
Overview

This unit is about finishing a session – for example, an outdoor activity session, or a recreational `taster' session. The unit also covers reviewing the session with the participants and reflecting on your own performance. The purpose of the session could be to:

1. give people an introduction to a sport or activity
2. offer people fun and enjoyable recreational activities
3. help them to grow as individuals
4. develop their social skills
5. provide them with the potential for further involvement in a sport or activity
6. meet certain curriculum requirements – for example the national curriculum or a curriculum designed by a national governing body of sport

The unit is divided into three parts. The first part describes the four things you have to do. These are:

1. Review activity sessions with participants
2. Bring activity sessions to an end
3. Reflect on and evaluate own performance
4. Deal with equipment, clothing and facilities after the session

The second part covers the knowledge and understanding you must have.

The third part gives examples and explanations of some of the words we use in the unit

This unit is for people who lead activity sessions working under limited supervision, typically in a controlled environment.

SKAD23 (SQA Unit Code - FA3V 04)

Conclude and review activity sessions

Performance criteria

You must be able to:

Review activity sessions with participants

- P1 choose an appropriate time and place for the review
- P2 help each participant to take part in the review
- P3 make sure the review takes account of the participants' experiences during the session
- P4 help the participants to identify, and be positive about, what they have achieved
- P5 explore with the participants how learning can be applied in the future
- P6 summarise with the participants how well the session achieved its aims and met their needs and expectations
- P7 discuss the outcomes of the review with the colleague responsible for the programme and agree future actions

You must be able to:

Bring activity sessions to an end

- P8 manage your time to finish the session effectively
- P9 prepare the participants emotionally and physically to end the session
- P10 encourage and help the participants to clear up
- P11 encourage the participants to take part in the activity in the future
- P12 give the participants any further information they may need
- P13 make sure the participants leave the session in a safe and orderly manner
- P14 follow your organisation's procedures for recording the session and any incidents

You must be able to:

Reflect on and evaluate own performance

- P15 follow the correct procedures for checking equipment, clothing and facilities
- P16 identify and remove any unsafe or unserviceable equipment and clothing from use and report them to the responsible colleague
- P17 make sure equipment, clothing and facilities are in a condition fit for future use
- P18 make sure equipment is returned to the correct storage area

You must be able to:

Deal with equipment, clothing and facilities after the session

- P19 review the aims and objectives for the sessions you have delivered
- P20 reflect on all aspects of the sessions you have delivered:
 - P20.1 planning
 - P20.2 preparation
 - P20.3 leading and managing the group
 - P20.4 relationships

SKAD23 (SQA Unit Code - FA3V 04)

Conclude and review activity sessions

- P21 think about the feedback you have received from participants and colleagues
- P22 identify what went well and what could be improved
- P23 identify how you could:
 - P23.1 improve future sessions
 - P23.2 improve your own practice as an activity leader
- P24 discuss learning points with a responsible colleague

SKAD23 (SQA Unit Code - FA3V 04)

Conclude and review activity sessions

Knowledge and understanding

You need to know and understand:

For the whole unit

- K1 the values or codes of practice relevant to the work you are carrying out
- K2 the importance of concluding a session carefully and with sufficient time
- K3 the legal requirements for health and safety that are relevant to the activities you are bringing to an end
- K4 other national requirements that govern the activities and the equipment and facilities that have been used
- K5 the aims of the programme that you are helping to deliver
- K6 the needs, potential and expectations of the participants
- K7 the types of special needs that participants may have and how you may have to adjust your plans for concluding and reviewing the session to take account of these needs

You need to know and understand

Review activity sessions with participants

- K8 the importance and purpose of reviewing the session with the participants
- K9 why participants should give open and honest feedback – both negative and positive –on the session
- K10 the techniques you can use to encourage and facilitate feedback
- K11 why it is important to measure how well the session has achieved its aims and how to do so
- K12 the types of unmet needs and expectations that participants may have at the end of a session and how to deal with these
- K13 the importance of identifying and acknowledging achievement and learning
- K14 other settings or situations to which learning could be applied
- K15 why it is important to share the outcomes of the review with the colleague responsible for the programme and what future actions may arise

You need to know and understand

Bring activity sessions to an end

- K16 the importance of preparing participants to finish their activities and why you should allocate sufficient time for this
- K17 what is meant by preparing the participants emotionally and physically to finish their activities and why this is important
- K18 the types of information that participants may need at the end of a session
- K19 why participants should be encouraged and helped to deal with equipment and facilities following use
- K20 why the participants' departure should be safe and orderly and the hazards that may be present when they are leaving the session

SKAD23 (SQA Unit Code - FA3V 04)

Conclude and review activity sessions

K21 your organisation's procedures for recording and reporting incidents

You need to know and understand

Deal with equipment, clothing and facilities following activity sessions

K22 organisational, legal and national governing body requirements for the equipment, clothing and facilities you are using

K23 the importance of checking equipment, clothing and facilities following use and what to look for

K24 the correct storage areas for the equipment and clothing you use

Reflect on and evaluate activity sessions

K25 what is 'reflective practice' and why is it important

K26 how to carry out evaluations of activity sessions

K27 why participant and colleague feedback is important as well as your own impressions

SKAD23 (SQA Unit Code - FA3V 04)

Conclude and review activity sessions

Additional Information

Scope/range related to performance criteria

Session

1. fun and recreation
2. curriculum-based
3. personal and social development
4. encouraging future participation, adherence and/or progress in the sport or activity

Participant

1. adults
2. children and young people
3. people with particular needs
4. new participants
5. participants with some experience

Glossary

Curriculum based

In an educational context, this may refer to the requirements of the national curriculum; in a coaching context it may refer to requirements laid down by the national governing body of the sport or activity

Encouraging future participation and progress in the sport or activity

Giving the participants the opportunity to pursue the activity further at a later stage

Environment

The area in which the activity will take place; this could be an indoor facility or a natural outdoor environment

Feedback

comments from the participants on their feelings about the session

National requirements for the activity

Those laid down by relevant national governing bodies where these apply

Participants

The people you will be leading during the activity

People with particular needs

people for whom the session may be more than normally challenging, for example people with medical conditions, people who are overweight, unusually shy or nervous, pregnant women; this unit does not cover disabled

SKAD23 (SQA Unit Code - FA3V 04)

Conclude and review activity sessions

participants

Personal and social development

Enabling people to improve their own personal abilities in areas such as self-confidence, self-esteem, self-reliance, self-control and problem solving as well as their ability to work with and relate to other people

Physically and mentally prepared

Participants being able to complete the activity without unnecessary physical or emotional stress or risk of injury

Recreation

Pleasurable, fun leisure experiences, often delivered in the context of an activity holiday or holiday scheme

Review

The process of going over the session with the participants, helping them to reflect on their experiences and facilitating further learning; the review should add value to the session and be carried out for the benefit of the participants; however, the outcomes of the review may be used to improve future sessions for others

Sense of achievement

Participants feeling good about what they have done and learnt during the session

Session

A period during which you will lead participants in activities with some component of physical exertion and/or skill / problem solving; these activities may be recognised sports, such as canoeing, sailing, badminton or football or may be improvised to meet certain objectives; in the outdoor context they will almost certainly involve a component of managed risk; activities may provide a 'taster' for a sport which encourages a participant to go on to develop their performance in a coached context

Links to other NOS

This unit links closely with units SKAD21 and SKAD22

SKAD23 (SQA Unit Code - FA3V 04)

Conclude and review activity sessions

Developed by SkillsActive

Version number 1

Date approved June 2009

Indicative review date June 2014

Validity Current

Status Original

Originating organisation SkillsActive

Original URN SA44ND23

Relevant occupations Associate Professionals and Technical Occupations; Leisure, travel and tourism; Sport, leisure and recreation; Sports and Fitness Occupations

Suite Activity Leadership

Key words conclude, review, activity, sessions