**Scottish Coaching Certificate Course Entry Procedures**

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| **Step** | **Action** |
| 1 | Find a suitable course to attend via the **horse**scotland App, under ‘Events Listings and Courses’, [horsescotland (beezer.com)](https://horsescotland.beezer.com/)  Contact the Training Provider to confirm your place on the course and confirm course costs details within the course details on the app |
| 2 | MINIMUM 5 WEEKS BEFORE COURSE START DATE  Complete Candidate Registration Form clearly and as fully as possible and submit to **horse**scotland along with payment of registration fees payment via cheque or BACS (Account Name **horse**scotland, Sort code 83-47-00 and Account number 00233958)  Confirm with the Training Provider their procedures around any information and payments. |
| 3 | MINIMUM 4 WEEKS BEFORE COURSE START DATE  Check your eligibility to apply for Subsidy Support on the **sport**scotland website.  If you are eligible, complete the online application at least 4 weeks in advance of the course start date using the following link:  http://www.sportscotland.org.uk/search/?q=ukcc+subsidy+application+form&top-search-submit=Search  **IMPORTANT: All subsidy monies received must be returned in full if candidates do not complete the course within two years** |
| 4 | MINIMUM 2 WEEKS BEFORE COURSE START DATE  **horse**scotland and candidates will receive confirmation from the Training Provider that the course is going ahead.  **horse**scotland will arrange for you to receive the Brightspace log in details, please note this will be an email from Brightspace and may end up in your junk folder.  Training Provider will confirm course arrangements. |
| 5 | MINIMUM 1 WEEK BEFORE COURSE START DATE  Ensure you have access to the Brightspace system and have the details for the first session online from the Training Provider. |
| 6 | COURSE START DATE  Attend your course and start the Learning Programme.  Agree on a suitable mentor with the Training Provider. The **horse**scotland App has a list of available mentors if required [horsescotland (beezer.com)](https://horsescotland.beezer.com/)  Upload your mentor information to the Brightspace Learning Platform.  Following your Training Provider confirming your attendance, if applicable receive 50% of your Subsidy Support from **horse**scotland |
| 7 | MINIMUM 4 WEEKS BEFORE ASSESSMENT DATE  Submit the following to the Coaches Register on the **horse**scotland App at [horsescotland (beezer.com)](https://horsescotland.beezer.com/):  - a copy of your **Child Wellbeing and Protection in Sport** workshop certificate.  - a copy of your **First Aid** certificate - at Level 1 a recognised **Emergency First Aid or 2 day First Aid Certificate**, at Level 2/3 the **BHS First Aid** or **Health & Safety Executive** **First Aid at Work Certificate.**  - proof of having joined the **Protection of Vulnerable Groups (PVG) Scheme** (if appropriate). |
| 8 | AFTER COMPLETION OF LEARNING PROGRAMME  Level 2 & 3 - Agree on a suitable assessment date with your Training Provider. Inform **horse**scotland when you are ready for assessment. Your Training Provider will send you details of the assessment day and your lesson topic etc. |
| 9 | LAST DAY OF COURSE OR ASSESSMENT DATE  Level 1 on your last day of the course, Level 2 & 3 on your assessment day:  - Following completing your final day please remember to upload any final paperwork to the Brightspace system. If you haven’t yet completed step 7, please ensure you complete this step.  - You will have a Course Evaluation form to complete please provide us with your feedback to develop these courses for the future. |
| 10 | FOLLOWING ASSESSMENT  Receive 1 certificate from Scottish Qualifications Authority (SQA).  Receive 1 certificate from **horse**scotland (if all above documentation has been submitted).  If applicable receive remaining 50% of your Subsidy Support from **horse**scotland (if all above documentation has been submitted). |