

Coach Development

Apprenticeship Programme

2023/2024

Applicant Guidance

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Introduction

Tennis Scotland is pleased to announce an intake of Coach Development Apprentices. The 12 month full time programme is designed to give young people under 20 years of age (at the start of their apprenticeship) experience of organising and delivering tennis on a national, regional and local basis while undertaking development and training activities. The programme aims to prepare the participant for a potential career in tennis coaching, competition roles, or sports/tennis development. In recent years we have seen many of our Apprentices move on to become successful coaches and progress to head coach roles in Scottish clubs and venues.

We have established a partnership with the Sports Academy of Scotland who has been working with us to deliver the SVQ training programme. As the external training provider, they guide the apprentices through all the work necessary for completion of the SVQ Level 3 in Leisure Management.

The purpose of the programme is to:

1. Provide Scottish tennis and local clubs with an enthusiastic workforce of quality young coaches who can encourage more young people into tennis.
2. Offer a quality vocational training/education programme to young people in Scotland that can lead to a career in tennis development, supporting Tennis Scotland to achieve its aims of increasing participation.
3. Offer a quality vocational training/education programme to young people in Scotland that can lead to a life-long involvement in coaching, or a pathway into further/higher education.

Availability of Places

The number of places available each year is dependent on the following:

1. Strategic need for staffing in a particular area based on need/opportunity for tennis development in clubs and schools.
2. Completed Venue Partnership Form
3. Availability of sufficient funding from Tennis Scotland to support training of the apprentices.

Recruitment Process

All applications will be returned to Tennis Scotland who will then assess applicants on the following basis:

1. Tennis Scotland will assess whether there is a strategic/local need for a Coach Development Apprentice in the applicants' area, dependent on existing staffing levels and club/school needs.
2. The availability of a suitable partnership venue

Once candidate applications have been reviewed and partnership venue agreed upon, the candidate will be interviewed by Tennis Scotland together with a partnership venue representative.

The applicant will be interviewed to see if they have the necessary qualities, experience, understanding and motivation to become an apprentice. Providing all requirements are in order they will be offered a place on the programme subject to the usual HR policies including PVG checks.

Timescale & Key dates 2023

Closing date for Applications	Friday 21 st July 2023
Interviews	Week commencing 31 st July 2023
Successful applicants notified	Week commencing 7 th August 2023
Start date	Week Commencing 4 th September 2023

Employment Status of Apprentices

Tennis Scotland Apprentices will be employed;

1. By Tennis Scotland – under this arrangement the contract of employment is with Tennis Scotland and monthly salary will be paid by Tennis Scotland. Apprentices must have a partnership venue in place who has submitted a completed Partnership Venue Form and Finance Agreement Form.

Partnership Venue Responsibilities

Tennis Scotland will need to be assured that the club/organisation has well defined employment policies and structures in place as well as being able to provide a dedicated base from which they will work. Other commitments are.

1. The partnership venue agrees to pay Tennis Scotland, as the employer, a Sponsorship fee per candidate per year – this is based on providing a minimum 25 hour working week at the National Minimum Apprentice rate of £5.28 per hour. If the apprentice works more than 25 hours, the organisation will need to pay an increased Sponsorship fee or pay the apprentice separately for this.
2. To provide the name of an employee within the organisation who will take responsibility for the day to day line management of the apprentices, and will be the primary contact with Tennis Scotland.
3. 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.
4. To release the apprentice to work on certain Tennis Scotland national events as agreed. This will include a number of team days – approx. 10 per year.
5. To agree to a monitoring schedule with Tennis Scotland.

Training Timetable

On starting the programme an apprentice will work closely with the partnership venue to draw up a weekly schedule of work to fill a 25 hour working week – this will give the apprentice experience in a variety of roles at the venue. Weekly schedules need to be approved by Tennis Scotland.

In addition there will be an agreed schedule of national events that the apprentice can get involved with to gain extra experience for example national competitions and TS/LTA coach forums.

Team Days

There will also be a number of team days at key times throughout the year – these will be mandatory and all apprentices are expected to attend. The purpose of these is to bring the team of apprentices together for a day to include work on their SVQ portfolios as well as training development courses / CPD.

Team Day Practical CPD session - possible topics (all 3 hour) could include

- Junior Competition Organiser course
- Coaching skills
- Tennis Technical / Tactical skills
- Social Media training - presentation skills
- Running tennis events for Schools

Apprentices starting the 2023/2024 programme will be required to attend a Tennis Scotland induction when they start their apprenticeship. Further details and dates for the team days and events will be advised following the recruitment process.