



## Higher National Unit specification: general information

**Unit title:** Scottish FA: Practical Refereeing

**Unit code:** FF2X 34

**Superclass:** MG

**Publication date:** April 2011

**Source:** Scottish Qualifications Authority

**Version:** 01

### Unit purpose

On completion of the Unit the candidate should be able to:

- 1 Identify and analyse the formal controls and procedures used in a football match.
- 2 Produce misconduct and match reports in both formal letter and pro forma styles.
- 3 Achieve the fitness standard required by the Scottish FA.
- 4 Referee a football match using formal controls and procedures as defined in the Laws of the Game.

### Recommended prior knowledge and skills

Candidates must have successfully completed Unit 1 *Scottish FA: Laws of the Game*.

### Credit points and level

1 Higher National Unit 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.*

## General information (cont)

### Core Skills

There are opportunities to develop the Core Skills of *Communication, Problem Solving, Working with Others* and *Numeracy* at SCQF level 6 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

### Context for delivery

If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

### Assessment

**Outcome 1** will be assessed using Scottish FA's audio visual playback of match incidents (FIFA), to identify and analyse the formal controls and procedures used in a football match.

**Outcome 2** will be assessed by recorded evidence of match reports, recording misconduct and other offences in a formal letter and pro forma styles.

**Outcome 3** will be assessed by a fitness test approved by the Scottish FA and the production of a personal development diary.

**Outcome 4** will be assessed once candidates have achieved Outcomes 1, 2 and 3 by refereeing a football match.

## Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

### Outcome 1

Identify and analyse the formal controls and procedures used in a football match.

#### Knowledge and Skills

Candidates will have a knowledge and understanding of the various means of management and control that may be employed in refereeing a football match. These will include aspects relating to:

- ◆ preparation
- ◆ arrival and administration
- ◆ conduct of the game
- ◆ management of players and club officials
- ◆ working with assistant referees

#### Evidence Requirements

- ◆ The skills learned and their practical application will be formally assessed in Outcome 3 (refereeing a football match); candidates are expected to maintain a suitable record of progress and development endorsed by instructors. They will analyse audio visual playback of match incidents (FIFA) requiring a suitable record of responses.

#### Assessment Guidelines

Candidates are expected to maintain an appropriate record of progress and development which has been endorsed by instructors. The Scottish FA will provide audio-visual playback recordings of preparatory and match-day incidents requiring analysis. A record of candidates' responses should be maintained that verifies appropriate levels of knowledge and understanding have been achieved.

## Higher National Unit specification: statement of standards (cont)

**Unit title:** Scottish FA: Practical Refereeing

### Outcome 2

Produce misconduct and match reports in both formal letter and pro forma styles.

#### Knowledge and Skills

The importance of accurate and concise misconduct and match reports will be understood. Candidates will recognise the:

- ◆ various types of offence to be reported
- ◆ appropriate pro forma
- ◆ terminology and language to be used

Formal match reports will also be produced.

#### Evidence Requirements

- ◆ Knowledge of the information that must be imparted in match and misconduct reports
- ◆ Recognition of both formal and pro forma report types
- ◆ Understanding of technical language and terminology used in reports

Candidates must produce **two caution** reports and **two ordering off** reports, using typical pro forma. They will also complete **one match incident** report in formal letter style.

#### Assessment Guidelines

Each report must meet the criteria set by the Scottish FA relating to accuracy of statement and the validity of the information imparted. Reports must be in a formal and objective essay-style. These will be assessed internally, with revision and re-draft being an accepted part of the process.

## Higher National Unit specification: statement of standards (cont)

**Unit title:** Scottish FA: Practical Refereeing

### Outcome 3

Achieve the fitness standard required by the Scottish FA.

#### Knowledge and/or Skills

- ◆ Complete a speed endurance fitness test
- ◆ Complete an aerobic endurance fitness test
- ◆ Maintain a personal development diary which will record involvement in, and responses to, the knowledge, skills and fitness programme

#### Evidence Requirements

Candidates must provide evidence to demonstrate their Knowledge and/or Skills by showing that they can successfully achieve Fitness Test A and Fitness Test B.

#### Fitness test (A)

Measure: - average running speed during repeated fast runs over a specific match distance (in km/hr).

Test (A): 6 × 40 m sprint followed by maximum 1 minute recovery after each sprint (while walking back to the start). This must be 6.8 seconds for male candidates, 7.0 seconds for female candidates.

A dynamic start 1.5 m away from the electronic timing gates at the starting position with the front foot on a line.

#### Note

If it is not possible to record the times electronically, one assessor signals the moment the candidate runs through the first gate using an accurate flag signal. The second assessor is positioned in line with the second gate and stops the stop watch when the candidate runs through — for reasons of uniformity, testing is done on an athletic track — or a 200 metre marked oval on an appropriate surface.

Procedure: - the candidates line up one by one. Once the test leader signals that the electronic timing gates are set, the candidates can decide when to start.

Reference time: 6.8 seconds for male candidates, 7.0 seconds for female candidates for each of the 6 fast runs.

Other instructions: If a candidate falls or trips, he/she is given another trial (1 trial = 1 × 40 m).

If a candidate fails one trial out of the six, then he/she is given one more trial (and one only) immediately after the 6th trial. If he fails two trials, the candidate has failed the test — athletic spikes may not be used during any of the repeated fast runs.

## Higher National Unit specification: statement of standards (cont)

**Unit title:** Scottish FA: Practical Refereeing

### **Fitness test (B)**

The endurance fitness test will be 16 × 100 metre runs in 25 seconds for males or 30 seconds for females with a 100m walk in 1 minute between each run.

This test requires running track facilities or a 100 metre outline on an appropriate surface.

Measure: Capacity to perform repeated high-intensity runs.

Test (B): Intermittent activity run in accordance with the pace set by a single whistle; for reasons of uniformity, testing is done on an athletic track — or a 200 metre marked oval on an appropriate surface.

### **Reference times**

On the test leader's first whistle, the candidates must:

- ◆ Cover 1 × 100 metre run in a time of 25 seconds for male candidates and 30 seconds for female candidates from the starting position.
- ◆ All candidates have a 100 metre recovery walk to be carried out in 60 seconds.
- ◆ On the next whistle, candidates must again run 1 × 100 metres in a time 25 seconds for male candidates and 30 seconds for female candidates from the starting position.
- ◆ All candidates have a 100 metre recovery walk to be carried out in 60 seconds.
- ◆ This equals one lap.
- ◆ The candidates are required to complete eight laps as outlined above.

### **Procedure**

Each and every candidate must arrive before the whistle in the 'walking area' that is marked by four cones (3 m in front, and 3 m behind the 100 m mark). If a candidate fails to put one foot in the walking area in time, the observer signals and the candidate receives one warning caution. If under the same sequence of events a candidate receives a second caution it will result in a failed test.

Candidates may not leave the 'walking area' before the next whistle. Therefore, the assistant test leaders are positioned at the start positions with a flag in their hands. Until the next whistle, they block the lane on the track by keeping the flag in a horizontal position. On the whistle, they quickly lower the flag so that the candidates can start running. The assistant test leader counts down (eg 15 seconds, 10 seconds, 5 seconds) so as to inform the candidates of the precise timing. However, the flag only goes down on the whistle.

Candidates run in small groups comprising a maximum of six candidates (by preference).

**NB:** If applicable, four different starting positions can be used, with each and every subgroup being monitored by an individual examiner throughout the test.

Timing equipment: One stopwatch and one whistle are needed for this test, as well as clearly indicated running and walking areas by cones.

## Higher National Unit specification: statement of standards (cont)

**Unit title:** Scottish FA: Practical Refereeing

Other instructions: Each assistant test leader must be equipped with a stopwatch to time the walking recovery part of the test.

### Assessment Guidelines

#### Outcome 3

Candidates will maintain a personal development diary in which they will record their involvement in, and responses to, the fitness programme.

Candidates will undertake the aforementioned fitness test. In specific circumstances, when outdoor facilities are unavailable, an assessor may permit an appropriate 'multi-stage interval' test to be used as an alternative to all, or part, of the fitness test described.

#### Outcome 4

Referee a football match using formal controls and procedures as defined in the Laws of the Game.

### Knowledge and/or Skills

- ◆ Formal controls and procedures are applied throughout the match
- ◆ Situations requiring the intervention of an official are identified in accordance with formal controls and procedures
- ◆ Decisions and actions taken by officials are explained in accordance with the formal controls and procedures
- ◆ The formal recording system is adhered to throughout the match

### Evidence Requirements

Candidates are required to:

- ◆ Assume the power and duties of a referee as outlined in the Laws of the Game
- ◆ Provide a copy of their note book recording all sanctions, substitutions and any other notes taken during the duration of the match
- ◆ Provide a copy of both sets of team-lines
- ◆ Provide copies of all misconduct/match incident reports forms submitted to the appropriate authority

### Assessment Guidelines

The Scottish FA will liaise with centres and candidates to arrange appointment to an appropriate football match. A suitably qualified referee will supervise to ensure that correct procedures are followed, and to assess performance.

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Scottish FA: Practical Refereeing

All administrative elements of the match should be recorded as part of the verification process: copies of team-lines, referee's notes and any subsequent misconduct or match reports.

Notes and any subsequent misconduct or match reports.



## **Higher National Unit specification: support notes**

### **Unit title: Scottish FA: Practical Refereeing**

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

### **Guidance on the content and context for this Unit**

Candidates will develop their knowledge and understanding in order to referee a football match. The Unit specification has been written in the context of 'formal controls and procedures' to accommodate the protocols defined in the 'Laws of the Game'.

The only allowable alteration to formal activity regulations is noted in the modification section in the 'Laws of the game' booklet.

Approved SQA centres should be aware that the Scottish FA will support the provision of necessary teaching materials required to complete this Unit. The teaching materials include: Unit lesson plans, interactive presentations, homework, questions and answers, class tests, mock exams and practical lesson plans. (All materials are subject to updates in the Laws of the Game made by FIFA). The Scottish FA will provide Continued Professional Development (CPD) training for all teachers facilitating the learning and teaching of this Unit.

The Scottish FA will allocate a referee instructor to guide individual approved centres during their first year of implementation of this course. Thereafter, the Scottish FA will provide individual classes with a Scottish FA referee instructor to support with aspects of learning and teaching.

On completion of this Unit the candidate must meet the requirements of the Scottish FA Referee Department and its subsidiary local associations to progress in a career in refereeing. This includes issues relating to Protection of Venerable Groups (Scotland) (PVG).

### **Guidance on the delivery and assessment of this Unit**

This is essentially a practical Unit. Candidates should be provided with the opportunity to develop their knowledge, understanding and ability through experiential learning situations, underpinned with supporting lecture inputs, as and when required.

Candidates should achieve Outcomes 1 and 2 before they can advance to Outcome 3. Candidates are expected to develop their knowledge and understanding with supported practical application of the laws.

While the exact time allocated to this Unit is at the discretion of the approved centre, the notional design length is 40 hours. Candidates should receive approximately 15 hours theoretical and 5 hours practical tuition on the Laws of the Game. A further 2 hours is allocated for refereeing a football match and the remaining time should be utilised to develop the candidate's fitness and for formal assessment. In order to achieve Outcome 2 it is recommended that candidates should begin training for the fitness test from the start of this Unit. Personal study time should be allocated within the remaining to complete revision and homework exercises.

## Higher National Unit specification: support notes (cont)

**Unit title:** Scottish FA: Practical Refereeing

### **Outcome 1 — Formal controls and procedures**

Candidates will be required to be able to identify and explain the formal controls and procedures used in a football match. This will include details of the preparation, administration and refereeing of a football match. Materials and resources should illustrate the methods employed and the correct procedures required.

### **Outcome 2 — Produce misconduct and match reports in both formal letter and pro forma style**

Candidates must produce misconduct and match reports in both formal letter and pro forma styles. Exemplars of such materials can be provided, although care should be taken to ensure that candidates demonstrate their own understanding of format and content.

### **Outcome 3 — Fitness test**

This Outcome is achieved by a test of the candidates' fitness levels. A record of the fitness test achieved must be retained for verification. A Personal Development Diary will also be maintained to chart and assess the candidate's progress in this respect. Candidates should be encouraged to engage in a process of personal reflection and to comment upon their progress at regular intervals.

### **Outcome 4 — Referee a football match**

Once a candidate has achieved Outcomes 1 and 2 they can progress onto Outcome 3. Each approved centre must contact their Scottish FA Local Area Manager, to arrange for fixture allocation in order for the candidate to be assessed. A qualified person appointed by the Scottish FA must be in attendance for this assessment.

Facilitators of the course are strongly encouraged to attend a CPD event organised by the Scottish FA where they will be guided on the learning and teaching of the Outcomes.

## **Opportunities for developing Core Skills**

There are opportunities to develop the Core Skills of *Communication*, *Problem Solving*, *Working with Others* and *Numeracy* at SCQF level 6 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

Candidates will have the opportunity to develop the following Core Skills:

- ◆ *Oral Communication* — Through contact with players, managers, club officials and National Associations. Provide a copy of both sets of team-lines.
- ◆ *Written Communication* — Through written reports, in different formats, note-taking and record-keeping.
- ◆ *Problem Solving* — Through the administration of the Laws of the Game.
- ◆ *Working with Others* — Refereeing a football match.
- ◆ *Numeracy* — Pitch inspection, report writing and time keeping.

## Higher National Unit specification: support notes (cont)

**Unit title:** Scottish FA: Practical Refereeing

### Open learning

The Scottish FA also provides instructional classes leading to qualification as a football referee. These are held in regional centres throughout the year. Details of these can be found by contacting the Scottish FA, or on their website [www.scottishfa.co.uk](http://www.scottishfa.co.uk).

### Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

## History of changes to Unit

Version	Description of change	Date

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## General information for candidates

### Unit title: Scottish FA: Practical Refereeing

You will develop knowledge and understanding in order to referee a football match. The Unit specification has been written in the context of 'formal controls and procedures' to accommodate the protocols defined in the 'Laws of the Game'.

The only allowable alteration to formal activity regulations is noted in the modification section in the 'Laws of the Game' booklet.

You should be aware that the Scottish FA supports this Unit and the lesson plans, interactive presentations, homework, questions and answers, class tests, mock exams and practical lesson plans. (All materials are subject to updates in the Laws of the Game made by FIFA).

This is essentially a practical Unit. You should be provided with the opportunity to develop their knowledge, understanding and ability through experiential learning situations, underpinned with supporting lecture inputs, as and when required.

You should achieve Outcomes 1, 2 and 3 before you can advance to Outcome 4. You are expected to develop your knowledge and understanding with supported practical application of the laws.

You should receive approximately 15 hours theoretical and 5 hours practical tuition on the Laws of the Game. A further 2 hours is allocated for refereeing a football match and the remaining time should be utilised to develop your fitness and preparation for formal assessment. In order to achieve Outcome 3 it is recommended that you should begin training for the fitness test from the start of this Unit. Personal study time should be allocated within the remaining to complete revision and homework exercises.

On completion of this Unit you may meet the requirements of the Scottish FA Referee Department and its subsidiary local associations to progress in a career in refereeing. You must apply for an Enhanced Disclosure Scotland Check.