

NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**STATEMENT OF STANDARDS**

UNIT NUMBER: 5160215

UNIT TITLE: BASIC EQUIPMENT MAINTENANCE AND REPORTING PROCEDURES IN THE PROVISION OF SPORT AND PHYSICAL RECREATION

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME

1. IDENTIFY EQUIPMENT REQUIRING MAINTENANCE AND REPAIR

PERFORMANCE CRITERIA

- (a) A maintenance schedule for the examination and checking of equipment is outlined.
- (b) Damage found or reported in specified equipment is accurately recorded.
- (c) Distinguish between minor maintenance and repair and contracted major maintenance and repair.
- (d) The methods of reporting damaged or unserviceable equipment is correct.
- (e) The handling and storage of damaged equipment until it is repaired is correctly monitored.

RANGE STATEMENT

Equipment: large; small; simple; complex.

Contracted maintenance; in-house; out of house.

EVIDENCE REQUIREMENTS

Performance evidence of the identification of equipment requiring maintenance and repair in accordance with specifications above.

OUTCOME

2. USE CORRECT TECHNIQUES TO PERFORM REPAIR AND MAINTENANCE TO EQUIPMENT

PERFORMANCE CRITERIA

- (a) Routine maintenance is applied to maintain equipment in a serviceable condition.
- (b) Repairs to conform to manufacturers and/or governing body standards are correctly undertaken.

RANGE STATEMENT

Routine maintenance: lubrication; checking facilities and equipment for damage; performing minor repairs.

EVIDENCE REQUIREMENTS

Performance evidence of repairing and maintaining equipment using correct techniques.

ASSESSMENT

In order to achieve this unit, candidates are required to present sufficient evidence that they have met all the performance criteria for each outcome within the range specified. Details of these requirements are given for each outcome. The assessment instruments used should follow the general guidance offered by the SQA assessment model and an integrative approach to assessment is encouraged. (See references at the end of support notes).

Accurate records should be made of the assessment instruments used showing how evidence is generated for each outcome and giving marking schemes and/or checklists, etc. Records of candidates' achievements should be kept. These records will be available for external verification.

SPECIAL NEEDS

In certain cases, modified outcomes and range statements can be proposed for certification. See references at end of support notes.

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NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**SUPPORT NOTES**

UNIT NUMBER: 5160215

UNIT TITLE: BASIC EQUIPMENT MAINTENANCE AND REPORTING PROCEDURES IN THE PROVISION OF SPORT AND PHYSICAL RECREATION

SUPPORT NOTES: This part of the unit specification is offered as guidance. None of the sections of the support notes is mandatory.

NOTIONAL DESIGN LENGTH: SQA allocates a notional design length to a unit on the basis of time estimated for achievement of the stated standards by a candidate whose starting point is as described in the access statement. The notional design length for this unit is 20 hours. The use of notional design length for programme design and timetabling is advisory only.

PURPOSE This unit is designed to enable the candidate to develop skills and knowledge related to the basic maintenance and reporting procedures for the leisure industry.

SQA publishes summaries of NC units for easy reference, publicity purposes, centre handbooks, etc. The summary statement for this unit is as follows:

This module will enable you to develop an understanding of the basic maintenance requirements for equipment and the correct reporting procedures in relation to equipment serviceability.

CONTENT/CONTEXT

Where possible the skills to be undertaken in this module should be delivered in an integrated way with other modules, eg: games and sports or outdoor pursuits.

Candidates should develop the skills and knowledge which will involve them in examining and checking equipment according to a maintenance schedule; such equipment treated according to approved guidelines and codes of practice; emergency equipment is regularly checked to be in correct working order and is in correct place; necessary minor repairs to maintain safe and effective use of equipment are undertaken; repairs which cannot be undertaken are reported to the responsible person; necessary measures taken to prevent unsafe equipment being used by staff and customers; working practices to be in line with Health and Safety guidelines; reports on repairs which are carried out are completed, promptly accurately and legibly in accordance with guidelines; repairs to conform to manufacturer's recommendations.

Candidates should be guided towards checking for known weaknesses or common faults which occur in equipment. They should be aware of the need for regular, accurate maintenance checks on equipment.

Apparatus suitable for several minor maintenance checks should be selected. This may contain items which are either small apparatus or larger pieces of apparatus to which minor maintenance can be applied.

ASSESSMENT PROCEDURES The selection of suitable equipment for maintenance is vital. This should be done in a practical way allowing the candidate to select, repair and report on defective equipment. A variety of equipment should be used and the candidate should perform the task on at least 3 different pieces of equipment.

This can be assessed by use of extended checklist or further extended by short answer questions.

RECOGNITION Many SQA NC units are recognised for entry/recruitment purposes. For up-to-date information see the SQA guide 'Recognised and Recommended Groupings'.

REFERENCES

1. Guide to unit writing.
2. For a fuller discussion on assessment issues, please refer to SQA's Guide to Assessment.
3. Procedures for special needs statements are set out in SQA's guide 'Students with Special Needs'.
4. Information for centres on SQA's operating procedures is contained in SQA's Guide to Procedures.
5. For details of other SQA publications, please consult SQA's publications list.

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