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### Overview

This unit is about preparing a series of activity sessions – for example, outdoor activity sessions, or recreational ‘taster’ sessions for a particular sport or activity. The purpose of the sessions could be to:

1. give people an introduction to a sport or activity
2. offer people fun and enjoyable recreational activities
3. help them to grow as individuals
4. develop their social skills
5. encourage future participation, adherence and/or progress in the sport or activity
6. meet certain curriculum requirements – for example the national curriculum or a curriculum designed by a national governing body of sport

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

1. Plan activity sessions
2. Prepare yourself for activity sessions
3. Prepare equipment and facilities for activity sessions

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

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

This unit is for people who can prepare a sport, recreation or outdoor activity session with limited supervision, typically in a controlled environment.

# SKAD21 (SQA Unit Code - FA3R 04)

## Prepare for activity sessions

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### Performance criteria

*You must be able to:*

#### **Plan activity sessions**

- P1 collect the information you need to plan the sessions
- P2 have session plans that meet the aims of the programme and the needs and potential of individual participants
- P3 make sure the plan have realistic objectives, sequences and timings
- P4 make sure the plans meet health and safety
- P5 adapt the plans to take account of available equipment, facilities and time
- P6 identify anything that might change before the sessions and plan how to deal with
- P7 get approval for the plans from the responsible colleague

*You must be able to:*

#### **Prepare yourself for activity sessions**

- P8 have your plans and other essential information about the sessions available
- P9 make sure your own personal competence and qualifications are appropriate to leading the sessions
- P10 make sure you are physically and mentally prepared for the sessions
- P11 have the correct personal equipment ready for the sessions
- P12 choose a leadership style that is appropriate to the aims of the session and the needs and potential of the participants

*You must be able to:*

#### **Prepare equipment and facilities for activity sessions**

- P13 obtain equipment and facilities that are suitable for the participants and the sessions
- P14 make sure equipment and facilities meet health and safety requirements and local codes of practice
- P15 identify any unsafe or unserviceable equipment and facilities and follow the correct procedures for dealing with these
- P16 encourage and help the participants to prepare equipment and facilities safely and in line with your organisation's procedures
- P17 minimise any damage to the local environment and injury to self and others

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### Knowledge and understanding

*You need to know and understand:*

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

- K1 the values or codes of practice relevant to the work you are carrying out
- K2 the importance of careful and thorough planning and preparation for sessions
- K3 the requirements for health and safety that are relevant to the activities you are planning, for example: your organisation's health and safety policies and procedures, the Health and Safety at Work Act, requirements for activities in the scope of National Governing Bodies, requirements for activities in the scope of the Activity Centres(Young Persons' Safety) Act where these are relevant
- K4 the aims of the programme that you are helping to deliver
- K5 the needs, motivations and potential of the participants
- K6 the types of special needs that participants may have and how to adapt your plans, yourself and the equipment and facilities to meet these needs

#### **Plan activity sessions**

- K7 what a session plan should cover
- K8 the importance of treating information about participants confidentially and what this means
- K9 how to develop and check objectives, sequences and timings for a session
- K10 how to find out about the equipment and facilities that will be available for the session
- K11 the types of circumstances that may change and how to plan for these
- K12 why it is important to get the approval of the colleague responsible for the programme

#### **Prepare yourself for activity sessions**

- K13 why it is important to have your plans for the session and other essential information readily available
- K14 levels of personal competence and the types of qualifications you need to lead the sessions you are preparing
- K15 why it is important to have the correct level of personal competence and the appropriate qualifications and what may happen if you do not
- K16 the physical and mental demands of leading the planned session and why it is important that you are in the right physical and mental condition
- K17 different styles of leadership that are appropriate to different types of participants and sessions

#### **Prepare equipment and facilities for activity sessions**

- K18 the types of equipment and facilities that you need for the planned

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### Prepare for activity sessions

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sessions

- K19 how to choose equipment that will be appropriate to a particular client group
- K20 how to check equipment and facilities and the correct procedures to follow when you find unsafe or unserviceable equipment and facilities
- K21 why participants should help to prepare facilities and equipment
- K22 how the local environment could be harmed and how to protect the environment from harm

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### Additional Information

#### Scope/range related to performance criteria

##### Information

1. time and location
2. context in which activities are taking place
3. expected participants
4. participant needs and motivations
5. aims of the programme
6. health and safety requirements
7. available equipment and facilities
8. evaluations of similar sessions

##### Aims of the programme

1. fun and recreation
2. curriculum-based
3. personal and social development
4. encouraging future participation, adherence and/or progress in the sport or activity

##### Participant

1. adults
2. children and young people
3. people with particular needs
4. new participants
5. participants with some experience

##### Personal equipment

1. activity equipment
2. clothing
3. safety equipment
4. first aid equipment

#### Glossary

##### Context in which activities are taking place

These could be, for example, the outdoors, education or community based

##### Curriculum based in an educational context

This may refer to the requirements of the national curriculum; in a coaching context it may refer to requirements laid down by the national governing body of the sport or activity

##### Environment

The area in which the activity will take place; this could be an indoor facility or

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a natural outdoor environment

### **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

### **Objectives**

What the participants should achieve during the session

### **Participants**

The people you are leading during the activity

### **People with particular needs**

People for whom the session may be more than normally challenging, for example people with medical conditions, people who are overweight, unusually shy or nervous, pregnant women; this unit does not cover disabled participants

### **Personal and social development**

Enabling people to improve their own personal abilities in areas such as self confidence, self-esteem, self-reliance, self-control and problem solving as well as their ability to work with and relate to other people

### **Physically and mentally prepared**

Being able to undertake the activity without unnecessary physical or emotional stress or risk of injury

## **Links to other NOS**

This unit links closely with units SKAD22 and SKAD23

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**Suite** Activity Leadership

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