

Tennis Modern Apprentice (SVQ) Programme

Prospectus 2011/12

Introduction

Tennis Scotland is pleased to announce an intake of Tennis Development Apprentices (SVQ). The two year full time programme is designed to give participants experience of organising and delivering Tennis on and National and Regional basis while undertaking development and training activities which will prepare the participant for a potential career in sports or Tennis development.

We are currently inviting applications from young people and organisations who are interested in joining the programme for a 2011/12 intake. We have created very successful partnerships with David Lloyd Leisure – Edinburgh, Stirling University and Prestwick Indoor Tennis Club who have all demonstrated their commitment to developing young people in tennis.

The apprenticeships are part funded by Scottish Enterprise to £2,500 per person per year, with this amount matched by a sponsor/host organisation to support the young person during their training. Further information on selection criteria and how to apply is available later in this document. Applicants will be selected on the suitability of the candidate and the strength of the additional support offered by the host organisation/sponsor.

We have established a partnership with the Scottish Sports Academy who have been working with us to deliver our training programme. As well as working with ourselves, they have also delivered the award winning community coaching programme for Scottish Rugby as well as working with several other Scottish Governing Bodies; we look forward to learning from them and building on the success of their other programme for the benefit of Tennis.

Should you require any further information which is not included elsewhere in this prospectus then do not hesitate to contact me.

If your Club/organisation is interested in joining the programme please complete the Expression of Interest form at the back of this document.

All applications for Apprenticeships are to be with us no later than Monday 5th July 2010 with notification provided to successful applicants on or before 26th July 2010. We would anticipate that successful applicants will start in September 2010.

Enquiries, Expressions of Interest and applications should be sent to -

Mat Hulbert – Coach Development Manager
Ph: 0131 444 1984 / 0794 950 0458
Email: matthew.hulbert@tennisscotland.org

Tennis Scotland

SVQ Apprenticeship Programme

Candidate Criteria

1. Over 16 but under the age of 19 (1st Sept 2010)
2. **Not** in full time education SECONDARY/NC/HNC/HND
3. **Not** in full time employment (can be employed elsewhere part time/evenings)
4. Have passed the UKCC Level 1 Coaching Assistant course and have attended a Competition Organiser course.
5. Be involved, and have an active interest, in Tennis.
6. Must have a letter of support from Club/sponsor.

Programme Year 1

1. Induction Tennis Scotland / Scottish Sports Academy.
2. SVQ Level 2 in Coaching
3. UKCC Level 2 qualification
4. Tennis Officiating & Competition training
5. Emergency First Aid & Child Protection Training
6. Access to Tennis CPD courses/workshops
7. One to one mentoring and support from Tennis Scotland Development staff
8. Assist with delivery of annual Coaches Conference
9. Monthly Allowance

Programme Year 2

1. SVQ/Modern Apprenticeship - Management – Level 3
2. UKCC Level 2 or LTA Club Coach Qualification (L3).
3. Access to Tennis CPD courses/workshops
4. Tennis Officiating, Competition delivery
5. One to one mentoring
6. Assist with delivery of annual Coaches Conference
7. Increased Monthly Allowance

Sponsorship – Club/Organisation Commitments

1. To pay Tennis Scotland £2500 per candidate per year in the form of sponsorship, rising to £3000 for year 2.
2. To provide the name of an individual within the organisation who will take responsibility for the day to day line management of the placements
3. As part of their role, to ensure that the Apprentice delivers a minimum of 6 competitions in a recognised format per year.
4. Provide Tennis Scotland with a detailed weekly and annual work schedule, (templates will be provided) for each apprentice and keep Tennis Scotland informed of any significant changes.
5. To release the Apprentice to work on certain Tennis Scotland National Events as agreed.

General Information

1. Average of between 20 – 35 hours per week
2. Average 15 'College days' at National Tennis Centre per year
3. Induction and start Sept 2011
4. Allowance Paid by Tennis Scotland last Thursday of each month by BACS

Tennis Scotland Coaching Development Apprentice (SVQ)

Role Profile

<u>Job Title:</u>	Tennis Coaching Development Apprentice
<u>Reports to:</u>	Sponsor Venue Representative/Manager Tennis Scotland Coach Development Manager SVQ Consultant
<u>Location:</u>	TBC
<u>Duration:</u>	1 Year Fixed Term Contract with option to progress to year 2
<u>Remuneration</u>	Monthly Allowance £240, will be increased for year 2.

Key Contacts

Mat Hulbert – Coach Development Manager
Karen Ross – Talent & Performance Manager
Tennis Development Managers – East, West and North
Eric Dawes – SVQ Consultant
Colin Ireland – SVQ Consultant
Financial Sponsors - clubs
Sports Development Staff
Club Coaches & Representatives

Possible Roles

For the 2011/12 intake Apprentices will be managed on a daily basis by the venue sponsoring their placement. To assist Tennis Scotland in the delivery of its core aims and objectives some of the roles successful applicants might be involved with include

- Assist with the delivery of district/regional junior competition
- Assist in the delivery of National schools programmes
- Assist in the delivery of National Competitions, Festivals and other events.
- Assist in delivery of Club programmes/holiday coaching camps
- Assist the delivery of Coach Education events.
- Assisting in administration of Tennis/Coach development
- Assist in monitoring Tennis activity in their area
- Assisting with the delivery of National and local Performance programmes

Tennis Scotland Coaching Development Apprentice

Person Specification

Role Title: Tennis Scotland Coaching Development Apprentice

Factor	Essential	Desirable
Playing ability	Be able to demonstrate knowledge of tennis and be of a reasonable playing standard.	
Qualifications & Attainments		Tennis Scotland Coaching Qualification or experience. Scottish Standard Grades (or equivalent qualification) Competition Organiser course
Experience & Knowledge	Computer Literate - working knowledge of MS Office packages (Word and email) Sound written and oral communication skills An interest in Tennis	Some knowledge of Scottish Tennis Experience of Coaching and/or working with children Involvement in Tennis programmes.
Competencies	Effective Communication Planning and Organising Building Relationships Team Working Self Motivated & Enthusiastic Time Management	
Additional Requirements	Flexibility and commitment in approach to working – both in terms of hours and location Disclosure Scotland Check (to be obtained on commencement) Good personal presentation – <i>Tennis Scotland branded kit will be provided.</i> Successful Applicants must assist Tennis Scotland in the achievement of its core aims and targets. Successful applicants must act as ambassadors for Tennis Scotland at all times.	Access to local transport, <i>Successful apprentices are responsible for getting to and from their place of work.</i>

**Tennis Development Apprentice
2011 intake**

Club / sponsor Expression of Interest



Name of Club / Organisation	
Contact Name	
Role in organisation	
Contact Address	
Contact Phone	
Contact email	

I confirm that I have read the 2010 Prospectus and our club/organisation can meet the £2500 (£3000 for year 2) annual sponsorship cost per candidate, for the year starting September 2011.

I also confirm that the above organisation can provide sufficient tennis related work for a full time Apprenticeship placement and that there is someone in our organisation who will be responsible for the day to day line management of the Apprentice.

Please sign	
Date	

Please note that this Expression of Interest does not guarantee an Apprenticeship placement – this will be subject to Government funding being available for your area and there being suitable applicants in your area.

Please return this page to

**Mat Hulbert
Coach Development Manager
Tennis Scotland
177 Colinton Road
Edinburgh EH14 1BZ**

Email: matthew.hulbert@tennisscotland.org

Tennis Development Apprentice (SVQ) 2011/12 APPLICATION FORM

Please complete and submit to
 Mat Hulbert, Coach Development manager, Tennis Scotland, 177 Colinton Road
 Edinburgh EH14 1BZ
 OR - matthew.hulbert@tennisscotland.org

PERSONAL DETAILS

First Name:	_____	Date of Birth:	_____
Surname:	_____	Nationality:	_____
Address 1:	_____	Town:	_____
Address 2:	_____	Postcode:	_____
Home ph.:	_____	Email:	_____
Mobile ph.:	_____	Sponsor/Club (if known)	_____

EDUCATION

School	From	To	Courses Taken	Qualification obtained including date

WORK EXPERIENCE

From	To	Name & Address of Employer	Job Title & Brief description of duties	Reason for leaving

REASON FOR APPLICATION

You are asked here to indicate why you are interested in applying for the post.

FURTHER INFORMATION

You are asked here to indicate how you meet the requirements for the post as set out in the Person Specification. Please address each requirement separately, indicating skills experience, past achievements, and personal qualities where appropriate. You may add a supporting statement if you so wish. Please continue on a separate sheet of paper if necessary.

REFERENCES

Please provide the name and address of 2 people who can be asked for a reference (eg school teacher, employer etc)

Name	Position Held (Teacher etc)	Address	Contact Number(s)

DISCLAIMER

I declare that all the information I have provided is correct to the best of my knowledge.

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Signed

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Date