



Higher National Graded Unit specification

General information for centres

This Graded Unit has been validated as part of the HNC Professional Golf. Centres are required to develop the assessment instrument in accordance with this validated specification. Centres wishing to use another type of Graded Unit or assessment instrument are required to submit proposals detailing the justification for change for validation.

Graded Unit title: Professional Golf: Graded Unit 1

Graded Unit code: F3RH 34

Type of Graded Unit: Project

Assessment Instrument: Practical Assignment

Credit points and level: 1 HN credit at SCQF level 7: (8 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.*

Purpose: This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HNC Professional Golf:

- ◆ to develop academic ability and key Core Skills with a view to establishing good practice with regard to continuing professional development and learning
- ◆ to equip students with transferable skills that can be applied in a variety of learning and working situations
- ◆ to develop competences in key areas relating to professional golf and develop the ability of candidates to transfer these to industry
- ◆ to develop the knowledge and skills required to play and teach golf to a wide variety and ability of clients in individual and group environments
- ◆ to equip candidates with the skills and qualities desirable to employers or progression into relevant HND/degree courses

Recommended prior knowledge and skills: It is recommended that the candidate should have completed or be in the process of completing the following Units relating to the above specific aims prior to undertaking this Graded Unit:

- ◆ F3CM 34 *Golf Coaching: an Introduction*
- ◆ DD2V 34 *Anatomy, Physiology, Energy Systems*
- ◆ DD34 34 *Principles of Fitness Training*
- ◆ F138 34 *Financial Accounting Statements: an Introduction*
- ◆ DG6W 34 *Principles & Practices of Selling*

Core Skills: There are opportunities to develop the Core Skills of *Problem Solving*, *Communication* and *Working with Others* at SCQF level 5 in this Graded Unit, although there is no automatic certification of Core Skills or Core Skills components.

Assessment: This Graded Unit will be assessed by the use of practical assignment. The developed practical assignment should provide the candidate with the opportunity to produce evidence that demonstrates she/he has met the aims of the Graded Unit that it covers.

Administrative Information

Graded Unit code: F3RH 34

Graded Unit title: Professional Golf: Graded Unit 1

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Version: 01

History of changes:

Version	Description of change	Date

Source: SQA

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Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates

Graded Unit title: Professional Golf: Graded Unit 1

Conditions of assessment

The candidate should be given a date for completion of the practical assignment. However, the instructions for the assessment task should be distributed to allow the candidate sufficient time to assimilate the details and carry out the assessment task. During the time between the distribution of the assessment task instructions and the completion date, assessors may answer questions, provide clarification, guidance and reasonable assistance. The assessment task should be marked as soon as possible after the completion date. The final grading given should reflect the quality of the candidate's evidence at the time of the completion date.

The evidence for the project is generated over time and involves three distinct stages, where each stage has to be achieved before the next is undertaken. Thus any re-assessment of stages must be undertaken before proceeding to the next stage.

If a candidate fails the project overall or wishes to upgrade, then this must be done using a *substantially different* project, ie all stages are undertaken using a new project, assignment, case study, etc. In this case, a candidate's grade will be based on the achievement in the re-assessment, if this results in a higher grade.

Instructions for designing the assessment task

The assessment task is a project. The project undertaken by the candidate must be a complex task which involves:

- ◆ variables which are complex or unfamiliar
- ◆ relationships which need to be clarified
- ◆ a context which may be familiar or unfamiliar to the candidate

The assessment task must require the candidate to:

- ◆ analyse the task and decide on a course of action for undertaking the project
- ◆ plan and organise work and carry it through to completion
- ◆ reflect on what has been done and draw conclusions for the future
- ◆ produce evidence of meeting the aims which this Graded Unit has been designed to cover

The assessment task is a practical assignment based on the complex task of delivering a coaching session which is part of a coaching programme.

The candidate firstly has to plan a golf coaching session to be delivered to a group or individual at a beginner level within suitable surroundings. The candidate will be given prior notice of the group/individual, time of assessment and the venue. The plan must have distinct aims and objectives relevant to the client group and must consider venue, equipment used, duration of session and health and safety requirements. Time allocation for planning this will be 45 minutes.

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The delivery of the coaching session should show the candidates competence with the coaching process and their ability to communicate effectively with clients. Session to last 30 minutes.

The session will also be evaluated immediately after delivery highlighting strengths and weaknesses of the session. This will allow the candidate to analyse coaching undertaken so that the candidate can suggest changes that could be made for the next delivery. Notes may be taken by the candidate from assessor's feedback.

The candidate is required to show how their session would form part of a coaching programme for beginners at a chosen venue and how the session would be costed. The assessment will take the form of a poster which is presented to assessor who may ask relevant questions to ascertain authenticity. The time allocation for the presentation could be 15 minutes.

Candidates will be assessed with appropriate supervision.

Guidance on grading candidates

At this level, candidates should work independently.

Candidates who meet the minimum Evidence Requirements will have their achievement graded as C — competent, or A — highly competent or B somewhere between A and C. The grade related criteria to be used to judge candidate performance for this Graded Unit is specified in the following table.

Grade A	Grade C
<p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> ◆ has sufficient evidence for the three essential phases of the project, is produced to a high standard, and is quite clearly inter-related ◆ demonstrates an insightful interpretation of the project brief ◆ is highly focused and relevant to the tasks associated with the project brief ◆ is clear and well structured throughout and language used is of a high standard in terms of level, accuracy and technical content ◆ effectively consolidates and integrates required knowledge and skills 	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> ◆ has sufficient evidence of the three essential phases of the project, is produced to an adequate standard ◆ demonstrates an interpretation of the project brief ◆ is focused and relevant to the tasks associated with the project brief ◆ is satisfactorily structured and language used is adequate in terms of level, accuracy and technical content ◆ consolidates and integrates knowledge and skills but this may lack some continuity and consistency

The project will be marked out of 100. Assessors will mark each stage of the project, taking into account the criteria outlined. The marks will then be aggregated to arrive at an overall mark for the project. Assessors will then assign an overall grade to the candidate for this Graded Unit based on the following grade boundaries.

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- A = 70% — 100%
 B = 60% — 69%
 C = 50% — 59%

Note: the candidate must achieve all of the minimum evidence specified below for each stage of the project in order to achieve the Graded Unit.

Evidence Requirements

The project consists of three stages: planning; developing; and evaluating. The following table specifies the minimum evidence required to pass each stage.

Note: The candidate must achieve **all of the minimum evidence** specified below for each stage of the project in order to pass the Graded Unit

Project stage	Minimum Evidence Requirements
Stage 1 — Planning 20%	<p>The candidate must produce a Plan that includes:</p> <ul style="list-style-type: none"> ◆ information gathered to clarify the brief ◆ aims and objective(s) for the coaching session are detailed ◆ identify equipment/resources required for the coaching session ◆ identify how and where equipment/resources will be accessed ◆ health and Safety issues identified ◆ session plan for duration of 30 minutes <p>(Note that this may be in a format which meets the needs of the delivery centre, the sports facility, the governing body etc. It may be devised specifically for this project or be a standard version such as that produced by eg SportScotland, SportsCoachUK, PGA, club golf etc)</p> <p>Complete all relevant sections:</p> <ul style="list-style-type: none"> ◆ appropriate coaching points ◆ appropriate layout/organisation ◆ appropriate time allocations ◆ logical progressions <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage. The planning stage should take 45 minutes.</i></p>

Higher National Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

Project stage	Minimum Evidence Requirements
Stage 2 — Developing 60%	<p>The candidate must ensure:</p> <ul style="list-style-type: none"> ◆ the delivery of coaching session: 30 minutes — 40% ◆ time-keeping ◆ dress (appropriate, tidy) ◆ appropriate use of coaching aids ◆ area prepared for session ◆ introduction of coaching session (clear, concise) ◆ safety check (participants, equipment) ◆ aim clearly defined ◆ appropriate warm-up ◆ clear instructions throughout ◆ appropriate use of demonstrations ◆ positioning ◆ maximum participation ◆ appropriate use of coaching points ◆ offers technically sound information appropriate to the ◆ activity and group ◆ keeps group/individual motivated ◆ appropriate cool-down ◆ appropriate conclusion/debrief to session ◆ time allocation between warm up, skill development, cool down and debrief ◆ equipment cleared away correctly ◆ poster presentation: 15 minutes — 20% ◆ outline of coaching programme giving detail of age groups, and skills covered. ◆ timing and length of programme showing when, where and for how long the programme will be undertaken ◆ cost for each session based on current industry and competitive market ◆ progression to other programmes or initiatives ◆ partnerships which may allow the programme to run more effectively <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage</i></p>

Higher National Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

Project stage	Minimum Evidence Requirements
Stage 3 — Evaluating 20%	<p>The candidate should:</p> <ul style="list-style-type: none"> ◆ briefly evaluate the coaching session ◆ determine if the aim(s) and objective(s) were met during the coaching session ◆ review and update the lesson plan in light of experience ◆ summarise any changes to the plan in light of events ◆ identify any knowledge and skills which have been gained and/or developed by the participants/clients ◆ assess any strengths and weaknesses of the coaching performance of the candidate <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage.</i></p>

Support notes

Brief

Candidates could be issued with the brief and given the following information prior to the assessment date for the planning stage:

- ◆ date and time of the coaching session and presentation
- ◆ venue of assessment
- ◆ approximate number of participants, age, experience, and gender factors
- ◆ equipment available and how is it accessed
- ◆ activity and skills to be coached

Planning stage

This is an open-book assessment and therefore coaching books/manuals or such like can be referred to during the assessment. Candidates could be given 45 minutes to complete the planning stage.

Candidates could interpret the brief by including the following information:

- ◆ any information gathered to clarify the brief
- ◆ aim and objective(s) for the coaching session

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- ◆ identify equipment/resources required for the coaching session
- ◆ identify how and where equipment/resources will be accessed
- ◆ detailed session plan for a duration of 30 minutes

Developing stage

Assessors could organise the group of beginner level participants for the candidate. Time should be given to each candidate to set up and clear away equipment out with the 30 minutes allocated for the coaching session.

To complete the developing stages, candidates are required to:

- ◆ produce a full lesson plan outlining aims, objectives, lesson content
- ◆ deliver a 30 minute Beginner level coaching session

The candidate is required to show how their session would form part of a coaching programme for beginners at a chosen venue. The assessment will take the form of a poster which is presented to assessor who may ask relevant questions to ascertain authenticity. The time allocation for this could be 15 minutes.

In order to complete the poster the candidate is required to:

- ◆ outline of coaching programme giving detail of age groups, and skills covered
- ◆ show timing and length of programme. When, where and for how long the programme will be undertaken
- ◆ cost for each session/programme based on current industry and competitive market
- ◆ show progression to other programmes or initiatives
- ◆ outline potential Partnerships which may allow the programme to run more effectively

Evaluating stage

Following the session delivery, the candidate is required to complete an evaluation as soon as possible after the coaching sessions. It is permissible to refer to evaluation notes taken from the coaching session.

In order to complete the evaluating stage, the candidates is required to:

- ◆ outline the coaching session
- ◆ determine if the Aims and Objectives were met during the session

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- ◆ review and update the session plan in light of experience
- ◆ state the knowledge and skills gained by the participants/clients
- ◆ state the strengths and weaknesses of the coaching performance of the candidate

Candidates with disabilities and/or additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative assessment arrangements. For information on these, please refer to the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs*, which is available on SQA's website: www.sqa.org.uk.

General information for candidates

Golf is now established as one of Scotland's key sports playing its part within our history, economic development and worldwide image. To maintain this standing the game itself needs to develop and so the coaches involved will have to have competences which will allow the young to develop and the talented to excel.

This Graded Unit will give you the opportunity to develop key coaching skills and show a real understanding of the coaching process. It will also develop the understanding that coaching does not happen as a one off, but needs to be part of a bigger plan. The Core Skills of *Problem Solving*, *Communication* and *Working with Others* will be developed throughout this Unit. Organisation of lesson plans including technical information, appropriate equipment and sound progression all need to be considered. An understanding of the client and their needs will need to be formulated quickly with strong communication skills as well as the ability to analyse and feedback on performance to effect change. You will also need to consider the role of the coach in industry and formalise a coaching programme which deals with costing implications.

The assessment will take the form of a practical assignment followed up by poster presentation. The practical assignment will need you to deliver a coaching session of approximately 30 minutes for an individual or group at beginner level and a poster presentation of 15 minutes or equivalent which shows how the coaching session is part of an overall coaching plan.