



Supported Development Guide

Observation & Accreditation



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1 Introduction to Supported Development

The ECB ACO is committed to **Education for all** and the ECB ACO Supported Development programme is an extension of that commitment beyond the initial training of its volunteers.

Supported Development is the coaching and performance programme through which all registered candidates can gain accreditation of their competence in meeting the required ECB ACO standard in specific disciplines. While candidates are responsible for their own development, support can be provided by County Performance Officers or County Scorer Officers. Additionally, informal support can be provided by colleagues, coaches and mentors.

Roles include:

- ✓ Assessor
- ✓ Observer
- ✓ Scorer
- ✓ Tutor
- ✓ Umpires

Competence in Supported Development means the practical application of Knowledge and Skills gained through education, seminars, workshops, and continuous professional development, (CPD).

Depending on the competence — skill, knowledge and ability of the individual:

- Assessors accredit candidates. Assessors require ECB ACO accreditation
- Observers coach candidates and can achieve ECB ACO accreditation
- Scorers can achieve ECB ACO accreditation
- Tutors deliver education programmes and require ECB ACO accreditation.
- Umpires can achieve ECB ACO accreditation

For Scorers and Umpires it should be noted that informal and formal coaching may be undertaken by colleagues or observers at any time, as happens week in, week out. The candidate is encouraged to record any feedback they might receive for any source to assist with their development and performance records. All candidates are required to have 2 independent observations by accredited observers for their portfolio.

This guide applies to the above roles within the ECB ACO Supported Development programme. This guide must be used in conjunction with the relevant evaluation criteria for each role.

2 Roles — an overview

Candidate

Candidates — within the ECB ACO supported development programme — is the generic term applied to anyone seeking accreditation for the role they perform for ECB ACO. Candidates, — be they assessors, observers, scorers, tutors or umpires — build an e-portfolio of their performance and submit that for accreditation. See section 7 for expected portfolio content.

Tutor

Tutors deliver the ECB ACO education programmes using a range of delivery methods. Tutors create a learning environment, and are expected to engage their participants by meeting their different learning needs.

Observer

Almost anyone can observe a candidate's performance and use their own experience, knowledge and skills to coach and support the candidate to maintain, or improve their performance. Candidates are encouraged to note all feedback for their development, and their portfolio. Accredited observers will normally provide an independent, written record of the performance and agree a development action plan with the candidate.

Assessor

Assessors review the candidate's e-portfolio and conduct a Professional Discussion, (PD), in order to assess and accredit the candidate against the ECB ACO standard.

Scorer

Scorers are appointed to record all runs scored, all wickets taken and, where appropriate, the number of overs bowled.

The scorers shall accept all instructions and signals given to them by umpires and immediately acknowledge each separate signal. Scorers record the match data and regularly check with their colleague, and with the umpires at every interval, and at the conclusion of the match. Scorers might use different recording systems, methods and levels of detail to record the match information.

Umpire

Umpires officiate cricket matches. Umpires manage the match and the players according to the Laws of Cricket and the Spirit of Cricket. They are responsible for applying and interpreting the Laws, and the Rules and Regulations accurately, in a fair and consistent manner. Observation of performance records might be included in an umpire's portfolio.

Verifier

ECB ACO appointed Verifiers will lead and manage a team of Assessors and oversee the ECB ACO accreditation process to ensure consistency of accreditation and benchmarking of the ECB ACO standard.

3 The Observer role

Essentially the role of an ECB ACO Observer is to act as a Coach, (and for those with the skills and ability, possibly as a mentor), to a candidate. Any observer whether accredited or not, can observe a candidate and provide informal feedback. Those seeking accreditation are required to provide written feedback of performance using the relevant Performance record.

Coaching requires a knowledge and understanding of the candidates' role and the context in which the coaching is to take place. Coaches use a variety of styles, skills and techniques to encourage and motivate the candidate to learn and develop. Coaches *catch candidates doing things right* and help the candidate to identify any areas for development that they might not see for themselves. Coaching involves sharing advice, encouragement and when appropriate to act as the *critical friend*.

There are 5 functions to the role of an ECB ACO accredited observer:

1. To *observe* performance — that is to say, to watch and *hear*, what actually happens
2. To *record* (make notes of) evidence of actual performance in a practical situation.
3. To *discuss* and confirm the evidence of performance through questions following the performance, i.e. after the event
4. To *evaluate* and feedback the confirmed evidence against the criteria to identify the candidate's strengths and areas for improvement.
5. To *review* the performance and reflect this in the candidate's development action plan with, and for, the candidate.

[Note: Actions after the observation are:

To provide the candidate with an e-copy of the completed Performance Record form as soon after the observation as possible

The evidence and development action plans recorded on the Performance Record form are a critical component of the assessor preparation for the professional discussion and the accreditation.

The accredited observer or those seeking accreditation should keep copies of all records, including any notes, for their own portfolio of evidence.

Remember:

A completed observation is simply a snapshot of performance on that day or match. The purpose of the feedback is to coach and guide the candidate to maintain and improve their performance using the evaluation criteria.

The **evaluation criteria** are offered to the observer and the candidate as a guide to the standards of performance expected. Both the observer and the candidate should be able to determine the **coaching points** from the observer evaluation and comments, i.e. what do I need to do to improve my performance?

4 Examples:

1. An observer appointed to coach a Tutor.

The Observer would be expected to contact the Tutor in advance, effect their introduction, and start to build the relationship of coach and candidate. The Observer should explain how they intend to conduct the observation and the Tutor would explain the outline of the event and the detail of the session to be observed together with any specific development needs that have previously been identified.

The Observer might discuss the pre-event activities before the event or confirm the planning and preparation during the subsequent review. When conducting the observation, the observer and their role, should be known to those participating in the tutor session. The Observer might choose to be 'in the class' or at the back. An observer should never be in the eye-line of the course participants or intervene during the session.

Once the session is concluded and the Observer has made their notes a place and time should be agreed for the candidate review. The observer should ensure they have sufficient time to check their notes, to plan their essential questions, to confirm the evidence, and to make a reasoned evaluation of the Tutor's performance against the agreed criteria.

Feedback during the coaching review should be constructive and actionable. Observers note the strengths and any priority areas for development and agree short-term, developmental, action plans for performance improvement.

2. An observer appointed to coach a Scorer.

The Observer would be expected to contact the Scorer in advance, effect their introduction, and start to build the relationship of coach and candidate. The Observer should explain how they intend to conduct the observation and the Scorer might advise the Observer of the available ground facilities or the detail of the match to be observed together with any specific development needs that have previously been identified.

The Observer might discuss the planning and preparation pre-match, if time permits or confirm the planning and preparation during the subsequent review.

A colleague scorer and the umpires should be made aware that an observation is taking place as they might be asked to contribute to the observation notes or to provide additional evidence.

If space permits the observer might be 'in the box' or positioned close by. In any event the Observer should never distract the scorer or intervene during the match.

Once the match and the scorer duties are concluded and the Observer has made their notes a place and time should be agreed for the coaching review. The observer should ensure they have sufficient time to check their notes, to plan their essential questions, to confirm the evidence, and to make a reasoned evaluation of the Scorer's performance against the agreed criteria.

Feedback during the review should be constructive and actionable. Observers note the strengths and any priority areas for development and agree short-term, developmental, action plans for performance improvement.

3. An observer appointed to coach an Umpire.

The Observer would be expected to contact the Umpire in advance, effect their introduction, and start to build the relationship of coach and candidate. The Observer should explain how they intend to conduct the observation and the Umpire might advise the Observer of the available ground facilities or the detail of the match to be observed together with any specific development needs that have previously been identified.

The Observer might discuss the planning and preparation pre-match, if time permits or confirm the planning and preparation during the subsequent review. A colleague umpire, the captains and the scorers should be should be made aware that an observation is taking place as they might be asked to contribute to the observation notes or to provide additional evidence. Subject to space and time, the Observer might observe the pre-match chat between the umpires or the umpires briefing the scorers. However, it is not recommended that the observer attend the meeting with the captains. The content of that meeting can be discussed at the review.

Once the match and the umpire post-match duties are concluded and the Observer has made their notes a place and time should be agreed for the coaching review. The Observer should ensure they have sufficient time to check their notes, to plan their essential questions, to confirm the evidence, and to make a reasoned judgement of the Umpire's performance against the agreed criteria.

Feedback during the review should be constructive and actionable. Observers note the strengths and any priority areas for development and agree short-term, developmental, action plans for performance improvement.

5 The Assessor role

Essentially the role of an ECB ACO Assessor is to accredit performance evidence to ensure that a candidate meets the required ECB ACO standard.

Assessors conduct face-to-face portfolio reviews and professional discussions, (PDs) with candidates in order to assess a candidate's competence against the required ECB ACO standard. During the assessment Assessors use questions and discussion to validate evidence of performance, checking for candidate learning and understanding of their role and responsibilities.

Assessors require knowledge and understanding of the candidate's role and the ECB ACO standard. Assessors review the candidate's evidence of performance, and make a reasoned judgement of the sufficiency and currency of that evidence for accreditation at the relevant standard. Assessors are expected to recognise the achievement of the ECB ACO standard or declare the candidate '*not yet competent*' at that standard.

There are 5 functions to the role of an ECB ACO Assessor:

1. To review the evidence of performance in the portfolio
2. To make notes of significant incidents or events for discussion
3. To confirm evidence of performance through questions and discussion
4. To evaluate the evidence against the required standard for achievement of an award
5. To recommend an award or judge the candidate '*not yet competent*' at that standard

Notes:

The candidate should be informed of the recommendation and provided with a copy of the completed Assessment Record Form as soon after the assessment as possible. The Assessor should keep all records of the PD for ECB ACO benchmarking purposes and for their own portfolio of evidence.

If the candidate achieves the award – there might be a recommendation for further development.

If the candidate is deemed '*not yet competent*' then there should be clear guidance on the skills or knowledge and how the candidate might address any performance gaps.

6 Creating a portfolio

A portfolio of evidence contains records of:

- ✓ Planning and preparation for the activity to be undertaken.
- ✓ Records of performance
- ✓ Self-reflection, and learning points
- ✓ Feedback from others
- ✓ A development action plan
- ✓ Any other evidence that might be useful

An **Assessor's** portfolio content includes: records of portfolio review planning and preparation, PD review notes, prepared questions and answers, evaluation of the criteria and judgement, plus feedback, learning points and copies of agreed development action plans. Performance Record Forms.

An **Observer's** portfolio content includes: planning for observation, records of observations undertaken, the evidence notes, review questions and answers, written observation forms, feedback and an agreed development action plan.

Portfolio content includes: records of observations, evidence notes, questions and answers, observation forms, feedback and an agreed development action plan. Completed Candidate Performance Forms.

A **Tutor's** portfolio content includes: planning and preparation for sessions, objectives and key messages, learning points, questions and answers, self-reflection, observed performance and agreed development action plans.

An **Umpire's** portfolio content includes: match planners, match reports, self-assessment and reflection, records of observed performance, (peer or on-field and/or boundary observations), together with feedback notes and an agreed development action plan.

A **Scorer's** portfolio content includes: match records, different methods of scoring, notes, self-assessment and reflection, records of observed performance notes and an agreed development action plan.

7 Candidate Portfolio contents

Portfolios are expected to reflect the individual candidate and their actual performance in the relevant role. Standard contents should include:

Contents	Scorer	Tutor	Umpire
Facing sheet with course number	1	1	1
SD Guide + evaluation criteria	1	1	1
Season Summary of appointments	1	n/a	1
Match Planner and Review sheet	Min. 3	n/a	Min. 4 at UL1 Min. 10 at UL2
Session plan	n/a	3	n/a
Scoring Records	10	n/a	n/a
Independent Observation	2	2 sessions	2
Feedback from others	optional	optional	optional
Agreed Development plans	optional	optional	optional
Match or disciplinary reports	optional	optional	optional
Personal Notes	optional	optional	optional
Any additional candidate evidence	optional	optional	optional
Course workbook, or prior learning	If appropriate	If appropriate	If appropriate

Facing sheet	enter name, ECB ACO number and course details
SD Guide + criteria	Reference Guide and relevant evaluation criteria
Course workbook	accreditation of prior learning, (APL) or a certificate of attendance or a certificate of achievement is required
Season summary	one line of information per match
Match Planner/Review	planning information, objectives, and development points
Session Planner	planning information, checklist for Tutors
Performance Record	independent observations with written feedback
Optional evidence	any useful documents, notes, overs cards, feedback from managers, coaches, captains, umpires, scorers, players



8 ECB ACO appointed Verifiers

The ECB ACO will appoint a number of internal Verifiers to work with the Lead Verifier to:

1. To recruit, select and train a team of internal Assessors
2. To lead and manage their team of Assessors to achieve a consistent approach to accreditation across ECB ACO.
3. To sample the portfolios to establish ECB ACO benchmarks
4. To recommend changes to training and criteria where appropriate
5. To accredit the Assessors through review and a PD

Note:

The ECB ACO Verifiers will be subject to annual review and 3 yearly accreditation and re-appointment.

ECB ACO Assessors will normally be re-accredited and re-appointed every 3 years based on activity and performance.

The ECB ACO Verifiers will communicate regularly with their teams of ECB ACO Assessors and conduct two meetings per annum — 1 for review and sharing of best practice and 1 for benchmarking purposes.

9 Continuous Professional Development — CPD

CPD is undertaken in many forms and will generally be adapted to the style and needs of the individual. It could include watching and reviewing match situations, reading various reports, documents, books, video analysis, using alternative scoring systems, providing demonstrations, attending or giving tutorial sessions, coaching and mentoring colleagues, attending seminars or workshops.

ECB ACO is developing iUmpire and iScore as an on-line resource to support CPD.

10 Nomination Process for ECB ACO Level 3 and D Grade

Outline of the process to be implemented from October 2016 presented to ECB ACO Performance Committee on Thursday 23 June 2016 – amended to include Level 3 on 4th April 2017.

D grades are awarded annually by the ECB Umpires' Manager following nominations received from the ECB ACO Regional Performance Officers (RPO) each October.

The nominations to be considered will be confirmed at a meeting of the RPO and the Umpires' Manager following the closing date for nominations and before the award of the grades.

The award of a D grade provides eligibility to be appointed to County Second Eleven cricket matches and access to the Emerging Umpire Group when the appropriate criteria is met.

There is no process required for the renewal of an umpire's D grade which will continue to be in place providing the level of performance in Second Eleven cricket is of the standard required. D grade umpires will receive annual written feedback on their performances in Second Eleven cricket.

Requirements for Nomination for ECB ACO Level 3 and D Grade

- 1) ECB Premier League marks and rankings for the most recent THREE consecutive years. This is to be supported with a statement from the Appointment Officer (or equivalent) of the Premier League.
- 2) A supporting statement from the nominee's County Performance Officer (CPO).
- 3) A supporting statement from the nominee's RPO
- 4) The nominee will be required to submit an umpiring CV to include:
 - a. a detailed list of matches officiated in the previous THREE seasons
 - b. video footage taken of the umpire in action
 - c. copies of independent observations, a minimum of ONE from the current season.

It should be noted the nominee is responsible for their own development, the need to collate their portfolio evidence including video footage.

The above criteria are the minimum required, although this should not prevent an exceptional candidate from nomination if they do not meet all the above criteria.