

CAYMAN ISLANDS NATIONAL COACHING ACADEMY*Building Champions On and Off the Pitch***COURSE COMPLETION POLICY**

Standalone Policy · 2026 Edition

Clear, fair standards for completing and certifying learning

Policy title	Course Completion Policy
Owner	Academy Director, Cayman Islands National Coaching Academy
Applies to	All learners enrolled in the CINCA programmes
Edition	2026
Review cycle	Annual, or earlier if required
Related documents	Certificate of Attendance; Timed Agenda; Curriculum; Learner Complaints Procedure; Equal Treatment Policy

Our commitment

The Academy sets clear, fair, and consistent standards for what it means to complete a course. This protects the value of the certificate, ensures every learner is treated equally, and substantiates the CPD hours awarded.

COURSE COMPLETION POLICY**1. Purpose**

The Cayman Islands National Coaching Academy (CINCA) awards a Certificate of Attendance with CPD hours on successful completion of its programmes. This policy sets out the minimum requirements a learner must meet to be recorded as having completed a course so that completion is fair, consistent, and clearly evidenced.

2. Policy Statement

The Academy will:

- define clear, measurable completion requirements for each course;
- apply them consistently and fairly to all learners;
- award certificates and CPD hours only where requirements are met; and

- make reasonable adjustments so every learner has a fair opportunity to complete.

3. Scope

This policy applies to all learners enrolled in Academy programmes, in the classroom, on-field activities, and online, and to the staff and instructors who deliver, assess, and certify those programmes. It applies in the first instance to the Coaches Educational Workshop (Football).

4. Definitions

Completion: Meeting all the minimum attendance, participation, and assessment requirements set out in this policy.

Attendance threshold: The minimum proportion of structured learning hours a learner must attend.

Partial attendance: Taking part in some, but not all, of the required course, below the completion standard.

CPD hours: The structured learning hours recognised for the course, 27.5 hours for the Coaches Educational Workshop.

5. Completion Requirements

To be recorded as having completed a course and to receive the Certificate of Attendance, a learner must meet all of the following:

Requirement	Standard
Attendance	Attend at least 80% of the structured learning hours (a minimum of 22 of the 27.5 CPD hours).
Participation	Take an active, satisfactory part in the classroom and on-field activities.
Assessment	Complete the end-of-course practical demonstration and any module knowledge checks.
Conduct	Comply with the Code of Conduct throughout the programme.

6. Minimum Attendance Threshold

The minimum attendance threshold is 80% of the structured learning hours. For the five-day Coaches Educational Workshop (27.5 CPD hours), this means a learner must attend at least 22 hours. Attendance is recorded daily by the Academy team, and the threshold protects the integrity of the CPD hours awarded.

7. Assessment and Participation

Completion is based on attendance and on genuine engagement. Learners are expected to participate in practical coaching tasks, group work, and discussion and to complete the end-of-course practical demonstration in which they plan and deliver a coaching activity. Instructors assess participation and the practical demonstration against the course standards.

8. Certification

Learners who meet all completion requirements receive a CINCA Certificate of Attendance confirming the course title, dates, and 27.5 CPD hours. Certificates are issued in the learner's registered name, verified against attendance records, and (once accreditation is granted) reference the course's CPD-accredited status.

9. Partial Attendance and Non-Completion

A learner who does not meet the completion requirements, for example, by falling below the attendance threshold or not completing the assessment, will not receive the full Certificate of Attendance. Where appropriate, the Academy may instead issue a record of partial attendance reflecting the hours actually attended or offer a fair opportunity to make up missed elements where practicable.

10. Absence, Lateness, and Mitigating Circumstances

Learners should inform the Academy as early as possible if illness, emergency, or other genuine circumstances affect their attendance. The Academy will consider mitigating circumstances sympathetically and fairly, and, where reasonable and practicable, offer a way for the learner to complete outstanding requirements. Reasonable adjustments are made consistent with the Equal Treatment and Disability Discrimination policies.

11. Records and Verification

The Academy keeps secure records of attendance, participation, assessment and certificates issued, handled under the Data Protection & Confidentiality Policy. These records verify completion, support the CPD hours claimed, and will be available to the CPD Standards Office on request.

12. Appeals

A learner who believes a completion or certification decision is unfair may raise it through the Learner Complaints Procedure. The Academy will review the decision fairly and respond within the timeframes set out in that procedure.

13. Related Policies

This policy should be read together with the Certificate of Attendance, the Curriculum and Timed Agenda, the Learner Complaints Procedure, the Equal Treatment Policy, the Disability Discrimination Policy, and the Data Protection & Confidentiality Policy.

14. Review

This policy is reviewed at least annually by the Academy Director, or sooner where law, guidance, or experience indicates that change is needed.

Document control	Detail
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Owner	Academy Director, Cayman Islands National Coaching Academy
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Related framework	CINCA Policy Manual 2026