



National Unit Specification: general information

UNIT Sport and Recreation: Developing Volunteering (SCQF level 6)

CODE F7JG 12

SUMMARY

The purpose of the Unit is to enable candidates involved in sport and recreation, to develop transferable skills while working in a volunteer capacity.

Candidates will develop knowledge of various ways in which volunteers might be funded in sport and recreation, together with the use to which volunteers might be put to best effect. They will also investigate and learn about the legal status of volunteer and their legal obligations.

Candidates will then be required to demonstrate their skills in a practical setting and participate in a volunteer capacity over a period of time. They will also be required to evaluate the experience and maintain a log of activity.

OUTCOMES

- 1 Describe potential benefits of volunteering in sport and recreation.
- 2 Describe funding opportunities available to aid volunteering in sport and recreation.
- 3 Describe how volunteers could be effectively utilised within the operation of a sport and recreation activity.
- 4 Demonstrate and evaluate volunteering in a sport and recreation activity.

RECOMMENDED ENTRY

While entry is at the discretion of the centre, candidates would normally be expected to have attained one of the following, or equivalent:

Standard Grade Physical Education at Credit level. Physical Education at SCQF level 5, SCQF level 6 or above. Candidates should also display an interest in the subject area and an enthusiasm for Sport or Fitness.

Administrative Information

Superclass: MA

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CREDIT VALUE

1 credit at SCQF level 6 (6 SCQF credit points at SCQF level 6*).

**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 components in this Unit.

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

National Unit Specification: statement of standards

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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 SQA.

OUTCOME 1

Describe potential benefits of volunteering in sport and recreation.

Performance Criteria

- (a) Explain the potential benefits to volunteers working in sport and recreation.
- (b) Explain the potential benefits of volunteering to the sport and recreation sector.

OUTCOME 2

Describe funding opportunities available to aid volunteering in sport and recreation.

Performance Criteria

- (a) Outline funding opportunities available to the sport and recreation sector.
- (b) Explain how funding can be used to enhance volunteering in sport and recreation.

OUTCOME 3

Describe how volunteers could be effectively utilised within the operation of a sports and recreation activity.

Performance Criteria

- (a) Identify operational roles of volunteers.
- (b) Explain any legal considerations which would need to be addressed for volunteers during activities or events.
- (c) Explain support mechanisms which could be provided to volunteers, in order to ensure their effective functioning.

OUTCOME 4

Demonstrate and evaluate volunteering in a sport and recreation activity.

Performance Criteria

- (a) Take part in a volunteering sport and recreation activity.
- (b) Evaluate the volunteering experience.

National Unit Specification: statement of standards (cont)

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EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence is required to demonstrate that candidates meet the requirements of all Outcomes and Performance Criteria. The assessment for this Unit must be conducted under supervised, controlled conditions.

Outcome 1

The candidate is required to describe:

- (a) Two potential benefits to volunteers who work in sport and recreation environments.
- (b) Two potential benefits of volunteering to the sport and recreation sector.

This assessment will be conducted under closed-book conditions, consisting of restricted response questions, of approximately 200 words.

Outcome 2

The candidate is required to describe:

- (a) How funding can be accessed for volunteering opportunities in sport and recreation.
- (b) How funding can be used to enhance volunteering in sport and recreation.

This assessment will be conducted under open-book conditions, consisting of restricted response questions of approximately 200 words.

Outcome 3

The candidate is required to do the following:

- (a) Identify four operational roles that volunteers could perform.
- (b) Describe two legal considerations that need to be addressed for volunteers during activities or events.
- (c) Describe two support mechanisms that could be provided to volunteers, in order to ensure their effective functioning.

This assessment will be conducted under supervised conditions, consisting of restricted response questions, of approximately 200 words.

National Unit Specification: statement of standards (cont)

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Outcome 4

The candidate is required to do the following:

- (a) Undertaking volunteering experience in a sport and recreation environment.
- (b) Evaluate the volunteering experience.

This assessment will be conducted under supervision of qualified sport and recreation staff. The candidate will be expected to take part in an activity/event for a minimum of 30 hours and recording their experience in a log book. Candidates will then be required to complete an evaluation of their experiences, including the nature of the assignment undertaken, in a minimum of 400 words, under open-book conditions.

National Unit Specification: support notes

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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

This Unit is designed to demonstrate an understanding of volunteering and the benefits of volunteering in sport and recreation. It allows the candidate to utilise correctly and constructively services offered to local sport and or fitness communities as well as understanding the different types of funding opportunities available. This Unit also allows the candidate opportunities to contribute volunteering by participating in volunteering within a sport/fitness environment.

The content is described in the Outcomes. It is important that candidates understand how volunteering impacts in communities, but by contributing towards the development of local sport/fitness opportunities, but also helping to build safer, healthier and more cohesive/inclusive communities through these opportunities. It is also important that the candidate also realises the personal development opportunities that may arise through participating in the sports/fitness experience.

Outcome 1

Candidates will be required to describe the benefits to individuals and how volunteering benefits the sport and recreation sector. Examples of:

- ◆ the individuals who volunteer can receive positive Outcomes, examples of this could be: CV boosting, Employability, Physical/health development, Work experience, Social networking, Sense of achievement, Skills development, Community working, This list is not exhaustive.
- ◆ how this could benefit the sport and recreation sector could be: Increased productivity, New skill sets, Sports development, Raised community/sport profile. This list is not exhaustive.

Outcome 2

Candidates will be required to explore how funding opportunities affect volunteers in sport and recreation by researching where funding can be accessed and how it can be used to enhance volunteering. Examples of:

- ◆ where funding can be accessed: National Lottery, Sportscotland, Local Authorities, Charities, Sponsorship, Fundraising, Memberships, Sports initiatives/schemes/grants (for eg Sportsmatch, Awards for All etc.) This list is not exhaustive.
- ◆ opportunities where funding can be used to enhance volunteering, could be: volunteer training opportunities, reward/incentives, social events, re-imburement of expenses, new facilities, new equipment, merchandise/uniforms, employment opportunities, advertisement, recruitment This list is not exhaustive.

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Outcome 3

Candidates will examine at how volunteers can be effectively utilised within sport and recreation operations during activities. They will need to research the different roles volunteers perform in different types of sport and recreation environments, as well as looking at legal considerations and support mechanisms. Examples of the:

- ◆ operational volunteer roles, could be: coach/instructor, marshal/steward, administrator, referee, marketing/advertising, health and safety, grounds keeping/facility maintenance, Customer care, Staff training, Budgetary management, Stock control, Volunteer recruitment, Bookings, Facility/Service programming, Marketing/Advertising. This list is not exhaustive.
- ◆ legal considerations for volunteers during activities could be: disclosure checks, qualifications, insurance, employability/volunteering contracts. This list is not exhaustive.
- ◆ support mechanisms, could be: training/mentoring, incentives, open communication, clarification of role, team work, acknowledgement, credit. This list is not exhaustive.

Outcome 4

For the completion of this Outcome, candidates will need to demonstrate volunteering in a sport and recreation activity:

- ◆ Coach/instructor, marshal/steward, administrator, referee, marketing/advertising, health and safety, grounds keeping/facility maintenance, customer care, staff training, budgetary management, stock control, volunteer recruitment, bookings, facility/service programming, marketing/advertising. Or an event: Local community based initiatives, school/charity/money raising events, larger national events sporting events, sports grounds/centres/clubs, outdoor centre events, indoor/outdoor. This list is not exhaustive.

Candidates will need to provide a record of their volunteering experience. Examples of:

- ◆ the candidate evaluation should include:
 - an assessment of their personal contribution to the activity or event
 - skills and knowledge gained
 - recommendations for future improvement

National Unit Specification: support notes

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GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

Given the related nature of the performance criterion in this Unit, the tutor is strongly encouraged to deliver the Outcomes in a sequential order. Information delivered in Outcomes 1, 2 and 3 directly relate to information required for the successful completion of assessment in Outcome 4.

A diverse approach should be taken in the learning and teaching for this Unit as candidates will need to gather information on volunteering.

Teachers/lecturers should provide information to candidates on:

- ◆ the benefits for individuals who volunteer in sport and recreation, such as employability, CV boosting and community working
- ◆ how volunteering benefits the sport and recreation sector, such as raised community or sport profile, sports development and new skill sets
- ◆ where funding for volunteering can be accessed, such as local authorities, National Lottery and sports grants
- ◆ where funding opportunities can be used to enhance volunteering, such as through social events, new facilities/equipment and training opportunities
- ◆ the different types of volunteering roles, such as coaching, stewarding and customer care
- ◆ what the legal implications are for volunteers, such as disclosure checks, qualifications and insurance
- ◆ how support mechanisms are used within volunteering, such as incentives, training and acknowledgement
- ◆ how candidates can demonstrate volunteering in a sport and recreation activity, such as through coaching, stewarding, taking part in sport and recreation events and how to record the candidate's volunteering in a log

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

While undertaking this Unit, the candidate is required to demonstrate that they have the knowledge and understanding of aspects within volunteering in sport and recreation. By doing this they will need to effectively communicate with others, therefore there may be opportunities for candidates to develop aspects of the Core Skill in *Communication*.

Candidates will be required to demonstrate and evaluate volunteering within a sport and recreation activity, by collecting relevant information as required. This task may involve working with other members of their peer group or other people within the industry; therefore it may present opportunities to develop aspects of the Core Skills *Working with Others and Problem Solving*.

Candidates who chose to utilise the Internet for additional research and information will also have the opportunity to develop aspects of skills in *Information and Communication Technology (ICT)*.

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GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Evidence is required to demonstrate that candidates meet the requirements of all Outcomes and Performance Criteria. A variety of approaches could be used for gathering evidence, reflecting the variety of candidate learning styles.

Given the related nature of the performance criterion in this Unit, the tutor is strongly encouraged to deliver the Outcomes in a sequential order. Information delivered in Outcomes 1, 2 and 3 directly relate to information required for the successful completion of assessment in Outcome 4.

Outcome 1

For successful completion of this Outcome the candidate is required to describe:

- ◆ two potential benefits to volunteers who work in sport and recreation environments
- ◆ two potential benefits of volunteering to the sport and recreation sector

Examples of the above criterion can be found in the *guidance on the content and context for this Unit* section of this Unit.

This assessment will be conducted under closed-book conditions, consisting of restricted response questions, totalling approximately 200 words.

Outcome 2

For successful completion of this Outcome the candidate is required to describe:

- ◆ how funding can be accessed for volunteering opportunities in sport and recreation
- ◆ how funding can be used to enhance volunteering in sport and recreation

Examples of the above criterion can be found in the *guidance on the content and context for this Unit* section of this Unit.

This assessment will be conducted under open-book conditions, consisting of restricted response questions, totalling approximately 200 words.

Outcome 3

For successful completion of this Outcome the candidate should:

- ◆ identify four operational roles that volunteers could perform
- ◆ describe two legal considerations that need to be addressed for volunteers during activities or events
- ◆ describe two support mechanisms that could be provided to volunteers, in order to ensure their effective functioning

Examples of the above criterion can be found in the *guidance on the content and context for this Unit* section of this Unit.

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This assessment will be conducted under supervised conditions, consisting of restricted response questions, totalling approximately 200 words.

Outcome 4

For successful completion of this Outcome the candidate should:

- ◆ undertaking volunteering experience in a sport and recreation environment
- ◆ evaluate the volunteering experience

This assessment will be conducted under supervision of qualified sport and recreation staff. The candidate will be expected to take part in an activity/event for a minimum of 30 hours and recording their experience in a log book. Candidates will then be required to evaluate their experience of a minimum of 400 words, under open-book conditions, this would be in the nature of an assignment which the candidate undertakes.

Examples of the above criterion can be found in the *guidance on the content and context for this Unit* section of this Unit.

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