

# **The Professional Golfers' Association Training Programme**

## **Training Professional's Guidebook & Roles and Responsibilities**

**2021/22**

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## Introduction

The purpose of this handbook is to provide assistance to PGA members who have a person under their supervision on the PGA Training Programme. It is important to understand that the Training Academy and the Training Professional play an equal role in ensuring the Trainee is successful whilst on the programme.

Although the roles of the Training Academy and the Training Professional are listed separately in this document it is important that the responsibilities are shared equally between both parties. The Academy provides the theory for your Trainee to be successful and the Training Professional facilitates the theory to be put into practice.

**Please take time to look through the document, paying attention to your role and responsibilities.**

Throughout the document you will see reference to the learning platform – this is where the learning material is kept and where the Academy communicates with your Trainee. It is essential that you talk to your Trainee and access the learning platform with them so that you are familiar with student documents and support materials for the course. This will help you to provide the support that is necessary.

It is the intention that as your Trainee learns more on the programme, they can become a successful and valuable member of your team or business and become a valued member of the Association once the course is successfully completed.

## General Responsibilities

Training Professional	Trainee	Training Academy
<p>Provide the Trainee with the support needed to become a PGA Professional.</p> <p>Ensure the Trainee meets the employment status criteria.</p> <p>Be aware of all rules and regulations pertaining to training.</p> <p>Be responsible for the Trainees on-the-job training.</p> <p>Inform PGA of any change in circumstance to the Training Pro and the Trainee.</p> <p>Encourage Trainee to work regularly through the learning material.</p> <p>Check progress at least monthly.</p> <p>Provide opportunities to discuss issues. and direct Trainee to other support if needed.</p>	<p>Work through the Training Programme and with the Training Professional learn what it means to be a PGA Professional.</p> <p>Become familiar with the Student Handbook (available on the Learning Platform) and all communicated material received from the PGA.</p> <p>Take responsibility for your own training and education.</p> <p>Inform PGA of <u>any</u> change to personal circumstances i.e. personal email address, mobile phone etc.</p> <p>Work through distance learning material at the times laid out on the Learning Platform and develop understanding of topics and concepts.</p> <p>Ensure the monthly sections are covered to remain on schedule.</p> <p>Discuss issues with others (Professional, Mentor) and use support provided if needed.</p>	<p>Deliver the Training Programme, provide support and assess the skills and knowledge of the Trainee.</p> <p>Ensure Professional and Trainee are fully aware of their roles and responsibilities.</p> <p>Provide clearly documented information.</p> <p>Provide distance learning material in a format that is user friendly, informative, relevant and challenging.</p> <p>Structure material into logical segments.</p> <p>Create opportunities within work for reflection and discussion.</p> <p>Provide a network of Mentors, subject leaders and welfare support.</p>

## Year Planner – Year 1

### Written Examination Dates:

Main period 25<sup>th</sup> April – 29<sup>th</sup> April 2022  
Re-sit period 8<sup>th</sup> – 12<sup>th</sup> August 2022  
Details of any online assessments will be provided nearer the time

### Face-to-Face Residential Sessions:

Once an application has been received Trainees will be asked if they intend to attend the face-to-face residential sessions and will be offered available dates. It is strongly recommended that your Trainee attends these courses. The residential sessions will focus on practical elements that cannot be delivered online; The PGA will not take responsibility if a Trainee decides not to attend the residential sessions. If a Trainee decides not to attend the residential session, there is no reduction to the FdSc fee or the PGA elements fee for DipHE students.

### Year 1 Dates

26<sup>th</sup> – 29<sup>th</sup> October 2021  
2<sup>nd</sup> – 5<sup>th</sup> November 2021  
9<sup>th</sup> – 12<sup>th</sup> November 2021  
23<sup>rd</sup> – 26<sup>th</sup> November 2021  
30<sup>th</sup> November – 3<sup>rd</sup> December 2021

### Assignment Submission Dates (FdSc/DipHE):

SUBJECT	NO	TO REACH PGA BY:
Your Workplace and being a PGA Professional/PGA Professional Practice & Personal Development for the Golf Industry	1	15.12.2021
Introduction to Golf Coaching/PGA Introduction to Sports Coaching	2	13.02.2022
Introduction to Applied Sports Science and Junior Development/PGA Introduction to Sports and Exercise Science	3	27.02.2022
Introduction to Key Industry Skills/PGA Introduction to Equipment Technology for Golf	4	20.03.2022
All re-sit assignments		07.08.2022

## Year Planner – Year 2

### Written Examination Dates:

Main period                    25<sup>th</sup> April – 29<sup>th</sup> April 2022  
Re-sit period                    8<sup>th</sup> – 12<sup>th</sup> August 2022  
Details of any online assessments will be provided nearer the time

### Face-to-Face Residential Sessions:

Trainees will be asked if they intend to attend the face-to-face residential sessions and will be offered available dates. It is strongly recommended that your Trainee attends these courses. The residential sessions will focus on practical elements that cannot be delivered online; The PGA will not take responsibility if a Trainee decides not to attend the residential sessions. If a Trainee decides not to attend the residential session, there is no reduction to the FdSc fee or the PGA elements fee for DipHE students.

### Year 2 Dates

25<sup>th</sup> – 28<sup>th</sup> January 2022  
1<sup>st</sup> – 4<sup>th</sup> February 2022  
8<sup>th</sup> – 11<sup>th</sup> February 2022  
15<sup>th</sup> – 18<sup>th</sup> February 2022

### Assignment Submission Dates:

SUBJECT	NO	TO REACH PGA BY:
Principles of Business/ PGA Introduction to Business	1	14.11.2021
Golf Coaching/ PGA Applied Coaching	2	09.01.2022
Applied Sports Science/ PGA Application of Sports Science to Golf Coaching	3	20.03.2022
All re-sit assignments		07.08.2022

## Year Planner – Year 3

### Written Examination Dates:

Main period 25<sup>th</sup> April – 29<sup>th</sup> April 2022

Practical Assessments throughout April/May 2022 (tbc)

Re-sit period 8<sup>th</sup> – 12<sup>th</sup> August 2022

Re-sit Practical Assessments throughout August 2022 (tbc)

Details of any online assessments will be provided nearer the time

### Face-to-Face Residential Sessions:

Trainees will be asked if they intend to attend the face-to-face residential sessions and be offered available dates. It is strongly recommended that your Trainee attends these courses. The residential sessions will focus on practical elements that cannot be delivered online; The PGA will not take responsibility if a Trainee decides not to attend the residential sessions. If a Trainee decides not to attend the residential session, there is no reduction to the FdSc fee or the PGA elements fee for DipHE students.

### Year 3 Dates

8<sup>th</sup> – 11<sup>th</sup> March 2022

15<sup>th</sup> – 18<sup>th</sup> March 2022

22<sup>nd</sup> – 25<sup>th</sup> March 2022

29<sup>th</sup> March – 1<sup>st</sup> April 2022

### Assignment Submission Dates:

SUBJECT	NO	TO REACH PGA BY:
Applied Golf Coaching and Coach Development/PGA Coach Development	1	05.12.2021
Application of Sports Science to Golf Coaching/PGA Application of Sports Science to Golf coaching	2	09.01.2022
Business Finance/PGA Retailing	3	27.02.2022
All re-sit assignments		07.08.2022

## Face-to-Face Residential Sessions

The face-to-face residential sessions provide the opportunity for your Trainee to work directly with specialist tutors on key practical aspects of the programme, however the residential weeks are not 'The' training programme. They are not designed to show Trainees how to get through assignments and exams, they are intended to provide information that will help develop and further your Trainee's career.

The residential dates allocated to your Trainee is confirmed upon receipt of their Enrolment Form.

The Course Information Booklet (including sample timetable) is available on the learning platform at a time appropriate to the year of study.

An e-mail is sent to your Trainee two weeks prior to their allocated residential course as a reminder of the date.

As with all official PGA Training Academy events and functions, the code of conduct applies. This extends to both punctuality, dress codes and behaviour.

Please ensure your Trainee checks the "What to Bring/Do" section of the Course Information Booklet.

**As the 'Training Professional' you must ensure your Trainee is released from work with pay.**

## Roles and Responsibilities for Face-to-Face Residential Sessions

Training Professional	Trainee	Training Academy
<p>Ensure Trainee is prepared for the residential.</p> <p>Check Trainee is up to date with all preparation work.</p> <p>Give Trainee time off with pay to attend residential.</p> <p>Ensure Trainee understands obligations of the residential.</p>	<p>Be prepared for residential and ensure all kit and equipment are taken.</p> <p>Be at the appropriate part of the distance learning.</p> <p>Check with training Professional for appropriate dates when booking.</p> <p>Understand obligations of residential.</p>	<p>Provide appropriate learning programme, food and accommodation.</p> <p>Ensure Staff and Tutors are prepared and understand material.</p> <p>Prepare presentations and resources where required.</p> <p>Maintain a supportive learning environment and deal with any disruptive elements.</p>

## Online Lectures

Throughout the academic year online lectures are provided for all Trainees. Lectures include key theoretical aspects of the various modules and provide an opportunity to clarify knowledge through Q&A and discussion sessions. Assignment and exam webinars are held, they provide an opportunity for Trainees to gain understanding and clarification of the assessment requirements.

It is understood that Trainees may have other commitments, all the online lectures and webinars are recorded to allow viewing at a more convenient time.

## Roles and Responsibilities for Online Lectures

Training Professional	Trainee	Training Academy
<p>Encourage Trainee to book onto lectures and webinars.</p> <p>Encourage Trainee to re-visit any online sessions they cannot attend live.</p>	<p>Book onto and attend online lectures and webinars.</p> <p>To view recordings if unable to attend live lectures.</p>	<p>Inform Trainees of the lecture and webinar dates and times.</p> <p>Provide opportunity in advance to book onto lectures and webinars.</p> <p>To provide appropriate and well-designed lectures.</p> <p>To provide exam and assignment webinars.</p>

## The role of the Training Professional and the Working Environment

**The Training Professional shall be responsible for the completion of all training required and shall take full responsibility for the training of a Trainee during registration.**

Your role is vital. You are an experienced practitioner who can both help with the realities of being a PGA Professional and act as a mentor throughout the training period.

Your Trainee needs your help and guidance. As a PGA Professional you are best placed to understand and to pass on the knowledge that is required to be successful in the diverse business of being a PGA Professional.

Your Trainee is required to maintain the high standards of behaviour expected of a PGA Professional. These skills are best learned on a day-to-day basis. The reality of life as a PGA Professional can only be learned through practical experience. There will be times, particularly in the summer months, when the job will be very hectic, leaving little time to absorb what is going on, but this is all part of the learning process for your Trainee.

Your Trainee should try to spend some time reflecting on what they have done and learned, be involved in this reflection - Start to make your Trainee benefit your business, by using and developing the skills being learnt.

### As the Training Professional:

- Ensure your Trainee works under your supervision and instruction at your facility.
- Ensure that course work assignments are completed and submitted on time.
- Be aware of all deadlines for assignments, examinations and residentials.
- Spend not less than two hours each month, observing your Trainee coaching and provide advice and support as appropriate. They should be supervised directly by you if they are a Level 1 Coach. When capable, be allowed to coach on their own to an agreed standard whilst undertaking the level 2 coaching course.
- Allow your Trainee to carry out club building, customisation and repair activities. If you do not have appropriate facilities at your establishment, you must ensure they get the required experience at an alternative venue.
- Allow your Trainee to play golf at regular intervals and release them from their duties to play in a minimum of seven PGA approved tournament rounds each year. These can be agreed without pay. Your Trainee will be required to show evidence of playing in each year of registration and details of all scores must be recorded on their BlueGolf account and/or personal playing record card, if required.
- Be aware of your Trainee's commitment to the training programme, which involves at least ten hours of direct study per week.
- Pay your Trainee whilst they attend the face-to-face Residential sessions.
- Inform the PGA of any change in circumstance to yourself and/or your Trainee.
- The Training Academy requires that your Trainee adheres to the PGA regulations as set down by the Executive Committee of the Association and approved by the Board of the PGA. The Constitution & Regulations should be read and referred to as a first point of reference.
- **Be aware of all rules and regulations pertaining to your Trainee's training, in particular the contractual obligations.**

## Work Environment Responsibilities

Training Professional	Trainee	Training Academy
<p>Provide environment and opportunities for Trainee to gain suitable experience.</p> <p>Develop the skills of the Trainee in all areas of the profession over the training period.</p> <p>Discuss the Trainee's performance and areas that need improvement.</p> <p>Maintain a working environment appropriate for the various aspect of training.</p> <p>Keep abreast of developments and enable Trainee to develop understanding.</p> <p>Insist on Professional standards at all times.</p>	<p>Gain appropriate experience.</p> <p>Strive to continuously develop skills in all areas of the profession.</p> <p>Discuss personal performance with Training Professional and seek to improve where needed.</p> <p>Use own time to improve skills and experience.</p> <p>Seek opportunities to keep abreast of new practices within the industry.</p> <p>Maintain Professional standards at all times.</p>	<p>Maintain a database of eligible PGA Training Professionals.</p> <p>Update and amend this database as necessary.</p> <p>Provide Mentor/PAT support.</p>

## Change of Employment

Should your Trainee change their place of employment, or the Training Professional overseeing their training leaves the club, then the Trainee and the Professional must notify the Academy in writing. The Trainee will be required to complete the Change of Employment Form which can be downloaded from the learning platform.

Trainees will be declared 'unattached' for a maximum period of three months during which time they should make every possible attempt to secure full time employment, or in the case where the Training Professional has left the club, submit a new contract declaration form, this will be sent to the Trainee by their year Administrator.

At the conclusion of this period, the Trainee's registration will be suspended until such time as they have satisfactorily provided evidence that they are suitably employed and can re-commence training in accordance with the Regulations and Training Department guidelines.

## **The role of the Academy and Mentor/PAT**

As long as your Trainee's Application is submitted and processed by the deadline date (31<sup>st</sup> August), they will receive access to their study material in early October.

The Training Academy provides the learning material, sets the assignments, writes the exams and works within the rules and regulations of our Education Partners - The University of Birmingham and The University of the Highlands and Islands.

The staff based at The Training Academy manage the various subject areas. They have responsibility for assuring standardisation in the marking of exams and assignments, the preparation of distance learning material and the preparation of course material for the Tutors to deliver.

All Trainees in training have access to a Mentor/Personal Academic Tutor (PAT). The Mentor/PAT's role is to act as a support mechanism for your Trainee.

It is important that you ensure your Trainee uses the Mentoring service and maintains a good relationship with their Mentor/PAT. If your Trainee has struggled with a piece of work (such as an assignment), they are encouraged to contact their Mentor/PAT. There are also mechanisms in place to gain additional feedback and your Trainee is made aware of the process to obtain it.

If your Trainee is having any difficulties with the programme, for example - unable to cope with the demands of the course, unable to find information, or unable to understand part of the course, they should contact their Mentor/Personal Academic Tutor or their Year Administrator.

If any pastoral care or welfare support is required, please contact your Trainee's Year Administrator or their Mentor/PAT so appropriate support can be considered.

The Mentor/PAT is not there to replace you - their role is to provide support and to link your Trainee with the appropriate support they may need. Contact by yourself to your Trainee's Mentor/PAT or Year Administrator may therefore help to cement this relationship.

### **The role of the Academy:**

- Deliver the Training Programme, provide support and assess the skills and knowledge of the Trainee.
- Ensure Professionals and Trainees are fully aware of all their roles and responsibilities.
- Provide clearly documented information.
- Provide a support network and ensure Mentor/PAT's are contactable at crucial times during the course.
- Provide appropriate pastoral care when required.
- Provide distance learning material in a format that is user friendly, informative, relevant and challenging.
- Create opportunities within work for reflection and discussion.
- Provide an appropriate learning programme, and make presentations, handouts and resources available.
- Set assignments in accordance with the module guidelines and learning outcomes.
- Ensure examination questions are logical and can be reasonably answered in the time allowed.
- Provide an appropriately equipped exam venue.
- Inform in advance of examination dates and venues.

- Prepare exams according to module learning outcomes.
- Ensure all exams are fair and fit for purpose.
- Ensure exams are run in a fair and supportive manner.
- Mark, verify and return results within published timeframe.
- Provide suitably qualified and experienced examiners, markers and verifiers.
- Mark and verify assignments and provide grade and comprehensive feedback.
- Return assignments within twenty university working days.

### **Roles and Responsibilities for Mentoring/PAT System**

<b>Training Professional</b>	<b>Trainee</b>	<b>Training Academy</b>
<p>Ensure that if the Mentor/Personal Academic Tutor (PAT) attempts to make contact with the Trainee that the communication is returned.</p> <p>If required be available to speak to the Mentor/PAT about the Trainee.</p>	<p>Ensure that regular contact is maintained between self and Mentor/PAT.</p> <p>Respond to all communications made by the Mentor/PAT.</p>	<p>Provide a Mentor/Personal Academic Tutor (PAT) for each Trainee.</p> <p>Ensure Mentors/PAT's are provided with any relevant training and updates on an annual basis.</p> <p>Ensure Mentor/PAT makes regular contact with Trainees at crucial times during the course.</p> <p>Develop best pastoral care service possible, utilising the services of the Education Partners.</p>

## The Trainee’s role and responsibilities

Your Trainee is required to engage with the learning platform and ensure notifications are received via their university email account for discussion threads and announcements, please check your Trainee has set this up correctly.

Study material can be found on the learning platform. The material includes reading and questions designed to help your Trainee apply the information. Some of the questions will require your Trainee to obtain further information from a variety of sources such as books, articles, journals, the internet and yourself.

It is important that your Trainee develops the skill of finding out information and is able to make use of the different resources. On average, your Trainee should expect to spend about ten hours per week studying through direct learning.

Your Trainee’s attitude should be in keeping with the fact that they are a representative of the PGA and should therefore be exemplary at all times. This includes behaviour and appropriate dress.

Your Trainee should demonstrate both a desire and a commitment to both practice and playing in PGA recognised events, so that they meet the minimum number of tournament rounds required of them each year.

Your Trainee should be encouraged to have ideas and to think for them self. It is important that you encourage them to think about their role and responsibilities. This will encourage an inquisitive mind which is something they will need if they are to have a successful career when they are qualified.

## Additional Requirements for Coaching Qualifications and Membership Application

<b>Training Professional</b>	<b>Trainee</b>	<b>Training Academy</b>
<p>Encourage Trainee to book on a suitable First Aid course.</p> <p>Ensure Trainee completes and maintains a First Aid certificate.</p>	<p>Complete suitable First Aid Course.</p> <p>Provide Academy with evidence of completion of First Aid course.</p> <p>Maintain qualification.</p>	<p>Provide access to appropriate First Aid course.</p> <p>Record completion of First Aid course by Trainee on production of certificate.</p>
<p>Ensure the Trainee maintains a Safeguarding and Protecting Children in Sport certificate.</p> <p>Advise Trainee on dealing appropriately with children.</p> <p>Maintain own knowledge and qualification.</p> <p>Ensure Trainee carries out duties with children in an appropriate manner.</p>	<p>Attend and maintain a Safeguarding and Protecting Children in Sport workshop.</p> <p>Log certificate with Professional.</p> <p>Keep up to date with best practice.</p> <p>Always deal with children in an appropriate manner.</p>	<p>Provide course as part member provision.</p> <p>Record completion of course.</p> <p>Update Trainee and Professional of any material changes to Safeguarding and Protecting Children in Sport.</p> <p>Remind Trainees when a new certificate is required.</p> <p>Remove Trainees from the programme if their certificate lapses</p>
<p>Ensure the Trainee maintains the appropriate Barring Disclosure</p>	<p>Ensure the appropriate Barring Disclosure is maintained throughout the Programme.</p>	<p>Record that the Barring Disclosure is appropriate and up to date.</p> <p>Remind Trainees when a new disclosure is required.</p> <p>Remove Trainees from the programme if their disclosure lapses.</p>

## Assessments

For your Trainee to progress to the next year of training they must achieve an overall pass in each module. All assignments will be marked by a subject specialist according to the grading criteria detailed in the assignment brief; you will be provided with the questions and grading criteria to allow you to offer assistance and discuss with your Trainee. In order to assure quality across the markers, there is in place a moderation process to check the standardisation of marking. If your Trainee believes that the process through which the assignment has been marked is unfair, they are allowed to appeal against the process, not the judgement of the marker. All assignments and examinations will be awarded a grade on the scale as follows:

<b>D -</b>	<b>Distinction</b> (80%+) - excellent work in all respects. Many more strengths than weaknesses.
<b>M -</b>	<b>Merit</b> (60% - 79%) - good piece of work showing a sound understanding but with parts not completed in sufficient depth. More strengths than weaknesses.
<b>P -</b>	<b>Pass</b> (40% - 59%) - shows basic knowledge and understanding. As many strengths as weaknesses.
<b>F -</b>	<b>Fail</b> (less than 40%) – shows a lack of knowledge and understanding and has not reached the required standard. There are many more weaknesses than strengths.

## Examinations

Exams are held for different areas of study; they are held in April, at the end of the academic year. Re-examinations are held in August. Examination dates are set in advance for a five-year rolling period.

**Failure to return a completed Booking Form by the deadline date may forfeit an examination attempt).**

Should your Trainee experience an accident, illness or misadventure prior to the examinations which would affect their ability to complete examinations, a suitable medical certificate or other documentation to support their case is required, closing dates for the submission of Extenuating Circumstances/Mitigations are made available via the learning platform. The Extenuating Circumstances/Mitigations Panel will assess each application and advise your Trainee of the outcome.

**As the 'Training Professional', you are committed to ensure your Trainee is released for all exams and assessments with pay.**

## Roles and Responsibilities for Written Exams

<b>Training Professional</b>	<b>Trainee</b>	<b>Training Academy</b>
Encourage Trainee to prepare thoroughly for exams.	Prepare thoroughly for exams. Book exam venue and dates with Academy.	Provide an appropriately equipped venue. Inform well in advance of dates and venue.
Give Trainee time off with pay to attend exams.	Book time off to attend exams.	Prepare exams according to module and learning outcomes.
Ensure any online assessments are carried out following guidelines provided.	Attend exam venue and be on time for each exam. Follow all exam procedures and rules. Discuss results with Professional and Mentor.	Ensure all exams are fair and fit for purpose. Provide suitably qualified and experienced assessors, markers and moderators. Ensure exams are run in a fair and supportive manner. Mark, moderate and return results within published timeframe.

## Assignments

An assignment is one of the main ways of assessing the progress of your Trainee throughout their time on the programme. Your Trainee should spend time with you discussing the assignment, this will provide an opportunity to make alterations to the work before it is submitted.

It is essential that your Trainee backs up their work to a removable drive or external storage area, extensions will not be granted for computer problems. This backup copy should be saved until such time as the marking is complete, in case of file corruption during the submission/marketing process.

Assignments are submitted electronically through an area on the learning platform, and this is where the grade and feedback can also be found, spend time with your Trainee to look at the feedback and the grade.

## Roles and Responsibilities for Assignments

Training Professional	Trainee	Training Academy
<p>Where appropriate broadly discuss topic with Trainee.</p> <p>Ensure (as far as reasonable) that assignment is the Trainee's own work.</p> <p>Be aware of the hand-in dates.</p> <p>Be aware of the return date and discuss the feedback and grade with Trainee.</p>	<p>Complete assignments to best of their ability.</p> <p>Follow rules of collusion and plagiarism.</p> <p>Submit on time <u>or</u> if appropriate request an extension/mitigation according to regulations.</p> <p>Discuss feedback and grade with Training Professional.</p> <p>Complete the assignment action plan document to reflect on the feedback and grade awarded.</p> <p>Seek additional feedback if required through the appropriate channel.</p>	<p>Set assignments in accordance with the module guidelines and learning outcomes.</p> <p>Ensure questions set are logical and can be reasonably answered within the word count.</p> <p>Provide suitably qualified and experienced markers and moderators.</p> <p>Mark and moderate required quantity of assignments according to Education Partner regulations.</p> <p>Provide appropriate feedback and grades.</p> <p>Return grades and feedback within 20 working days from submission date.</p>

## Practical Assessments

Practical assessments take place throughout the course and vary accordingly. They take the form of a workshop practical exam, a custom fitting assessment and the PGA golf coaching exam - taken after successful completion of the education course and the level 2 coaching qualification.

### Roles and Responsibilities for Practical Assessments

Training Professional	Trainee	Training Academy
<p>Encourage Trainee to prepare thoroughly for practical assessments.</p> <p>Give Trainee time off with pay to attend practical assessments.</p>	<p>Prepare thoroughly for exams.</p> <p>Book exam venue and dates with Academy.</p> <p>Book time off to attend exams.</p> <p>Attend exam venue and be on time for each exam.</p> <p>Follow all exam procedures and rules.</p> <p>Discuss results with Professional and Mentor.</p>	<p>Provide an appropriately equipped exam venue.</p> <p>Inform well in advance of dates and venue.</p> <p>Prepare exams according to module and learning outcomes.</p> <p>Ensure all exams are fair and fit for purpose.</p> <p>Provide suitably qualified and experienced assessors, markers and moderators.</p> <p>Ensure exams are run in a fair and supportive manner.</p> <p>Mark, moderate and return results within published timeframe.</p>

## Playing requirements

Your Trainee must keep a record of their playing performance throughout the course.

A Trainee is required to record a minimum of seven approved rounds per year throughout the three-year period of registration (with the exception of any re-sit years). A Trainee commencing the PGA Training Programme from October 2021 will be subject to the following regulations:

### **Applicant with a handicap of 4.4 (male) or 6.4 (female) or better**

A male with a golf handicap of 4.4 or less or a female with a golf handicap of 6.4 or less will be required to play in a minimum of 7 PGA recognised tournament rounds for each year of training. A minimum of 21 recognised tournament rounds is needed to be able to apply for membership of the PGA.

### **Applicant with a handicap of 6.4 - 4.5 (male) or 8.4 - 6.5 (female)**

A male with a golf handicap of 6.4 – 4.5 or a female with a golf handicap of 8.4 - 6.5 will be required to play in a minimum of 7 PGA recognised tournament rounds for each year of training.

In addition, a person in this category will be required to improve their standard of play whilst on the PGA Training Programme. Male applicants will need to achieve 4 PGA recognised tournament rounds of 4 over par (or better) during the duration of the PGA Training Programme. Female applicants will need to achieve 4 PGA recognised tournament rounds of 6 over par (or better) during the duration of the PGA Training Programme. A minimum of 21 recognised tournament rounds is needed to be able to apply for membership of the PGA.

There are a range of tournaments which will qualify for their record of playing performance. Your Trainee should check before entering a tournament by contacting their Regional Office.

Trainees will be issued with a Record of Playing Performance Card each year, which will have the playing regulations printed on the reverse.

Trainees who fail to return 7 scores per year will be in breach of PGA Training Regulations. There is a statutory fine of £100.00, plus a suspended fine of £200.00, if a Trainee fails to comply with this. If this is repeated in subsequent years then the fine is increased, with the suspended element also enforced.

Trainees incurring an injury, a medical condition, or any other extenuating circumstances/mitigations will be required to submit a Doctor/Consultant note, outlining the dates that play is not possible, which will be considered by the Training Academy and if appropriate playing exemptions awarded.

Female Trainee Professionals can play from ladies' tees and will be assessed against the women's par. If a female plays from the men's tees to compete for the prize fund in tournaments, then for handicapping purposes the women's par will be reassessed against the men's yardage and if necessary, the par shall be adjusted using the following criteria below:

	Ladies only	
	Yards	Metres
Par 3	0-209	0-190
Par 4	210-419	191-382
Par 5	420+	383+

A revised par for ladies will then be applied by the Tournament Official.

Overseas Trainee Professionals will be expected to observe the same criteria in the assessment of the record of playing performance unless they are able to provide evidence of a lack of playing opportunity.

A Tournament Assistant Trainee will be exempt from the Record of Playing Performance.

## Tournament Play Responsibilities

Training Professional	Trainee	Training Academy
<p>Encourage and monitor Trainee's practice and preparation for tournaments.</p> <p>Provide appropriate support and advice.</p> <p>Identify coaching support where necessary.</p> <p>Encourage Trainee to play in the required number of PGA events each year.</p> <p>Help Trainee to identify and enter appropriate events.</p> <p>Allow Trainee to book time off (with or without pay) to play in events.</p> <p>Book courtesy rounds for Trainee.</p> <p>Ensure that the Trainee has access to a playing facility.</p> <p>Monitor Trainee's scores.</p> <p>Provide appropriate support and encouragement.</p> <p>Ensure record cards are completed and returned to Academy.</p>	<p>Make time to practice to improve performance in tournaments.</p> <p>Prepare in a Professional way for each tournament.</p> <p>Seek appropriate support to develop performance.</p> <p>Enter and play in the required number of rounds each year.</p> <p>Discuss entries with Professional and book time off (with or without pay) to play.</p> <p>Book any courtesy rounds through Professional and observe etiquette at all times.</p> <p>Play in a manner appropriate to a PGA Professional.</p> <p>Produce record card at each tournament (where not recorded on BlueGolf).</p> <p>Discuss scores with Professional.</p> <p>Submit cards to Academy by deadline.</p>	<p>Provide sufficient tournaments through the PGA at National, Regional and County level for Trainee to access within GB&amp;I.</p> <p>Receive, verify and record scores via the appropriate regional office.</p>

## Roles and Responsibilities regarding ASQ Coaching Qualifications

<b>Training Professional</b>	<b>Trainee</b>	<b>Training Academy</b>
<b>Distance Learning Material</b>		
<p>Encourage Trainee to work through learning material.</p> <p>Discuss content of learning material and encourage reflection and application to practical coaching.</p>	<p>Work through the material.</p> <p>Reflect on content and discuss with significant others.</p> <p>Apply the areas learned to practical coaching session.</p>	<p>Prepare distance learning material that is current and appropriate to the learning outcomes of the qualification.</p> <p>Make available distance learning material to the Trainee within the published period.</p>
<b>Face-to-Face Learning</b>		
<p>Encourage Trainee to be fully prepared for learning programme sessions.</p> <p>Give Trainee time off with pay to attend learning programme.</p> <p>Discuss learning programme and Trainee's progress after event.</p>	<p>Prepare for learning programme sessions.</p> <p>Book time off with Professional giving plenty of notice.</p> <p>Discuss learning programme content with Professional.</p>	<p>Deliver a structured learning programme that meets the outcomes of the qualification.</p> <p>Provide tutors who have the skills and qualities appropriate to their position.</p> <p>Provide a suitable environment for learning.</p>
<b>Coaching Practice</b>		
<p>Enable Trainee to observe coaching sessions.</p> <p>Develop Trainee involvement in coaching sessions in a structured way.</p> <p>As Trainee's skills and experience develop give more responsibility in coaching sessions.</p> <p>Observe Trainee coach and give constructive feedback.</p> <p>Provide coaching opportunities.</p>	<p>Observe a range of coaches and coaching sessions.</p> <p>Become involved in coaching first as an Trainee coach and gradually take more responsibility for sessions.</p> <p>When appropriate and with agreement of Professional coach individuals and groups.</p>	<p>Provide a log book to record details of coaching sessions.</p>
<b>Assessment</b>		
<p>Encourage Trainee to practice and prepare for assessment.</p> <p>Ensure as far as possible that the Trainee is prepared for assessment.</p> <p>Check results and provide support for next stage.</p>	<p>Practice and prepare for assessment.</p> <p>Ensure fully prepared for all aspects of assessment.</p> <p>Discuss results with Professional and move on to next stage where appropriate.</p>	<p>Provide suitably trained assessors and verifiers.</p> <p>Produce a suitable assessment of the learning outcomes.</p> <p>Maintain an objective assessment of the coaching skills.</p> <p>Ensure the assessment is fair and free from bias.</p> <p>Provide an appeals process.</p>

## Useful information

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