



Higher National Unit specification: general information

Unit title: Safe Practice in Outdoor Activities

Unit code: FW64 34

Superclass: PL

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Unit purpose

This Unit introduces the candidate to legislation, procedures and guidelines within the outdoor activities industry. It also highlights an awareness of safety features of equipment, recognition of appropriate clothing and how to resolve incidents of an outdoor nature.

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

- 1 Explain legislative procedures and guidelines involved in outdoor activities.
- 2 Describe safety features of equipment and recognise appropriate clothing for an outdoor activity.
- 3 Plan, perform and record rescue procedures for an outdoor activity.

Recommended prior knowledge and skills

It is desirable that candidates should have satisfactorily completed SQA Units at Intermediate 2 in *Sporting Activities (Outdoor Activities)* or above, be working towards Scottish or National Governing Body Awards in *Outdoor Activities* and have or be working towards a recognised First Aid qualification. Ultimately entry is at the discretion of the centre.

Credit points and level

1 Higher National Unit credit at SCQF level 7: (8 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.*

General information (cont)

Core Skills

There are opportunities to develop the Core Skills of *Working with Others*, *Information and Communication Technology (ICT)* and *Problem Solving* 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. This Unit is included in the framework for the HNC/HND Coaching and Developing Sport.

Assessment

The three Outcomes will be assessed separately:

- Outcome 1** Six extended response questions.
- Outcome 2** One written report of approximately 250 words.
One ten minute presentation on nominated subjects.
List and description of use of safety equipment.
- Outcome 3** Practical exercise at suitable location and written report of approximately 250 words.
Completion of accident and incident report form and risk assessment of approximately 250 words minimum.

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

Explain legislative procedures and guidelines involved in outdoor activities.

Knowledge and/or Skills

- ◆ Risk assessment.
- ◆ Incident and accident report procedures.
- ◆ Adventurous Activities Licensing Authority.
- ◆ Employer and employee responsibilities as required under the Health and Safety at Work Act 1974.
- ◆ S/NGB guidelines.
- ◆ Legislation and Procedures:
 - Local Education Authorities
 - Voluntary organisations
 - Commercial organisations

Evidence Requirements

To achieve this Outcome, each candidate will require evidence to demonstrate their understanding of all aspects of the Knowledge and/or Skills section.

The instrument of assessment will be six extended response questions and accurate responses are required for all questions. The evidence will be produced under supervised conditions.

Assessment Guidelines

The candidate will provide recorded evidence to demonstrate their knowledge and understanding of the Evidence Requirements section. It would be appropriate for the candidates to be allowed in the region of 1½ hours to complete the assessment. Current legislation will apply.

Higher National Unit specification: statement of standards (cont)

Unit title: Safe Practice in Outdoor Activities

Outcome 2

Describe safety features of equipment and recognise appropriate clothing for an outdoor activity

Knowledge and/or Skills

- ◆ Clothing for outdoor activities.
- ◆ Equipment for outdoor activities.
- ◆ Uses of safety equipment.

Evidence Requirements

To achieve this Outcome each candidate will require recorded evidence to demonstrate their understanding of all aspects of the Knowledge and/or Skills section.

The instruments of assessment will be:

- ◆ a report or presentation (to include text and illustrations or diagrams) to describe the appropriate safety features of one item of outdoor clothing (see note below)
- ◆ a report or presentation (to include text and illustrations or diagrams) to describe the safety features of one item of equipment for outdoor activities (see note below)
- ◆ a list of personal and group safety equipment for a prescribed activity

Note: Candidates must provide one report of approximately 250 words and one presentation of around 10 minutes, together with a list of safety equipment.

Assessment Guidelines

Candidates are required to provide accurate evidence for all knowledge and skills.

Higher National Unit specification: statement of standards (cont)

Unit title: Safe Practice in Outdoor Activities

Outcome 3

Plan, perform and record rescue procedures for an outdoor activity.

Knowledge and/or Skills

Recognised rescue procedures for one outdoor activity to include:

- ◆ risk assessment of an activity
- ◆ situation assessment
- ◆ plan to resolve incident
- ◆ apply appropriate rescue techniques
- ◆ appropriate First Aid
- ◆ completion of an accident report form
- ◆ completion of an incident report

Evidence Requirements

Each candidate must provide evidence to demonstrate their understanding of all aspects of the Knowledge and/or Skills section.

The instrument of assessment will be:

A practical exercise based on a simulation, supported by a recorded report of around 250 words which includes:

- ◆ an initial assessment of the situation and how to resolve incident
- ◆ a recognised HSE accident report form
- ◆ an incident report completed
- ◆ a risk assessment for the activity

For the practical exercise the candidate will contribute as part of a team to perform a practical rescue. To ensure each candidate contributes to the team effort involved in the rescue, there should be close supervision of this process.

Assessment Guidelines

The Outcome can be assessed by the use of prescribed practical exercise scenarios, which will be selected from a range of outdoor activities and presented to the candidates. The scenarios which are selected will be relevant to the environment and the experience of the candidates.

Higher National Unit specification: support notes

Unit title: Safe Practice 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 40 hours.

Guidance on the content and context for this Unit

The Unit is part of a Group Award. All Outcomes will be beneficial to those candidates working towards S/NGB awards in outdoor activities. The Unit introduces candidates to the legislative side of the industry and also the need to know more about the safety feature of clothing and equipment.

The candidate's own personal ability must be at a level appropriate to the scenarios involved.

Explain legislative procedures and guidelines involved in outdoor activities.

The following range of suggestions for each knowledge/skill may be used as part of the content for this Outcome.

- ◆ Risk assessment:
 - the legal requirements
 - when must it be applied?
 - The Health and Safety Executive five-step process to risk assessment

- ◆ Incident and accident reporting procedures:
 - RIDDOR — Reporting Injuries, Diseases and Dangerous Occurrences Regulations
 - fatalities and major injuries
 - where an employee is off work for more than three days
 - record keeping of reportable accidents
 - completion of Accident Report Forms
 - detailed incident report methods

- ◆ Adventurous Activities Licensing Authority:
 - activity Centres (Young Persons Safety) and any subsequent legislatio
 - background information as to why it was imposed
 - activities within the licence
 - what the inspectors are required to inspect?
 - geographical areas covered by inspector

Higher National Unit specification: support notes (cont)

Unit title: Safe Practice in Outdoor Activities

- ◆ Employer and Employee responsibilities as required under the Health and Safety at Work Act:
 - employer safety policy statement
 - provision of safe and healthy working conditions
 - provision of adequate training
 - make available appropriate safety devices and protective equipment
 - encourage the elimination of hazardous activities or the reduction of any risk to acceptable levels

- ◆ Employee:
 - work safely and efficiently
 - use protective clothing and equipment provided
 - report accidents or near misses
 - only participate in hazardous activities when fully trained and authorised to do so

Note: this is a small range from the requirements of the 1974 Act, more may be added if required.

- ◆ Scottish/National Governing Bodies Guidelines:
 - maximum instructor/client ratio
 - implications of ignoring these recommendations

- ◆ Legislation and Procedures:
 - local education authorities
 - commercial organisations
 - voluntary organisations

- ◆ Examples of information may include:
 - guidance on planning and managing visits
 - staffing the visits — insurance
 - parental consent — emergency procedures
 - equipment — common law
 - RIDDOR — Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985

Higher National Unit specification: support notes (cont)

Unit title: Safe Practice in Outdoor Activities

Outcome 2

Describe safety features of equipment and recognise appropriate clothing for an outdoor activity/

A few suggestions may include:

- ◆ Kayak:
 - buoyancy (front — rear — central)
 - grab hoops
 - quick release backrest
- ◆ Skis
 - brakes
 - DIN settings
 - binding release
- ◆ Clothing
 - wet suit
 - dry suit
 - breathable material

Note: references should be made to the Personal Protective Directive, which states that clothing, and equipment issued to employees must be 'CE' marked by the manufacturers.

Equipment Lists

Hillwalking

- ◆ Personal:
 - first aid kit
 - whistle
 - torch
 - bivvy bag
 - watch
 - mobile phone
- ◆ Group:
 - group shelters
 - 30m of 8mm security rope
 - emergency rations
 - spare map — compass
 - spare batteries — bulbs

Note that these are examples only and the list is not exhaustive.

Higher National Unit specification: support notes (cont)

Unit title: Safe Practice in Outdoor Activities

Outcome 3

Plan, perform and record rescue procedures for an outdoor activity.

The candidates should be familiar with planning, performing and recording a range of rescues for a minimum of three activities. The range may be selected from the following:

- ◆ kayaking/canoeing
- ◆ hillwalking
- ◆ snow sports
- ◆ climbing
- ◆ mountain biking

First Aid

The candidates should as a minimum be familiar with how to treat:

- ◆ simple fractures
- ◆ head injuries (laceration, tissue damage)
- ◆ unconscious casualty
- ◆ hypothermia

Risk Assessment

The candidate should be familiar with how to write a five-step risk assessment, which will include:

- ◆ list of hazards
- ◆ who is at risk
- ◆ evaluate the risk (are existing precautions adequate?)
- ◆ record findings
- ◆ review periodically

Guidance on the delivery and assessment of this Unit

The Unit will be best delivered along with or after HN coaching Units in outdoor activities as some of the skills/knowledge may compliment this Unit.

Outcome 1

A good starting point to this Outcome may be discussion on the Lyme Bay disaster and/or some other incident and the resulting implications. A wide range of material should be made available for candidate use.

Higher National Unit specification: support notes (cont)

Unit title: Safe Practice in Outdoor Activities

Outcome 2

For information regarding clothing and equipment the candidates should be guided towards retailers, manufacturer, distributors, catalogues and the wide range of web sites that are available. For the ten minute presentation the candidate will be expected to provide visual evidence of their subject, ie articles of clothing, pair of skis, a kayak etc The presentation therefore, may be classroom based, in an outdoor store or on location for an activity. Talks, which develop into wider discussion, should not be discouraged as long as the Evidence Requirements for the activity are fulfilled.

Outcome 3

For obvious safety reasons the scenario set should reflect the qualification and experience of the assessor and the capabilities of the candidates. The scenario will be strictly monitored and controlled. With that in mind examples may include water incidents within inland sheltered water or on (maximum) Grade One moving water. Ski incidents may take place at a dry ski slope or if on snow probably no more than a Blue Run. Hill walking incidents will probably be at local lowland hills or country parks.

Scottish/National Governing Body guidelines will dictate the group size that may be taken outdoors.

The personnel required to act as injured, capsized, lost etc will likely come from within the candidates peer group, however, the use of willing 'victims' would be beneficial.

Open learning

As a consequence of the practical nature of this Unit and the assessment structure, open learning would be an unlikely option. Candidates will need experience in the outdoor environment both for delivery and assessment purposes.

Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

Higher National Unit specification: support notes (cont)

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Opportunities for developing Core Skills

Opportunities will arise for candidates to develop Core Skills in *Working with Others* while working towards assessment tasks. Candidates will also develop skills in *ICT* when the internet is used and when presentations are involved.

It will also be possible for candidates to develop skill *Problem Solving* as this may well lie at the root of the Unit.

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements

History of changes to Unit

Version	Description of change	Date

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General information for candidates

Unit title: Safe Practice in Outdoor Activities

This Unit will provide you with the basic knowledge in terms of Health and Safety Legislation, procedures and guidelines that are requirements within the Outdoor Activities Industry.

The Unit requires that you investigate and report on a range of outdoor clothing and equipment and thereby broaden your knowledge and understanding of these aspects of the industry. The Unit has a practical element in which you will be required to perform and take part in a range of rescues for outdoor activities.

The Unit has three learning Outcomes and will be assessed by the following:

Outcome 1:

- ◆ six extended response questions

Outcome 2:

- ◆ one written report
- ◆ one ten-minute presentation
- ◆ one equipment list with explanations

Outcome 3:

- ◆ plan for a rescue
- ◆ perform correct rescue procedures
- ◆ complete accident/incident report form
- ◆ provide a risk assessment for the activity