



Higher National Graded Unit specification

General information for centres

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

Graded Unit title: Sport and Hospitality Management: Graded Unit 2

Graded Unit code: F2BA 35

Type of Graded Unit: Project

Assessment Instrument: Practical Assignment

Credit points and level: 1 HN credit at SCQF level 8: (8 SCQF credit points at SCQF level 8*)

**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 Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HND Sport & Hospitality Management:

- ◆ to enable candidates to either coach sports or instruct a group exercise session for a specified client group
- ◆ to develop and implement either sports coaching or instructional skills
- ◆ to develop critical and evaluative thinking
- ◆ to develop candidate's knowledge and skills in planning and analysis
- ◆ to develop communication skills and presentation techniques
- ◆ to develop and focus on appropriate interpersonal skills
- ◆ to develop personal effectiveness
- ◆ to develop knowledge and skills of planning and problem solving
- ◆ to develop time management skills
- ◆ learning good practice from appropriate 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 Graded Unit:

DD2W 34	<i>Coaching of Sports: level 1</i>
DP8E 34	<i>Exercise Principles & Programming</i>
DT4W 34	<i>Nutrition for Fitness, Health and Exercise</i>
DP2L 34	<i>Health Screening</i>

General information for centres (cont)

DD34 34	<i>Principles of Fitness Training</i>
DV0M 34	<i>Workplace Experience</i>
DF4F 35	<i>Developing Skills for Personal Effectiveness</i>
DV88 34	<i>Management: Leadership at Work</i>
DP2E 35	<i>Current Exercise Trends</i>
D75X 34	<i>Information Technology: Applications Software 1</i>

Also, any relevant units from option group A which the candidate has studied.

Core Skills: There are opportunities to develop the Core Skill of Problem Solving at SCQF level 6 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

Assessment: This Graded Unit will be assessed by the use of a Practical Assignment. The developed Practical Assignment should provide the candidate with the opportunity to produce evidence that demonstrates that she/he has met the aims of the Graded Unit that it covers.

This Graded Unit will be assessed by the use of a project which will have three phases. These are, Planning, Developing and Evaluating.

Administrative Information

Graded Unit code: F2BA 35

Graded Unit title: Sport and Hospitality Management: Graded Unit 2

Original date of publication: August 2007

Version: 01

History of changes:

Version	Description of change	Date

Source: SQA

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Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates

Graded Unit title: Sport and Hospitality Management: Graded Unit 2

Conditions of assessment

The candidate should be given a date for completion of the practical assignment. 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.

The evidence for the project is generated over time and involves three distinct stages, where each stage has to be achieved before the next is undertaken. Thus any re-assessment of stages must be undertaken before proceeding to the next stage.

If a candidate fails the project overall or wishes to upgrade, then this must be done using a *substantially different* project, ie all stages are undertaken using a new project, assignment, case study, etc. In this case, a candidate's grade will be based on the achievement in the re-assessment, if this results in a higher grade.

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 Graded Unit has been designed to cover

Candidates are required to undertake a practical assignment, which will consist of three stages ie planning, developing and evaluating. The practical assignment will take the form of a 45-minute session in one of the following areas:

- ◆ sports coaching session
- ◆ aerobic session to music
- ◆ circuit session
- ◆ gym based session

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

Candidates will therefore have to plan, deliver and evaluate a 45-minute (minimum) session. The assessor will provide the candidate with the preparatory details (detailed below) to allow the candidate to plan accordingly. If a candidate chooses to undertake a sports coaching session they are required to coach different skills from the skills previously coached within the core Unit, DD2W 34 *Coaching of Sports: level 1*.

Candidates will be issued with the brief and are given the following information prior to the assessment date for the planning stage.

- ◆ date and time for the session
- ◆ venue for the assessment
- ◆ appropriate number of participants including age, experience and gender factors.

The candidate will be expected to arrange the following:

- ◆ equipment availability and how it will be accessed
- ◆ activity/skills to be taught

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 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 developing a plan and identifying and obtaining resources to carry out the plan ◆ is produced to a high standard, and is quite clearly inter-related demonstrates an accurate and insightful interpretation of the project brief which identifies all relevant factors involved and assesses their relevance to producing a comprehensive, systematic approach to the solution ◆ is highly focused and relevant to the tasks associated with the project brief ◆ is clear and well constructed 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 for the three essential phases of the project developing a plan and identifying and obtaining resources to carry out the plan ◆ is produced to an adequate standard ◆ demonstrates an acceptable interpretation of the project brief which identifies the essential factors involved and assess their relevance to producing an approach to the solution ◆ is focused and relevant to the tasks associated with the project brief ◆ is satisfactorily constructed 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

The project will be marked out of 100. Assessors will mark each stage of the project, taking into account the criteria outlined. The marks will then be aggregated to arrive at an overall mark for the project. Assessors will then assign an overall grade to the candidate for this Graded Unit based on the following grade boundaries.

A = 70% — 100%

B = 60% — 69%

C = 50% — 59%

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

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 Graded Unit.

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

Project stage	Minimum Evidence Requirements
Stage 1 — Planning 15% of overall mark	<p>An Action plan which includes:</p> <p>Information gathered to clarify the brief.</p> <p>Aims and objective(s) for the practical session.</p> <p>Identification of equipment/resources required for the practical session.</p> <p>Identification of how and where the equipment/resources will be accessed.</p> <p>Safety procedures.</p> <p>Detailed session plan for duration of 45-minutes (minimum).</p> <ul style="list-style-type: none"> ◆ Appropriate teaching points ◆ Appropriate layout/organisation ◆ Appropriate time allocations ◆ Logical progressions
	<p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage.</i></p>

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

Project stage	Minimum Evidence Requirements
Stage 2 — Developing 70% of overall mark	<p>A Tutor devised checklist will assess:</p> <p>Appearance</p> <p>Candidates must show the following:</p> <ul style="list-style-type: none"> ◆ appropriate dress, footwear ◆ timekeeping ◆ teaching aids as required <p>Safety</p> <p>Candidates must include the following:</p> <ul style="list-style-type: none"> ◆ first aid cover ◆ equipment ◆ area preparation ◆ class clothing and equipment ◆ preparation of participants ◆ safe and effective warm up and cool down techniques <p>Demonstrations</p> <p>Candidates must include the following:</p> <ul style="list-style-type: none"> ◆ appropriateness of demonstration relevant to the chosen session ◆ appropriate coaching/teaching points ◆ demonstrations technically correct ◆ suitability of the demonstration for the specific group <p>Coaching/Teaching Skills</p> <p>Candidates must include the following:</p> <ul style="list-style-type: none"> ◆ participant management ◆ progression of exercises ◆ analysis of participants performance ◆ observation of key faults ◆ accurate correction of performance errors ◆ time management and pace of delivery <p>Communication</p> <p>Candidates must include the following:</p> <ul style="list-style-type: none"> ◆ positioning, and clear instructions ◆ enthusiasm and motivational skills ◆ refereeing/umpiring if appropriate

	<ul style="list-style-type: none"> ◆ effective use of emphasis to convey instructions ◆ constructive praise, two way feedback
	<i>The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage.</i>
Stage 3 — Evaluating 15% of overall mark	<p>An Evaluation Report will assess</p> <ul style="list-style-type: none"> ◆ a brief outline the practical session. ◆ a review and update the lesson plan in light of experience. ◆ a summary of any changes to the plan in light of events. ◆ identification of any knowledge and skills, which have been gained and/or developed by the participants/clients. ◆ an assessment of own strengths and weaknesses in the delivery of the session. ◆ determine if the aim(s) and objectives(s) were met during the session.
	<i>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage.</i>

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

Support notes

Candidates are required to undertake a practical assignment, which will consist of three stages ie planning, developing and evaluating. The practical assignment will take the form of a 45-minute session aimed at intermediate level participants in one of the following areas:

- ◆ sports coaching session
- ◆ aerobic session to music
- ◆ circuit session
- ◆ gym based session

Candidates will therefore have to plan, deliver and evaluate a 45-minute (minimum) session aimed at intermediate level participants. The assessor will provide the candidate with the preparatory details (detailed below) to allow the candidate to plan accordingly. If a candidate chooses to undertake a sports coaching session they are required to coach different skills from the skills previously coached within the core Unit, DD2W 34 *Coaching of Sports: level 1*

Planning Stage

The candidate will produce an Action plan, which sets timelines for completion of the various parts of the project. The candidate will have regular meetings with their lecturer to check on their progress. It is important that the candidate tries to stick to the deadlines and dates set for meetings and completing parts of their project.

The planning stage will consist of a 45-minute (minimum) lesson plan aimed at intermediate level participants in one of the following areas:

- ◆ sports coaching session
- ◆ aerobic session to music
- ◆ circuit session
- ◆ gym based session

Candidates should interpret the brief by including the following information:

- ◆ any information gathered to clarify the brief
- ◆ aim and objective(s) for the session
- ◆ identify equipment and resources required for the session
- ◆ identify how and where this will be accessed
- ◆ detailed session plans for the 45-minute (minimum) session

Once the candidate has successfully completed the planning stage, they will go on to the developing stage.

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

Developing Stage

Candidates will discuss with the assessor and organise the specified client group. Time will be given to each candidate to set up and clear away equipment out with the 45 minutes allocated for the session.

To complete the Developing stage, candidates are required to

- ◆ deliver a 45-minute session (minimum) aimed at intermediate level participants

Evaluating Stage

Once you have successfully passed the developing stage you will progress to the evaluating stage where you will show that you can review the whole project.

In order to complete the evaluating stage, the candidate is required to:

- ◆ outline the session
- ◆ determine if the Aims and Objectives were met during the session
- ◆ review and update the session in light of experience
- ◆ state the knowledge and skills gained by the participants/clients
- ◆ state the strengths and weaknesses of the performance of the candidate
- ◆ determine if the aim(s) and objectives(s) were met during the session.
- ◆ draw conclusions such as how lesson plan and session delivery met the brief

Candidates with disabilities and/or additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative assessment arrangements. For information on these, please refer to the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs*, which is available on SQA's website: **www.sqa.org.uk**.

General information for candidates

This Unit is designed to test your ability to integrate the knowledge and skills that you have learned in your studies. Once you have completed this Unit you will:

- ◆ have developed practical skills in one of the following areas:
- ◆ sports coaching session, aerobic session to music, circuit session or a gym based session
- ◆ have developed study and research skills
- ◆ be able to progress to further studies in your specialist area(s)
- ◆ be able to manage project work involving planning your work, integrating different skills and working to set timelines
- ◆ develop your communication skills

You will be given a detailed brief and you will be asked to produce an Action plan which sets timelines for completion of various parts of the practical assignment. You will have regular meetings with your lecturer to check on your progress. It is important that you try to stick to the deadlines and dates set for meetings and completing parts of your practical assignment ie you will have to produce an action plan, deliver a practical assignment and complete an evaluation.

The project will be marked out of 100. Assessors will mark each stage of the project, taking into account the criteria outlined. The marks will then be aggregated to arrive at an overall mark for the investigation. Assessors will then assign an overall grade to the candidate for this Graded Unit based on the following grade boundaries.

A = 70% — 100%
B = 60% — 69%
C = 50% — 59%

You have to pass all three parts of the Practical Assignment.