



Arrangements for:

National Progression Award (NPA) in:

**Organising Volunteering Events in
Sport**

at SCQF level 6

Group Award Code: G9GD 46

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1 Introduction

This is the Arrangements Document for the new Group Award in Organising Volunteering Events in Sport, at SCQF level 6, which was validated in May 2009. This document includes information on the NPA Organising Volunteering Events in Sport Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

The NPA Volunteering in Sport Award has been developed to support candidates wishing to pursue Volunteering in Sport as a chosen career path. The competences achieved will allow candidates to make other career decisions and follow different pathways.

The National Progression Award is designed to equip candidates with the skills, knowledge and understanding required for progression to further academic and/or professional qualifications

Centres are able to use the award or the Units in order to best support their own candidates.

The Units link to Skillsactive National Occupational Standards (NOS) in Sport and Fitness. Links are also made to core skills units.

2 Rationale for the development of the Group Award

The **NPA in Organising Volunteering Events in Sport** will provide structured opportunities for candidates who may wish to explore the fact that, in the UK, around 60% of those who work in some volunteer capacity, do so in sport or fitness, around 90% of those involved, are in fact volunteers (figures from the SSC — SkillsActive). Both the National Government (focused on the forthcoming Olympics in London in 2012) and the Scottish Government (focused on the Commonwealth Games in Glasgow in 2014) have given very clear policy directives that there should be a legacy when the games are over and that qualifications should be a part of the legacy. The SSC has given its full support for such developments and this development would meet many of those requirements.

This award will allow:

- ◆ Opportunities to acquire skill in managing a process and accepting responsibility.
- ◆ Development of skills in develop and managing others
- ◆ Development of skills of working with other people to effect change
- ◆ The opportunity to preserve and build upon existing good practice, ability and interest
- ◆ The opportunity to develop interpersonal skills
- ◆ Articulation with other HN Sport and Fitness awards
- ◆ Compatibility with feeder qualifications, in particular Skills for Work (SfW) Sport and Recreation at SCQF level 4 and 5 together with the NQGA level 5 for Sport and Fitness
- ◆ Articulation with SVQ Units in Volunteering

3 Aims of the Group Award

3.1 Principal aims of the Group Award

- ◆ Develop the candidate's knowledge and understanding of current practices, thinking and philosophies of Volunteering in Sport and its impact on communities and sport in general.
- ◆ Develop the candidate's knowledge and skills in planning, implementing and evaluating aspects of Volunteering in Sport.
- ◆ Enhance the candidate's prospects for their continuing education in the industry or outside it by the development of transferable skills.
- ◆ Enable progression within the Scottish Credit and Qualifications Framework (SCQF) and allow candidates to progress to another level of education, if so desired.
- ◆ Further develop study skills and skills in investigating aspects of the industry which are specific to their interests and needs.
- ◆ Offer opportunities to develop core skills in a setting relevant to the industry
- ◆ Allow candidates to acquire some of the basic skills and knowledge required by the industry.
- ◆ Contribute to both the UK and Scottish Governments' targets regarding Lifelong Learning, Health Initiatives and Sport and Fitness targets for 2012, 2014 and beyond.

3.2 General aims of the Group Award

- ◆ To focus and develop an appropriate range of functional skills and knowledge of Fitness which reflect the ongoing and rapid changes within the industry.
- ◆ To develop options to meet the needs of the industry and allow the candidate to make informed choices regarding possible career pathways based upon their specific interests and skills.
- ◆ To provide delivery centres with a flexible award which can be tailored to suit their individual and market needs, hence increasing candidate employability via relevant and ongoing education.

3.3 Target groups

This National Progression Award is suitable for a wide range of candidates including:

- ◆ Candidates with a strong leaning towards and interest in Sport and Fitness.
- ◆ S5 and S6 candidates (who may have achieved S or H Phys. Ed. awards).
- ◆ School leavers.
- ◆ Progression candidates (eg Skills for Work, Candidates who may have achieved a PBNC at Int. 1 or who have achieved the NQGA at SCQF 5 or other comparable award).
- ◆ Candidates who aspire towards 'Elite' status (not for all awards).
- ◆ Adults returning to education.
- ◆ Employed candidates who wish to enhance their career prospects.
- ◆ Unemployed candidates who wish to enhance their job prospects.

3.4 Employment opportunities

The awards are designed to permit candidates to develop knowledge and skills in the areas which most interest them and to allow better articulation with the HNC/D College based programmes in Fitness, Coaching and Sport and Recreation Management, rather than offer direct access to employment. The industry continues to become more regulated and employers and insurance tends towards professional recognition for many positions. It is seen as important that candidates are prepared as well as they can be to allow these full skills to be developed within the HNC/D programme.

Within the area of Sport and Fitness, there is a substantial range of employment opportunities for properly qualified staff.

Coaches, teachers and instructors	Sport development facilitators	Facility operators and managers	Sports administrators	Other roles
Sports leader	Sport development assistant	Manager	Club secretary	Cleaner
Sports helper	Sport development officer	Assistant/Deputy Manager	National Governing Body secretary	Receptionist
Preliminary coach	Sports officer	Duty Manager/Officer	Chairman	Grounds person/ Groundskeeper
Assistant/deputy coach	Sports assistant manager/manager	Leisure/Recreation/ Sports Assistant	Treasurer	Secretary
Various 'Grade' coaches, eg Grade four Rugby League Coach	Various 'Programme' managers/officers, eg Active Sport Manager	Lifeguard	Committee member	Administrator
Senior coach	School sport coordinator	Director of 'various' departments		Book Keeper/Accountant
Sports facilitator	Coach	Regional manager director		Professionals, eg Golf professional
Coach assistant	Sports facilitator	Chief Officer (generally LA sector)		Sports journalist
Various 'Programme' coaches				Sports media presenter
Coach educator				Physiotherapist
Coach tutor				Sport psychiatrist
Coach mentor				
Play Leader	Sport Development assistant	Manager		
Playworker	Active Schools Co-ordinator			
Play Ranger				

4 Access to Group Award

Access to the awards will be at the discretion of the centre although the National Progression Award in Organising Volunteering Events in Sport (SCQF level 6) is designed to support candidates who have a strong interest in organising sporting events.

One of the major attractions of the progression award is that it is tailored to the needs, circumstances and personal ambitions of the candidates. The assessments for the NPAs will be challenging and meaningful, and achievable for all candidates who are prepared to work to gain the awards.

The NPAs in Organising Volunteering Events in Sport

The entry requirements are that candidates have an interest and recent sport or fitness experience such that the delivering centre believes that the candidate has a realistic chance of success provided that work is put into the award.

The Units and NPA award is designed to allow candidates to develop and undertake challenging assessment tasks, supported by the delivering centre but have no unreasonable barrier put between them and achievement.

5 Group Award structure

5.1 Framework

The NPA will have 3 Units. All must be completed for the Group award.

The Units are as follows:

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Sport and Recreation: Developing Volunteering (SCQF 6)	F7JG 12	6	6	1
*Management of Marketing and Operations (SCQF 6)	J22C 76	6	6	1
Event Organisation (SCQF 6)	F3PN 12	6	6	1

*Refer to history of changes for revision details

5.2 Mapping information

NPA — Organising Volunteering Events in Sport

Links to the NOS which apply to Volunteers are shown in the table below. This has been designed to show that the SQA award has taken account of the NOS for the industry. The mapping is therefore in the form of signposting and there are many additional links. These are examples of some of the significant links only.

The other Units which are to form part of this NPA award are existing SQA generic Units:

Business Decision Areas: Marketing and Operations (Higher) Event Organisation (SCQF level 6)

SQA Unit/Outcome PC	NOS Unit and Element	What you must do	What you must cover	Knowledge and Understanding
001, 1, a, b	A325.1	1 to 6	All	K5 and K8 to K12
001, 1, a, b	A326.1	1 to 7	All	K13 to K17 and K23 to K32
001, 2, a, b	A211.1	1 to 7	(a)1, 2, 3 and (b), 1, 2, 3, 4, 5	K1 to K18
001, 3, a, b, c	A325.2	1 to 7	All	K5 to K13 and K19
001, 3, a, b, c	A326.1	2, 3, 4, 5	All	K1 to K12
001, 3, a, b, c	A326.3	1 to 9	All	K13 to K32
001, 4, a, b	A325.2	1, 2, 3, 7	All	K14 to K17
001, 4, a, b	A326.2	1, 2, 6, 7	All	K1, K2 and K6 to K11

Abbreviations Used

SQA Unit Titles:

001 — Developing and Recreation

NOS Titles (SVQ level 3 Units)

A325 — Lead and motivate volunteers

A326 — Involve, motivate and retain volunteers

A211 — Apply for external funding for sport and physical activity

5.3 Articulation, professional recognition and credit transfer

The National Progression Award in Organising Volunteering Events in Sport is designed as a progression route to the full range of Sport and Fitness HN awards as well as an articulation route from the Skills for Work Sport and Recreation awards.

The award has been designed to allow candidates to progress from the Units and awards available at SCQF level 5 and if appropriate, enter at SCQF level 6 in order to acquire many underpinning skills and knowledge which will be required within the HN Sport and Fitness programmes.

It will articulate with Standard Grade and Higher level awards in Physical Education and permit candidates with a genuine interest for the subject areas, to develop that interest, widen their education and progress to employment within the active leisure and learning industry.

The Award will articulate also with the range of SVQ qualifications and again will supply many of the skills and some of the basic aspects of the underpinning knowledge required.

6 Approaches to delivery and assessment

6.1 Content and context

Progression award is not designed to train people to full industrial competence. Rather there is an emphasis on developing the basic skills and knowledge required to engage in the next stages of the acquisition of those skills and knowledge that will be attractive to future employers both within and outwith the industry. Candidates can then build on these skills when working towards achieving an HNC/D or SVQ award.

The programme should be delivered in the context of the sport and/or fitness environments to allow candidates to develop a greater understanding of terminology, working practices, the significance of research, personal skills, local and national targets together with political objectives for sport and fitness. Candidates will also develop an understanding of many safety issues.

The intention is that candidates undertaking any of the Units will gain personal skills and knowledge can lead towards employment in the future. Candidates will develop a broad knowledge of the industry and accepted practices

Delivery would in all cases require that candidates are well supported in the initial stages and would require support throughout to ensure that standards are maintained and that there was no compromise of health or safety issues at any time.

Assessments would where appropriate be observational, written or oral and may be supported in some cases by a second line assessor or mentor. These are further detailed within the Units where relevant.

The **Organising Volunteering Events in Sport** award involves skills in management and group working. It is important that assessment is carried out fairly to ensure that the role of each candidate in a group is assessed appropriately and that no candidate is either penalised or disadvantaged by the performance of others in the group.

6.2 Delivery

Centres will form their own judgement as to the delivery schedule but this is likely to be in a logical sequence for the award.

It is recommended that centres decide what best suits the needs of the candidates and their own and local facilities.

Some Units may require much of the delivery to take place in a 'classroom' environment while others will clearly require candidates to be working outwith that environment while still receiving tutor support. This approach has its own challenges and centres will form their own judgements as to how to best support learning in a safe environment.

Full time, part time, block release, day release or evening classes are all possibilities for delivery. Again, the type of support needed will vary depending which Units and awards are being delivered.

There are many opportunities for the integration of delivery of Units within the award.

Unit delivery should be in a practical environment as much as possible, and assessment should also be within the same environment.

6.3 Assessment

The assessment strategy is designed to ensure an appropriate level of rigor whilst imposing no excessive demands on centres or candidates.

Assessment guidance is provided in each Unit Descriptor and the Evidence Requirement statement contained in each of the Units makes clear exactly what minimum evidence is required to achieve success.

Centres can decide the order in which Units are delivered, and assessed based on candidate recruitment patterns, mode of delivery, resource issues and logical progression dictated by topics and Unit content and level.

The timing of assessments is best decided by the centre with assessment taking place at the most logical time and after candidates have had the opportunity to acquire the skills and knowledge demanded by the Unit.

Candidates may be re-assessed if required, after appropriate remediation and again when their success may be considered to be at least possible.

Centres should follow their standard SQA Quality Assurance Procedures.

7 General information for centres

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.

Internal and external verification

All instruments of assessment used within this/these Group Award(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment* (www.sqa.org.uk).

8 General information for candidates

National Progression award is designed to improve your skills and knowledge in the Sport and Fitness Industries. They are designed to allow progression to the HNC/D programmes in:

- ◆ Sport Coaching with Sport Development.
- ◆ Fitness Health and Exercise.
- ◆ Sport and Recreation Management.
- ◆ Sports Therapy.
- ◆ Applied Sports Science.
- ◆ Other SQA awards and SVQs are also real possibilities.

The NPA Sports Development award has 2 Units which will be need to be completed to achieve the NPA.

All Units will be carried out in a sport or fitness environment and assessments will reflect the practical nature where possible and the knowledge will be that which relates to sport and fitness.

For some of the Units, team working will be involved but ALL candidates will need to play a full part as it will be your own work and contribution which will be assessed.

The Units are not designed to lead directly to employment but will underpin the knowledge and skills required by employers and are linked to the National Occupational Standards for each subject area which the Unit covers.

Your safety will be a consideration throughout and all candidates are expected to play a full part in ensuring their own safety and that of others.

9 Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at www.scqf.org.uk.

SCQF credit points: One SCQF credit point equates to 10 hours of learning. NQ Units at SCQF levels 2–6 are worth 6 SCQF credit points, NQ Units at level 7 are worth 8 SCQF points.

SCQF levels: The SCQF covers 12 levels of learning. National Qualification Group Awards are available at SCQF levels 2–6 and will normally be made up of National Units which are available from SCQF levels 2–7.

Dedicated Unit to cover Core Skills: This is a non-subject Unit that is written to cover one or more particular Core Skills.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the National Certificate/National Progression Award from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

Consortium-devised National Certificates/National Progression Awards are those developments or revisions undertaken by a group of centres in partnership with SQA.

10 Appendices

Appendix 1: Core Skills

Appendix 1: Core Skills

Sport and Recreation: Developing Volunteering (Higher)

While undertaking this Unit, the candidate is required to demonstrate that they have the knowledge and understanding of aspects within 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 I.T.

Business Decision Areas: Marketing and Operations (Higher) DV4K 12

*Achievement of this Unit gives **automatic** certification of the following:
Core Skill component(s) Critical Thinking at SCQF level 6*

Event Organisation (SCQF level 6) F3PN 12

*Achievement of this Unit gives **automatic** certification of the following:
Complete Core Skills — Problem Solving at SCQF level 5*

There are also opportunities to develop additional aspects of Core Skills as follows:

Communication:

- ◆ *Written: eg through the production of minutes, letters, memos, reports, plans, marketing materials*
- ◆ *Oral eg: through participation in meetings and briefing and de-briefing sessions.*

Problem Solving:

- ◆ *Planning and organising: the pre and event planning and its implementation*
- ◆ *Reviewing and evaluating: the post-event de-briefing and self-evaluation of performance*

Working with Others: the practical teamwork involved in planning and running the event.