

National Unit Specification: general information

UNIT Sport and Recreation: Dealing with Facilities and Equipment
(Intermediate 1)

NUMBER DM7F 10

COURSE Sport and Recreation (Intermediate 1)

SUMMARY

This Unit is a mandatory Unit of the Intermediate 1 Sport and Recreation Course, but may also be taken as a free-standing Unit.

On completion of this Unit the candidate will have gained experience in setting up and taking down equipment. They will have been involved in ensuring that the manual handling of equipment complies with the manufacturer's instructions as well as with organisational regulations. They will also be aware of the need to check for faults with the equipment and of how these faults might be dealt with. The candidate will have gained experience in cleaning and tidying areas within the organisation, choosing the correct materials and choosing the appropriate personal protective equipment for the task. In addition, they will have gained knowledge and understanding of the importance of the relevant Health and Safety procedures required.

OUTCOMES

- 1 Participate, in an allocated role, in setting up a range of sport and recreation equipment.
- 2 Participate, in an allocated role, in taking down and storing of sport and recreation equipment.
- 3 Participate, in an allocated role, in the cleaning and tidying of sport and recreation facility areas.

RECOMMENDED ENTRY

Access to this Unit is at the discretion of the centre.

Administrative Information

Superclass: MA

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National Unit Specification: general information (cont)

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CREDIT VALUE

1 credit at Intermediate 1 (6 SCQF credit points at SCQF level 4*).

**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.*

CORE SKILLS

There is no automatic certification of Core Skills in this Unit.

Opportunities for developing aspects of Core Skills are highlighted in *Guidance on Learning and Teaching Approaches for this Unit*.

National Unit Specification: statement of standards

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Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

OUTCOME 1

Participate, in an allocated role, in setting up a range of sport and recreation equipment.

Performance Criteria

- (a) Locate correct equipment and check to see equipment is free from faults, damage or missing parts, and report in accordance with organisational policy.
- (b) Remove equipment from storage areas following correct health and safety guidelines.
- (c) Make sure that equipment is set up on time in the correct location, is in good working order and is safe and secure.

OUTCOME 2

Participate, in an allocated role, in taking down and storing sport and recreation equipment.

Performance Criteria

- (a) Check equipment for faults, damage or missing parts.
- (b) Follow correct health and safety procedures when taking down and moving equipment.
- (c) Store equipment safely in correct storage area, according to organisational procedures.
- (d) Ensure the storage area is free of hazards and is clean and tidy.
- (e) Remove any faulty or damaged equipment to correct storage location and report in accordance with organisational policy.

OUTCOME 3

Participate, in an allocated role, in the cleaning and tidying of sport and recreation facility areas.

Performance Criteria

- (a) Clean and tidy equipment and areas according to planned schedules using the correct equipment and materials.
- (b) Wear protective clothing appropriate to the equipment and materials you are using.
- (c) Use the appropriate equipment, materials and methods in line with the organisation's policy and practice.
- (d) Deal and dispose of spillages, breakages and waste safely according to organisational policy as instructed and report in accordance with organisational policy.
- (e) Store equipment and materials safely and securely according to organisation policy.
- (f) Maintain the areas in a safe and tidy condition and ensure that any entrances, exits and emergency exits are not obstructed.

National Unit Specification: statement of standards (cont)

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EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence which covers all the Outcomes and Performance Criteria is required. This should take the form of:

- ◆ Performance evidence for Outcomes 1 and 2, recorded by means of an assessor checklist
- ◆ A candidate log of completed activities for Outcome 3, to include a record of any reporting activity, approved by the person responsible

At this level, candidates will participate in the activities as stated in the Outcomes and will not be expected to take sole responsibility for any of these activities. They are required to take an active part with support and guidance from the person responsible, and carry out relevant tasks as identified by the person responsible.

The National Assessment Bank pack provided for this Unit illustrates the standard that should be applied. It includes an assessor checklist and candidate log. If a centre wishes to design its own assessments for this Unit, they should be of a comparable standard.

National Unit Specification: support notes

UNIT Sport and Recreation: Dealing with Facilities and Equipment (Intermediate 1)

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

An appropriate sport and recreation environment is required, where there is access to a range of relevant equipment and facilities, and where candidates have opportunities to work with a variety of customers/users. This Unit is not suitable for delivery in a conventional classroom setting.

This Unit is intended to give candidates a broad awareness of the relevant aspects of health and safety, with the emphasis on the candidate understanding the reasons why things are done in a particular way, in accordance with organisation policies and procedures. This Unit is not intended for candidates to have a detailed knowledge of specific materials and chemicals or of legislation.

This Unit is designed to enable candidates to set up, take down, clean and tidy sport and recreation equipment in a real or simulated working environment, ie, a leisure/activity centre. It is intended that candidates should work with a limited range of accessible equipment. Candidates will have to demonstrate they know how to set up and take down a range of sport and recreational equipment, adhering to manufacturers and operational guidelines at all times. They should gain experience of dealing with faulty/damaged equipment and equipment with missing parts.

Candidates will have to demonstrate the correct methods of cleaning and tidying areas using the correct equipment and materials and handle them according to COSHH and the organisation's policies. They should ensure the cleanliness and hygiene of the areas and that any waste is deposited according to the organisational policies and legal requirements. Candidates should be aware that there should be as little disruption as possible when carrying out cleaning and tidying duties, for example when working around customers. Candidates must also ensure that entrances, exits and emergency exits are kept clear at all times.

Candidates must be able to complete the relevant report logs and inform the person responsible of any problems that occurred in the organisation.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

Before starting on the activities in this Unit, candidates should be taught the relevant aspects of:

- ◆ basic health and safety knowledge for this Unit, and relevant COSHH (Control of Substances Hazardous to Health) information
- ◆ Personal Protective Equipment (PPE) — relevant to the tasks being carried out.

Emphasis should be placed on the importance of being familiar with, and adhering to manufacturers and organisational instructions, policies and legal requirements for equipment and cleaning and tidying materials should be emphasised.

National Unit Specification: support notes (cont)

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Outcomes 1 and 2

Candidates should be shown how to set up, take down and store a variety of equipment both small and large, including equipment that requires the assistance of colleagues to help with the moving and handling. Training in the correct procedures for moving and handling of equipment is required, as well as setting up and taking down equipment at the correct time and location.

Candidates should be shown how to check the equipment for faults, damage and missing parts, and deal with the equipment when it is not serviceable. Candidates should be made aware of the organisation's reporting procedures. The importance of storing equipment safely and securely for future use should be stressed.

Outcome 3

Candidates should be shown how the facility is cleaned and given advice and information on the appropriate procedures involved. Candidates should be advised on the correct Personal Protective Equipment (PPE), materials and equipment that are appropriate to the areas needing to be cleaned and tidied. It is important that candidates are made aware of the fact that the handling, disposing and storing of equipment and materials must comply with the organisation's and manufacturer's policies and legal requirements. However, given that this is an Intermediate 1 Unit, the extent of what is required must be clearly defined and appropriate to the level. The importance of avoiding disruption to users of the facility should be stressed. It should also be made clear that adhering to scheduled duties is important. Candidates should assist with cleaning procedures under direct supervision and then, at an appropriate stage in their training, candidates could be given a work schedule to clean prescribed areas within the organisation. This would include tidying any spillages, breakages and waste.

Employability Skills

During this Unit, candidates will have opportunities to develop the following employability skills:

Time management	*Taking advice	*Wearing appropriate dress
Time-keeping	Positive attitude to learning	Regular attendance
	*Awareness of Health and Safety procedures	*Following instructions

Achievement in a number of these employability skills (those marked with an asterisk) will be clearly identified as a result of the evidence generated through the assessment activities for this Unit. There are opportunities in the Unit to develop the remaining skills.

National Unit Specification: support notes (cont)

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Core Skills

There are opportunities for working co-operatively with others when carrying out allocated tasks as members of a group.

The opportunity could be taken during this Unit to emphasise that the employability skills and the relevant Core Skills indicated above, are skills which apply to a wide range of situations both in everyday life and in employment.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Evidence which covers all the Outcomes and Performance Criteria is required. This should take the form of:

- ◆ performance evidence for Outcomes 1 and 2, recorded by means of an assessor checklist;
- ◆ a candidate log of completed activities for Outcome 3, approved by the person responsible.

At this level, candidates will participate in the activities as stated in the Outcomes and will not be expected to take sole responsibility for any of these activities. They are required to take an active part with support and guidance from the person responsible, and carry out relevant tasks as identified by the person responsible. It will be essential that all relevant Health and Safety procedures are adhered to and these should be made clear to candidates.

The National Assessment Bank pack provided for this Unit illustrates the standard that should be applied. It includes an assessor checklist and a candidate log. If a centre wishes to design its own assessments for this Unit, they should be of a comparable standard. If a centre designs its own assessments, it is recommended that they have the assessments prior verified by SQA.

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 Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).