
Overview

This standard is about developing outdoor programmes which meet individual and group recreational needs, such as fun and enjoyment, new experiences and adventure and challenge.

This standard covers two outcomes. These are:

- 1.1 identify the recreational needs and aspirations of participants
- 1.2 develop an outdoor recreation programme

This standard is for staff with some experience working in the outdoors who are capable of working without direct supervision. Typical contexts will be working, directly or through colleagues, with adults and young people for example in an activity holiday centre or during a travelling holiday in the UK or abroad to provide recreational outcomes.

**Performance
criteria**

Identify the recreational needs and aspirations of participants

- You must be able to:
- P1 gather information about the **needs and aspirations** of the **participants** using organisational methods in advance of designing the **programme**
 - P2 make sure the recreational **needs and aspirations** of the participants are in line with organisational regulations and procedures including health and safety requirements
 - P3 clarify any particular requests with the participants and **other people**
 - P4 identify potential difficulties with meeting expressed **needs and aspirations**, and follow organisational regulations and procedures to resolve these issues

Develop an outdoor recreation programme

- You must be able to:
- P5 design the **programme** so that it meets agreed participants' **needs and aspirations** and organisational regulations and procedures
 - P6 plan for possible contingencies
 - P7 check the programme with **colleagues** to make sure it is consistent with client requirements, **resources** available and other planned activities
 - P8 talk the **participants** through the **programme**, and give them opportunities for questioning and clarification
 - P9 deal with any requested changes to the **programme** in line with organisational regulations and procedures

Knowledge and understanding

Identify the recreational needs and aspirations of participants

You need to know and understand:

- K1 the importance of gathering information on the recreational needs and aspirations of the participants in advance of the programme
- K2 the usual recreational needs and aspirations which participants have
- K3 the relevant health and safety requirements, including organisational, legal and governing body standards and procedures and how to access these
- K4 the types of specific and unusual particular requests which would need to be checked with the participants and why
- K5 the types of potential difficulties which may arise when seeking to meet participants' aspirations and needs
- K6 the procedures to follow to resolve potential difficulties of this kind

Develop an outdoor recreation programme

You need to know and understand:

- K7 how to design the programme so that it meets agreed participants' needs and aspirations and organisational regulations and procedures
- K8 published programmes, brochures, and website information
- K9 organisational and health and safety regulations and procedures including the principles of customer care when negotiating programmes with participants
- K10 the range of possible contingencies
- K11 the importance of checking the programme with colleagues to make sure it is consistent with client requirements, resource availability and other planned activities
- K12 the importance of talking the participants through the programme, and giving them opportunities for questioning and clarification
- K13 the types of issues which participants may raise during briefings and how to deal with these
- K14 how to deal with any requested changes to the programme in line with organisational regulations and procedures

Additional information

Scope/range related to performance criteria	1	Needs and aspirations
	1.1	fun and enjoyment
	1.2	new experiences
	1.3	adventure and challenge
	2	Participants
	2.1	adults
	2.2	children and young people
	2.3	groups whose members do not know each other
	2.4	participants with particular needs in relation to the activity
	2.5	individuals
	2.6	groups
	3	Programmes
	3.1	one day
	3.2	multi-day
	3.3	requiring overnight accommodation
	3.4	co-educational
4	Other people	
4.1	clients	
4.2	parents	
4.3	other adults such as party leaders	
4.4	funding agencies and stakeholders	

5 **Colleagues**

- 5.1 more senior staff
- 5.2 working at the same level
- 5.3 those working in supporting roles
- 5.4 freelance colleagues
- 5.5 colleagues from other organizations

6 **Resources**

- 6.1 staff
- 6.2 budget
- 6.3 equipment
- 6.4 supporting literature

Glossary

Contingencies

Provision made for events where difficulties may occur: weather, accident and emergency, forced changes and how to plan for these. May also include planning for behavioural or welfare issues with participants or other staff.

Health and safety requirements

These should exist at several levels; firstly there is legislation such as the Health and Safety at Work Act and Adventurous Activities Licensing; secondly the organisation health and safety policies and procedures; thirdly individual departments or sections.

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 Body) 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. Good quality documents have many uses and may be needed by a range of internal and external parties and stakeholders. The documents help to communicate to staff and others clear and consistent information.

Particular requests

These may be specific requests from a party leader or parent (or other client) which may come in advance of the visit or may come at the start or even during the visit.

Resource availability

Mainly seen as relating to activity delivery in terms of equipment/supplies, but also could relate to staff involved in the activity. May also relate to availability of activity bases or space at locations, plus ancillary equipment such as that related to transport.

Links to other NOS

This standard links with SKAOP3, SKAOP10 and SKAOP12.

SKAOP10 (SQA Unit Code - HF11 04)
Develop outdoor recreation programmes



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