

Practical Coaching Observation Checklist *(For Assessor Use Only)*

Competence Did the coach:		Evidence From1:	C/AP2	Comments on what is seen
Prior to the session	1	ensure the coaching environment was safe, appropriate and conducive to learning?		
	2	set up the equipment safely and check its functionality?		
	3	ensure participants' and others' clothing and equipment were safe and appropriate to the session?		
	4	work from a pre-prepared session plan that was recorded in a format that could be delivered by others?		
Starting the session	5	meet participants punctually?		
	6	make participants feel welcome and at ease?		
	7	record attendance in line with relevant procedures?		
	8	check participants' level of experience, ability and physical readiness to participate?		
	9	communicate details of the session goals and planned activities to participants?		
	10	communicate ground rules for the session to participants?		
	11	use appropriate warm-up activities?		
Conducting the session	12	develop and maintain positive relationships with and between participants?		
	13	provide technically correct explanations and demonstrations at appropriate times during the session to meet participants needs		
	14	manage time effectively by delivering activities with realistic timings, sequences, volume and intensity?		
	15	communicate information clearly and accurately and in a way that motivates participants?		
	16	use appropriate language, tone, manner and style?		
	17	use questioning effectively?		
	18	use planned delivery modes and coaching styles to meet participants' needs and session goals?		
	19	conduct the session in a way that is consistent with the Parkour UK Coaches Code of Conduct, including equality and diversity?		
	20	manage risk throughout the session?		
	21	ensure all participants had an opportunity to take part?		
	22	give participants time, attention and support relevant to their needs?		

1 Obs – Observed, Q – Questioned, Oth – Other 2 C – Competent, AP – Action Point

Competence Did the coach:			Evidence From1:	C/AP2	Comments on what is seen
Conducting the session continued	23	balance instruction, facilitation and demonstration?			
	24	adapt the session if necessary?			
	25	take into account participant's learning styles and needs?			
	26	manage behaviour including: <ul style="list-style-type: none"> ▪ rewarding positive behaviour ▪ any conflicts ▪ discriminatory behaviour ▪ behaviour causing emotional distress 			
	27	encourage participants to take responsibility for their own learning?			
	28	use appropriate intervention strategies and activities to develop participants' performance and achieve the session goal?			
	29	observe and analyse participants' performance, identifying strengths, weaknesses and areas for improvement?			
Concluding the session	30	use appropriate cool-down activities?			
	31	effectively conclude the session, summarising participant's progress, achievements and development?			
	32	seek the views of participants and others involved in the session?			
	33	help participants to produce an action plan to progress or adapt their goals?			
	34	provide participants with information on future sessions?			
	35	ensure participants leave the session safely?			
	36	follow procedures for checking and dealing with equipment?			
	37	ensure the coaching environment was left in a condition fit for future use?			
Evaluating the session	38	accurately reflect on the progress made by the participants and whether the session goal was achieved?			
	39	effectively evaluate all aspects of the session and identify ways that it might be improved?			
	40	show an element of self-reflection and its importance on their development as a coach?			
	41	produce an action plan that identifies improvement to their future coaching sessions?			

Tutor/Assessor Questioning

Post session discussion to clarify observations and fill any gaps

Ref to criteria	Question		Response
	1		
	2		
	3		
	4		
	5		
	6		

Action point	Competent <i>(Please Tick)</i>	Action plan
Planning		
Coaching delivery		
Reviewing		
Overall summary – Identify an action plan for on-going personal development		

Learner signature:		Date:	
Assessor signature:		Date:	
Internal/external verifier signature:		Date:	

Reassessment Record

If learners are unsuccessful in achieving any aspects of the internal and/or independent assessment components of the qualification, they are required to be presented with two opportunities for reassessment. This record is to be used if learners are unsuccessful in the completion of any assessment. Learners who have successfully completed a reassessment can only claim certification through Parkour UK.

First Reassessment			
Learner's name:			
Assessor's name:			
Reassessment date:		Venue:	
Outcome (please circle):	Competent	Not yet competent	
Feedback			
Learner's Action Plan			Completed by:
Learner's signature:		Date:	
Assessor's signature:			

Second Reassessment			
Learner's name:			
Assessor's name:			
Reassessment date:		Venue:	
Outcome (please circle):	Competent	Not yet competent	
Feedback			
Learner's Action Plan			Completed by:
Learner's signature:		Date:	
Assessor's signature:			
Internal Verifier signature:			