



**IJF**

**ACADEMY**

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# INTERNATIONAL JUDO ACADEMY

## Quality Assurance Handbook

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### **Introduction:**

‘Judo is an educational sport by excellence. In Judo, we always dedicate time and attention to educating and this is one of our main activities.’

Within the International Judo Federation, we created the IJF Academy, with the aim of educating coaches and administrators, help former judokas continue their path in our sport as coaches or administrators. The Academy is an important tool that helps us spread the knowledge and values of judo all over the world, including countries with less tradition and experience in our sport, but with a great potential and desire to develop judo.

Started in 2013, the IJF Academy had an excellent progress and very good results. One third of our members are using the courses of the Academy, some countries even organizing their own national courses or teaming up with other countries for regional courses. The current number of graduates is close to 400 and it continues increasing.

With its customized curriculum and state-of-the-art on-line theory courses, available in more and more languages, the Academy has become a real instrument, a benefit for the IJF as well as for the National Federations and our sport in general. For the financial support of these courses we partnered up with Olympic Solidarity and the National Olympic Committees, securing a maximum and optimal participation of all the students.

IJF Member National Federations can start using the IJF Academy in order to educate a healthy and high-level generation of coaches, that will contribute later to the development of the judo sport from grass-roots to elite level, at a standard and generally accepted, correct level. The IJF Academy is one of the most successful IJF projects that contributes continuously to the consolidation of the international Judo Family.’

The IJF started documenting its Quality Assurance (QA) procedures in year 2018. This first Quality Assurance Handbook has been approved by the President of the International Judo Academy.

### **Quality Assurance Policy**

The International Judo Federation (IJF) is an academy dedicated to educating judo coaches and administrative staff for the sport of judo. The IJF Academy is the educational arm of the International Judo Federation.

### **Mission**

To train coaches and administrators for the sport of judo with youth and beginner athletes, mainly at National level.

## **Vision**

To spread the knowledge and values of judo all over the world.

## **Values**

*"Nothing under the sun is greater than education. By educating one person and sending him into the society of his generation, we make a contribution extending a hundred generations to come."*

**Jigoro Kano**

## **Internationalization**

IJF promotes internationalization in its programmes through an international outlook both in the content and also through its judo instructors. Judo Instructors come from various countries and the judo content of the programme is according to the International federation respecting the Olympic rules.

## **Commitment to Quality**

All instructors are highly qualified and are always one level up from the Level that they are teaching. The content is continuously in line with international judo practice. The Instructors keep up to date by attending conferences, seminars and any other international fora. Good records, mainly CV's are kept at the IJF Academy. The assessment techniques are both theoretical and practical and this ascertains a level of excellence for the IJF Academy. This quality Assurance Handbook is a drive towards commitment for quality.

## **Responsibility**

The IJF Academy is primarily the responsibility of the Directors. However, it is also clearly understood that every stakeholder (Directors, Administrators, Coaches and Student coaches) are also sharing this responsibility towards quality. This is also monitored through evaluations done by the Directors and the students questionnaire

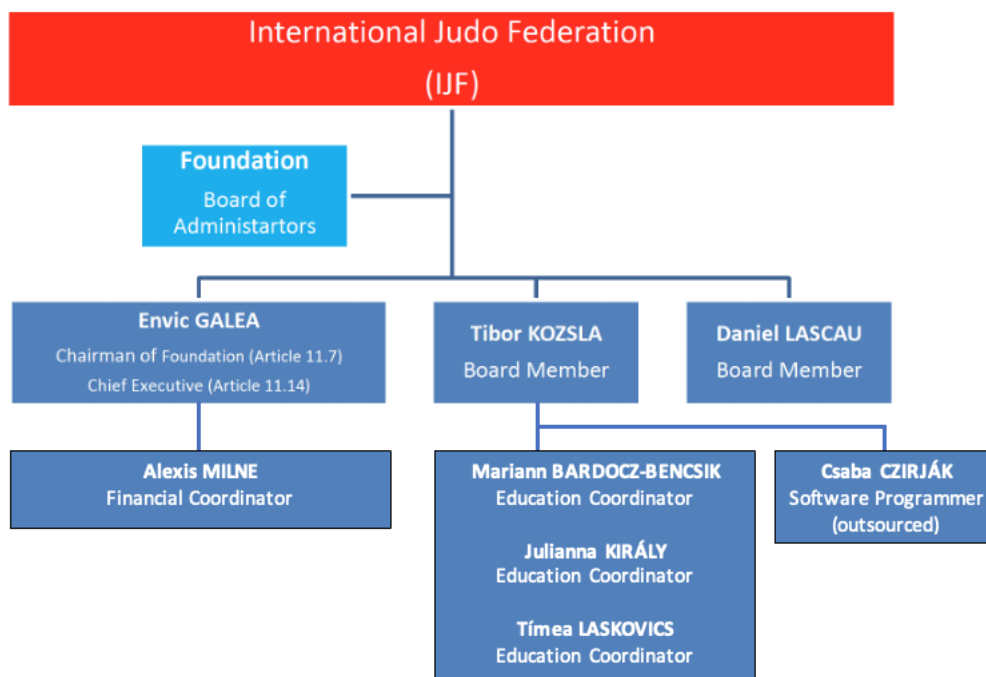
The IJF Academy offers courses for coaching and sport administration and other courses related to sports development, which might be required by time to time.

The IJF Academy will issue the certificates with an MQF level on them with the logos of IJF Academy and NCFHE as the accrediting body.

The Internal responsibilities of the IJF Academy are:

According to the Article 11.4 of the Constitution of the IJF Academy Foundation the following are the registered Administrators:

- Envic GALEA
- Tibor KOZSLA
- Daniel LASCAU



The duty of the IJF Academy Foundation Administrators are detailed in the Article 11.17, point (i) and (ii) of the Constitution of the IJF Academy Foundation.

## Admission and Enrolment of students

The application and enrolment procedure is explained in the IJF Academy platform under the section “Sign up and application Procedure” in the [Student Handbook](#).

## Assessment Process

The assessment and its procedure is explained in the IJF Academy platform under the section “Assessment of Online Session” and the “Assessment of Practical Session” each course in the [Student Handbook](#).

## Students Feedback

The feedback and procedure is explained in the IJF Academy platform under the General Information, and section “Feedback and Procedure” in the [Student Handbook](#).

The results and information of the feedback forms are circulated among the IJF Academy Foundation Administrators for review and evaluation. When necessary the Chief Executive informs the relevant parties (e.g. instructors, national judo federation representatives) about the findings and issue need to be raised. Based on the feedback from the addressed parties, the Chief Executive disseminate the necessary actions to be taken among the IJF Academy course instructors.

## **Programme Review**

Evaluation is carried out by the Administrators and the students' feedback questionnaires also form part of the programme review.

## **Student Support**

The student support procedure is explained in the IJF Academy platform under the General Information, and section "Tutorship and Procedure" in the [Student Handbook](#).

## **Public Information**

The IJF Academy gives correct and timely information to the public through its website: <https://academy.ijf.org/>

All programmes and entry requirements are found on the IJF Academy platform.

## **Internal Quality Assurance**

IJF Academy has appointed Mr. Gino SCIAVONE for the internal quality assurance representative. His duty is to monitor the procedure of the ongoing courses run by the IJF Academy Foundation and discuss issues with the Administrators.

The establishment of the composition of the IQA unit is made up of 19 February 2018.