


# British Judo Association
# Judo Coach Education Work Programme

V3 – May 2026

1. Introduction ..... 3
2. Workforce Education Summary ..... 3
2.1 BJA Level 1 and 1st4sport/CIMSPA Level 2 ..... 3
2.2 1st4sport Level 3 ..... 3
3. Workforce Criteria ..... 4
4. Coach Education Workforce ..... 5
5. Workforce Needs Analysis ..... 5
5.1 BJA level 1 and CIMSPA or 1st4sport Level 2 ..... 6
5.2 Development Pathway ..... 6
6. Coach Educators Recruitment ..... 7
6.1 BJA Level 1 and CIMSPA or 1st4sport Level 2 ..... 7
6.2 Pre-Requisites / Essentials ..... 7
6.3 Candidate Specification ..... 7
6.4 Application Process ..... 7
6.5 1st4sport Level 3 ..... 8
7. Coach Educators Training ..... 8
7.1 BJA Level 1 and 1st4sport Level 3 ..... 8
7.2 1st4sport Level 3 ..... 9
8. Accreditation ..... 9
8.1 BJA Level 1 and CIMSPA or 1st4sport Level 2 ..... 9
8.2 1st4sport Level 3 ..... 9
8.3 Re-Assessment ..... 9
8.4 Deployment ..... 9
9. Internal Verifier ..... 10
9.1 Recruitment ..... 10
9.2 Pre-requisites / Essentials ..... 10
9.3 Candidate Specification ..... 10
9.4 Application Process ..... 11
10. Training ..... 11
10.1 Accreditation ..... 11
10.2 Deployment ..... 12
11. Coach Educators & Internal Verifiers ..... 12
11.1 Support ..... 12
11.2 Recognition / Malpractice ..... 12
Appendix 1 – BJA Level 1, CIMSPA or 1st4sport Level 2 Tutor Training / Flowchart ..... 13
Appendix 2 – BJA Level 1 and CIMSPA or 1st4sport Level 2 Training and Sign-off Process ..... 14
Appendix 3 – BJA Level 1 CIMSP/ 1st4sport Level 2 Tutor Sign-Off Documentation ..... 15
Appendix 4 – Tutor and Assessor Codes of Conduct ..... 17
Appendix 5 – AVRA Assessor and Verifier Specifications ..... 20

# 1. Introduction

This document outlines the approach used by the British Judo Association to recruit, train, accredit, and deploy our coach education delivery workforce. The approach outlined relates to 1st4sport Levels 2 to 3, across all judo disciplines.

The delivery workforce is developed both nationally and at a regional / area level, to increase access to, and participation in the sport. CIMSPA Level 2 and 1st4sport Level 3 are firmly established, and Level 3 is being introduced in a complementary technical and generic combined approach. Both elements of Level 3 are constructed on a modular basis.

The delivery of coach education programmes and the development of the delivery workforce is via a team of Regional Workforce Development Co-ordinators and a centralised British Judo Association Coach Education team. Both are integral parts of an Education team within our Technical and Education directorate.

Where additional documentation contains additional or lengthy detail, these documents are included as Appendices and are referenced appropriately from the main body of this document.

# 2. Workforce Education Summary

The delivery of each level of coach education is comprised as follows:

## 2.1 BJA Level 1 and 1st4sport/CIMSPA Level 2

***Tutors*** – Delivery of course programme and content to deliver the agreed outcomes.

**Assessors** – Assessment of candidate performance in meeting the practical outcomes of the programme.

In practice, a significant proportion of the workforce will be qualified as both tutors and assessors but will fulfil the role of either tutor or assessor exclusively for each course.

Delivery of these programmes is internally verified in line with our IV strategy.

## 2.2 1st4sport Level 3

***Tutors*** – Delivery of course programme and content to deliver the agreed outcomes

***Assessors*** – Assessment of candidate performance in meeting the practical outcomes of the programme

In practice, a significant proportion of the workforce will be qualified as both tutors and assessors but will fulfil the role of either tutor or assessor exclusively for each course.

Delivery of these programmes is internally verified in line with our IV strategy.

## 3. Workforce Criteria

It is acknowledged that the same person or two different people may fulfil the roles of both tutor and assessor.

BJA Level 1 and CIMSPA or 1st4sport Level 2 Tutors and Assessors must:

- be a member of British Judo
- have a minimum of a BJA Level 2 Coach Award or the 1st4sport Level 2 Certificate in Coaching Judo or a BJA recognised equivalent
- be able to demonstrate at least two years of active and relevant coaching experience.

Specifically, BJA Level 1 and CIMSPA or 1st4sport Level 2 Tutors should:

Have undergone and completed British Judo Association tutor training (as delivered by a British Judo Association National Trainer)

BJA Level 1 and CIMSPA or 1st4sport Level 2 Assessors should:

Hold or be working towards completing the A1/A2 Assessor units or hold the 1st 4 Sport Level 3 Introduction to Assessment Practice in Sport (IAPS) or the 1st 4 Sport Award in Assessing Vocationally Related Achievement (AVRA) qualification. If a generic qualification is held, assessors will be required to complete an induction/familiarisation and shadow a judo assessor before signing off.

1st4sport L3 Tutors/Assessors:

All prospective tutor(s) should:

- have a minimum of a BJA Level 3 Coach Award or the 1st4sport Level 3 Certificate in Coaching Judo or a BJA recognised equivalent
- hold or be working towards a 1st 4 Sport Level 3 Introduction to Assessment Practice in Sport (IAPS) or Level 3 Award in Preparing to Teach in the Lifelong Learning Sector* (PTLLS), the 1st4sport Certificate in Tutoring in Sport (CTS), a recognised teaching award or have attended a programme of tutor training matched to national standards
- attend appropriate judo-specific qualification induction training
- hold a current National Source Group (NSG) for a Judo Coach Education Tutor License. To apply for a tutor license, contact the British Judo Association

All prospective Assessor(s) should:

- have a minimum of a BJA Level 3 Coach Award or the 1st4sport Level 3 Certificate in Coaching Judo or a BJA recognised equivalent
- hold or be working towards a Level 3 Award in Assessing Vocationally Related Achievement, a Level 3 Award in Assessing Competence in the Work Environment or a Level 3 Certificate in Assessing Vocational Achievement, or the ENTO Unit D32/33 or the A1/A2 Assessor Units or the 1st4sport Introduction to Assessment Practice in Sport qualification (IAPS), or have attended a programme of assessor-training matched to national standards
- attend appropriate judo-specific qualification induction training

- hold a current NSG for Judo

Internal Verifiers must:

- hold or be working towards the Level 4 Award in the Internal Quality Assurance of Assessment Process and Practice or hold the V1 Unit or the 1st4sport Certificate in Internal Verification in Sport or ENTO unit D34 or have attended a programme of internal verifier training mapped to national standards
- hold a current NSG for Judo Coach Education Internal Verifier License. To apply for an internal verifier license, contact the British Judo Association

As with assessment, the holders of a generic IV qualification will need to shadow an experienced judo internal verifier.

## 4. Coach Education Workforce

Our Coach Education delivery workforce is comprised as shown below:

Note: The National Trainer Pool is a small group of experienced delivery tutors, who must have demonstrable and active coaching skills at a relevant level, and 5 years delivery experience.

This group has been trained to a delivery standard orientated on UK Coaching delivery standards, and the BJA Head of Technical and Education and Coaching Commission NSG reviews this group's composition annually.

| British Judo Association Delivery Workforce | |
|---|---|
| **National Trainer Pool** | Experienced Tutors with a minimum of 5 years of significant and relevant experience |
| **BJA Level 1 and 1st4sport Level 2/3 Tutors** | Delivering a discipline specific course via the Home Nation/regional courses co-ordinated by WDC's |
| **BJA Level 1 and 1st4sport Level 2/3 Assessors** | Assessment of these courses at the Home Nation/regional level, again co-ordinated by WDCs |
| **Internal Verifiers** | Co-ordinated verification and quality control, again co-ordinated and working with WDCs |

## 5. Workforce Needs Analysis

## 5.1 BJA level 1 and CIMSPA or 1st4sport Level 2

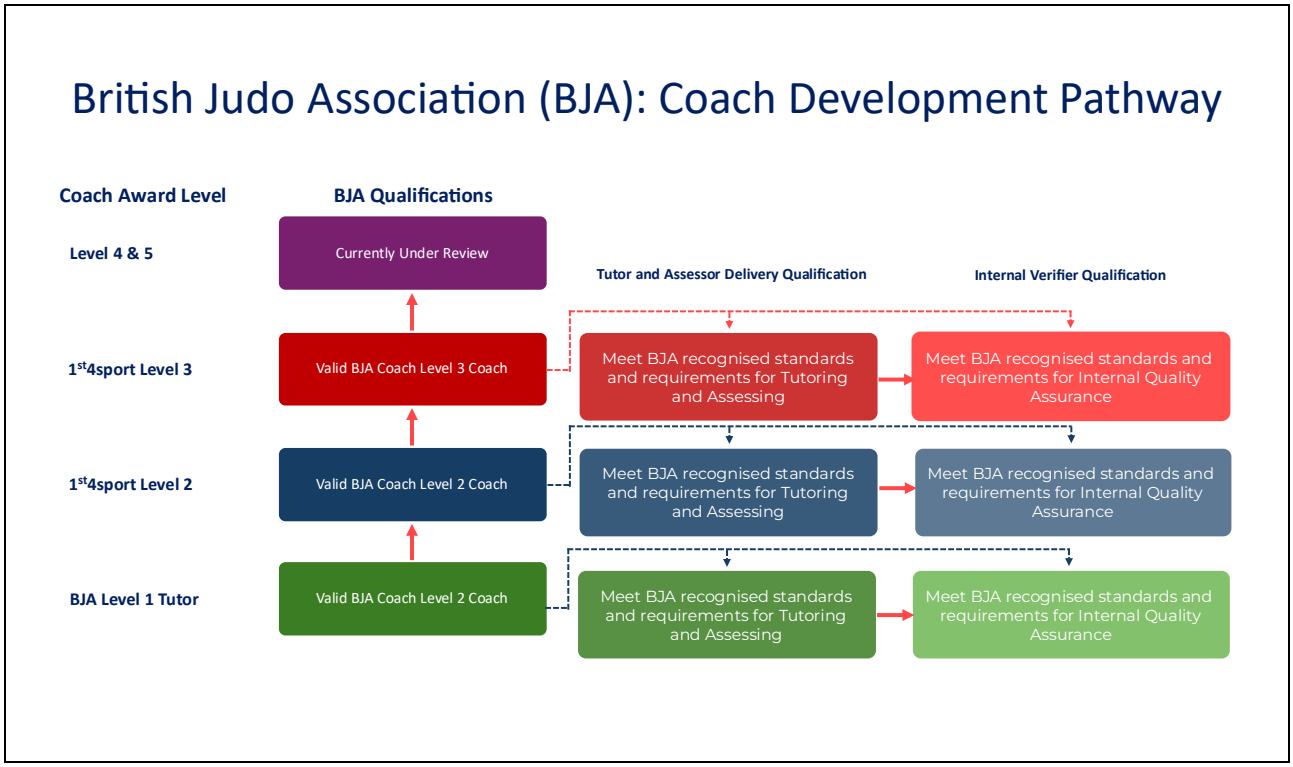
Tutor and Assessor needs are assessed annually at the Home Nation/Regional level. This process is completed by the Home Nation/Regional Workforce Development Co-ordinator, to identify specific gaps in the delivery workforce (tutor and assessor) based upon:

- Discipline / Level
- Geographical Location (Demand)

Once completed, this process feeds directly into the recruitment process for both roles.

## 5.2 Development Pathway

The composite development pathway is shown in overview below:



# 6. Coach Educators Recruitment

## 6.1 BJA Level 1 and CIMSPA or 1st4sport Level 2

British Judo Association operates a fair and open coach educator recruitment process. This is based upon the qualifying criteria (technical), and an open application process, with selection by a representative interviewing panel.

Specific vacancies and gaps in the delivery workforce are identified annually on a home country / regional basis by the Regional Workforce Development Co-ordinator, in conjunction with the regional / home country association technical committees.

These vacancies are then advertised, and recruitment is based on the following specifications:

## 6.2 Pre-Requisites / Essentials

A minimum of a British Judo Association Level 3 / Club Coach Qualification in the discipline to be tutored/assessed, current British Judo Association membership, and Current CRB disclosure (enhanced), actively coaching for a minimum 2-year period.

## 6.3 Candidate Specification

- Be enthusiastic, inspiring, and able to motivate others
- Demonstrate good planning and organising skills
- Have a keen interest and wide experience in coaching
- Demonstrate effective communication and interpersonal skills
- Be patient and supportive of learners
- Be assertive and take the initiative
- Have a professional manner
- Experience in delivering training or presentations
- Possess intermediate IT skills

The selection panel is comprised as follows:

- BJA Coaching Commission Chair
- Head of Technical and Education/Education Manager – Workforce
- Home Nation/Regional / Discipline Representative
- Home Nation/ Regional Workforce Development Co-ordinator

Selection is made against performance at a competency-based interview, assessed by this panel to a standard interview specification.

## 6.4 Application Process

Prospective candidates must complete an application form, submit their CV and details of their technical qualifications, and match the role requirements.

The technical qualifications element is confirmed as part of the shortlisting and sifting process pre-interview.

Note – the same recruitment process applies to both Tutors and Assessors, who indicate their preference on the application form– either role or both.
Feedback is offered to all candidates regardless of the interview outcome.

### 6.5 1st4sport Level 3

Recruitment at this level is by selection from the National Trainer Pool only for Lead Tutor roles.

Appointments as tutors on a Subject Matter Expert (SME) basis are by recommendation, qualification, and technical expertise in their given fields, balanced by currency with judo-specific and broader sports development practices.

The National Trainer Pool's makeup is reviewed annually by the Head Technical of Education.

## 7. Coach Educators Training

### 7.1 BJA Level 1 and 1st4sport Level 3

Once recruited, the BJA Level 1 and 1st4sport 2 Tutor education process is as shown in Appendix 1.

This training is arranged by the Regional / Home Country Workforce Development Co-ordinator, with two weekends six months apart with consolidation periods incorporated as per Appendix 1.

For Assessors, the training process is as follows:

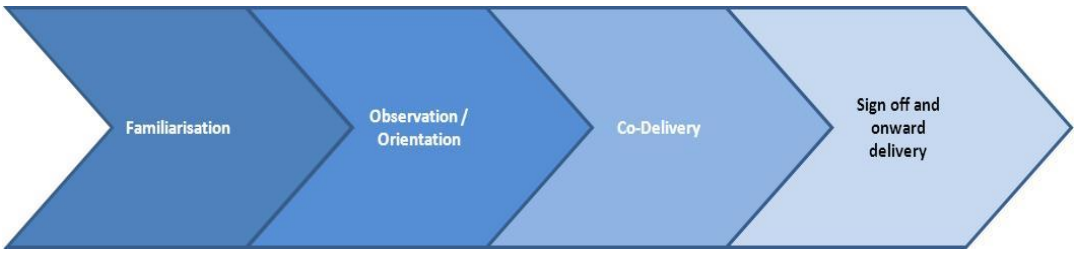
1 - Attendance at the relevant AVRA course
2 - Qualification Sign Off
3 - Post Qualification Shadowing with an experienced judo assessor

Note – where a candidate already holds a transferrable or IAPS qualification, they would commence the training/familiarisation at stage 3 above.

This training is again arranged by the Home Country / Regional Workforce Development Co-ordinator.

### 7.2 1st4sport Level 3

The Lead Trainer training process applicable is as follows:




## 8. Accreditation

### 8.1 BJA Level 1 and CIMSPA or 1st4sport Level 2

The New Tutor sign-off process is incorporated as Appendix 2 to this document, with the sign-off documentation used also incorporated as Appendix 3.

Assessor sign-off will be completed once stage 3 (post-qualification shadowing) is completed.

On completion of training, **all** new tutors will sign up to the relevant code of conduct for tutors (and assessors). These are incorporated as Appendix 4.

The Tutor and assessor's status and code of conduct are registered on our CRM database/1st4sport portal.

### 8.2 1st4sport Level 3

Tutors are accredited by the National Lead Trainer upon sign-off, as are Subject Matter Experts pre-delivery.

These records are then updated and held by the British Judo Association CPD Co-ordinator for future deployment.

The Tutor status and code of conduct (where applicable) are both then registered on our database system.

### 8.3 Re-Assessment

Re-assessment guidelines for all levels will be integrated into the Licensing proposals for Tutors and Assessors.

### 8.4 Deployment

The deployment principles operated across all levels are as follows:

- They will be supplied with all relevant delivery materials, and courses will operate from an “approved venue” database of centers.
- That a policy of fair selection and rotation will apply to all aspects of deployment.

- Ongoing support and developmental feedback will be available to all, through Lead Tutors, National Trainers, and co-delivery support.
- Regular updates on new developments and opportunities.

Tutors are expected to maintain their conduct in line with the Code of Conduct that applies (See Appendix 4)

- At BJA Levels 1 and CIMSPA or 1st4sport Level 2 deployment responsibility sits with the Home Nation/Regional Workforce Development Co-ordinator.
- At 1st4sport Level 3, deployment and course arrangement is carried out by the British Judo Association CPD Co-ordinator.

# 9. Internal Verifier

## 9.1 Recruitment

British Judo Association will operate a fair and open internal verifier recruitment process.

## 9.2 Pre-requisites / Essentials

Candidates must:

- be a British Judo Association Tutor and Assessor
- hold or be working towards the unit D34 or the V1 verifier unit or the 1st4Sport Certificate in Introduction to Verification in Sport or 1st4sport Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.

## 9.3 Candidate Specification

Candidates must:

- be actively coaching with a minimum 2 years of relevant and active coaching experience
- have a willingness to engage with, and further the aims of British Judo
- have a knowledge of portfolio building, requirements, and practice.

It is assumed that the relevant Safeguarding and CRB requirements will be satisfied as encompassed by being a British Tutor and Assessor – in all cases these criteria apply.

In addition, our expectations of our internal verifiers would include:

- Provision of suitable time for preparation and developing material and activities.
- Availability to provide feedback to coach educators as necessary.
- Set aside suitable time for training and development opportunities.
- Attend a national verifier/standardisation meeting once a year to discuss processes and undertake verification exercises to maintain fair and equitable standards.
- Attend an appropriate level of CPD activity, once prescribed within a British Judo Association licensing scheme.

### 9.4 Application Process

The application process will operate as follows:

- Specific gaps are advertised via the British Judo Association website.
- Candidates apply, completing an application form and submitting their CV.
- Applications are checked to ensure the application criteria are met.
- Shortlisted applications are invited to interview.
- Candidates are interviewed on a competency basis.
- Successful candidates are informed of the outcome and feedback offered regardless of the outcome.

The interview process will be completed by the Home Nation/Regional Workforce Development Co-ordinator and either the Head of Technical and Education/Education Manager – Workforce.

## 10.Training

The training pathway applicable for New Internal verifiers is as follows:

- Candidates will complete the CIVPS or equivalent training
- On successful completion of this training, candidates will agree to perform internal verification/moderation duties – they will be shown on our database system as Trainee IV
- The Home Country/Regional Workforce Development Co-ordinator will align their IV programme to provide an opportunity to shadow an experienced Internal Verifier – for those with a transferrable IV qualification, this familiarisation/shadowing visit will complete the transition process
- After compiling a portfolio of evidence, newly trained assessors will be signed off by the Lead Internal Verifier – updating their status on the CRM database system to Internal Verifier status

### 10.1 Accreditation

Once core (CIVPS or equivalent) training has been completed, and/or familiarisation/shadowing has been completed, portfolio sign-off is completed by the Lead Internal Verifier, and submitted to the British Judo Association Coach Education department.

They are then updated on our Equinox database system, and notified to the relevant Nation / Regions where they can then carry out internal verification duties.

Re-assessment guidelines for Internal Verifiers will be integrated into the forthcoming Licensing proposals for Tutors and Assessors, which are currently under development.

### 10.2 Deployment

Newly qualified internal verifiers will be included in the annual standardisation/moderation meeting, chaired by a nominated Lead Internal Verifier. They will also:

- Be provided with a comprehensive pack for their specific role, including resources, tutor notes, presentations, and any other relevant information required
- Be provided with regular updates on new Judo developments and opportunities
- Meet regularly (minimum 6 monthly) with their Home Country or Regional Workforce Development Co-ordinator to review programme commitments and to agree on a working programme of internal verification

## 11. Coach Educators & Internal Verifiers

### 11.1 Support

The support provided to coach educators is provided in several forms, including:

- Organised administration and engagement at Home Nation, Regional and National level – via Workforce Development Co-ordinators, Coach Education staff and the Education management team
- Best Practice Forums – Tutor Conferences and Forums provided regionally and on a discipline basis where viable
- Adequate resources and updates to carry out their duties sufficiently, and clear lines of communication and processes in place with their respective Heads of Centre (Central or Regional/ Home Nation Workforce Development Co-ordinators)
- Suitable CPD and development opportunities

### 11.2 Recognition / Malpractice

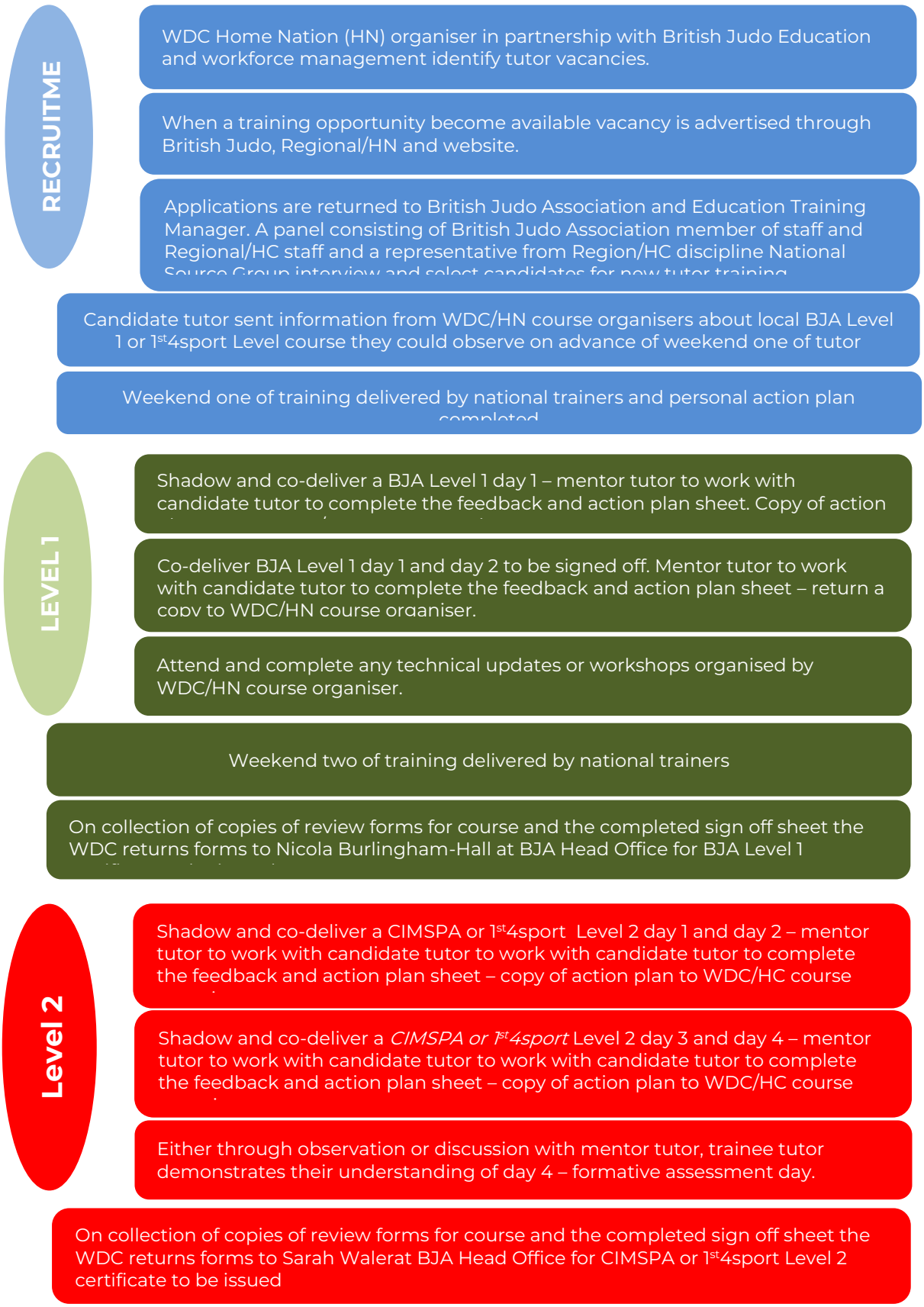
Written feedback about a coach educator, which suggests that malpractice has occurred, is received by the regional/central centre in the first instance. This can be either utilising:

The Malpractice Statement / Policy (each region / CIMSPA and 1st 4 Sport Centre has this in place)
The Complaints Procedure (also, as above)

These will then be progressed to the appropriate stage of the relevant process/policy. The standards that apply are clearly laid out in the relevant codes of conduct, against which all issues will be considered.

A range of sanctions apply for any upheld complaints, including suspension or loss of accreditation.

## Appendix 1 – BJA Level 1, CIMSPA or 1st4sport Level 2 Tutor Training / Flowchart



## Appendix 2 – BJA Level 1 and CIMSPA or 1st4sport Level 2 Training and Sign-off Process

This outlines the **minimum** requirements of a trainee tutor.

Before training commences it is desirable that the trainee tutor observes a full BJA Level 1 course.

The training is then as follows:

**Weekend One of tutor training – 2 days with National Trainers after which the candidates must (ideally, before weekend two):**

1. Shadow and co-deliver on a Level 1 Day 1 and Day 2 - delivering 1 module in discussion with the mentor tutor.
2. Co-deliver a minimum of one day of a Level 1 in conjunction with the mentor tutor.

**Weekend Two of tutor training – 2 days with National Trainers after which the candidates must:**

1. Complete any outstanding training for Level 1 courses.
2. Shadow and co-deliver on a Level 2 Day 1-4 and Day 5 and delivering 1 module on each day in discussion with the mentor tutor on each day.
3. Co-deliver a minimum of one day of a Level 2 in conjunction with the mentor tutor.
4. Have a clear understanding of how Day 4 (formative assessment day) operates.

The trainee tutor should receive feedback from the mentor tutor(s) they have co-delivered with (using the feedback and action plan sheet) and sign off for that part of the delivery if they are deemed competent.

Tutors will be signed off as a BJA L1 tutor and a CIMSPA or 1st4sport Level 2 tutor separately.

The sign-off sheets and copies of the feedback forms should be sent to the Regional Workforce Development Coordinator for collation.

To sign off a trainee tutor the mentor tutor must have been a qualified CIMSPA or 1st4sport tutor for at least two years. Experienced mentor tutors will be identified by the regions/disciplines and trainee tutors will be directed to mentor tutors for co-delivery and sign-off.

## Appendix 3 – BJA Level 1 CIMSP/ 1st4sport Level 2 Tutor Sign-Off Documentation

| BJA Level 1 Trainee Tutor Sign-off Form | | | |
|---|---|---|---|
| **Trainee Tutor Contact Details** | | | |
| Name: | | | |
| Address: | | | |
| British Judo Association Membership Number: | | | |
| Mobile Number: | | Home/Work Telephone Number: | |
| Email Address: | | | |
| **Trainee Tutor Record of Training – Level 1** | | | |
| UKCC Level 1 | Date | Mentor Tutor Name | Mentor Tutor Signature |
| Day 1 | | | |
| Day 2 | | | |

The completed Sign Off Sheet Needs to be sent to your, Regional Workforce Co-ordinator/Home Nation course organiser along with copies of feedback and the Action Plan Sheet.

Your tutor certificate will be sent to you in due course.

Note: To sign off trainee tutor mentor must have been a Level 2 1st4sport tutor for 2 years.

| CIMSPA/1st4sport Level 2 Trainee Tutor Sign-off Form | | | |
|---|---|---|---|
| **Trainee Tutor Contact Details** | | | |
| Name: | | | |
| Address: | | | |
| British Judo Association Membership Number: | | | |
| Mobile Number: | | Home/Work Telephone Number: | |
| Email Address: | | | |
| **Trainee Tutor Record of Training – Level 2** | | | |
| UKCC Level 2 | Date | Mentor Tutor Name | Mentor Tutor Signature |
| Day 1/2 | | | |
| Day 3/4 | | | |
| Observe and discussed how understanding of how day 4 runs | | | |
| Day 5 | | | |
| The completed Sign Off Sheet Needs to be sent to your, Regional Workforce Co-ordinator/Home Country course organiser along with copies of feedback and the Action Plan Sheet.<br>Your tutor certificate will be sent to you in due course.<br>Note: To sign off trainee tutor mentor must have been a 1st4sport Level 2 tutor for 2 years. | | | |

## Appendix 4 – Tutor and Assessor Codes of Conduct

The expectations British Judo Association has of **tutors** are:

**Professional and Technical**

- Fully cover all aspects of course content set out in the learning programme and syllabus Demonstrate how theory can and should be integrated into good practice.
- Not make any statement or do or authorise any act that may be prejudicial to the image, reputation or goodwill of British Judo.
- Support, assist and co-operate fully with British Judo, complying with all reasonable instructions.
- Use confidential information only for the proper performance of duties.
- Ensure all aspects of pre-assessment preparation of candidates is completed.

**Quality of Delivery**

- Deliver the course in a way that provides a positive, professional image of British Judo
- Adapt style of delivery to the different needs of the audience and their learning styles 2/3
- Adopt a tutoring style that will maintain interest and participation / involvement throughout the course
- Be supportive to, and understanding of candidate needs, providing individual feedback throughout the course

**Course Communication / Administration**

- Communicate effectively and professionally throughout the course.
- Recognise and respect the qualifications and experience of all British Judo Association members.
- Ensure all paperwork is completed, correct, and submitted in good time.
- Ensure candidates are aware of the next steps and course progression at all times, and understand the requirements of mentored practice.
- Respond to issues and complaints swiftly and efficiently, and liaise effectively with internal and external verifiers to ensure good practice at all times.
- Support candidates through logbook tasks and between course days.

**Tutor Code of Conduct**

As a British Judo Association Tutor, I will:

- act honestly, in good faith, and in the best interest of British Judo
- be consistent, objective, and professional when tutoring courses
- be independent in judgment and actions
- show a duty of care and diligence in fulfilling the functions and exercising the powers attached to my position
- report all problems as they arise to your course organiser including incidents, injuries or conflicts, and forward all related correspondence
- not allow personal interests, or interest of any associated person, to conflict with the interest of the course and will ensure the integrity of
- the course by avoiding granting special favours or unfair privileges to anybody or entity
- not engage in conduct likely to bring the British Judo Association into disrepute.

**Consequences of Breaching Code of Conduct**
British Judo Association will determine the consequences such as disciplinary action and/or sanctions.

Consequences will depend on the severity of the breach and will include the following:

- Issuing a warning, requiring a verbal or written apology.
- A letter of reprimand from British Judo Association.
- Counselling by Chief Executive Officer and/or Development Director.
- Removal from the approved tutor database (1st4sport portal).
- Suspension from coaching or judging duties and privileges.
- Suspension of British Judo Association membership.
- All the above consequences will be administered through the existing British Judo Association disciplinary process that can be found on the British Judo Association website.

The expectations British Judo Association has of **assessors** are:

**Professional / Technical**

- Fully cover all aspects of assessment assigned to you (this may include marking logbooks, exam papers or practical tasks).
- Assess fairly against the assessment criteria with impartiality.
- Not make any statement or do or authorise any act that may be prejudicial to the image, reputation or goodwill of British Judo.
- Support, assist and co-operate fully with British Judo, complying with all reasonable instructions.
- Use confidential information only for the proper performance of duties.

**Quality of Assessment**

- Assess the candidate in a way that provides a positive, professional image of British Judo.
- Be supportive to, and understanding of candidate needs, providing individual feedback throughout the assessment 2/3.

**Communication / Administration**

- Communicate effectively and professionally throughout the assessment.
- Recognise and respect the qualifications and experience of all British Judo Association members.
- Ensure all paperwork is completed, correct and submitted in good time.
- Respond to issues and complaints swiftly and efficiently, and liaise effectively with internal and external verifiers to ensure good practice at all times.

**Assessor Code of Conduct**
As a British Judo Association Assessor, I will:

- act honestly, in good faith and in the best interest of British Judo
- be consistent, objective and professional when assessing candidates
- be independent in judgement and actions
- show a duty of care and diligence in fulfilling the functions and exercising the powers attached to my position

- report all problems as they arise to your course organiser including incidents, injury or conflicts and forward all related correspondence
- not allow personal interests, or the interest of any associated person, to conflict with the interest of the assessment and will ensure the integrity of the assessment by avoiding granting special favours or unfair privileges to anybody or entity
- not engage in conduct likely to bring the British Judo Association into disrepute.

**Consequences of Breaching Code of Conduct**

British Judo Association will determine the consequences such as disciplinary action and/or sanctions.

Consequences will depend on the severity of the breach and will include the following:

- issuing a warning, requiring a verbal or written apology
- a letter of reprimand from British Judo
- counselling by Chief Executive Officer and/or Development Director
- removal from the approved assessor database
- suspension from coaching or judging duties and privileges
- suspension of British Judo Association membership
- all the above consequences will be administered through the existing British Judo Association disciplinary process that can be found on the British Judo Association website.

## Appendix 5 – AVRA Assessor and Verifier Specifications

**1st4sport Qualifications**
the awarding body for active learning and leisure

Education and Training Suite Workforce Criteria

Centre Guidance for Assessment Qualifications

Level 3 Award in Assessing Vocationally Related Achievement

| Tutor and Assessor Criteria |
|---|
| **Hold a recognised teaching qualification** |
| Examples include:<br>1st4sport L3 Certificate in Tutoring Sport (CTS)<br>L 3 / L4 Preparing to Teach in the Life Long Learning Sector (PTLLS)<br>L 3 / L4 Certificate in Teaching in the Life Long Learning Sector (CTLLS)<br>L5 Diploma in Teaching in the Life Long Learning Sector (DTLLS)<br>Certificate in Education<br>Post Graduate Certificate in Education<br>or equivalents |
| **Hold a recognised assessing qualification** |
| Examples include:<br>D32, D33,<br>A1, A2,<br>1st4sport L3 Award in Introduction to Assessing in Sport (IAPS)*,<br>L3 Award in Assessing Competence in the Work Environment,<br>L3 Certificate in Assessing Vocational Achievement<br><br>** if only hold IAPS, will need to achieve the L3 Award in Assessing Competence in the Work Environment or L3 Certificate in Assessing Vocational Achievement within 2 years, or evidence experience working to those standards.* |
| **Have successfully taught and assessed learners for other qualifications** |
| Tutors and assessors must have experience delivering and assessing other nationally accredited qualifications. |
| **Have up to date working knowledge and experience of best practice in assessment and quality assurance** |
| Eg evidence of how their knowledge in this area is up to date through current practice, recognised centre training, own research, mentoring etc. Must be working to current National Occupational Standards for Learning and Development (March 2010). |
| **Show current evidence of CPD in assessment and quality assurance** |
| Eg IfL CPD log requirements, recognised centre training etc |

**1st4sport Qualifications**
the awarding body for active learning and leisure

Education and Training Suite Workforce Criteria

Centre Guidance for Assessment Qualifications

Level 3 Award in Assessing Vocationally Related Achievement

| Tutor and Assessor Criteria |
|---|
| **Hold a recognised teaching qualification** |
| Examples include:<br>1st4sport L3 Certificate in Tutoring Sport (CTS)<br>L 3 / L4 Preparing to Teach in the Life Long Learning Sector (PTLLS)<br>L 3 / L4 Certificate in Teaching in the Life Long Learning Sector (CTLLS)<br>L5 Diploma in Teaching in the Life Long Learning Sector (DTLLS)<br>Certificate in Education<br>Post Graduate Certificate in Education<br>or equivalents |
| **Hold a recognised assessing qualification** |
| Examples include:<br>D32, D33,<br>A1, A2,<br>1st4sport L3 Award in Introduction to Assessing in Sport (IAPS)*,<br>L3 Award in Assessing Competence in the Work Environment,<br>L3 Certificate in Assessing Vocational Achievement<br><br>** if only hold IAPS, will need to achieve the L3 Award in Assessing Competence in the Work Environment or L3 Certificate in Assessing Vocational Achievement within 2 years, or evidence experience working to those standards.* |
| **Have successfully taught and assessed learners for other qualifications** |
| Tutors and assessors must have experience delivering and assessing other nationally accredited qualifications. |
| **Have up to date working knowledge and experience of best practice in assessment and quality assurance** |
| Eg evidence of how their knowledge in this area is up to date through current practice, recognised centre training, own research, mentoring etc. Must be working to current National Occupational Standards for Learning and Development (March 2010). |
| **Show current evidence of CPD in assessment and quality assurance** |
| Eg IfL CPD log requirements, recognised centre training etc |