
Overview

Setting up equipment for activities is very important. The equipment must be set up and laid out correctly and be ready on time. Above all, it must be safe, otherwise the people using it could be hurt.

It is also important that you handle and lift equipment correctly so that you avoid hurting yourself and others, and damaging to the equipment. When the equipment is finished with, it must be taken down and returned to the correct storage area.

To achieve this unit, you must be working under the direct supervision of a more experienced colleague and you will check what you have done with them.

The unit is divided into three parts. The first part describes the three things you have to do. These are:

1. help to set up equipment
2. help to take down and store equipment
3. issue equipment

The second part describes the knowledge and understanding you must have.

The third part gives some examples and explanations of some words we use in this unit.

This unit is for new/junior staff working in a sport and activity environment.

SKAC11 (SQA Unit Code - FA3G 04)

Help to provide equipment for activities

Performance criteria

You must be able to:

Help to set up equipment

- P1 find the equipment to set up
- P2 lift and handle the equipment safely and without causing damage
- P3 follow instructions for setting up and laying out the equipment
- P4 make sure the equipment is ready when needed
- P5 check with a senior colleague that the setup is correct
- P6 identify and report any problems to a more senior colleague
- P7 work co-operatively with your colleagues

You must be able to:

Help to take down and store equipment

- P8 find the equipment to take down
- P9 follow instructions for taking down the equipment
- P10 lift and handle the equipment safely and without causing damage
- P11 make sure the area where you have been working is ready for the next activity
- P12 return the equipment to the correct storage area
- P13 leave the storage area clean, tidy and secure
- P14 identify and report any problems to a more senior colleague

You must be able to:

Issue equipment

- P15 deal with customers in polite and friendly manner
- P16 issue equipment appropriate for the customer making sure it is in a safe and serviceable condition
- P17 store any customer belongings in the correct location
- P18 provide the customer with any assistance they may need
- P19 follow the correct procedures for exchanging equipment and customer belongings following use
- P20 identify and report any faults with equipment

SKAC11 (SQA Unit Code - FA3G 04)

Help to provide equipment for activities

Knowledge and understanding

You need to know and understand:

For the whole unit

- K1 the types of activities in your workplace for which equipment is needed
- K2 the types of equipment that you help to set up and take down
- K3 the correct ways of setting up and taking down the equipment you work with
- K4 the main health and safety requirements for the types of equipment your work with
- K5 the storage and activity areas for the types of equipment you work with
- K6 safe manual lifting and handling procedures
- K7 why safe manual lifting and handling procedures are important
- K8 the types of faults and hazards with equipment that you can identify by checking it visually
- K9 how to identify and report obvious problems with equipment

You need to know and understand:

Help to set up equipment

- K10 the correct way to lay out equipment for activities
- K11 why it is important to make sure equipment is ready when it is needed
- K12 why you should check with a more senior colleague that you have set up and laid out equipment correctly

You need to know and understand:

Help to take down and store equipment

- K13 why it is important to make sure the area is ready for the next activity when you have finished taking down equipment
- K14 where equipment should be stored
- K15 why it is important to store equipment in the right place
- K16 why it is important that storage areas should be clean and tidy
- K17 why storage areas should be secure
- K18 the security procedures you should follow

You need to know and understand:

Issue equipment

- K19 how to treat **customers** in a polite and friendly way
- K20 how to select appropriate equipment for different customers
- K21 the correct procedures for storing customers' belongings
- K22 typical problems that customers have with equipment and how to provide assistance to them
- K23 the correct procedures for exchanging belongings and equipment following use
- K24 typical faults that occur with equipment and the correct procedures to follow to report these

SKAC11 (SQA Unit Code - FA3G 04)

Help to provide equipment for activities

Additional Information

Scope/range related to performance criteria

1. **equipment**
 - 1.1. small items that you can set up on your own
 - 1.2. large items that need more than one person to set up
 - 1.3. instruction
 - 1.4. spoken
 - 1.5. written

2. **customer**
 - 3.1. adults
 - 3.2. children
 - 3.3. customers with particular needs

Glossary

Instructions

These could be the manufacturer's instructions or instructions developed by your organisation

Large items that need more than one person to set up

For example, gymnastics equipment, large mats, sailing dinghies

Small items you can set up on your own

For example, badminton nets

Setting up

Making equipment ready for its intended use; this includes assembling (where appropriate) and laying the equipment out according to requirements

Storage areas

For example, store rooms, lockers, mobile stores, such as vans and trailers

Links to other NOS

This unit links closely with SKAD41 and SKAD42

SKAC11 (SQA Unit Code - FA3G 04)

Help to provide equipment for activities

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Suite Sport and Active Leisure

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