

Open University (OU) Related Dates	
Compulsory staff attendance for core teaching staff, directly linked student recruitment or preparations for start of year.	
Open Evenings	
CPD	
Extenuating Circumstances & Academic Misconduct Panels	

Programme Team

Contact details can be found below for the Programme Leader, Module Leaders and Head of School.

Name and Role	Email	Telephone
Programme Leader, Module Leader and Personal Tutor **Neil Salanki**	Neil.Salanki@bacoll.ac.uk	01388 442312
Module Leader & Personal Tutor **Andrew Dixon**	Andrew.dixon@bacoll.ac.uk	01388 443065
Head of School Sport, Social Care, Children and Young People's Services, Access to HE & Counselling **Neil Bowden**	Neil.Bowden@bacoll.ac.uk	01388 443016

Additional teaching and tutorial support

Where changes to personnel in the team occur, the college will make appropriate temporary or permanent appointments to ensure teaching and curriculum requirements are met. Where this occurs, relevant biographical information will be made available to trainees.

Communication

The college expects you to use your college email address and check regularly for messages from staff. If you send us email messages from other addresses they risk being filtered out as potential spam and discarded unread. The course team will normally communicate with students via the email system. Other means employed are also phone, post, VLE and student notice-boards. Students can normally expect to receive a reply to their emails within a **reasonable period.**

Support staff

Student services manager: Claire Smith	**Finance:** Craig Martin
Telephone *Direct Line:* 01388 443000 *Extension:* 2614	**Telephone** *Direct Line:* 01388 443000 *Extension:* 3328
E-mail claire.smith@bacoll.ac.uk	**E-mail** craig.martin@bacoll.ac.uk

External examiner

The College has appointed an External examiner to this programme who helps to ensure that the standards of your course are comparable to those provided at other higher education institutions in the UK. The name of this person, their position and home institution can be found below. If you wish to make contact with your External examiner, you should do this through your Programme leader and not directly. External examiner reports will be made available to you electronically. The programme team will regularly send a sample of student coursework to the external examiner(s) for external moderation purposes, once it has been marked and internally moderated by the course tutors. The sample will include work awarded high, middle and low marks.

External Examiner details:

Denis Pressler

University of central Lancashire

DPressler@uclan.ac.uk

Introduction to the programme

Welcome to the BSc (Hons) Sports Coaching Programme (2020 – 2023 or 2026 Part Time). The BSc (Hons) Sports Coaching programme offered at Bishop Auckland College and validated by the Open University is designed for people who wish to pursue a career in Sports Coaching or who wish to enhance their coaching ability for use within their existing or future employment. The three/six-year degree programme is designed and incorporates the framework of The International Council for Coaching Excellence (2016). The BA (Hons) in Sports Coaching enables students to become reflective practitioners within a creative and innovative approach underpinned by research.

The Sports Coaching Programme aims and objectives to;

- Produce knowledgeable and skilled graduates in the field of Sports Coaching.
- Provide students with the opportunity to apply their knowledge, understanding and practical expertise in a variety of contexts.
- Develop students' ability to collect primary and secondary data through a range of appropriate research methods.
- Develop the ability to evaluate and analyse new knowledge and experiences by drawing upon theories, principles and concepts to inform understanding and practice.
- Develop an independent approach to learning and professional development, self-appraisal and reflective practice, enabling students to become innovative, creative and adaptable graduates.

- Equip students with a multidisciplinary skills base that can be applied in an interdisciplinary context.
- Create a strong foundation for lifelong learning and continuing professional and personal development.

The development of knowledge, cognitive and practical skills that are transferable across a range of contexts and domains including employment and further study in accordance with QAA Benchmark statements for Hospitality, Leisure, Sport and Tourism.
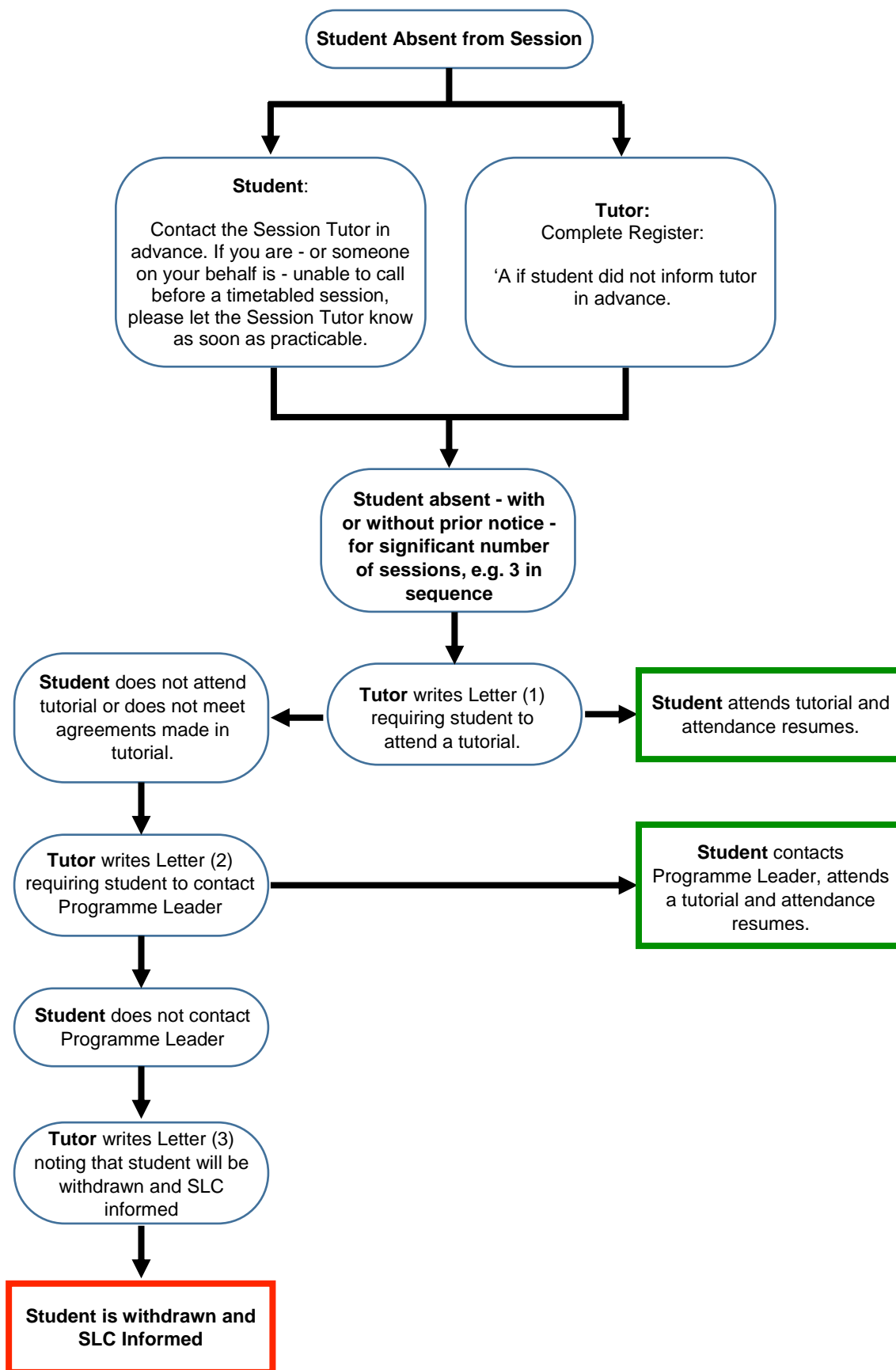
Attendance

Attendance Requirements

Regular and full attendance on the programme is a very important component of counselling/psychotherapy training for reasons of currency of theory into practice and of group dynamics. We expect that students will commit themselves to 100% attendance on all aspects of the programme (as far as is humanly possible).

Any student who does not meet these requirements will be at risk of failing the programme. If students do miss sessions they will be expected to provide evidence of the work they have undertaken in their absence to ensure they do not fall behind. In the event of extenuating circumstances that affect attendance then students will be required to follow the extenuating circumstances procedure and any application will be reviewed by the panel on an individual basis.

All classes will start promptly therefore any student arriving late will be expected to show consideration and sensitivity to what is going on in the room on arrival. It is the student's responsibility to notify Tutors that they will be late. Continual lateness will affect attendance records.

The process for repeated absence is outlined below;

Repeated Absence – Process Flowchart

Student Absent from Session

↓

Student:

Contact the Session Tutor in advance. If you are - or someone on your behalf is - unable to call before a timetabled session, please let the Session Tutor know as soon as practicable.

Tutor:
Complete Register:

'A if student did not inform tutor in advance.

↓

Student absent - with or without prior notice - for significant number of sessions, e.g. 3 in sequence

↓

Student does not attend tutorial or does not meet agreements made in tutorial. ← **Tutor** writes Letter (1) requiring student to attend a tutorial. → **Student** attends tutorial and attendance resumes.

↓

Tutor writes Letter (2) requiring student to contact Programme Leader → **Student** contacts Programme Leader, attends a tutorial and attendance resumes.

↓

Student does not contact Programme Leader

↓

Tutor writes Letter (3) noting that student will be withdrawn and SLC informed

↓

Student is withdrawn and SLC Informed

A professional attitude

This is a BSc (Hons) degree course and students are expected to behave accordingly, adopting a self-disciplined approach to all aspects of the programme, including, a mature attitude to private study and self-reliance when using all college systems, including information retrieval of handbook information, on-line resources as well as assignment preparation, etc. Students are to ensure that they comprehensively familiarise themselves with this handbook. When on placements or during coaching practice, students are expected to fulfil all aspects of placement requirements in a professional manner.

Progression on course

Students are expected to pass all year one modules before progressing onto year two, however if year one modules are not fully met before the commencement of year two students are expected to complete any outstanding modules as soon as possible*. If a student leaves the programme at the end of the first year and they have successfully passed all of the modules, they will receive the exit award: Certificate in Higher Education in Sports Coaching.

Students are expected to pass all year two modules before progressing onto year three, however if year two modules are not fully met before the commencement of year three students are expected to complete any outstanding modules as soon as possible*. If a student leaves the programme at the end of the second year and they have successfully passed all of the modules, they will receive the exit award: Diploma in Higher Education in Sports Coaching.

Modules can only be trailed between progression from Level 4 – Level 5 and Level 5 t-Level 6, depending on Open Univeristy Regulations, found [here](#).

Structure of Programme & Progression

Level 4 (Year One) 120 credits					
Compulsory modules	**Module code**	**Assignment**	**Credit points**	**Is module compensatable?**	**Semester runs in**
Academic and Professional Skills	SC101	Annotated Bibliography (30%) Group Presentation (40%) Action Plan (30%)	30	No	1 and 2
Introduction to Community Health and Social issues	SC102	Rationale (30%) Presentation (70%)	20	Yes	1
Introduction to Coaching Science	SC103	Patchwork Assessment (100%)	20	Yes	2
Introduction to Coaching Practice	SC104	Session Plans and VLOG (50%) Paired Coaching Delivery (50%)	30	No	1 and 2
Introduction to Coaching Theory	SC105	Essay (70%) Poster Presentation (30%)	20	Yes	1
Exit Award: Certificate in Higher Education in Sports Coaching					
*In order to progress onto Level 5 (Year Two) all the above modules need to be completed successfully**					
Level 5 (Year Two) 120 credits					
Compulsory modules	**Module code**	**Assignment**	**Credit points**	**Is module compensatable?**	**Semester runs in**

	Module code	Assignment	Credit points	Is module compensatable?	Semester runs in
Community Coaching Practice	SC201	Coaching Delivery and Reflection (80%) Action Plan (20%)	30	No	1 and 2
Contemporary Understanding of Sports Coaching	SC202	Critical Summary (50%) VIVA (50%)	20	No	1
Skill Acquisition (Optional)	SC203	Critical Summary (40%) Practical Coaching Session (30%) VIVA (30%)	20	Yes	1
Research Methods	SC204	ResearchPortfolio (100%)	30	No	1 and 2
Coaching Science in Practice	SC205	Case Study (40%) Group presentation (60%)	20	Yes	2
Community Interventions for Health and Social Issues (Optional)	SC206	Workshop Plan (80%) Rationale (20%)	20	Yes	2

Exit Award: Diploma in Higher Education in Sports Coaching

In order to progress onto Level 6 (Year Three) all the above modules need to be completed successfully.

Level 6 (Year Three) 120 credits					
Compulsory modules	**Module code**	**Assignment**	**Credit points**	**Is module compensatable?**	**Semester runs in**
Advanced Coaching Practice	SC301	Poster Presentation (30%) VIVA (70%)	30	No	1 and 2
Performance Analysis	SC302	E-Portfolio (100%)	30	No	1
Research Project	SC303	7000 word research project (70%) Oral Defence (30%)	40	No	1 and 2
Contemporary Issues in Sports Coaching and Health	SC304	Critical Discussion (60%) Essay (40%)	20	Yes	1

Full Academic Award: BA in Sports Coaching or BA (Hons) Integrative Counselling Practice

If students do not complete all modules, they must do so at the earliest possible opportunity in the following year, in order not to hinder their progression. Please note that there are some modules that need to be completed within the time frame they are set in order to progress.

Part-time Pathway

	Credit value	Semester	Suggested Year of programme
LEVEL 4			
Academic and Professional Skills	30	1 and 2	1
Introduction to Community Health and Social issues	20	1	1
Introduction to Coaching Science	20	2	1
Introduction to Coaching Practice	30	1 and 2	2
Introduction to Coaching Theory	20	1	2
LEVEL 5			

Module	Credits	Semester	Year
Community Coaching Practice	30	1 and 2	3
Contemporary Understandings of Sports Coaching	20	1	3
Community Interventions for Health and Social Issues (Optional)	20	2	3
Skill Acquisition (Optional)	20	1	3
Research Methods	30	1 and 2	4
Coaching Science in Practice	20	2	4
LEVEL 6			
Advanced Coaching Practice	30	1 and 2	5
Performance Analysis	30	1	5
Research Project	40	1 and 2	6
Contemporary Issues in Sports Coaching and Health	20	1	6

Part time students

Within the part-time pathway the modules in each level are split over a two year period (see table above) therefore progression occurs in the same sequence as in the full-time pathway except each level will take two years to complete rather than one.

All regulations and support structures remain unchanged across Full Time and Part Time provision, the only difference is the timing of modues and the overall programme time (6 years)

Notional hours

Within each module guide you will be given a specific breakdown of the study hours required for that module this will include taught and self-study time. As a rule, 1 credit is the equivelant to 10 hours, e.g. 20 credits equates to 200 notional hours. Of this 200 hours, you will have around 40 hours of contact delivery with the remaining hours being made up of reading, independent study and working and study for assessment.

Weekly timetable

A copy of your weekly timetable will be given to you during welcome week(s). The timetable is also available on Moodle. You will have aminimum of one taught session per week for each of the modules across the programme.

Expected hours of study

The normal amount of work involved in achieving a successful outcome to your studies is to study for 10 hours per week per credit you need to achieve – this includes attendance at college and time spent in private study, e.g. Introduction to Coaching Practice is 30 credits and therefore, requires commitment of on or around 300 hours.

Programme specification – for details please see separate Programme Specification Document

Module specifications – for details please see separate Programme Specification Document and Module guides.

Assignment schedule

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Week	8-10	11-13	15-18	19-21	24-27	28-31	32-36	39-40	41-43	45-47
L4										
APS		A1-12				A2-28				A3-45
ICHSI		A1-14		A2-18						
ICP						A1-30			A2-41	
ICT				A1-19	A2-24					
ICS					F1-26	F2-31	F3-35		A1/F4-39	
Level 5										
SC204 - RM			F1-16	F2-19					A1-41	
SC201 - CCP				F1-19	F2-27		A1-34	A2-39		
SC202 -CUSC			A1-17		A2-24					
SC205 - CSP							A1-33		A2-43	
SC206 -CIHSI										
SC203 - SA		A1-12		A2-20	A3-25					
Level 6										
ACP					A1-27		F1-34		A2-44	
PA				A1-24						
CIISC		A1-14		A2-23						
RP			F1-16	F2-19					A1-43	A2-45

See the part time pathway table (above) to cross reference assessment schedule across the 6 year programme.

Student support, guidance and advice

What support can the college offer you?

Support for a student can take various forms. If you feel you need support to help with your academic work and completion of the programme talk please talk to your tutor.

It is advisable that at the earliest opportunity you tell someone within the college about your needs: Write it on your application form. Talk to someone at interview. Ask at Student Services. Talk to your tutor at induction. Talk to your tutor during tutorial. Obviously, the sooner you tell us, the sooner we can help.

If you want to communicate with the module tutors, remember that they teach on other modules and programmes, visit students on placements and attend a wide range of meetings and are practicing therapists; they may not therefore be available immediately. It's always best to contact them and make an appointment in advance if you can. Tutors will answer emails as quickly as possible but the duties described above may mean that they cannot access their computers every day; you can expect a reply to an email in 2-3 working days**.**

Welcome week(s)

Welcome Week will occur in the first week of a programme of study commencing. Welcome Week will be facilitated by the course team but may also involve meeting support staff and other college personnel. During the induction students will receive an introduction to and overview of their programme of study, a tour of the college including The learning zone, bespoke facilities and amenities, introduction to college systems such as: Moodle and the Student Portal, made aware of relevant and necessary policies and procedures such as: Health & Safety, Equality & Diversity, GDPR as well as important issues such as attendance, support and communication.

Personal tutor

All students will be assigned a personal tutor at the beginning of their academic study. Personal tutors will provide support to students on all aspects of their learning as well as any personal matters that might arise. Personal tutors will undertake regular tutorials with students and record a summary of these meetings on Giraffe, as well as providing a weekly scheduled drop-in time that students can access without an appointment.

Study skills

The learning zone staff offer support and help with certain areas of study skills such as assignment structure, referencing, journals searches and accessing the VLE (Moodle).

Careers advice

Regular industrial updating, career information and enhancement opportunities are provided to students on their programme of learning by the course team and personal tutors. Alternative career advice can be sought from the college's careers guidance officer:

Counselling & student welfare

Students whose learning is being negatively affected by personal difficulties can seek support from student progress mentors within student support or alternatively can access the colleges counselling service. Students can self-refer or ask their personal tutor to make a referral on their behalf. Referral forms are available from room 265. The counselling service co-ordinator is Lindsey Moses (Lindsay.Moses@bacoll.ac.uk).

Support for students with disabilities

Students who require support with disabilities should inform the course team at interview of their disabilities. The course team will seek through conversation with the student to understand their particular needs and what reasonable adjustments need to be put into place to ensure the student has fair access to their programme of learning. With the students permission the course team may need to get other college personnel, such as the Health & Safety Officer involved to make adequate arrangements.

Financial advice and support

Students can access financial advice and support in Student Services.

Moodle

Moodle is part of the college's Management Information Systems (MIS) and Virtual Learning Environment (VLE). You can access Moodle whilst on the College site by logging onto your college network account and opening the student intranet home page. You will need to enter your College network ID and password. Alternatively you can also access the College's Moodle from outside College by going to https://moodle.bacoll.ac.uk/moodle/ and entering your network ID and password.

Moodle is a great place to look for information to help you with your course. There are useful links to key resources and websites. You can also access **calendars** which show upcoming events as well as **forums**.

Moodle enables you to keep in contact with tutors and friends if you are on **Instant Messaging** and the many **forums** that have been established to support you. These communication tools are particularly useful if you are out of the College. Moodle is available 24 hours a day, 365 days per year and from anywhere in the world.

Moodle is used extensively as a tool to support learning; providing a wide range of learning resources, they might provide access to resources such as teaching notes, PowerPoint presentations or, in some cases, multimedia scenarios and video lectures. Other resources may include access to module guides, assignments and links to other websites to help with your studies including study skills support.

Moodle is also used to submit some assessments; this is particularly useful when assessments include video footage. It can be used for confidential discussions with tutors and for wider discussions via online forums. Moodle is also an important tool for personal development planning.

Moodle is accessible both within the college and externally via the college's website.

All policies and procedures relating to your programme of study area available on the student portal, they are linked in this handbook and the college website under higher education.

Opportunities for personal development planning

Each student will have access to Personal Development Planning on Moodle and be supported to do this by their personal tutor.

Facilities and services

Library/e-learning resources & computing facilities

Staff in the Learning Zone aim to provide a high-quality service based upon a range of print and electronic resources and other learning materials to support you in your studies. We offer an environment that is safe and welcoming for both learners and staff to study. Services we provide includes not only access to a wide collection of books, but also help with how to access and use your computer, Moodle (VLE) and Webmail accounts. Other services include Study Skills Workshops, 1-2-1 sessions, Study Skills Guides, Assignment hand-in and more. If you have any suggestions for the Learning Zone, then please either approach a member of staff or fill in a suggestion form that can be found next to the seating/quiet area. If you need help with anything at all, please do not hesitate to ask. We are here to help.

If you need to contact the Learning Centre, please telephone 01388 443018 or email us using our learningcentre@bacoll.ac.uk email address.

Learning Zone Co-ordinator Alison Kelsey **Telephone** *Direct Line:* 01388 443068 *Extension:* 2264 **E-mail** alison.kelsey@bacoll.ac.uk	**e-Learning Facilitator** David Brown **Telephone** *Direct Line:* 01388 443106 *Extension:* 2356 **E-mail** david.brown@bacoll.ac.uk

Technical support and helpdesk

For technical support access the 'Student Help' page on the student portal, where you will find helpful information relating to Moodle, how to connect to the College Wi-Fi, how to use the College printers and more. If the information you require is not shown on this page, please contact your personal tutor, a member of the course team, a member of the Learning Zone team or IT Support.

Catering services

Caterlink is the contract caterer that provide all the food on offer at Bishop Auckland College Campus.

The Meeting Place is the cafeteria at Bishop Auckland Campus and provides:

Breakfast: 8.30am – 11.00am

Cooked and continental breakfasts.

Lunch: 11.30am - 1.30pm

A selection of sandwiches, salad bar, hot meals with vegetarian option, desserts and hot and cold drinks are available.

Starbucks: 9.00am - 2.00pm

Serving authentic specialty coffees, pastries, made to order sandwiches and Panini.

Healthy options
As part of the college's health promotion policy caterlink offer a number of dishes specially planned to provide a balanced and healthy diet. These healthy options are low in fat (especially saturated fat) and refined sugars and high in minerals, vitamins and fibre.

Ambition restaurant
Located at our main campus the restaurant is open throughout the academic year (subject to availability). The restaurant is operated and run by our catering department students who offer special occasion meals and theme nights in addition to the more traditional restaurant meals.

Please contact 01388 443085 for information and booking.

Shop
Serving a selection of confectionery, hot and cold drinks, snacks, stationery, newspapers

- Monday: 8.30am - 8.00pm
- Tuesday: 8.30am - 5.00pm
- Wednesday: 8.30am - 8.00pm
- Thursday: 8.30am - 8.00pm
- Friday: 8.30am - 2.00pm

Workshop, laboratory, studio or study areas and other specialist accommodation available to support the programme

Equipment required to be provided by the student/Fees payable by student

All students who enrol on the BSc (Hons) programme will receive a £500 cashback payment per academic year which may assist with the following costs:

Whilst extra-curricular educational visits may be subsidised by Bishop Auckland College there may still be a requirement for the student to pay for travel and/or accommodation if they wish to attend. This infromtion will be provided in advance.

Policies

All policies and procedures relating to your programme can be found [here](). This includes;

Academic appeals

- Student overview of the academic appeals process
- Academic appeals procedure
- Appeals flowchart
- Academic appeal form

Open Univeristy Documents

- Access and participation
- Academic misconduct regulations

- Admissions policy
- Admission appeals procedure
- Attendance policy
- AMBeR plagiarism tariff
- Extenuating circumstances policy
- HE assessment and feedback policy
- HE student transfer policy
- Research ethics policy
- Recognition of prior learning policy
- Registration of students
- Regulations for validated awards of the Open University
- Student guide to recognition of prior learning
- Terms of reference for Higher Education module assessment/progression and award boards

Assessment and progression regulations

Identification of all elements of assessment, including type, volume weighting and timings of assessment

Please refer to Module guides and assignment briefs for specific information on each assessment.

Minimum pass marks for modules

To obtain an Open University award, students are required to complete all parts of the programme's approved assessment and comply with all regulations relating to their programme of study.

The minimum aggregate pass marks for the Open University validated awards are:

40% for undergraduate programmes

These minima may apply to assessment elements as stated in the wording of the module specifications, but will apply to modules, stages and qualifications.

Rules governing extension to submission deadlines

Student requests for extensions to assessment deadlines will not be approved unless made in accordance with published partner institution guidelines as approved by the Open University.

Process for requesting deferral of modules

To request a module be deferred an application for this should be made initially to the Extenuating Circumstances Committee, which will be reported to the relevant Module Assessment/Progression and Awards Boards.

Assessment of work-based learning

Details on the assessment of work-based learning can be found in the WBL/Placement Handbook and in the Module Guides.

Assessment of presentations and performance

Where formative assessment is required on presentations and/or performance this will be offered verbally and may be supported by unstructured notes. Where summative assessment is required for presentations and/or performance specific criteria will be given to students to meet and the assessment will be formed against these criteria.

Definitions and consequences of academic misconduct, including plagiarism

Academic misconduct is defined by the college as any activity or attempted activity which gives an unfair advantage to one or more students over their peers.

Plagiarism is defined by the college as the practice of taking someone else's work or ideas and passing them off as one's own. The college requires all students to use the plagiarism checking tool Ephorus, which is available on Moodle via the assignment hand in service. All assessment will indicate the process for submission, including the use of Ephorus. For more advice and information on plagiarism visit plagiarismadvice.org.

Please refer to the Higher Education Academic Misconduct Regulations for further details, found here.

Mechanisms for provision of feedback to students on performance, and the role of formative and summative assessment.

Throughout their study programme students will be offered both formative and summative assessment on their performance. Formative assessment will be mostly verbal feedback given by both tutors and peers, whereas summative feedback will always be given as a written assessment.

Acceptable forms of academic referencing and citation

As a student, it is important that you identify in your assessment when you are using the words or ideas of another author. The most accepted way of acknowledging the work of another author is to use a referencing system. Failure to properly reference using the Harvard system may make the reader think that you are cheating by claiming someone else's work as your own. In the academic environment, we call this plagiarism and it is seen as a very serious offence. Please remember that plagiarism is not just when you directly copy words from another student's or expert's work. Plagiarism also occurs when a student re-words someone else's ideas in your own work and you do not give credit to the original source.

It is extremely important that students correctly reference all paraphrasing and direct quotations. While there are many referencing rules and conventions under the Harvard system, in most cases it is generally important in the text of an assignment to show the reader the author's name, date of publication and page numbers of the original source. In the reference list, it is important that the author's name, the year of publication, relevant titles, and other access information is faithfully reproduced. At first, the referencing system may seem time-consuming and fussy but it will soon become second nature to you and will become part of the long list of skills you will have gained as a university student.

You will be provided with a copy of the textbook, 'Cite Them Right; The essential referencing guide (Palgrave Study Skills).'

Progression regulations

In order to complete and pass a stage of a programme, a student must normally acquire the total number of credits set out in the programme specification at the approved qualification level for the award. Exceptions are restricted to those detailed in paragraph 17.5.3 of the OU Regulations for Validated awards (available on the student portal) below or have been exempted through advanced standing, or through the implementation of the processes covering extenuating circumstances

Unless otherwise stated in the approved programme specification, compensation will be applied at stage level and agreed during an examination board when the following conditions are met:

(a) No more than 20 credits whichever is greater, can be compensated in any one stage of an undergraduate or postgraduate programme.
(b) Compensation is not permitted for modules within awards of less than 120 credits in total.
(c) Progression/Module Award Boards should assure themselves that learning outcomes of the qualification level have been satisfied. The process for evaluating cases will be identified in the programme specification.
(d) A minimum mark of no more than 5 percentage points below the module pass mark has been achieved in the module to be compensated.
(e) Taking the module mark to be compensated into account, an aggregate mark of 40% has been achieved for the qualification level of the undergraduate programme
(f) No compensation shall be permitted for any core project/dissertation/capstone module, as defined in the programme specification.
(g) PSRB requirements may exempt certain modules from compensation – this will be articulated in the programme specifications.

Reassessment and re-sits

The board of examiners may, at its discretion, make such special arrangements as it deems appropriate in cases where it is not practicable for students to be reassessed in the same elements and by the same methods as at the first attempt. However, where a validated programme is discontinued, provision has to be made to ensure fair assessment opportunities for all students who have been enrolled.

17.3.1 Resit provision is subject to all the following conditions:

(a) A student may resit the failed assessment components of a module only once. Where there are extenuating circumstances, the Progression/Module Award Board has discretion to decide whether a further assessment opportunity shall

be permitted, unless explicitly prohibited in the rules for the programme, as approved in the validation process and programme specification.

(b) A student who does not complete the resit by the date specified shall not progress the programme, except in cases where the process for allowing extenuating circumstances has been followed.

(c) Resits can only take place after the meeting of the Progression/Module Award Board or following agreement by the Chair and the External Examiner of the Board.

(d) A student who successfully completes any required resits within a module shall be awarded the credit for the module and the result for the individual assessment component capped at the minimum pass mark for the module.

(e) A student shall not be permitted to be reassessed by resit in any module that has received a pass mark, or in a component that has received a mark of 40% or above at UG level.

f) The resit will normally be carried out by the same combination of written examination, coursework etc. as in the first attempt.

Work Based Learning (WBL)/Coaching Placement Guidance

Documentation relating to your Coaching Placement can be found in your Negotiated Learning Agreement and and WBL/P Handbook. The Handbook includes several key documents and guidance on the importance of your placement and formalising agreements between you (the student), the placement provider and and the college.

Suitability of placement

Not all placements will provide you with the experience required while studying for a degree. It is important that you engage in professional discussion with the Module Leader in order to fully assess the suitability of any placement position. Only following this assessment and final confirmation from the Module Leader, can you sign your 3-way contract and begin completing your coaching hours.

Support and actions

The module tutor may provide a contact list of local clubs including contact details and support you to ensure you maximise the experience and learning during your placement. Prior to commencing your placement there are anumber of actions for you to complete;

You will be expected to complete a Health Questionnaire and supply a copy to your placement and Module Tutor. You will complete and have signed a 3 way contract between you, the placement provider and the Programme Leader to ensure all parties are aware of and abide by the terms and conditions outlined in the contract. Finally, you will be responsible for monitoring your log of hours and experiences during the pacement and having a copy of your log, authenticated by the placement provider.

Extenuating circumstances

The Extenuating Circumstances Policy including a copy of the Extenuating Circumstances form (Appendix 3) is available on the student portal here.

Assessment Appeals Procedure

College staff will follow the appeals guidance issued by the college (BAC-C-07 – Appeals Procedure) which is available on the student portal here.

Dissertations and projects

Supporting arrangements

Students will receive taught sessions on research methods: lectures and workshops, prior to their individual development of their research area and independent learning.

Students will be assigned an appropriate research supervisor with relevant knowledge and expertise at the beginning of this module, once their area of research has been confirmed, who they will meet with on a regular basis for guidance and support.

Students will also have the continued support of their personal tutor.

In all aspects of the research project module (including viva-voce in dissertation presentations) students will be expected to adhere to the explicit instructions and criteria set.

Students will be guided on all submissions to the Research Ethics Board.

The Research Ethics Policy is available on the student portal and can be found here.

Determination of results

Assessment weightings for the overall scheme and within specific modules.

All degree programmes are made up of 360 credits, 120 credits per level/year. Modules range in size from 20 to 40 credits with assessment tasks reflecting the credit weighting attributed to the module.

How results are communicated

Unratified results are communicated to students via assignment assessment feedback 20 working days after submission. The Progression/Module Assessment Board meets tri-annually and ratifies these results, following which students receive formal confirmation of their marks.

Rules for determining degree classification, and for the award of honours, distinction, and merit, as applicable.

Classification of bachelor degrees will be based on the average mark across all modules within Stage 3 (usually Credit Level 6) and Stage 2 (usually Credit Level 5) at a ratio of 2:1 respectively unless the requirements of a Professional, Statutory and Regulatory Body (PSRB) state otherwise.

Honours degrees are classified as:

First class   Aggregate mark of 70% or above

Upper Second class   Aggregate mark between 60% and 69%

Lower Second class   Aggregate mark between 50% and 59%

Third class   Aggregate mark between 40% and 49%

Where students have directly entered a Qualification Level 6 top-up award (e.g. having previously undertaken a Higher National Diploma (HND) or Foundation Degree (FD) award) the calculation for the honours classification will be based solely on all credits at Credit Level 6.

Performance in work for which an award of credit for prior learning has been made is not taken into account in the calculation of the final award. See section 22 for rules related to credit for prior learning.

Where the final result of the award classification calculation creates a mark of 0.5% or greater this will be rounded up to the next full percentage point (e.g. 69.5% is rounded to 70%; 59.5% to 60%; and so on). Where the calculation creates a mark below 0.5% this will be rounded down to the next full percentage point (e.g. 69.4% is rounded to 69%; 59.4% to 59%; and so on). For the purposes of rounding up or down, only the first decimal place is used.

Role of assessment boards, external examiners and MRAQCP

All programmes must have robust appropriate procedures, systems and standards in place to assess, ensure and maintain the quality of the learning and assessment and uphold the validity of the award.

Other institutional policies and regulations

Disability statement

If you have a physical disability, learning difficulty or mental health condition that you require support with, please inform your personal tutor, a member of the course team or a member of staff in student services as soon as possible to ensure that the right arrangements and support can be put in place.

Safeguarding [+Prevent]

The college is committed to keeping all learners safe from harm which is what safeguarding means and includes abuse and injury.

If you have a concern about yourself or someone else, please talk to your tutor or your Student Progress Mentor whoever you feel more comfortable talking to. If at any time you feel worried or uncomfortable, please tell someone as staff are here to help.

The designated lead for safeguarding is Clare Wray, Director of Service Standards.

The College Governor with Safeguarding responsibility is Jane Ruffer who can be contacted via the Principal's office.

British Values

We all live in Britain and we are all different. We should understand that while different people may hold different views about what is right and wrong, we are all subject to British law.

British Values are about:

Democracy
Britain has a government that is voted for by people in the country which is a fair and equal society and gives the people of Britain a voice in how the country is run.

The rule of law
Britain has laws that are made to keep people safe and we need to respect the civil and criminal law of England.

Individual liberty
We can live as we choose and have our own opinions about things as long as we don't break the law.

Mutual respect
We might not always agree with what other people say but we show respect for their thoughts and feelings. We also show respect for and understanding of our own and other peoples different cultural traditions.

Tolerance of different faiths and beliefs
People have different faiths and beliefs or perhaps none and this should be respected, accepted and tolerated and not the cause of prejudice and discriminatory behaviour. The freedom to choose and hold other faiths and beliefs is protected in law.

Multi-faith prayer room

The college has a multi-faith prayer room/quiet contemplation room situated on the ground floor. You can use this room for designated prayer, quiet contemplation, reflection and meditation.

Please treat the room with respect. In line with college policy please ensure the environment remains welcoming to people of all faiths, beliefs and those for whom religion has no particular significance. After using the room make sure that all your materials are cleared away and the room is left clean and tidy.

To use the room call at reception to make a booking and collect the key.

Grounds and procedures for appeals

Grounds for appeal

There are specific grounds under which an academic appeal can be submitted. These are set out in the Student Academic Appeal Policy and Procedures, found here.

In summary, an academic appeal may be made where there is evidence to show one or more of the following:

- Your performance was affected by special circumstances that you could not report at the time for valid reasons and these special circumstances have not been taken into account when the relevant academic decision was made or before the relevant Board of Examiners made their deliberations.
- Staff or bodies have not followed approved regulations and procedures.
- There has been a material lack of clarity on the part of the college which has affected your performance.
- Staff or bodies have not acted fairly towards you by showing bias in the way they have made an academic decision.

An overview of the Academic Appeals procedure can be seen below.

Appeal procedure Flow Chart

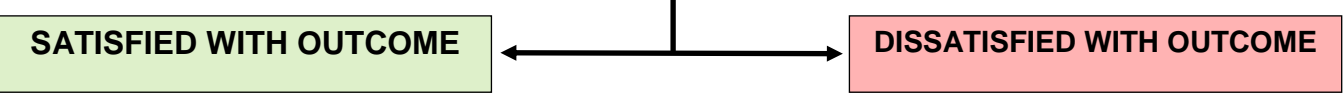# Student Academic Appeals Procedure (The Open University)

The College is committed to dealing with appeals as quickly as possible, and to complete the processing of a formal appeal and any associated review within 90 days wherever possible.
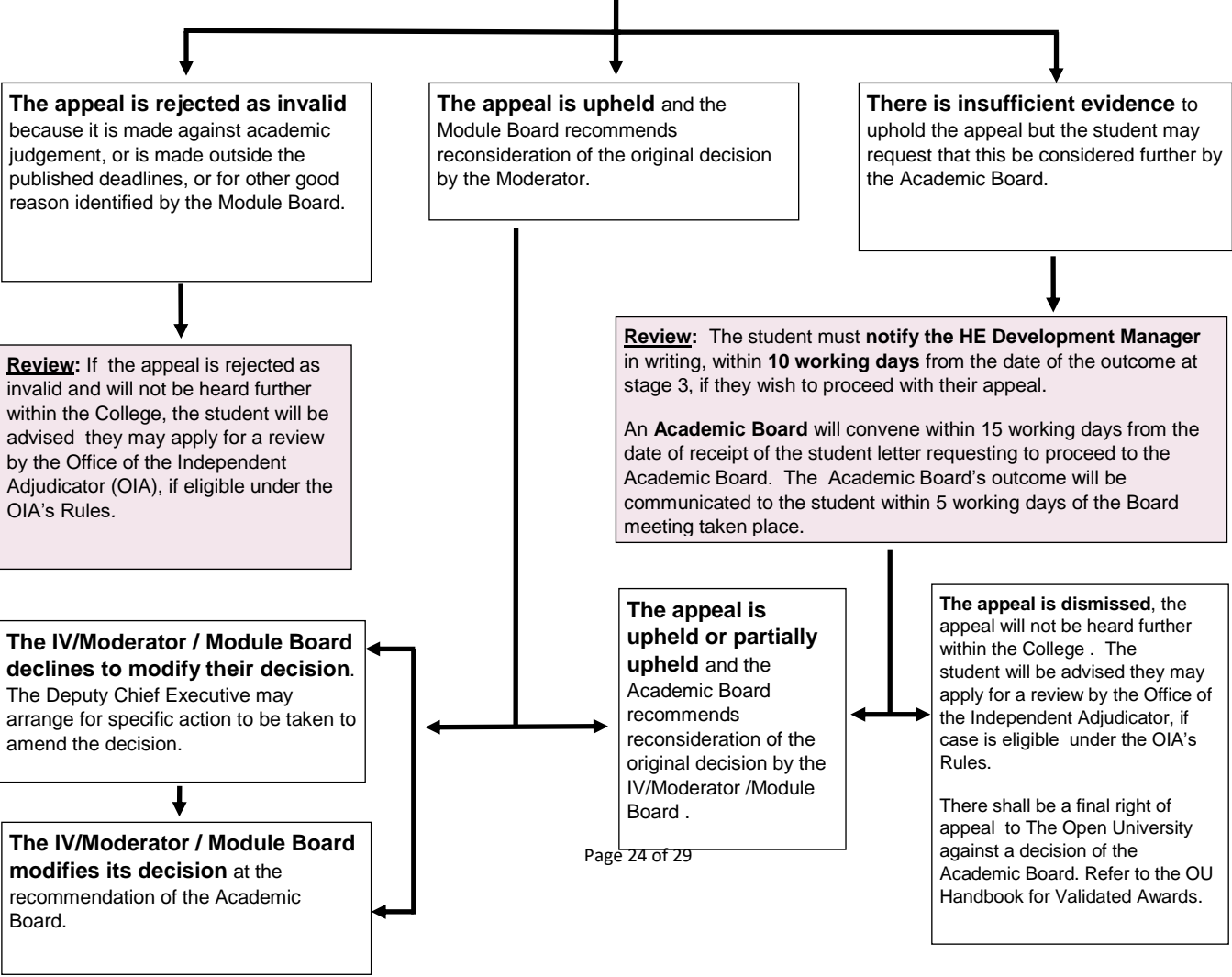
Procedure

Appeals are only considered if they are based on the grounds detailed in the __Academic Appeals Procedure (BAC-C-07)__

Stage 1 Early Resolution: The student should firstly raise appeal-related matters informally at a local level with the appropriate Module Tutor, as soon as they arise.

SATISFIED WITH OUTCOME	DISSATISFIED WITH OUTCOME

Stage 2 Formal Appeal: If the matter cannot be resolved informally at a local level, and if there are valid grounds, the student can proceed with a formal appeal. A formal appeal must be made on Form (C-IV-11) and then submitted within 2 working days to the Moderator, together with appropriate supporting evidence. The Moderator will inform the student in writing of a decision within 5 working days of receiving the evidence.

Stage 3 Consideration of Formal Appeal by the Module Board :
The Module Board will meet within 15 working days following completion of Stage 2, from the date of receipt of the student letter confirming their wish to review their appeal at the Module Board. The review and outcome of the appeal will be communicated to the student within 5 working days by the Chair of the Module Board.

The appeal is rejected as invalid because it is made against academic judgement, or is made outside the published deadlines, or for other good reason identified by the Module Board.

The appeal is upheld and the Module Board recommends reconsideration of the original decision by the Moderator.

There is insufficient evidence to uphold the appeal but the student may request that this be considered further by the Academic Board.

Review: If the appeal is rejected as invalid and will not be heard further within the College, the student will be advised they may apply for a review by the Office of the Independent Adjudicator (OIA), if eligible under the OIA's Rules.

Review: The student must **notify the HE Development Manager** in writing, within **10 working days** from the date of the outcome at stage 3, if they wish to proceed with their appeal.

An **Academic Board** will convene within 15 working days from the date of receipt of the student letter requesting to proceed to the Academic Board. The Academic Board's outcome will be communicated to the student within 5 working days of the Board meeting taken place.

The IV/Moderator / Module Board declines to modify their decision. The Deputy Chief Executive may arrange for specific action to be taken to amend the decision.

The appeal is upheld or partially upheld and the Academic Board recommends reconsideration of the original decision by the IV/Moderator /Module Board .

The appeal is dismissed, the appeal will not be heard further within the College . The student will be advised they may apply for a review by the Office of the Independent Adjudicator, if case is eligible under the OIA's Rules.

There shall be a final right of appeal to The Open University against a decision of the Academic Board. Refer to the OU Handbook for Validated Awards.

The IV/Moderator / Module Board modifies its decision at the recommendation of the Academic Board.

Equal opportunities statement

At Bishop Auckland College we pride ourselves in promoting diversity and equality of opportunity and are fully committed to the principle of equality for all. Every student has the right to be treated fairly and with respect by all students and staff.

The college actively works towards offering equality of opportunity to all learners and staff irrespective of gender, marital status, family responsibilities, caring status, sexual orientation, nationality, religious belief, ethnic origin, disability, age or social background.

If you feel that you or anyone else has been unfairly treated, tell your Personal Tutor, a member of the course team or any member of staff in Student Services.

Data protection

The General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act 2018 requires the College to inform you why we collect personal data about you, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

Bishop Auckland College collects information about all its students for various administrative, academic and health and safety reasons. The College will have issued you a Privacy Notice when you enrolled.

Information we may collect and process about you:

- Personal information (such as name, title, address, date of birth, email address, phone number, national insurance number)
- Qualifications, examinations, assessment and attainment
- Emergency contact number
- School last attended (only if under the age of 19)
- Student financial circumstances and financial transactions (if applicable)
- Photograph (for student card) and CCTV images
- Relevant transition information from previous learning provider (where required)
- Employer/employment details (such as unemployed, employed, length of time)
- Attendance data (such as sessions attended, absences, absence reasons, etc)
- Disciplinary, behaviour information and other information on your student record (if applicable)
- Records of communications sent to you by the Organisation or received from you i.e. complaints, appeals (if applicable)
- Passport, driving licence and a recent utility bill for obtaining DBS, where required

We also may collect the following special category data:

- Ethnic origin and race
- Disclosure of criminal convictions (if applicable)
- Learning difference, additional support, medical information, welfare, safeguarding (if applicable)
- Biometric data – finger print unique identifier (where required)

Your individual rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- The rights related to automated decision-making including profiling

To exercise any of the above rights please email **DPO@bacoll.ac.uk**

For further information on how Bishop Auckland College uses, collects, processes and keeps your personal data secure please refer to the **Privacy Notice – Student and Prospective Students**.

Health and Safety issues.

Good health and safety practice is the responsibility of everyone, whether you are at college or on a work placement, reasonable care should be taken for your own health and safety and that of others who may be affected by what you do or do not do. This is written in law! (Health and Safety at work act 1974, section 7).

Please read the following health and safety information carefully. You will be given a form to sign confirming that you have read and understood the information. If you do not understand, tell your lecturer who will arrange for someone to explain it to you.

The college health and safety policy is a legal requirement and sets out our commitment to maintaining a safe and healthy environment in which you can study and develop your skills. The college complies with all health and safety legislation and safe working practices, in both training and work, which is proactively promoted. Copies of the policy are held in reception or can be downloaded by a member of staff from the staff intranet.

First Aid
If you are unfortunate enough to receive an injury while on the college premises you should report it immediately to a member of staff or the reception. They will arrange for a first aider to give assistance and report the incident in the accident book.

If you have an ongoing condition which the first aiders will need to be aware of prior to administering first aid, please inform your tutor. The college supplies a form which can be kept at the back of your ID lanyard which details what treatment you may require in the event of an emergency.

Prescribed medication
If you are taking prescribed medication please make sure that you inform your tutors of your condition, any side affects you may experience from taking the medication and any prohibitions that you have to follow. This information is vitally important in emergency situations. You should also ensure that you have enough of your medication to cover your full day in the college.

Emergency evacuation procedure
In the event that the fire alarm sounds you should evacuate the building in a quiet and controlled manner using the nearest available exit. Proceed to your designated assembly point outside the building which will be identified to you at the beginning of your course. The college fire evacuation guide is displayed in each room. This explains the evacuation

procedure, assembly points and exit routes from the building along with the location of the assembly points. On arrival at the assembly point you must stay there to enable staff to quickly check that everyone has evacuated the building. Personal Emergency Evacuation Plans (PEEPs) are available for persons who may need help to exit the building in the event of the alarm going off. Discuss this with your lecturer at the beginning of your course. There are also designated safe points located on each level of the college on the stairwells will a communication panel to allow you to contact a member of staff in the event of the alarm going off.

If you discover a fire
Operate the nearest alarm call point, leave the building by the nearest exit and report to the assembly point.

Suspect packages
If you discover a suspect package on the college premises DO NOT TOUCH IT! Inform either a member of staff or reception immediately who will inform the appropriate people who can investigate it. If, after investigation, a suspect package is confirmed, further instruction will be given on next course of action.

Firearms and dangerous weapons
The owning or carrying of a firearm or dangerous weapon within the college premises is strictly prohibited. Anyone seen or being suspected of being in possession of a firearm or dangerous weapon must be reported to reception.

Protective clothing and footwear (PPE)
In the college workshops, salons and some specialised areas of work you will be required to wear protective clothing and footwear. If this applies to your area of study, then make sure that you wear it. If you do not have it, inform a staff member. No exception to the rule will be made and disciplinary action may be taken against anyone not following these rules.

Machinery and equipment
You are prohibited from using any machinery or other equipment until you have been fully trained up on how to use it correctly. Make sure that you are familiar with the machinery, the operating buttons, the emergency stops, all guards and safety devices are in place and you are wearing the correct PPE BEFORE you start operating it. Any loose clothing, jewellery or long hair must be secured prior to operation and defects identified must be reported to a member of staff.

Chemicals & hazardous substances
The college follows all legislation regarding the control of substances hazardous to health (COSHH). This cover includes printer toner and correction fluid up to bleaches used in the salon and mortar mix in the brick workshops. Make sure that you are familiarised with the dangers of these prior to use. There are safety sheets in the department which informs you on how to stay safe when using these and what do in the event of an emergency such as a spillage.

If an accident/incident does occur, please inform a member of staff immediately who can follow the correct procedure to correct it. Do not attempt to tidy it up yourself until you are trained on how to do it correctly.

Remember to always work safely

Student participation and evaluation

Arrangements for student feedback and how the institution uses it

Throughout the academic year student feedback is sought on a regular basis. Online induction, mid-year and end of course surveys are undertaken with all students anonymously via their student email accounts. The college uses this feedback to inform and ensure the quality of the courses, facilities and student experience being offered.

Feedback is also collected by the course team at the end of each module to evaluate the students learning experience on each aspect of the programme, this information is collated and recorded at the College's HE Programme Monitoring Reporting and used to inform future module decisions.

Individual feedback on all aspects of the students learning experience is recorded on Giraffe during one to one tutorials. This information is used to support the student appropriately in their studies.

Student on the final year of study participate in the NSS (National Student Survey).

Student representation on committees

Student representatives will have the opportunity to represent the programme such as the HE Quality and Standards Committee, Marketing Committees, HE Focus Groups and Programme Team Meetings.

Students Union
The Student Union here at Bishop Auckland College, allows you the opportunity to have your say on what happens in your College. We continuously strive to provide you with the best experiences possible during your time here, however we also value your opinions and ideas on how we can improve. Becoming part of the BAC SU, gives you the chance to shape your learning experience and positively affect the college as a whole.
The Union consists of a President, a student elected Vice President, 2 Senior reps (Student Leadership Team) and members of the student council. The student council is composed of class representatives from each subject both full time and part time.
NUS cards can be purchased through the BAC SU for a one-off payment of £12.00 which entitles you to student discount at various retail outlets, cinemas and other leisure activity centres. If you have any questions about the BAC Student Union contact your Student Union President: Rachelle Cooley via email at Rachelle.Cooley@bacoll.ac.uk.

Class representative
At the beginning of the year, each class elects a class rep and someone to replace them when they are absent. The role of the class rep is to take the views of their class both positive and negative to the meetings allocated by the sabbatical officer/president. The students will be told about the meetings in plenty of time through the use of various methods (Facebook page, letter, text etc.) and must attend every meeting unless excused for authorised reasons.

General reading list
Subject specific books and e-books on all aspects of the BSc (Hons) Sports Coaching programme are available in the learning zone.

Section added

List of amendments since last (re)validation		
Area amended	Details	Date Central Quality informed
General amendments.	One - Updated totor and programme leader details. Two - Inserted the 2021-22 academic calendar (page 3).	05/07/2021
Assignment schedule.	Updated the assignment schedule in line with the 2021-22 academic calendar and the overall progreamme assignment schedule.	