

Higher National Unit Specification

General information for centres

Unit title: Management, Organising and Practice of Outdoor Activities

Unit code: DF8V 34

Unit purpose: This unit introduces the candidate to the broad range of activities in the outdoors. It also introduces the importance of management and safety issues related to operations of outdoor activities programmes. The candidate will be directed towards gaining enough practical experience to allow entry to National governing body coaching schemes.

On completion of the Unit the candidate should be able to:

1. Identify and describe the key considerations when planning for personal or group outdoor activity.
2. Describe the legal, health and safety issues specific to working with groups/individuals in the provision of outdoor activities.
3. Maintain and store equipment relevant to the outdoor activities.
4. Demonstrate the technical skills and acquire the knowledge required to achieve access onto a national governing body coaching scheme.

Credit value: 2 HN Credits at SCQF level 7: (16 SCQF credit points at SCQF level 7*)

**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.*

Recommended prior knowledge and skills: Candidates should have practical experience of outdoors activities or completion of relevant SQA Intermediate 2/Higher in outdoor activities. Ultimately, entry is at the discretion of the centre.

Core skills: There may be opportunities to gather evidence towards core skills in this Unit, although there is no automatic certification of core skills or core skills components.

Context for delivery: This unit is included in the framework for the HNC Sport and Recreation Management.

If this Unit is delivered as part of a group award, it is recommended that it should be taught and assessed within the subject area of the group award to which it contributes.

General information for centres (cont)

Assessment: The unit may be assessed using two different methods of assessment. Outcomes one, three and four may require the candidate to accumulate a portfolio of evidence of their involvement in practical activities and observation of this involvement by qualified assessors. Outcome two may be assessed by an extended response assignment.

Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, knowledge and/or skills, and evidence requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Identify and describe the key considerations when planning for personal or group outdoor activity.

Knowledge and/or skills

- ◆ The sources of weather forecasting and reliability of information relevant to the outdoor activity.
- ◆ The equipment requirements relevant to the group size, ability and area of operation.
- ◆ Leadership responsibilities in terms of liability, insurance, group safety and comfort.
- ◆ The requirements for careful planning with regard to transport, facility/site use, finance and accommodation (if required.)
- ◆ The formulation of emergency action plans and alternative action plans

Evidence requirements

To achieve this outcome each candidate will require written and practical observation evidence to demonstrate their understanding and competence on all aspects of the knowledge and/or skills section. Each candidate will be required to plan for a day(s) (minimum) outdoor activity taking into account all sections of the knowledge skills section, if relevant.

Assessment guidelines

The assessment for this outcome may be integrated with the work required for outcome four. The student/candidate should plan for one day(s) (minimum) outdoor activity and although they may not be solely responsible for the leadership role, due to constraints of qualification and insurance, they should be responsible for ensuring this aspect is adequately covered. The student /candidate may be observed during the planning and development of the exercise and may submit a portfolio of evidence of the work carried out as well as including a short evaluation of the day/s.

Higher National Unit specification: statement of standards (cont)

Unit title: The Management, Organising and Practice of Outdoor Activities

Outcome 2

Describe the Legal, Health and Safety issues specific to working with groups/individuals in the provision of outdoor activities.

Knowledge and/or skills

- ◆ Legal issues and their implications for provision of outdoor activities.
- ◆ Health and Safety issues and their implications for provision of outdoor activities.
- ◆ Common causes of accidents in outdoor activities.
- ◆ Codes of conduct formulated to avoid incidents and accidents in outdoor activities.

Evidence requirements

To achieve this outcome each candidate will require written evidence to demonstrate their understanding of:

- ◆ The responsibility of a group leader in the outdoor environment in terms of ‘Duty of Care’.
- ◆ The implications of child protection legislation for outdoor activity provision.
- ◆ The role of the Adventurous Activity Licensing Authority and relevant legislation.
- ◆ The limitations of leadership qualifications
- ◆ The regulations for transportation of participants.
- ◆ The codes of practice, (minimum of two) relevant to selected outdoor activities.
- ◆ The common causes of accidents and their possible reduction.

The outcome could be supported by the practical activities in Outcome 4, this would help to contextualise the theory learned in this outcome.

Assessment guidelines

The assessment of the outcome may be by submission of an extended response assignment.

Outcome 3

Maintain and store equipment relevant to participation in selected outdoor activities.

Knowledge and/or skills

- ◆ Correct storage of equipment
- ◆ Importance of maintenance of equipment
- ◆ Importance of maintenance log of equipment

Higher National Unit specification: statement of standards (cont)

Unit title: The Management, Organising and Practice of Outdoor Activities

Evidence requirements

To achieve this outcome each candidate will require written and practical evidence to demonstrate their understanding and competence. Each candidate will be required to identify and describe the correct storage of equipment as well as prepare and evaluate a maintenance schedule for a specified activity. This instrument of assessment may be an assignment with a portfolio of evidence of storage duties and maintenance work.

Assessment guidelines

The assessment could be administered through a portfolio of evidence showing an understanding of the issues concerned with the storage and maintenance of a variety of outdoor equipment. The equipment covered would relate to the practical element of the course covered in outcome four.

Outcome 4

Demonstrate the technical skills and acquire the knowledge required to achieve access onto a national governing body coaching scheme.

Knowledge and/or skills

- ◆ Technical level required for entry into specified outdoor activity coaching scheme
- ◆ Physical demands and preparation required for specific outdoor activities
- ◆ Equipment and its use is appropriate for each outdoor pursuit

Evidence requirements

To achieve this outcome candidates will require written and practical evidence to demonstrate:

- ◆ The technical skills required for entry into a coaching /leadership scheme.
- ◆ The underpinning knowledge required for entry into a coaching/leadership scheme.
- ◆ The ability to analyse the activity in terms of its physical demands and body preparation requirements.
- ◆ The appropriate use of the relevant equipment.
- ◆ The level of technical skills and acquired knowledge to allow the candidate to enter a coaching scheme at a level where gaining a leadership/coaching award would allow them to work with groups/individuals unsupervised.

Higher National Unit specification: statement of standards (cont)

Unit title: The Management, Organising and Practice of Outdoor Activities

Assessment guidelines

The assessment of this outcome may be through submission of an extensive portfolio of evidence of the nature required to gain entry into a National Governing Body coaching/leadership scheme. This could include evidence of knowledge and practical skills at the appropriate level. This will form a major part of the unit, as the candidate could need extensive technical input to achieve the standard required. The portfolio may include written log book, video and taped evidence. The candidate may be required to demonstrate the recommended technical skills in a practical setting and knowledge and understanding may be assessed in a similar fashion. The portfolio of evidence submitted may include an extended response section showing understanding of the physical demands and preparation required for participation in the selected outdoor activity.

The National Occupational Standards at level 2 – Technical Definitions – provide an appropriate guide to the technical standard expected.

Administrative Information

Unit code:	DF8V 34
Unit title:	Management, Organising and Practice of Outdoor Activities
Superclass category:	MA
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Higher National Unit specification: support notes

Unit title: Management, Organising and Practice of Outdoor Activities

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 80 hours.

Guidance on the content and context for this Unit

The unit is likely to form part of a group award and primarily designed to provide candidates with basic knowledge and practical experience required to be a leader/coach of an outdoor activity.

Outcome 1

The candidate should have knowledge and skills in the:

- ◆ Accessing and interpreting of various sources of weather forecasting information and should realise the reliability, strengths/weaknesses and relevance to individual outdoor activities. Examples of relevant weather forecasting sources to be considered would be Radio, Newspaper, Teletext/Ceefax and online resources such as B.B.C. Weather, Weather Online and the Met Office online.
- ◆ Awareness of the equipment requirements for specific activities related to group numbers, abilities, areas and seasons of operation.
- ◆ The leadership role and it's responsibilities in terms of liability and insurance as well as it's 'customer care' function.
- ◆ The need for meticulous planning and the development of 'foreseeability' not only for logistical considerations(which could include transport, accommodation, group equipment and group use of equipment, etc.) but in terms of emergencies and alternative activities.

Outcome 2

The candidate should study the area of Legal, Health and Safety issues related to the provision of outdoor activities and should demonstrate understanding of:

- ◆ The responsibilities which a group leader has in terms of 'duty of care' and the specifics of dealing with children in the outdoor activity setting. For example reference may be made to child protection issues and licensed adventurous activity provision for children.
- ◆ The responsibilities and limitations placed on qualifications from N.G.B.s. to include reference to ratios, areas of operation etc.
- ◆ The limitations and regulations pertaining to the transportation of groups /individuals in an outdoor setting. (e.g. mini bus driving and use regulations and insurance)
- ◆ The codes of conduct/practice within relevant activities. (Minimum Impact Approach, Skiway code, Access code B.C.U. Coaching Code, C.C.P.R. Canoeists Code of Conduct etc)

Higher National Unit specification: support notes (cont)

Unit title: The Management, Organising and Practice of Outdoor Activities

- ◆ The causes and steps to be taken, to reduce the common accidents and incidents within outdoor activities, while recognising the fact that they come with inherent risks which make them what they are.

Outcome 3

The candidate would demonstrate skills and understanding of:

- ◆ Correct storage procedures for specific equipment
- ◆ The equipment and storage /maintenance procedures meeting health and safety guidelines.
- ◆ The equipment being maintained using industry standard procedure.
- ◆ The use of an effective logging system to ensure that best practice is being followed.
- ◆ The need for an effective replacement schedule to ensure equipment is kept up to date.

Outcome 4

Focuses on the student's ability to demonstrate the technical skills and knowledge required for entry into a national governing body coaching scheme. They would need to have an understanding of the following:

- ◆ Technical skill required for entry into national governing body
- ◆ The need for the correct level of underpinning knowledge and pre-requisites including membership, first aid awards, registration etc
- ◆ Number of hours of practical experience for a specific level.
- ◆ Number of hours of leading or assisting with groups.
- ◆ Equipment required for the award
- ◆ Length of time the training will take including hours and minimum ages for reaching specific levels

Outcome 4 will also require an understanding of the physical demands and preparation required for a specified sport, to reduce the likelihood of injury, to improve technical performance and to improve the activity level /duration. These aspects should be covered under the headings of:

- ◆ Strength
- ◆ Speed
- ◆ Flexibility
- ◆ Endurance
- ◆ Power

Outcome 4 also focuses on the appropriate use of equipment, covering:

- ◆ Correct selection of clothing for a specified activity.
- ◆ Correct selection of technical equipment.
- ◆ Understanding the proper use of equipment and its limitations

Higher National Unit specification: support notes (cont)

Unit title: The Management, Organising and Practice of Outdoor Activities

Guidance on the delivery and assessment of this Unit

This unit provides candidates with a basic knowledge and practical experience in potentially leading outdoor activities. The emphasis on the practical nature of the unit and a desire to let the student experience a range of activities should mean the course being delivered at the beginning of the HNC award. This would allow the candidate to acquire sufficient knowledge to allow progress and the gaining of experience to develop their knowledge further and improve practical skills.

The unit may be assessed using four different methods of assessment. Outcome one may be assessed by submission of a portfolio of evidence based on the planning, development and evaluation of a days outdoor activity for the candidates peer group. Outcome two may be assessed by an extended response assignment. Outcome three may be integrated into the portfolio of evidence required to be submitted for outcome four which in turn is combined with the tutor observation and assessment of technical skills and knowledge to be carried out in the practical setting for the final outcome.

Suggested references

Title	Author	ISBN No	Date	Publisher	Info
A Guide for Outdoor Educators in Scotland	Higgins,Loy nes and Crowther	1 874637-04-0		Adventure Edu	Key Text,Extensive list of Provision available + References
Activity Centres (Young Persons Safety) Act	H.M.S.O		1995		
B.C.U. Directory of Awards	B.C.U.				
BASI manuals Version 2	BASI	0-904212-07-6	2001		
Canoe and Kayak Handbook	B.C.U.	0-9531956-5-1		Pesda Press	
Driving a Mini-bus in the G.B.	D.V.L.A.		1996	Swansea DVLA	
Field and Trek Catalogue	Field and Trek Technical				Technical and commercial information on Equipment
Five Steps to Risk Assessment	H.S.E.		1995		
Important Changes to the Driving Licence from 01-01-1997	Dept of Transport		1996	DVCC	
Managing Vehicle Safety at the workplace	H.S.E.		1995		
Mountain Weather	David Pedgley		1980	Cicerone	
Mountaincraft and Leadership	Langmuir E.	0-903908-75-1		SSC	
A Rationale for Outward Bound -	R.Putnam		1994		

Higher National Unit specification: support notes (cont)

Unit title: The Management, Organising and Practice of Outdoor Activities

P.P.E. at Work-Guidance on Regulations	H.S.E.	0-071760415-2	1992		
Principles of Health and Safety at Work			1993	IOSH	
Protecting Young People -A Guide for Sportspeople	U.K	0-947850-50-3			
	Coaching				
Safety in Outdoor Education	HMSO	011-270690-8	1989	HMSO	
www.alaa.org					list of providers of Adventure Activities available on search
www.basi.org.uk					home page of the British Assoc Ski Instructors
www.bcu.org.uk					home page of the British Canoe Union
www.brianmac@demon.com					physical demands (general)
www.cix.co.uk/~bof					home page of the British Orienteering Federation
www.fairbridge.org.uk					
www.glenmorelodge.org.uk					
www.open.gov.uk/hse/pbns					downloads and ordering of HSE docs.
www.outwardbound-uk.org					
www.rya.org.uk					home page of the Royal Yacht Assoc.
www.scot-canoe.org					home page of the Scottish Canoe Assoc
www.snh.org.uk					
www.snh.org/soac					Draft of the Scottish Access code
www.snsc.demon.co.uk					home page of Snowsport Scotland
www.thebmc.co.uk					home page of the British Mountaineering Council
www.ukmtb.org/smltbhome.htm					home page of the Scottish Mountain Leader Training Board
www.bbc.co.uk/weather/sports					BBC online weather site info and reports
www.meto.gov.uk					Met office on line info and reports

Open learning

Open and Distance Learning, please refer to the SQA publication, Assessment and Quality Assurance of Open and Distance Learning (SQA 2000).

Special needs

This Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering special alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance on Special Assessment Arrangements* (SQA, 2001).

General information for candidates

Unit title: The Management, Organising and Practice of Outdoor Activities

This unit deals specifically with the skills and knowledge required to enter into a leadership/coaching role in the provision of outdoor activities.

It introduces the candidate to the importance of management and safety issues related to the planning and operation of an outdoor activity programme

The candidate will receive information on general issues regarding their responsibilities as a leader of outdoor activities before gaining specific knowledge and skills to allow them entry to a national Governing Body coaching /leadership award scheme.

The basis for this process is practical experience and hence demonstration of technical competence, as well as knowledge and understanding of the issues involved in organising and leading a group in a specific activity.

The unit may be assessed using a variety of methods ranging from practical exercises and observation of candidate led activities to submission of an extended portfolio of evidence with one other extended response assessment.