

# SKAD42 (SQA Unit Code - FA3N 04)

## Lead an activity within a session



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### Overview

This unit is about helping to run a coaching or activity session, by leading particular activities within it. The unit requires you to be working under the supervision of a qualified person. The unit covers helping participants to warm up, giving them demonstrations and explanations of what you want them to do, observing them and giving feedback, ending the session and helping to evaluate what went well and what could be improved.

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

1. help participants to prepare for an activity
2. observe an activity and give feedback to participants
3. bring an activity to an end
4. help to evaluate an activity

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 people who work as assistant coaches, assistant instructors or assistant activity leaders.

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### Performance criteria

*You must be able to:*

#### **Help participants to prepare for an activity**

- P1 establish a good working relationship with the participants
- P2 make sure your own dress and equipment are safe and appropriate for the activity
- P3 make sure the participants' dress and equipment are safe and appropriate for the activity
- P4 help the participants warm up and prepare for the activity
- P5 demonstrate and explain the activity safely
- P6 communicate in a way that is appropriate to the participants
- P7 answer participants' questions clearly and correctly
- P8 give the participants encouragement and motivation without putting them under stress

*You must be able to:*

#### **Observe an activity and give feedback to participants**

- P9 observe the participants throughout the activity
- P10 pay attention to the needs of all the participants
- P11 give feedback at appropriate times during the activity
- P12 make sure your feedback highlights good performance and where participants need to improve
- P13 make sure your feedback is clear and encouraging
- P14 follow the agreed health and safety procedures
- P15 refer any problems you are unable to deal with correctly to the person responsible for the session

*You must be able to:*

#### **Bring an activity to an end**

- P16 allow enough time to finish the activity
- P17 help the participants cool-down safely
- P18 sum up for the participants what you feel they have achieved
- P19 encourage the participants to give you feedback on the activity
- P20 follow the correct procedures for putting away equipment and tidying the facility
- P21 refer any problems you should not deal with yourself to the person responsible for the session

*You must be able to:*

#### **Help to evaluate an activity**

- P22 carry out the evaluation with the person responsible for the session
- P23 compare what happened during the activity with what you planned
- P24 identify what the participants achieved during the activity
- P25 take account of the participants' feedback about the activity
- P26 provide your own ideas about what went well and what could be improved

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- P27 listen to and take account of the views of the person responsible for the session
- P28 record the results of the evaluation to help you improve future activities

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### Knowledge and understanding

*You need to know and understand:*

#### **For the whole unit**

- K1 the importance of working closely with the person responsible for the session
- K2 the types of problems you should not try to deal with yourself but should refer to the responsible person
- K3 your responsibilities during the session
- K4 the health and safety requirements relevant to the activities you are leading
- K5 techniques, skills, rules and codes relevant to the activities you are leading
- K6 the importance of good communication with participants during the session
- K7 how to motivate and encourage participants without putting them under stress

*You need to know and understand:*

#### **Help participants to prepare for an activity**

- K8 the importance of a good working relationship with participants
- K9 how to establish a good working relationship with participants
- K10 the requirements for dress and equipment for the activities you are leading
- K11 why dress and equipment are important
- K12 how to give clear and correct demonstrations and explanations of skills, techniques, rules, codes and health and safety requirements
- K13 why it is important to answer participants' questions
- K14 the types of warm-ups that are appropriate to the activities you are leading
- K15 why warm up is important

*You need to know and understand:*

#### **Observe an activity and give feedback to participants**

- K16 why it is important to observe the participants at all times during the activity and pay attention to each of them
- K17 the importance of giving feedback to participants on what they are doing
- K18 how to give feedback in a way that will help the participants to improve their performance
- K19 appropriate times during an activity to provide feedback

*You need to know and understand:*

#### **Bring an activity to an end**

- K20 how to allow enough time to finish an activity
- K21 why it is important to allow enough time to finish an activity as planned

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- K22 why it's important to cool-down
- K23 appropriate cool-down exercises for the activities you are leading
- K24 why you should sum up what the participants have achieved
- K25 why you should get feedback from the participants on the activity you have led
- K26 procedures for putting away equipment and tidying the facility
- K27 how to identify faulty equipment and what to do with it

*You need to know and understand:*

#### **Help to evaluate an activity**

- K28 why evaluation is important
- K29 why you should compare what happened during a session with what you planned
- K30 the importance of making positive use of the feedback from others: participants and the person responsible for the session
- K31 why you should record the results of your evaluation
- K32 how to make use of evaluations when planning and leading future activities

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### Additional Information

#### Scope/range related to performance criteria

1. **participant**
  - 1.1. individual
  - 1.2. group
2. **feedback**, covering
  - 2.1. health and safety
  - 2.2. rules and codes
  - 2.3. skills and techniques
  - 2.4. participants' behaviour

#### Glossary

##### **Activity**

An activity within a session – for example, showing participants how to learn and practise a particular skill or technique or use a piece of equipment

##### **Evaluation**

Discussing an activity or a session with a more experienced colleague and identifying what went well and what could have been improved

##### **Facility**

For example, a gym, playing field or outdoor environment where the session will take

##### **Feedback**

Telling the participants what they are doing well and where and how they need  
To improve

##### **Good working relationship**

A relationship that is relaxed and friendly, but maintains your control of the participants

##### **Health and safety requirements**

Those required by law, industry codes of practice, national governing bodies (where the activity is covered by a national governing body) and those of your own organisation

##### **Participants**

People who will be taking part in the session

##### **Person responsible for the session**

This will usually be a qualified coach, instructor or activity leader

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#### **Session**

A period during participants will take part in activities with some component of physical exertion and/or skill / problem solving; these activities may be recognised sports, such as canoeing, sailing, badminton or football or may be improvised to meet certain objectives; in the outdoor context they will almost certainly involve a component of managed risk; activities may provide a 'taster' for a sport which encourages a participant to go on to develop their performance in a coached context

#### **Links to other NOS**

This unit links closely with SKAD41

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