



Introduction

INTRODUCTION

The **National Coaching Accreditation Programme (NCAP)** is the national standard for coaching qualifications. The programme takes care of coaches' educational needs by providing courses to upgrade their coaching skills.

NCAP consists of two fundamental components:

- **NCAP Theory:** lectures on the fundamental principles of coaching and the sports sciences are conducted by the *Singapore Sports Council (SSC)*
- **NCAP Technical:** lectures on sports specific skills, techniques and strategies in coaching as well as coaching attachments are organised by the various *National Sports Associations (NSAs)*

NCAP Theory and Technical courses comprise three learning levels. A complete and recognised certification at each level of NCAP is attained only with the completion of both NCAP Theory and NCAP Technical at the relevant levels, e.g. an NCAP Level 1 coach will have certification in NCAP Theory Level 1 and NCAP Technical Level 1.

With certification at each NCAP level, the coach will grow from strength to strength in his/her coaching career. NCAP is an important first step towards entry into the National Registry of Coaches (NROC).

NCAP THEORY SESSIONS

There are numerous Levels 1, 2 and 3 courses scheduled each year. Class sizes are reduced as the course level progresses. Lessons are usually held from 7.00 p.m. to 10.00 p.m. on weekday-nights, with the exception of NCAP Level 1 courses, which start at 7.30 p.m. A copy of the course schedule is available on-line ([click here](#)).

MEDIUM OF INSTRUCTION

All lessons & examinations are conducted in English.

Application

APPLICATION

As a general guideline, all registrations for NCAP Theory courses should be made within the period stated in the schedule mentioned above. Interested participants are encouraged to apply early to avoid disappointment.

You will be allocated a place on the course when you register online at <http://sports.ssc.gov.sg>. Please print a copy of the Acknowledgement Page for your reference. Your place will only be confirmed when payment is received. The course material will be available for collection on the first day of the course at the training venue. All enquiries should be sent via email to ssc_coaching@ssc.gov.sg.

Fees & Payment

COURSE FEES

The course fees, inclusive of GST, are given in the table below:

Course	Course Fees	
	Public	SSC Staff
NCAP Level 1 Theory	\$168.80	126.60
NCAP Level 2 Theory	\$210.60	\$157.95
NCAP Level 3 Theory	\$330.70	\$240.00

Course fees must be paid via e-Payment, in cash (at our office) or by cheque (payable to "Singapore Sports Council") within 1 month (or 2 weeks before course commencement, whichever is earlier) after registration to confirm a place on the course. If we do not receive payment of course fees by the stipulated deadline, we will release your place on the course to the next applicant on the waiting list.

REFUND/ WITHDRAWAL FROM COURSE

Applications for refund must be made in writing at least two weeks before the course starts. The SSC reserves the right to reject applications for refund and will not enter into correspondence once a decision has been made. No refunds will be given for withdrawals that are less than 2 weeks before the start of the course.

Examination / Assessment

ASSESSMENT

The assessment format is as follows:

- ◆ NCAP Level 1 Theory: 1-hour written examination
- ◆ NCAP Level 2 Theory: 1-hour written examination
- ◆ NCAP Level 3 Theory: Written Assessments

Results should be released after 6 weeks from the examination date.

ELIGIBILITY TO SIT FOR EXAMINATIONS

Only course participants who have achieved the minimum 80% attendance requirement will be allowed to take the examination.

Participants who did not meet the mentioned requirement will need to re-take the modules that are missed in the next course (subject to availability of slots) before you are allowed to sit for the examination. Should you fall under this category, you are to write-in (via email) to the NCAP coordinator to arrange for the make-up lessons.

RE-EXAMINATION

A re-examination can be arranged for course participants who were absent from the examination or had failed the examination. Course participants may only sit for one re-examination. An administrative fee will be charged for all re-examinations according to the table below, unless a medical certificate, valid on the original examination date is submitted to the Course Coordinator:

Level	Re-examination Fee
NCAP Theory L1	\$10.50
NCAP Theory L2	\$21.00
NCAP Theory L3	\$31.50

Certification

CERTIFICATION

To qualify for the **Statement of Success**, participants must have passed the examination (for Level 1 & 2) or have met the minimum requirement for all the assessments (for Level 3). The mentioned criteria within 6 months from the last day of the course. Participants who could not meet the deadline will be required to repeat the whole course for the NCAP Theory certification at the same level.

General Information

ATTENDANCE PROCEDURES

Participants are expected to be punctual for every lesson of the course and sign in the attendance register before the end of each lesson as proof of attendance.

CHANGE OF ADDRESS & PERSONAL PARTICULARS

Please inform Course Coordinators of any change in address and personal particulars so that we can continue to keep you informed and updated of any coaching courses, clinics, workshops and other coaching events.

DISCLAIMER

All necessary effort will be taken to ensure that the courses will be conducted as scheduled. However, the SSC reserves the right to cancel, postpone or change the dates, venue and module-order of the courses should the circumstances arise. The SSC, its employees and agents will not be responsible for any death, injury or loss arising from any cause whatsoever in connection with the participant's participation in the course.

CONTACT DETAIL

For any enquiry regarding the NCAP Theory courses kindly email us at ssc_coaching@ssc.gov.sg.
