

National Unit Specification: general information

UNIT	Sport and Recreation: Assist with a Component of Activity Sessions (Intermediate 2)
CODE	DX0E 11
COURSE	Sport and Recreation (Intermediate 2)

SUMMARY

This Unit is a mandatory Unit of the Sport and Recreation (Intermediate 2) Course and has been designed to be taken as part of that Course. In this Unit candidates will assist in the planning and delivery of a component within activity sessions both for a group and for a single client, with the person responsible. They will use appropriate resources that meet centre/organisational guidelines. They will carry out risk assessments and follow health and safety procedures for the activity sessions. Candidates should also be able to assist in reviewing the activity session with clients and use this review to inform the planning of future activity sessions. Candidates will carry out emergency procedures within the activity environment and complete reports and review their performance with the person responsible.

This Unit is suitable for candidates with no previous experience but will also provide progression for candidates who have completed the Intermediate 1 Course or Units.

OUTCOMES

- 1 Collect relevant information, carry out a risk assessment and produce a plan for a component of an activity session for both a group and for one client, with the person responsible.
- 2 Deliver the component of the activity sessions with the person responsible.
- 3 Carry out emergency procedures in an activity session environment with the person responsible.
- 4 Develop a personal action plan in relation to the activity sessions with the person responsible.

Administrative Information

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National Unit Specification: general information (cont)

UNIT Sport and Recreation: Assist with a Component of Activity Sessions (Intermediate 2)

RECOMMENDED ENTRY

While entry is at the discretion of the centre, it would be beneficial for the candidate to have attained the following or equivalent:

- ◆ *the Intermediate 1 Sport and Recreation: Assist with Activity Sessions Unit*
- ◆ *the Intermediate 1 Sport and Recreation: Dealing with Accidents and Emergencies Unit*

CREDIT VALUE

1.5 credit at Intermediate 2 (9 SCQF credit points at SCQF level 5*).

**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.*

CORE SKILLS

There is no automatic certification of Core Skills in this Unit.

Opportunities for developing aspects of Core Skills are highlighted in *Guidance on Learning and Teaching Approaches for this Unit*.

National Unit Specification: statement of standards

UNIT Sport and Recreation: Assist with a Component of Activity Sessions (Intermediate 2)

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

OUTCOME 1

Collect relevant information, carry out a risk assessment and produce a plan for a component of an activity session for both a group and for one client, with the person responsible.

Performance Criteria

- (a) Identify the component of each activity to be undertaken and gather information about the activity, clients and emergency procedures for the session, with the person responsible.
- (b) Use information gathered about each activity, to undertake a risk assessment.
- (c) Use the information gathered and the risk assessment to design a plan for the component of each activity session.
- (d) Review the plans with the person responsible and modify if necessary.
- (e) Have the plans approved by the person responsible before the activity sessions begin.

OUTCOME 2

Deliver the component of the activity sessions with the person responsible.

Performance Criteria

- (a) Arrive dressed appropriately and at the specified time for the activity sessions.
- (b) Ensure clients have the correct clothing, equipment and information ready for the start of the activity sessions.
- (c) Give clear instructions, explanations and demonstrations to the clients about the component of the activity sessions.
- (d) Give feedback and respond to any questions from clients.
- (e) Assist with storing the equipment following the activity sessions.
- (f) Assist the person responsible to review the activity sessions with clients.

OUTCOME 3

Carry out emergency procedures in an activity session environment with the person responsible.

Performance Criteria

- (a) Follow the centre/organisation's procedures for emergencies.
- (b) Carry out emergency procedures in accordance with own level of responsibility.
- (c) Report any problems during the emergency to the person responsible.
- (d) Complete relevant reports.
- (e) Review the emergency procedures with the person responsible.

National Unit Specification: statement of standards (cont)

UNIT Sport and Recreation: Assist with a Component of Activity Sessions (Intermediate 2)

OUTCOME 4

Develop a personal action plan in relation to the activity sessions with the person responsible.

Performance Criteria

- (a) Gather information on own performance from each of the activity session.
- (b) Review strengths and weaknesses of own performance in relation to each of the activity sessions, with the person responsible.
- (c) With the person responsible, devise and agree a personal action plan in relation to the activity sessions.

EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence that covers all the Outcomes and Performance Criteria is required. This should take the form of the following performance and written and/or oral recorded evidence:

- ◆ relevant information gathered for each activity regarding client(s), activity and emergency procedures (with personal client details removed)
- ◆ risk assessment for each activity
- ◆ session plans — (1 x group, 1 x individual client)
- ◆ assessor checklists
- ◆ copies of completed emergency procedure report forms (1 x medical, 1 x other type of emergency)
- ◆ personal action plan

In this Unit, candidates will be working under supervision, and will be given support and guidance by the person responsible.

Evidence should be gathered at appropriate points throughout the Unit.

The NAB item for this Unit provides templates for the documents required. These exemplify the national standard. Centres wishing to develop their own assessments should refer to the NAB to ensure that they are of a comparable standard. It is recommended that these are submitted to SQA for moderation prior to use.

National Unit Specification: support notes

UNIT Sport and Recreation: Assist with a Component of Activity Sessions (Intermediate 2)

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 60 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

An appropriate sport, recreation or fitness environment is required, where there is access to a range of relevant equipment and facilities, and where candidates have opportunities to work with a variety of clients. This Unit is not suitable for delivery in a conventional classroom setting. Candidates will have limited responsibility and will be supervised by the person responsible. Where any problems arise, candidates must seek help and support from the person responsible.

This Unit is designed to enable candidates to understand and gain the necessary basic skills needed in the planning, delivery and review of activity sessions (both for a group and for an individual client), and in carrying out emergency procedures.

Candidates will have to meet with the person responsible to ascertain what role they will be taking on throughout the activity. Candidates will be expected to gather the necessary information about the client, the group and the relevant emergency procedures for the activity they are assisting with, for example: age, sex, special needs, medication, ability of group, activity location and environment. Using this information, candidates will have to create a risk assessment for the activity and draw up a session plan for a component within an activity, prior to the activity starting. These must be reviewed with the person responsible. Any modifications must be completed before the activity session starts.

Candidates must be dressed appropriately, and arrive at the specified time for the activity, in order to assist the person responsible and help to ensure the clients are prepared for the activity with clothing, equipment and activity information. When coaching/teaching/instructing clients, candidates must ensure that they give clear instructions, explanations, demonstrations, that they give feedback where appropriate and that they respond clearly to client questions. Candidates will have to store activity equipment and review the activity session with the clients in the presence of the person responsible.

It is important that candidates have the knowledge, understanding and practical experience in emergency procedures for the environment in which they are working. For example, indoor swimming pools, gyms and outdoor activity centres are very different environments. Emergency procedures will have to be built into an activity session for both candidates and clients in a realistic working environment, in an activity setting. Candidates will have to follow, carry out and report on the emergency procedures, with help from the person responsible.

Candidates will present information they have collected about the activity sessions they have assisted with, to the person responsible. This information will be used to review the candidate's performance and their strengths and weaknesses, and to draw up a personal action plan for future activity sessions.

National Unit Specification: support notes (cont)

UNIT Sport and Recreation: Assist with a Component of Activity Sessions (Intermediate 2)

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

In order for the candidate to achieve this Unit it is important to explain the reasons candidates have to meet with the person responsible to plan and organise the activities that they will be assisting with. Candidates must also know and understand the reasons for gathering the relevant information about the client, group, activity and emergency procedures before the activity.

Candidates will be expected to complete a risk assessment based on the activity with which they are assisting, which incorporates details about the clients, the venue of the activity and emergency procedures for the activity. Candidates will complete an activity session plan for a component of the actual activity to be taken by the person responsible. The person responsible will review the candidate's work, and the candidate must then make any modifications, if necessary, and have them approved by the person responsible before the session begins.

Candidates must know and understand the importance of being dressed appropriately and arriving at the specified time for the activity, ready to assist the clients with the correct clothing, equipment and relevant information about the activity.

It would be beneficial for candidates to have completed basic first aid and emergency procedure training before they are assessed for Outcome 3, eg they may have completed the Unit *Sport and Recreation: Dealing with Accidents and Emergencies* (Intermediate 1), or have attended a basic first aid Course and be familiar with a variety of emergency procedures in a sport and recreation environment. Before starting on Outcome 3, candidates should be taught the relevant aspects of Reportable Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) (www.riddor.gov.uk).

Candidates must carry out two different emergency procedures in their realistic working and activity environment; this is to ensure that candidates know what the correct procedures are, what their role is within the centre/organisation, and that they are capable of carrying out the emergency procedures in a competent manner and completing any relevant reports. Candidates will be expected to carry out one medical emergency procedure eg minor/major accident/illness and one other type of emergency procedure, eg fire, security, missing persons. Candidates will report any problems they encounter at any point during the emergency and review their performance with the person responsible at the end of the session. Due to the nature of this Outcome, candidates may not be able to carry out real emergency procedures within their activity setting. Simulations within a classroom type setting may be used for training purposes, however, where simulations have to be used these must be in a realistic working environment that is related to the activity, eg indoor: swimming pool, sports hall, aerobics studio or gym; outdoor: playing fields, water sports facilities, specific outdoor areas, eg abseil crags.

Candidates will develop a personal action plan with the person responsible. Candidates will gather information and evidence on their own performance from the activity session. They will then present the information gathered to the person responsible to review their own performance, highlighting their strengths and weaknesses. The candidate's review will be recorded and a personal action plan for future activity sessions will be agreed.

National Unit Specification: support notes (cont)

UNIT Sport and Recreation: Assist with a Component of Activity Sessions (Intermediate 2)

Employability Skills

On completion of this Unit, the candidate will have had opportunities to develop the following employability skills:

*Planning and preparation	*Customer care/dealing with clients	*Time-keeping
*Setting targets for self and others	*Taking advice from others	*Wearing appropriate dress
*Review and self-evaluation	*Giving advice and feedback to others	Completing tasks
Following instructions	*Positive attitude to learning	
Working co-operatively with others	Regular attendance	*Awareness of relevant health and safety issues

Achievement in a number of these employability skills (those marked with an asterisk) will be clearly identified as a result of the evidence generated through the assessment activities for this Unit. There are opportunities in the Unit to develop the remaining skills.

Core Skills

In this Unit, candidates will be involved in planning and reviewing in relation to activity sessions, this provides opportunities during learning and teaching to develop aspects of problem solving. Given that the Unit also requires candidates to assist in answering questions and providing feedback to clients, there are opportunities to develop some aspects of the skill of oral communication.

The opportunity could be taken to emphasise that the employability skills and the relevant Core Skills indicated above are skills that apply to a wide range of situations both in everyday life and in employment.

National Unit Specification: support notes (cont)

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GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Evidence which covers all the Outcomes and Performance Criteria is required. This should take the form of the following performance and written and/or oral recorded evidence:

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In this Unit, candidates will be working under supervision, and will be given support and guidance by the person responsible.

Evidence should be gathered at appropriate points throughout the Unit.

The NAB item for this Unit provides templates for the documents required. These exemplify the national standard. Centres wishing to develop their own assessments should refer to the NAB to ensure that they are of a comparable standard. It is recommended that these are submitted to SQA for moderation prior to use.

As part of the formative assessment of the Unit, centres may also wish to use a candidate review sheet that encourages candidates to identify progress in some of the employability skills not covered by the formal assessment outlined above.

Assessor observation checklists and other assessment records should be maintained and kept up to date to keep track of candidate progress and to provide evidence for internal and external moderation purposes.

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 Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).