



## Higher National Unit specification: general information

**Unit title:** Assist in a Sport or Fitness Related Event

**Unit code:** FW66 34

**Superclass:** MA

**Publication date:** October 2011

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**Version:** 01

### Unit purpose

The Unit is designed to give the candidates the opportunity to observe and assist in a sporting or fitness related event. Candidates will develop an understanding of the theories behind team dynamics, methods of marketing and allocation of roles together with their corresponding responsibilities. As well as learning about the fundamentals of delivering an event the candidates will also be practically involved within an event. Candidates will observe the event being run and report back on their observations.

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

- 1 Understand the fundamentals of event management.
- 2 Assist in an event (local, national or international level).
- 3 Report on the management of the event.

### Recommended prior knowledge and skills

The Unit is designed to be part of a Group Award but may be used as a free-standing Unit. An active interest and involvement in the sport and fitness industries would be a significant benefit.

### Credit points and level

1 Higher National Unit 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.*

## General information (cont)

### Core Skills

There are opportunities to develop the Core Skills of *Problem Solving*, *Working with Others*, *Information and Communication Technology (ICT)*, and *Communication* 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.

### Assessment

It is suggested that Outcome 1 is delivered separately, whilst Outcomes 2 and 3 are appropriate to be combined for delivery.

**Outcome 1** can be assessed either by a role play scenario or by an essay which will be in the region of 700 words.

**Outcome 2** will be assessed practically and candidates will produce a written evaluation of their performance.

**Outcome 3** will be assessed by a report, which will be a minimum of 700 words and require the candidate to reflect on their observations during the event, evaluate the success of the event and make suggestions for running future events.

## Higher National Unit specification: statement of standards

**Unit title:** Assist in a Sport or Fitness Related Event

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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

Understand the fundamentals of event management.

#### Knowledge and/or Skills

- ◆ Roles and responsibilities
- ◆ Team dynamics
- ◆ Marketing

#### Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ identify and explain four roles and responsibilities
- ◆ describe the elements involved within team dynamics
- ◆ identify and explain the reasons for a minimum of three marketing approaches

#### Assessment Guidelines

An open-book assessment may be used and the candidate will be required to produce evidence, which will be in the region of 700 words.

Assessment may be further enhanced through the use of role play. Any additional evidence should be recorded in an appropriate format.

## Higher National Unit specification: statement of standards (cont)

**Unit title:** Assist in a Sport or Fitness Related Event

### Outcome 2

Assist in an event (local, national or international level).

#### Knowledge and/or Skills

- ◆ Role(s).
- ◆ Responsibility(s).
- ◆ Communication.
- ◆ Organisation.
- ◆ Professionalism.

#### Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ assist appropriately in an event
- ◆ describe the responsibilities allocated to the selected role(s)
- ◆ evaluate personal performance within the event

#### Assessment Guidelines

Candidates will assist in an event and produce a detailed list of the responsibilities they undertook within their role(s).

The assessor will record attendance and performance of the candidate at the event.

Each candidate will also complete a restricted response assessment, which will allow the candidate to evaluate his or her personal performance on the day of the event.

A holistic approach combining Outcomes 2 and 3 may be appropriate.

## Higher National Unit specification: statement of standards (cont)

**Unit title:** Assist in a Sport or Fitness Related Event

### Outcome 3

Report on the management of the event.

#### Knowledge and/or Skills

- ◆ Timescale.
- ◆ Facility.
- ◆ Roles.
- ◆ Communication.

#### Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ observe, record and report on the flow of the event.
- ◆ evaluate the success of the event.
- ◆ analyse the evaluation and make recommendations for future events.

#### Assessment Guidelines

Candidates are expected to produce a report, which will be in the region of 700 words to cover all of the Evidence Requirements in Outcome 3.

A holistic approach combining Outcomes 2 and 3 may be appropriate.

## **Higher National Unit specification: support notes**

### **Unit title: Assist in a Sport or Fitness Related Event**

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**

This Unit is designed to provide the candidates with an introduction to event management without the pressure of running an actual event themselves.

A large proportion of the Unit should be spent exploring the background of event management, in particular the area of teamwork may be expanded on to include time spent on discovering people's strengths and weaknesses, personality traits and how these can be blended to produce a strong working team. Belbin's theory is one of many that could be used to enlighten the candidates in the area of people's strengths and weaknesses.

Although the requirements of the Unit are that the candidates take part in one event it would be beneficial for the candidates to visit several. This would allow the candidate to more fully observe and understand the complexity of managing such events. The size and type of events visited should be varied to broaden the candidate's appreciation of the scope of each event and at this point it may be useful to bring in relevant specialist guest speakers.

The level and size of event that the candidate is involved with should be appropriate to the candidate's personal development.

It is envisaged that the candidate would be allocated at least one role within the event. However, dependent on the candidate's personal skills and experience it may be beneficial that they are allocated more than one role to fulfil on the day of the event. When discussing these roles with the event organiser, the tutor and candidate should encourage the organiser to be sympathetic to the assessment that the candidate will be undertaking. Therefore the candidate should be allocated some time to explore the event and observe the procedures.

### **Guidance on the delivery and assessment of this Unit**

Given the nature of events it is recommended that delivery of this Unit be done as practically as possible.

It is recommended that Outcome 1 stands alone for delivery and Outcome 2 and 3 be delivered simultaneously, culminating in the candidate assisting at an event whilst observing the flow and management of the event. It is further recommended that the assessments be kept separate to avoid confusion.

## Higher National Unit specification: support notes (cont)

**Unit title:** Assist in a Sport or Fitness Related Event

### Outcome 1

The purpose of Outcome 1 is to allow the candidates to gain an understanding of some of the fundamentals of event management. Longer term it would allow the candidate to plan more thoroughly when and if they should be involved in managing an event themselves. Roles and responsibilities could be a lengthy area to cover therefore it is recommended that centres choose four or five roles that are generic to event management and investigate them fully. A variety of roles specific to sport and fitness events should also be covered.

Candidates should be made aware of the importance of team dynamics and how to interact appropriately to maintain positivity within a group. Investigating the different personality traits that people have and discovering how to create a cohesive team with differing strengths would be useful. It may be prudent in this section to investigate the area of conflict management in case it ever arises.

The background to marketing methods should be covered within this section. The positive and negative reasons for using different types of marketing methods should be clear. Practical tasks could be used to guide the candidates to gain a fuller understanding of the basics of marketing for events.

Although the candidates must cover all of the areas within the knowledge and skills section in Outcome 1, it would be prudent for the centre that is delivering the Unit to expand this area. There may be areas of event management that centres have identified as being in need of inclusion or expansion and they could be included within Outcome 1.

### Outcome 2

This section is predominantly practical as it entails the candidate taking on at least one role within an event.

The event the candidate attends should be beneficial for their learning and therefore it is hoped that the candidate will be involved with an external event.

When the candidate has a role(s) they should be encouraged to fully explore each responsibility within that role and as such be aware of accountability of actions. Before the day of the event the candidates should be made aware of the importance of communication and professionalism, as they will have to evaluate their own performance under these headings.

The candidate must be aware that a tutor or external mentor will also evaluate their performance on the day.

### Outcome 3

This section should be delivered after the candidate participates in the event. The candidates should be made fully aware of all areas that they are to observe whilst at the event and be encouraged to look for what is going well alongside areas that are proving to be problematic.

## Higher National Unit specification: support notes (cont)

**Unit title:** Assist in a Sport or Fitness Related Event

### Open learning

Due to the practical nature of this Unit it is difficult to see how the Unit could be delivered or assessed through open learning.

### 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)*.

### Opportunities for developing Core Skills

Candidates may develop opportunities to enhance Core Skills as they progress through this Unit:

Both Oral and Written *Communication* skills may be developed in a number of ways through meetings, discussions, and general communication with internal and external personnel.

Participation in a real event will more than likely involve *Working with Others*. The candidate will have to communicate with both internal and external individuals. The list of individuals the candidates might have to work with may include College staff, other students, event organisers and general event staff amongst others. This list is not exhaustive and could be expanded dependant on the type of event the candidate was to attend.

Involvement within events will inevitably provide many opportunities for candidates to refine their *Problem Solving* skills. All potential problems/issues should be clearly identified and if a solution is discovered the candidates should discuss the solution as soon as possible with an appropriate supervisor who may agree or disagree on its implementation.

*Information and Communication Technology* is an area that may be developed by the production of a variety of word-processed assessments and additional material to aid assessment. The use of the internet to find information on a variety of areas particular to assisting in events may be appropriate. The use of e-mails and telephone text may also be developed.

### 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](http://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:** Assist in a Sport or Fitness Related Event

The aim of this Unit is to give candidates an understanding of the planning of an event whilst giving them the opportunity to participate in and observe an event.

For Outcome 1 you will learn about some of the fundamentals of team working and the impact these have on the planning stage of an event. You will also explore a variety of marketing methods and gain an understanding of when and where they should be used.

For Outcome 2 you will physically participate in an event and evaluate your own performance at the event. You will look at if you fulfilled your role and responsibilities and also evaluate your communication and professionalism on the day of the event. Alongside your own evaluation your tutor or mentor will also evaluate your performance on the day of the event.

For Outcome 3 you will report on the observations you made at the event with regards to the flow of the event and the overall success of the event. Furthermore you should analyse your observations and make recommendations for running future events.