

Higher National Group Award Graded Unit Specification

General Information for Centres

This Group Award Graded Unit has been validated as part of the Sport and Recreation Management Group Award Graded Unit 1. Centres are required to develop the assessment instrument in accordance with this validated specification. Centres wishing to use another type of Group Award Graded Unit or assessment instrument are required to submit proposals detailing the justification for change for validation.

Group Award Graded Unit Title: Sport and Recreation Management:
Group Award Graded Unit 1

Group Award Graded Unit Code: DG2P 34

Type of Group Award Graded Unit: Project

Assessment Instrument: Practical Assignment

Credit value: 1 HN Credit at SCQF level 7: (8 SCQF credit points at SCQF level 7)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Purpose: This Group Award Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the Sport and Recreation Management: HNC Graded Unit.

- ◆ To gain knowledge and skills of investigation, planning and problem solving..
- ◆ Identify key issues facing those working in the sport and recreation industry.
- ◆ Investigate and evaluate the systems and/or procedures and their inter-relationships in a selected sport and recreation organisation.
- ◆ To develop and focus on appropriate functional management skills.
- ◆ Learning good practice from sports professionals at work.
- ◆ To assist candidate in making informed choices regarding career options.

Recommended Prior Knowledge and Skills: It is recommended that the candidate should have completed or be in the process of completing the following Units relating to the above specific aims prior to undertaking this Group Award Graded Unit:

- ◆ DE3N34 Communication: Analysing and Presenting Complex Communication
- ◆ D85F34 Using Software Applications Packages
- ◆ D46K34 Human Resource Management 1
- ◆ D7MH34 Understanding and Managing Financial Resources: An Introduction
- ◆ DF8734 Health and Safety Legislation: An Introduction
- ◆ DF8H34 Sport and Recreation Resourcing and Promoting 1
- ◆ DF8F34 Quality Service Operations for Sport & Recreation Organisations
- ◆ DF8934 Evaluating the Role of Sport & Recreation in Society

General Information for Centres (cont)

Core Skills: There is no automatic certification of Core Skills or a Core Skill component as part of this Graded Unit. However, there may be opportunities to develop the Core Skill of Problem Solving.

Assessment:

This assessment must be undertaken as a work based project.

The Group Award Graded Unit will be assessed by the three stages of:-

- Planning,
- Developing
- Evaluating

This practical work-based project should provide the candidate with the opportunity to produce evidence that demonstrates she/he has met the aims of the Group Award.

It is recommended that a holistic approach to assessment is used covering all stages. Each candidate will be asked to select a local sport and recreation organisation and in relation to this project investigate and evaluate specific aspects of the organisation.

Candidates will be required to submit a written report of between 2000 and 2500 words in a word processed format, in addition to presenting a 10 minute oral presentation summarising the key points. The presentation may make use of electronic media and software packages.

There will be many potential opportunities to integrate assessment tasks with mandatory units for this group award. Centres are encouraged to adopt this approach in order to enhance delivery of the award and to eliminate duplication of assessment.

Administrative Information

Graded Unit Code: DG2P 34

Graded Unit Title: Sport and Recreation Management: Group Award
Graded Unit 1

Date of publication: May 2004

Source: SQA

Special Needs: This Group Award Graded Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering special alternative assessment arrangements. For information on these, please refer to the SQA document *Guidance on Special Assessment Arrangements* (December 2001, AA0645/3).

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Higher National Group Award Graded Unit Specification: Instructions for designing the assessment task and assessing candidates

Group Award Graded Unit Title: Sport and Recreation Management:
Group Award Graded Unit 1

Conditions of Assessment

It is anticipated that this holistic approach to assessments by candidates will be undertaken as a work based project, as access to specific local facility provision is essential for successful completion of this project.

The candidate should be given a date for completion of the project. However, the instructions for the assessment task should be distributed to allow the candidate sufficient time to assimilate the details and carry out the assessment task. During the time between the distribution of the assessment task instructions and the completion date, assessors may answer questions, provide clarification, guidance and reasonable assistance. The assessment task should be marked as soon as possible after the completion date. The final grading given should reflect the quality of the candidate's evidence at the time of the completion date. Reassessment of this Group Award Graded Unit should be based on a significantly different assessment task.

At this level, candidates should work independently. It is up to Centres to take reasonable steps to ensure that the project is the work of the candidate. For example, Centres may wish to informally question candidates at various stages on their knowledge and understanding of the project on which they have embarked. Centres should ensure that where research etc, is carried out in other establishments or under the supervision of others that the candidate does not receive undue assistance.

Instructions for designing the assessment task

The assessment task is a project. The project undertaken by the candidate must be a complex task which involves:

- ◆ variables which are complex or unfamiliar
- ◆ relationships which need to be clarified
- ◆ a context which may be familiar or unfamiliar to the candidate

The assessment task must require the candidate to:

- ◆ analyse the task and decide on a course of action for undertaking the project
- ◆ plan and organise work and carry it through to completion
- ◆ reflect on what has been done and draw conclusions for the future
- ◆ produce evidence of meeting the aims which this Group Award Graded Unit has been designed to cover

Higher National Group Award Graded Unit Specification: Instructions for designing the assessment task and assessing candidates (cont)

Guidance on grading candidates

Candidates who meet the minimum Evidence Requirements will have their achievement graded as C – competent, or A – highly competent or B somewhere between A and C. The grade related criteria to be used to judge candidate performance for this Graded Unit is specified in the following table.

**Higher National Group Award Graded Unit specification:
Instructions for designing the assessment task and assessing
candidates (cont)**

Grade A	Grade C
<p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> • has sufficient evidence for the three essential phases of the project, is produced to a high standard, and is quite clearly inter-related • demonstrates an accurate and insightful interpretation of the project brief • is highly focused and relevant to the tasks associated with the project brief • is clear and well structured throughout and language used is of a high standard in terms of level, accuracy and technical content • effectively consolidates and integrates required knowledge and skills 	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> • has sufficient evidence of the three essential phases of the project, is produced to an adequate standard • demonstrates an acceptable interpretation of the project brief • is focused and relevant to the tasks associated with the project brief • is satisfactorily structured and language used is adequate in terms of level, accuracy and technical content • consolidates and integrates knowledge and skills but this may lack some continuity and consistency

Higher National Group Award Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

Evidence Requirements

The project consists of three stages: planning; developing; and evaluating. The following table specifies the minimum evidence required to pass each stage.

Note: The candidate must achieve **all of the minimum evidence** specified below for each stage of the project in order to pass the Group Award Graded Unit.

Project Stage	Minimum Evidence Requirements
<i>Stage 1 — Planning</i>	<p>Evidence of analysing and interpreting what is involved in the work based project brief and key factors influencing the project and these inter-relationships</p> <p>Evidence of developing a research approach that is appropriate to the subject matter eg desk research, Qualitative, Quantitative research, Primary and Secondary research</p> <ul style="list-style-type: none"> • Has the candidate provided justification for selecting an approach? <p>Establish aims and objectives for the work based investigative project.</p> <ul style="list-style-type: none"> • Has the candidate stated the aims and objectives of the project (minimum of 3 objectives and a maximum of 2 aims)? • Evidence of negotiated access to an appropriate facility. <p>Evidence of developing an action plan to carry out the work based project.</p> <ul style="list-style-type: none"> • Is there evidence of a work-placed negotiated brief? • Has the candidate identified any ethical issues involved in the project? • Has the candidate identified any contingency plans that can be put into operation? • Does the work contain a clear plan of action? • Does the work retain focus on the task?

**Higher National Group Award Graded Unit specification:
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candidates (cont)**

Project Stage	Minimum Evidence Requirements
<p><i>Stage 1 — Planning (cont)</i></p>	<p>Set clear timescales for completion of stages</p> <ul style="list-style-type: none"> • Has the candidates allowed a realistic timescale for the stages involved in the project? <p>Identify the resources and materials to carry out project</p> <ul style="list-style-type: none"> • Has the candidate identified the resources/materials/information required to complete the project? • Has the candidate identified where the materials/resources/information required to complete the project can be sourced/accessed? <p>The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage.</p>

**Higher National Group Award Graded Unit specification:
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candidates (cont)**

Project Stage	Minimum Evidence Requirements
<p><i>Stage 2 Developing</i></p>	<p>Evidence of candidate carrying out the work based project, meeting the requirements of the plan, managing the project which</p> <ul style="list-style-type: none"> • develops a coherent line of thought • contains accurate details of the Investigation • applies course knowledge and skills • accesses an appropriate range of resources • applies effective research techniques • demonstrates effective selection and analysis of information • applies problem solving techniques • identifies and gathers of appropriate evidence to decide whether the criteria have been met <p>The candidate must achieve all of the minimum evidence above in order to pass the Developing stage.</p>

**Higher National Group Award Graded Unit specification:
Instructions for designing the assessment task and assessing
candidates (cont)**

Project Stage	Minimum Evidence Requirements
<p><i>Stage 3 Evaluating</i></p>	<p>An evaluation of the effectiveness of the approach taken which includes all stages of the activity, e.g. analysis of the task, the planning and organisation of the work based project, carrying the plan through to completion.</p> <p>The evaluation should include:</p> <ul style="list-style-type: none"> • identification of the criteria on which to base the evaluation • presents objective, reliable results • uses appropriate language, format and structure • demonstrates accuracy in writing skills • evaluation of the effectiveness of the project, explaining the relevance of the evidence – the evaluation should be related to the original aims and objectives of the project • reference to any modifications to the approach during the course of the project or to alternative approaches considered • presents sound conclusions consistent with data and acknowledges sources • provide recommendations (with justifications) for the future which are relevant to the project <p>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage.</p>

Higher National Group Award Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

Brief

The candidate is required to plan, develop and evaluate a work based investigation and analyse key operational issues that currently or may in the future, impact on the selected organisation.

In undertaking this project, the candidate will be required to negotiate access to a selected sport and recreation organisation and secure agreement to carry out the investigation.

The following list gives examples of the types of issues that may be considered:

- Impact of macro environmental factors such as:- political, social, economic and technological factors
- Influence of local and national government sport and non-sport policies
- Influence of increasing competition
- Human resource management
- Managing volunteers
- Marketing
- Public Relations and Sponsorship
- Conflict management
- Non human resource management
- Day to day operational issues
- Service Quality issues
- Programming
- Security
- Health and Safety.

The above list is not exhaustive and students may select a topic appropriate to the needs/wants of internal/external customers.

Planning Stage

Candidates must produce a work place project outline, in the region of 700-800 words, which will include:-

- Introduction

This provides a brief overview of the nature of the selected organisation and its key features and issues. It will be in the region of 250 words.

- Overall Aim

This will be a general statement of the overall aims of your investigation. It is anticipated that this would be not more than 50 words in length.

Higher National Group Award Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

- Objectives

Candidates should identify a minimum of 3 objectives. This should be in the region of 50 words.

- Research Approach

There are a variety of research methods that candidates may choose. However this falls into two, main categories:

- a) Qualitative Research
- b) Quantitative Research

Information gathered for the project will also come from Primary sources e.g. questionnaires, interviews etc and also from Secondary sources e.g. organisation reports, Government papers etc. This will be in the region of 200 words.

- Sources of Reference

You must provide a minimum of 4 key sources of reference material (e.g. company reports, research documents, government papers) that will provide direction to your investigation.

- Overview of Action Plan and /or methodology

This will provide an overview of the proposed action plan to allow the objectives to be achieved. This will be approximately 200 words.

The project brief is one specific component of this planning stage. Other elements of this stage will be embedded in your project and will contain evidence of the following:

- Stated aims (Max. 2) and objectives (Min 3)
- Clear focus on the task of collecting specific information on the selected issue
- Evidence of negotiated access to an appropriate facility
- Evidence of an approach to research e.g. desk research, qualitative or quantitative research
- Justification on the “approach to research”
- Overview of specific type of information
- Identification of contingency planning

The work produced should always be the candidates own. However, tutors are expected to provide candidates with advice, guidance and constructed criticism as necessary when they are devising their plans.

In the event that the assessor forms the view that the work finally submitted by the candidate for the planning stage is so weak as to prevent the candidates progressing to the next stage, the candidate may receive additional assistance (over and above the norm). In this event, the assessor will record this fact and the candidate may receive no more than half of the available marks for this stage.

Higher National Group Award Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

Developing Stage

Candidates must provide clear evidence of undertaking a work based investigation and of implementing the action plan which may include all or some of the following:

- Clear evidence of research which should be clearly referenced.
- Information sources (primary and secondary)
- Primary information sources may include:-
 - Questionnaires
 - Tapes and or transcripts of interviews including interview questions.
 - Observation records and/or experiments
 - Work diary
 - Progress reviews.
- Secondary Information sources may include:-
 - Library
 - SportScotland
 - NHS
 - Marketing Plans
 - Operational procedures
 - H/S reports
 - Minutes of meetings
 - Company reports
 - Government reports etc.
 - Information collected from the internet
 - Other Reference material.
- Copies of correspondence associated with the project. (These will be presented as an appendix).

Once all the evidence is gathered and collated it must be prepared for presentation using appropriate language, format and structure.

The candidate should have regular meetings with the project supervisor/assessor who will provide advice and assistance where appropriate.

It is anticipated that this stage will be in the region of 1200 words. Appendices may be used and referenced appropriately.

Higher National Group Award Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

Evaluation

Candidates must produce a report that contains

An evaluation of the effectiveness of the approaches taken to all stages of the investigation.

- Identification of the criteria on which to base the evaluation
- Present objective, reliable results
- Present sound conclusions consistent with data
- Acknowledge sources
- Use appropriate language, format and structure
- Demonstrate accuracy in communication skills
- Utilise data to support the conclusion.
- Make reference to any modifications to the approach during the course of the project or to alternative approaches considered.
- Draw conclusions as to how the process of carrying out the project could be improved
- Provide recommendations (with justifications) for the future and support this with data.
- Examine the effectiveness of the original analysis and planning.
- Refer to skills developed and strengths of the investigative process

Oral Presentation

The candidate will summarise the above evaluation process and present a 10-minute oral presentation. The presentation may make use of electronic media and software packages.

It would be possible to cover the requirements by a variety of means but as the candidate must deliver an Oral Presentation, the use of “hand-outs” prepared by the candidate along with their “delivery” paper would be not less than 500 words.