SCOTTISH QUALIFICATIONS AUTHORITY

Higher National Unit Specification

General information for centres

Unit title: Application of Management and Organisational Skills in Outdoor Activities

Unit code: DP26 35

Unit purpose: This unit provides the candidate with detailed study of key concepts and theories and an understanding of the sociological benefits to be gained from structured involvement in outdoor activities. The candidate will also acquire skills of investigation, information analysis and critical evaluation during the preparation and planning which is required to facilitate a multi day activity based residential. The information gathering process and subsequent choices made, based on this process, will be evaluated as will the candidates overall ability to be involved in the management of a residential of this nature. The candidate will develop transferable skills within the area of safety and rescue which will be aimed at operating in advanced conditions /sites of operation.

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

1. Describe and evaluate the sociological benefits arising from participation in outdoor activities.
2. Investigate, analyse and apply information obtained from key preparatory activities for group participation in chosen outdoor activities.
3. Plan, develop and evaluate a multi day activity residential for a group.
4. Demonstrate the technical skills and underpinning knowledge of advanced safety and rescue situations.

Credit points and level: 2 HN Credits at SCQF level 8: (16 SCQF credit points at SCQF level 8*)

**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 would require to be proficient to an advanced level in at least one outdoor activity. Completion of the HN units Foundation of Outdoor Activities and
The Management, Organising and Practice of Outdoor Activities would be the normal pre requisites for entry to this unit however completion of other coaching units and involvement in the Safe Practice in Outdoor Activities unit would form an alternative pre requisite profile.

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: 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: Outcome 1 may be assessed by means of an extended response assignment.

Outcome 2 and 3 may be integrated and assessed by means of an accumulated portfolio of evidence being submitted, as well as tutor observation.

Outcome 4 may be assessed by the candidate preparing and conducting a peer group presentation lasting a minimum of 15 minutes and supported with a variety of handouts and notes.

Higher National Unit specification: statement of standards

Unit title: Application of Management and Organisational Skills in Outdoor Activities

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

(If you think holistic assessment is the best assessment strategy for the Unit and you wish to state *Knowledge and/or Skills* and *Evidence requirements* for the Unit as a whole, please add the following statement here: 'Please refer to *Knowledge and/or skills for the Unit* and *Evidence requirements for the Unit* after the Outcomes.')

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

Describe and evaluate the sociological benefits arising from participation in outdoor activities.

Knowledge and/or skills

- Understanding of the theories and concepts of the sociological benefits arising from participation in outdoor activities.
- The use of outdoor activities as a tool for personal and social development
- Improving client performance through outdoor activities for human resource based organisations.

Evidence requirements

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

- an accurate description of the sociological benefits in terms of teamwork, group work, leadership and the overall process of socialisation
- an understanding of the theories and concepts related to the sociology of participation in outdoor activities
- evaluation of the use of outdoor activities as a tool for personal development to include leadership, co-operation, tolerance, self confidence /self worth and realisation of potential
- identification and explanation of the role of outdoor activities in improving client performance for human resource based organisations

Assessment guidelines

To achieve this outcome each candidate will require written evidence to demonstrate their understanding of all aspects of the knowledge and /or skills section. This evidence will take the form of an extended response assignment of approximately 1500 words.

Higher National Unit specification: statement of standards (cont)

Unit title: Application of Management and Organisational Skills in Outdoor Activities

Outcome 2

Investigate, analyse and apply information obtained from key preparatory activities for group participation in chosen outdoor activities

Knowledge and/or skills

- Apply Health and Safety considerations for chosen activity.
- Utilise weather resources – data collocation, analysis/planning/decision, dynamic observation and evaluation of process.
- Access and environment considerations for chosen activity location.

Evidence requirements

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

- the application of current relevant health and safety legislation and governing body code(s) of practice in the chosen outdoor activity
- the ability to identify and collect weather data from a minimum of two relevant sources
- the ability to analyse collected weather data to be utilised as part of the planning process
- the ability to accurately monitor weather conditions on site and describe/evaluate their effect on the selected outdoor activity
- application of current access and environmental legislation and local agreements for the chosen outdoor activity
- adherence to governing bodies Codes of Conduct in terms of environmental considerations for the chosen outdoor activity and location

Assessment guidelines

To achieve this outcome each candidate may require written and practical observation evidence to demonstrate their understanding and competence of all aspects of the knowledge and /or skills section.

The assessment for this outcome could form part of the preparatory activities for outcome 3 and as such would lend itself to being applied as part of the assessment portfolio for these events/activities. This portfolio of evidence should be comprehensive and it is recognised that a variety of media forms could be utilised. The overall portfolio to cover outcomes 2 and 3 should equate to an extended response assignment of approximately 2500 words.

Higher National Unit specification: statement of standards (cont)

Unit title: Application of Management and Organisational Skills in Outdoor Activities

Outcome 3

Plan, develop and evaluate a multi day activity residential for a group.

Knowledge and/or skills

- Planning – Demonstrate the planning and organisational skills for group participation in a multi day outdoor activity - residential.
- Develop – implementation of a multi day outdoor activity - residential.
- Evaluate – preparation, planning and development stages.

Evidence requirements

To achieve this outcome the candidate will require written and practical evidence to demonstrate –

- Planning and development of a multi day residential should be in accordance with the 'best practice model' guidelines (see guidance on context and content)
- Evaluation of the multi day residential should be accurate and carried out to include all stages of the process, i.e. all preparatory activities, the planning and organisation of the residential, carrying out the plan and the outcome and experience gained from the project.

Assessment guidelines

The assessment for this outcome may be integrated with the evidence required for outcome 2. The students/candidates should plan for a multi day activity residential. This residential should adhere to the best practice model guidelines, as detailed in guidance on context and content. Due to constraints of time and finance the residential may be planned and developed by a small group (a maximum of 3 is suggested) but at some point the leadership role, or at least responsibility for adequately covering the role, should be the responsibility of each individual member of the organising group. It is understood that depending on the qualification level of the organisers the constraints of level and area of operation would require careful consideration and planning. A portfolio of evidence would be submitted showing an understanding of the issues involved and practical ability in the planning, development and evaluation of the residential event. This portfolio of evidence should be comprehensive and it is recognised that a variety of media forms could be utilised. The overall portfolio to cover Outcomes 2 and 3 should equate to an extended response assignment of approximately 2500 words.

Higher National Unit specification: statement of standards (cont)

Unit title: Application of Management and Organisational Skills in Outdoor Activities

Outcome 4

Demonstrate the technical skills and underpinning knowledge of advanced safety and rescue situations.

Knowledge and/or skills

- Technical skills required for leadership during an advanced rescue situation.
- Conduct rescues and set up safety cover to recognised current governing bodies safety and rescue awards/protocols.
- Show ability to adapt techniques for application in advanced situations.
- Review efficiency and effectiveness of leadership role and actions.
- Demonstrate correct recording and administrative procedures relating to safety and rescue situations.

Evidence requirements

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

- that all events requiring safety cover and rescues are carried out according to current recognised governing body awards and protocols
- the leadership, technical skills and use of appropriate equipment required for successful rescue in advanced situations
- that their involvement in the leadership role related to a rescue situation is effective and efficient
- that all necessary administrative and recording tasks are completed for safety and rescue situations

Assessment guidelines

The assessment for outcome 4 may be by presentation to the candidates peer group. The presentation will be based on the individual's performance during a tutor observed safety/rescue scenario. The presentation will cover all aspects of technical skills, leadership and equipment usage relevant to the knowledge and /or skills section. The presentation will be on the one advanced rescue scenario that the candidate was given the sole leadership responsibility for but it is recognised that the student will be observed participating in a variety of rescue scenarios, in positions of varying responsibility, as part of the assessment of their peers. The presentation could have a duration of a minimum of 15mins and should be supported by handout material which will be submitted along with presentation notes/slides and examples of administrative records etc to form the overall assessment.

Administrative Information

Unit code:	DP26 35
Unit title:	Application of Management and Organisational Skills in Outdoor Activities
Superclass category:	MA
Date of publication:	August 2005
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Higher National Unit specification: support notes

Unit title: Application of Management and Organisational Skills in 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

This unit is likely to form part of a group award and is primarily designed to provide candidates with the skills and underpinning knowledge in:-

Outcome 1

- Understand the theories and concepts of the sociological benefits arising from participation in outdoor activities.
- The use of outdoor activities as a tool for personal and social development
- Improving client performance through outdoor activities for human resource based organisations.

It is intended that outcome 1 gives the student/candidate an understanding of the sociological benefits to be gained from involvement in outdoor activities and how that process can be managed for the development of a variety of personal and social skills.

Some of the key theories and concepts of the benefits of experiential learning and involvement in outdoor adventure activities should be studied. To include authors such as:
Mortlock
Greenaway
Adair
Beard and Wilson
Priest and Gass.
Dewey
Kolb

And policy documents and rationales from organisations such as:-

Endeavour
Brathay Hall Trust
YMCA
Outward Bound
Fairbridge.

(note- this list is not exhaustive and other authors and references may be thought more applicable to certain activities, full bibliographies and further reading and research on this area of study are available in the resource list given later in the unit descriptor.

This work should be linked to the planning and development exercise in outcome 3, both in terms of the group activity of planning the residential but also the group dynamics and aims/ objectives set for the peer group while on the activity residential.

Higher National Unit specification: support notes (cont)

Unit title: Application of Management and Organisational Skills in Outdoor Activities

Outcome 1 would obviously require to be delivered as the initial part of the unit which would allow application of theory and inclusion of observation and examples of teamwork/group work, leadership and socialisation to be used, from the planning and development process, in the assessment for the outcome.

Input from external speakers and visits to a variety of human resource based organisations such as educational initiatives, community projects, local authority provision and social services would allow the student/candidates to have knowledge on the use of outdoor activities within these organisations.

Outcome 2

- Apply Health and Safety considerations for chosen activity.
- Utilise weather resources – data collocation, analysis/planning/decision, dynamic observation and evaluation of process.
- Access and environment considerations for chosen activity location.

This outcome would allow investigation and evaluation of a variety of information sources, key to the planning process. The student would be expected to investigate a full range of information providers and sources and make informed decisions as to which are most applicable to the selected activity and site/location.

With reference to health and safety legislation and access and conservation issues, the student should ensure that information gleaned is from reputable, current sources and to this end it would be expected that contact with governing bodies would form a part of the investigation for this outcome.
With reference to weather conditions the analysis of the information gained should be detailed and the resultant 'forecasts' recorded for use on the activity sessions linked to this unit and any others within the course structure.

While on activity sessions observations of localised conditions and changes which took place should again be recorded to ascertain whether the information gained and analysed led to an accurate prediction and if not, reasons for this discrepancy should be formulated and recorded.

Outcome 3

The planning, development and evaluation of the multi day activity residential should be delivered with reference to the 'best practice model' as detailed below.

Purpose	the residential should have a stated purpose whether competition, training, social or a combination.
Location	This should be a reasonably remote location not within a major town or built up area. (ref. accommodation)

Higher National Unit specification: support notes (cont)

Unit title: Application of Management and Organisational Skills in Outdoor Activities

Planning documentation	Itinerary should be produced, Equipment lists and group gear lists Emergency procedures and contact lists Consent forms Code of conduct produced Risk assessment for accommodation and activity site completed
Accommodation -	This should be in a reasonably remote location And should be one of the following:- bunkhouse, chalet, hostel, self programming outdoor centre, campsite.
Catering -	Self Catering
Transport -	Suitable for area of operation and activity. Drivers qualified and insurance checked
Activities -	Site appropriate to activity Qualified instruction in place Appropriate staff to participant ratios for activity Alternative action/activity plan produced.
Supervision and staffing -	Ratio of staff to participants appropriate Responsibilities detailed.
Emergency procedures -	First aid cover appropriate Normal Operating Procedures produced Emergency Action Plan produced. Specific medical details confirmed Reporting procedures detailed
Insurance -	Liability checked Accidental cover and equipment cover checked
Costs -	Funding source identified Group notified of any costs Payment details

All of the above criteria need to be in place and confirmed as part of the planning process before the residential can go ahead.

The information gathering and analysis for outcome 2 can be integrated with this process.

Higher National Unit specification: support notes (cont)

Unit title: Application of Management and Organisational Skills in Outdoor Activities

Outcome 4

This outcome is intended to ensure that the student/candidates have the necessary skills both technically and in terms of leadership to facilitate safety cover and rescue in an advanced setting. The use of input based on governing body awards and protocols would ensure the knowledge and skills gained by the students would be current and in line with industry standards. Syllabi such as the B.C.U. White Water Safety and Rescue course, the Swiftwater Rescue Technicians course, the SMLTB guidance on Security on Steep Ground, Snowsport/BASI Off Piste Safety and Rescue modules/classes, Beach Lifeguard Award etc would all serve to provide the practical and theory input at the advanced level required for the unit.

The use of on site input containing practical exercises and scenarios backed up with lecture work and visiting speakers would again ensure the student has all the necessary information and training to adapt the techniques acquired for use in a variety of safety and rescue situations.

Guidance on the delivery and assessment of this Unit

The assessment of this unit is through a variety of methods. Outcome 1 may be assessed by an extended response assignment to ensure all students /candidates have gained understanding of the key theories and concepts relating to the sociological benefits of involvement in outdoor activities. This assessment would be in the form of an extended response assignment of approximately 1500 words

Outcome 2 and 3 could be linked and would ensure that, by submission of a portfolio of evidence including preparatory investigation and planning materials, evidence of the development stage, (written and tutor observation), and an extended evaluation of the residential and preparatory activities, all aspects of this outcome would be assessed. The portfolio of evidence would be equivalent to an extended response assignment of approximately 2500 words.

Assessment of Outcome 4 will consist of a student presentation to their peers lasting a minimum of 15 minutes covering all aspects of the skills and techniques required to successfully carry out safety cover and /or rescue in an advanced situation. Participation in safety and rescue courses adhering to the guidelines of governing bodies would provide standardised materials and knowledge for use in this presentation.

Higher National Unit specification: support notes (cont)

Unit title: Application of Management and Organisational Skills in Outdoor Activities

Suggested References

Title	*Author*	*ISBN No*	*Date*	*Publisher*	*Info*
A Guide for Outdoor Educators in Scotland	Higgins, Loynes and Crowther	1 874637-04-0			Extensive list of Provision available + References
BASI manuals Version 2	BASI	0-904212-07-6	2001		
Canoe and Kayak Handbook	B.C.U.	0-9531956-5-1		Pesda Press	
A Rationale for Outward Bound	R.Putnam		1994	Outward Bound	
Personal Growth Through Adventure	Hopkins D and Putnam R.		1993		
Why Adventure? The Role and Value of Outdoor Adventure in young peoples personal and social development	Barrett J and Greenaway R		1995		Revised edition to be available 2004
The Adventure Alternative	Mortlock		1984		
Adventure Education and Outdoor Pursuits	Mortlock				
Beyond Adventure	Mortlock				
Effective Leadership in Adventure Programming	Simon Priest and Michael Gass				
Brathay Hall Trust,Youth Development Papers, Self Esteem and Youth Development	Kaye Richards (Ed)				
Team building Activities for Every Group	Alanna Jones				
The Complete Facilitators Handbook	John Heron				
Reflection ,Turning Experience into Learning	Boud,Keogh, Walker (Eds)				
The Power of Experiential Learning	Colin BeardandJ.P. Wilson				
Effective Teambuilding	Adair				
Outdoor and Experiential Learning, A Holistic and Creative Approach to Program Design.	Martin,Franc andZounkova		2004		
Journal of Adventure Education and Outdoor Learning (JAEOL)	Peter Allison (Ed) for Inst of Outdoor Learning.				
Adventure Education	John Mills and Simon Priest(Ed)				
Experience and Education	Dewey		1938		
Experiential Learning: Experience as the Source of Learning and Development	D.A.Kolb		1984		
Web resources					
www.alaa.org					list of providers of Adventure Activities Available on search

Higher National Unit specification: support notes (cont)

Unit title: Application of Management and Organisational Skills in Outdoor Activities

www.learning from experience.com					Bibliography of relevant topics pertaining to experiential learning
www.basi.org.uk					home page of the British Assoc.of Snowsport Instructors
www.bcu.org.uk					home page of the British Canoe Union
www.cix.co.uk/~bof					home page of the British Orienteering Federation
www.outdoor-learning.org					Institute for Outdoor Learning homepage
www.endeavour.org.uk					
www.fairbridge.org.uk					
www.glenmorelodge.org.uk					
www.outwardbound-uk.org					
www.ymca.org.uk					
www.ofsted.gov.uk/publications					Government site with reports on outdoor education
www.reviewing.co.uk					Homepage of Roger Greenaway links and resource lists
www.brathay					Homepage of Brathay Hall Trust
www.rya.org.uk					home page of the Royal Yachting 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

Higher National Unit specification: support notes (cont)

Unit title: Application of Management and Organisational Skills in Outdoor Activities

Open learning

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

Candidates with additional support needs

This Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs*, which is available on the SQA website www.sqa.org.uk

General information for candidates

Unit title: Application of Management and Organisational Skills in Outdoor Activities

You will be given the opportunity to study, in depth, the sociological benefits of outdoor activity participation.

The unit will have a high level of practical input covering areas from planning, preparation and management of a multi day activity based residential to leadership and techniques to be acquired for involvement in safety and rescue work in advanced situations and locations.

Although the planning will be done by you and will be activity specific, the nature of the unit gives an element of choice and is expected that a variety of activities would require to be participated in over the course of the unit delivery.

Assessment is by extended response assignment (1500 words approximately), submission of a portfolio of evidence (equivalent to 2500 words approximately), tutor observation and peer group presentation.