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**Overview**

This standard is about organising the resources you need for an outdoor programme including the people, equipment, environment and domestic arrangements.

The standard also includes preparing yourself, other staff and the participants for the programme.

This standard covers three outcomes. These are:

- 1 organise resources for the programme
- 2 prepare self, participants and others for the programme
- 3 deal with resources after use

This standard is for experienced staff working in the outdoors that are capable of working without direct supervision.

**Performance  
criteria**

**Organise resources for the programme**

- You must be able to:
- P1 obtain **resources** to meet the **programme's** aims and objectives
  - P2 make sure **resources** meet the needs of the **participants**
  - P3 make sure the **resources** meet organisational regulations and procedures
  - P4 make sure the **resources** are available when needed
  - P5 put in place emergency and contingency plans for the **programme**

**Prepare self, participants and others for the programme**

- You must be able to:
- P6 brief **colleagues** about the **programme, participants** and **resources**
  - P7 make sure the **participants** and **others** have the programme information
  - P8 respond to requests and suggestions to meet participant and organisational needs
  - P9 ensure you, others and **participants** are **prepared and ready to participate** in the programme

**Deal with resources after use**

- You must be able to:
- P10 encourage **participants** to leave the environment in accordance with organisational regulations and procedures
  - P11 make sure **resources** are in line with organisational regulations and procedures
  - P12 identify and remove unsafe and unserviceable **resources** and report them to the **responsible colleague**
  - P13 make sure that **resources** are stored in accordance with the organisational regulations and procedures
  - P14 follow procedures for ensuring the quality and quantity of **resources** are maintained
  - P15 follow organisational regulations and procedures for dealing with **staffing issues** which occur during the activity

**Knowledge and understanding**

**Organise resources for the programme**

**You need to know and understand:**

- K1 the types of resources needed for a range of different types of programmes
- K2 how to ensure the resources meet the participant and programme needs
- K3 the legal, technical and organisational requirements covering the resources you are responsible for
- K4 organisational procedures for obtaining resources
- K5 why emergency and contingency planning is important

**Preparing self, participants and others for the programme**

**You need to know and understand:**

- K6 why it is important to brief colleagues and others
- K7 the types of information you should give colleagues about the participants, the programme and the resources they will be using
- K8 types of information that the participants and others should receive and why this is important
- K9 how to brief participants, colleagues and others
- K10 the types of requests and suggestions you may receive from colleagues, participants and others, and how to respond to these constructively
- K11 levels of training and qualification appropriate to different activities and how to check that staff possess these
- K12 the importance of colleagues, participants and yourself being mentally, physically and attitudinally prepared for the programme

**Deal with resources after use**

**You need to know and understand:**

- K13 why it is important to leave the environment after use in accordance with your organisation's sustainability policy or procedures
- K14 how to make sure that the resources are stored in accordance with organisational regulations and procedures
- K15 the correct procedures for ensuring the quality and quantity of resources are maintained

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K16 the correct organisational regulations and procedures for dealing with staffing issues which occur during the activity

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**Additional information**

**Scope/range related  
to performance  
criteria**

**1 Resources**

- 1.1 people
- 1.2 equipment
- 1.3 clothing
- 1.4 environment
- 1.5 domestic arrangements
- 1.6 logistical arrangements

**2 Programmes**

- 2.1 one day
- 2.2 multi-day
- 2.3 requiring overnight accommodation
- 2.4 co-educational

**3 Participants**

- 3.1 adults
- 3.2 children and young people
- 3.3 groups whose members do not know each other
- 3.4 participants with particular needs in relation to the activity
- 3.5 individuals
- 3.6 groups

**4 Colleagues**

- 4.1 more senior staff
- 4.2 working at the same level
- 4.3 working in a supporting roles

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**5 Others**

- 5.1 clients
- 5.2 parents
- 5.3 members of public (operating in public locations or with public rights of way)
- 5.4 other adults such as party leaders

**6 Prepared and ready to participate**

- 6.1 presented and dressed ready for activity/role
- 6.2 physically prepared
- 6.3 mentally/attitudinally prepared

**7 Responsible colleague**

- 7.1 line manager
- 7.2 senior colleague
- 7.3 other adult

**8 Staffing issues**

- 8.1 technical
- 8.2 behavioural

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**Skills**

Listed below are the main generic skills and qualities applied to the delivery of Outdoors Programmes.

- 1 Empathy
- 2 Active listening
- 3 Coaching
- 4 Communicating
- 5 Consulting
- 6 Influencing and persuading
- 7 Delegating
- 8 Diplomacy
- 9 Empowering
- 10 Facilitating
- 11 Following
- 12 Leading by example
- 13 Managing challenging behaviour
- 14 Mentoring
- 15 Motivating
- 16 Negotiating and compromising
- 17 Obtaining feedback
- 18 Planning and evaluating
- 19 Providing feedback
- 20 Setting objectives
- 21 Valuing and supporting others

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**Glossary**

**Environment(s)**

The immediate and adjacent and or extended locations where activities take place.

**Domestic arrangements**

This includes packed lunches, drinks, medical forms and medication and welfare related facilities.

**Logistic arrangements**

The processes needed to make the activity happened successfully: includes transport such as minibuses, trailers, fuel and sustainability, plus timings and locations related to these.

**Organisational regulations and procedures**

Typically, these documents will set out the standards, procedures and requirements for activity delivery. They may include equipment lists, outline session plans, safety points and procedures. They also may make reference to specific NGB (National governing bodies) or other relevant national activity bodies in terms of information and guidelines related to activities. The documents may also make reference to staffing levels and standards in terms of ratios, qualifications and training/assessment undertaken, which may link to NGBs, technical advisers and other external or internal features.

**Prepared and ready to participate**

Covers physical and mental readiness to take part in the activities – instructors and or leaders must ensure they and all others are all prepared and ready, relevant to the specific activity and plans for the session.

**Responsible person**

Whoever has overall responsibility for the risk identified this could be the centre manager, facilities manager, resources manager, chief instructor, duty instructor, or head of activity section.



# SKAOP2 (SQA Unit Code – HF0P 04)

## Organise resources and people for outdoor programmes



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### **Staffing issues**

Includes ratios, staff attendance, professionalism, behaviour, capability.

### **Links to other NOS**

This standard links with SKAOP1, SKAOP3, SKAOP4 and SKAOP5

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Organise resources and people for outdoor programmes



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