

# Investing in Professionals



Patron: HRH The Earl of Wessex KG GCVO ADC

# Introduction for apprentices

Supported by



Issued 8 October 2020

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## 1. Introduction to Investing in Professionals

### What is the Objective?

The objective of liP is to provide an opportunity for young sports people to secure an enjoyable and financially stable long-term career in Real Tennis. This will be achieved by combining a nationally recognised apprenticeship with business, commercial and Real Tennis skills. Real Tennis is one of the oldest games still played in the UK and provides a magnificent and unique environment for this career pathway.

### Who is it for?

This is a career option for sports people with a track record of excellence from other sports. Although this is an employment opportunity, it is essential that potential applicants are able to learn and master the game of Real Tennis. Candidates will be people who understand the dynamics of sport and can apply their knowledge and skills. In line with playing the game, applicants will become an integral team member of a club which will involve all aspects of working within a sports management environment.

### How it works?

liP aims to match the rate of development and achievement of each professional trainee in both on-court and off-court Real Tennis skills and provide the trainee with transferable business skills.

Each level of accredited experience is commensurate with an expected range of remuneration. liP will assess each trainee at the outset, to allow each individual to focus on the areas where they are most in need of development. Every trainee will be required to pass Level 1 to demonstrate a base level of competence required to work within a Real Tennis Club. Once Level 1 is achieved, they can then progress through the levels.

### Expected Outcome?

Each level of attainment (Level 1, 2 or 3) is reached by assessment with consideration given to recognised prior learning and/or experience. Attaining these skills will give the professional the expertise to be able to manage a Real Tennis Club (or any other sports club), as well as to coach and train other players from novice & club members to trainee & top professionals.

The professional will also have acquired sufficient skills at each level of training to be a desirable candidate for other career paths outside Real Tennis.

## 2. Career & professional pathways

### **What Pathways?**

There are several pathways and entry points to a career in Real Tennis and liP is intended to make each possibility a reality by embracing a range of age groups and prior academic qualifications. Younger trainees will have joined from full time education, whilst others may have a BTEC qualification, a university degree, or an MBA. The common thread is a passion for sport, and the ability to convey that passion through training others or through competitive performance. The liP pathways lead from novice candidate to international level performance and top club management.

Education	Business Skills	Real Tennis Skills	Indicative income
<b>Candidate to Trainee</b>			
	N/A	Intensive Basic RT Skills 4-week course	£500 + expenses
<b>Trainee to Level 1</b>			
Business Administrator Apprenticeship Standard - Level 3	IT Financial Planning Sales Marketing Interpersonal Skills Personal Skills	Equipment Marking Coaching (UKCC Coaching Level 2) History of Real Tennis Assessment & Accreditation 1.5 - 2 years club experience	Up to £15k
<b>Level 1 to Level 2</b>			
CPD* modules as required.  Optional: BTEC, HNC/D, Degree course, other	IT Financial Planning Financial Management Sales Marketing Leadership & Management Customer Relations Safeguarding Health & Safety	Equipment Marking Coaching Assessment & Accreditation 3 years club experience	Up to £30k
<b>Level 2 to Level 3</b>			
CPD modules as required.  Optional: HNC/D, Degree course, other  * Club Professional Development	IT Financial Planning Financial Management Sales Marketing Leadership & Management Customer Relations Safeguarding Health & Safety	Equipment Marking Coaching Balls Facilities Public Speaking	up to £60k
<b>Level 3 Professional</b>			<b>£50k - £120k</b>

## **Indicative Prospects**

As in all careers, remuneration and achievement are linked. With an exciting career that can span work in Real Tennis clubs in the UK and overseas, a Real Tennis professional can earn a six-figure salary.

Many who become Level 2 club professionals have a rewarding career, enjoying being involved with their clubs and members, and may earn between £35,000 - £50,000p.a. including coaching, training, and marking fees, as well as tournament prize money.

By the time you reach Level 2, the position of a club professional, you will have acquired the necessary business and administration skills to run a sports club, in addition to on-court performance skills, and open up opportunities to further your career outside Real Tennis in the future if you so wish.

The real prize is to achieve Level 3 at which point professionals are at the top of the game and will be in demand by leading top international clubs. Income at this level can be well in excess of £100,000p.a.

## **Security of Employment**

liP will provide apprentices with the skill sets to be competitive in the jobs market and in demand by Real Tennis clubs around the UK, USA, Australia & France. The skills sets provided are those which will enable the apprentices to eventually manage their own ambitions and importantly the success of the clubs which employ them. Successful clubs retain and nurture their employees.

## **What is Accreditation?**

Accreditation is a system by which apprentices' and professionals' progress and success is compared to national levels. When accreditations are obtained, the professionals are classed ahead of those who have not reached any standard (or a lower level) of accreditation. Accreditation is an objective mark of competence and ability, and goes a long way to securing the best jobs and rewards.

### **3. Recruitment Criteria & Remuneration**

#### **Sporting ability**

A high level of sporting ability is required. This may be at another racquet sport or a sport where hand eye coordination is key. This will be evident from achievements at school and beyond. It should be obvious that sport has played a significant part in the development of an individual to this point.

This is an opportunity for sports people who have excelled in another sport and can apply the mindset and skills to Real Tennis. A clear track record of sporting achievement and a desire to transfer these skills are required.

#### **Entry qualifications**

A good level of literacy and numeracy is important which may be demonstrated through GCSE or alternative qualifications. Sports related qualifications, including coaching awards would be looked upon favourably.

#### **Aptitude & Ambition**

An aptitude for sports is required as is the willingness to learn and develop over the long term. Combined with sporting ability a Real Tennis Professional must demonstrate an aptitude for communicating with members and colleagues. The ability to complete administrative tasks and work to deadlines is also a significant element. A sense of ambition is required to facilitate both progression in the game and career development. An ambitious nature will be evident from previous personal and sporting achievements.

#### **Salary while training and on apprenticeship**

Apprentices will be employed by The Tennis & Rackets Association for the period of their apprenticeship. During their initial 4-week Intensive training course a candidate will receive £500 plus expenses.

On acceptance as an apprentice they will be paid in excess of the Government's minimum rates. This will vary with age & experience.

## 4. Placement & pastoral care

### **Host Club**

Candidates who have successfully passed their initial intensive training will be accepted for apprenticeships in the liP program. They will be allocated to the most suitable club which will be their place of work for the next year or so. The host club will provide their working environment and a structure within which to work. The Club, its committee & members will be keen to help, train & advise.

### **The Club Professional**

The Club Professional will be an accredited Level 2 or Level 3 Professional. He or she will have been selected as a highly competent trainer & coach. The Club Professional, sometimes called Head Professional, will be the apprentice's immediate line manager. It is important that the apprentice and Club Professional have a good working relationship because a very high percentage of Real Tennis and management skills learnt will have come, first hand, from him/her.

### **Mentoring**

It is vital that apprentices are happy and comfortable in their environment. If not, the learning can be poor and the experience unpleasant. To ensure this does not happen each apprentice will be allocated a mentor. The mentor's role is to listen to the apprentice to ensure that their time is enjoyable and well spent.

It is also the mentor's role to check that the apprentice is fulfilling his/her obligation to their employer. The mentor will be available at all times and in contact regularly to check that all is well.



## 5. Introductory intensive training

### **Purpose**

The 4-week Introductory Intensive Training Course is a period when candidates can get good first-hand experience of a Real Tennis professional's life and environment. It is intended to be challenging but not soul destroying so that the candidates get an early opportunity to demonstrate their skills, aptitude and ambition.

### **The Course**

Trainees are expected to achieve and demonstrate a basic level of competency in the following Skill sets: playing ability, racquet repairs and re-stringing, ball making, coaching, match marking, IT skills, knowledge of the game, aptitude, attitude & motivation.

A typical timetable for the 4-week course can be found in the liP "Career and Training Pathway Guide".

### **Assessment**

Trainees will be assessed at the end of 4 weeks by the accredited professional leading their training.

## 6. Apprenticeship

### **Business Administrator Level 3.**

liP has chosen Business Administrator Level 3 as the most appropriate apprenticeship for the candidate & their role in Real Tennis sport and administration. The apprenticeship will be delivered by Sports Structures (see page 11)

The Level 3 Business Administrator apprenticeship is one of the government approved apprenticeship standards and provides the opportunity for learners to gain the skills and experience needed to work in many business administration roles. It helps to develop skills in planning and organisation, communication and understanding the role of a project manager.

The Level 3 Business Administrator standard is a 12 to 18-month apprenticeship and covers the key competencies required to successfully support an organisation's administrative services. Some of the topics covered include: IT systems, communication with customers and clients through various methods, creation of documents and organisation of information. The topics that the apprentices learn include elements from business apprenticeships and IT apprenticeships and these transferable skills can be utilised in various roles within an organisation.

The apprenticeship is taught by qualified tutors from Sport Structures and apprentices are given a toolkit to support them through the apprenticeship.

Apprentices must be employed for the duration of the apprenticeship and work at least 30 hours per week for their employer with 20 percent of their time allocated to 'off the job' training. The apprentices will be assessed via an end point assessment which includes a knowledge test, a portfolio-based interview and a project presentation to ensure they have gained the required knowledge, skills and behaviours to achieve the business administrator standard.

### **National Accreditation**

The Level 3 Business Administrator standard is an approved government programme and it is overseen by the Institute for Apprenticeships and Technical Education who sit under the Department for Education. The quality is monitored by the Office for Standards in Education (Ofsted) and all approved qualifications and training delivered as part of the apprenticeship are monitored by the Office of Qualifications and Examinations Regulation (Ofqual). In addition, Sport Structures as a provider of apprenticeships must meet the high standards set to remain on the Register of Apprenticeship Training Providers (RoATP).

### **Who are Sport Structures?**

Sport Structures are an award-winning education and consultancy company specialising in the sport sector and they will be supporting the successful delivery and management of the liP programme.

They have been delivering apprenticeships in sports organisations since 2013 and have worked with nearly 500 apprentices. They have worked with nearly 100 apprenticeship employers across the sport sector which include; NGBs, Active Partnerships, National Sports Organisations, Football Foundations, Private Coaching Providers, Local Authorities and Educational Institutions. They understand the demands of the sector and the skills and tools required to be suitably equipped to gain employment in sport. They are passionate about delivering high quality training bespoke to the participants' needs.

They were last audited in September 2018 by the Education and Skills Funding Agency and received a 0% error rate. They were also the subject of an Ofsted visit in May 2017 and received an 'Outstanding' rating through their prime contractor Dudley College.

## **7. Awards for accreditation**

Each year there will be an Awards Day for Apprentices, Trainee Professionals & Professionals attaining higher levels. This will be at a prestigious club, immediate family will be welcome and the presentations will be made by Prince Edward, Earl of Wessex, who is the Patron of liP, Investing in Professionals.

## **8. Your questions**

We hope that having read this you can see the benefits of a career in Real Tennis and that your appetite is whetted. Real Tennis is one of the World's oldest games and played in Historic Clubs in England such as The Royal Tennis Court, Marylebone Cricket Club & The Queen's Club. Overseas clubs thrive in places such as New York, Boston, Philadelphia, Chicago, Melbourne, Paris and Bordeaux.

Having read this introduction you may have further questions; in which case please contact [info@realtennisliP.com](mailto:info@realtennisliP.com).