

## National Unit Specification: general information

**UNIT** Sport and Recreation: Dealing with Accidents and Emergencies (Intermediate 1)

**NUMBER** DM7L 10

**COURSE** Sport and Recreation (Intermediate 1)

### SUMMARY

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

This Unit introduces the candidate to procedures for dealing with injuries, illness and emergencies in a sport and recreation setting. Candidates will participate in a number of practical activities which will help them to develop knowledge and understanding of a range of procedures to deal with injuries, illness and emergencies. They will learn how to complete organisational report forms.

### OUTCOMES

- 1 Demonstrate knowledge and understanding of procedures for dealing with accidents involving injuries in a sport and recreation setting.
- 2 Demonstrate knowledge and understanding of procedures for dealing with emergencies in a sport and recreation setting.
- 3 Participate in activities related to injury and emergency procedures in a sport and recreation setting.

### RECOMMENDED ENTRY

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

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#### Administrative Information

**Superclass:** PL

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## **National Unit Specification: general information (cont)**

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(Intermediate 1)

### **CREDIT VALUE**

0.5 credit at Intermediate 1 (3 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 Teaching and Learning Approaches for this Unit*.

## **National Unit Specification: statement of standards**

### **UNIT Sport and Recreation: Dealing with Accidents and Emergencies (Intermediate 1)**

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**

Demonstrate knowledge and understanding of procedures for dealing with accidents involving injuries in a sport and recreation setting.

##### **Performance Criteria**

- (a) Identify steps in the organisation's specified procedure relating to minor injuries.
- (b) Identify steps in the organisation's specified procedure relating to major injuries.

#### **OUTCOME 2**

Demonstrate knowledge and understanding of procedures for dealing with emergencies in a sport and recreation setting.

##### **Performance Criteria**

- (a) Identify steps in specified procedure relating to security emergency.
- (b) Identify steps in specified procedure relating to medical emergency.
- (c) Identify specified procedure relating to fire emergency.

#### **OUTCOME 3**

Participate in activities related to injury and emergency procedures in a sport and recreation setting.

##### **Performance Criteria**

- (a) Follow the correct organisational procedures throughout the specified activities.
- (b) Carry out instructions given when participating in specified activities.
- (c) Complete relevant report forms.

## National Unit Specification: statement of standards (cont)

### UNIT Sport and Recreation: Dealing with Accidents and Emergencies (Intermediate 1)

#### EVIDENCE REQUIREMENTS FOR THIS UNIT

Written/oral evidence and performance evidence is required to show that the candidate has achieved the Outcomes and Performance Criteria. The evidence may be gathered in a real working environment or in role play scenarios in a simulated workplace setting. The evidence required is:

- ◆ evidence in the form of short answers to demonstrate knowledge and understanding of Outcomes 1 and 2 by means of a short test, of no more than 20 minutes, dealing with:
  - specified procedures for dealing with major and minor injury
  - specified procedures for dealing with fire, security and medical emergencies
- ◆ an assessor observation checklist to show the candidate has participated in **four** short role play scenarios:
  - **one** activity which covers dealing with a minor injury
  - **one** activity which covers dealing with a major injury
  - **two** activities which cover two different emergency procedures
- ◆ a basic accident report form and an emergency report form completed by the candidate.

The National Assessment Bank pack for this Unit (NAB) contains a short answer test (of 20 minutes duration), an assessor observation checklist, sample role play scenarios and report form templates. The NAB illustrates the national standard required for this Unit. Centres who wish to devise their own assessments should refer to the NAB to ensure a comparable standard.

## **National Unit Specification: support notes**

### **UNIT Sport and Recreation: Dealing with Accidents and Emergencies (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 20 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.

In this Unit candidates will learn how to follow the organisation's procedures when dealing with injuries and a limited range of emergencies in the workplace. The candidate should cover minor and major injuries requiring first aid. Emergency procedures should cover fire, security and medical emergency incidents. Key areas of knowledge are:

- ◆ basic first aid knowledge
- ◆ steps involved in each procedure, including reporting procedure
- ◆ basic knowledge of how to complete relevant report
- ◆ knowledge of the contents of a basic first aid kit and what the items are used for

Candidates should be able to carry out simple emergency procedures; these should cover fire, security and medical incidents. It is important for the candidate to have knowledge of the following key areas:

- ◆ basic emergency procedures for fire, security and medical incidents
- ◆ steps involved in the procedure and what to do if problems occur
- ◆ basic knowledge of how to complete the relevant reports (oral and written)

Candidates will also learn the importance of remaining calm, acting responsibly and following instructions in situations where health and safety are of importance. The need for clear and accurate communication should be highlighted when for example, giving instructions or reporting information. Candidates should also learn about the different types of problems that can occur when carrying out emergency procedures and they should be aware of why the relevant oral and written reports are important. The confidentiality of reports and the sensitivity of dealing with casualty information should be stressed. Activities in this Unit could take place in a real or simulated working environment.

#### **GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT**

Learning through practical activities is the main approach recommended for this Unit. Candidates should be encouraged to perform tasks and take part in activities in a real or simulated workplace setting. They should be encouraged to conduct themselves in a manner appropriate to the workplace.

## National Unit Specification: support notes (cont)

### UNIT Sport and Recreation: Dealing with Accidents and Emergencies (Intermediate 1)

Practical role play tasks in prepared scenarios should feature in the learning and teaching programme, for example, participating in emergency procedures such as fire drills, with candidates taking on specific duties such as timing the evacuation, taking the register, observing and reporting on the success of the drill, identifying points for improvement. Other examples of emergency procedures could be security incidents, customers fainting and organisation-specific emergencies related to particular facilities. Checking the contents of first aid boxes, checking the position of safety notices and reporting back is also a useful activity. Role playing in small groups to act out dealing with a minor and major injury, with one group observing and giving feedback against a checklist could be a useful activity to encourage reflective learning and the practice of giving and taking constructive comment.

Taking part in role play activities which highlight the importance of health and safety in the workplace will help candidates to understand why taking and giving instructions in the workplace is an important skill. They will also learn the importance of having a responsible attitude and will gain a better understanding of some of the relevant health and safety issues and problems which occur in the workplace.

Where this Unit is taken as part of the Intermediate 1 Sport and Recreation Course, practical role play activities for Outcome 3 could be used as the focus for reviewing employability skills. Other opportunities for developing employability skills arise naturally in the Unit.

#### Employability Skills

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

Dealing with customers	*Following instructions
*Awareness of health and safety procedures	Positive attitude to learning
*Working co-operatively	Wearing appropriate dress

Achievement in those employability skills marked with an asterisk will be clearly identified as a result of evidence generated through assessment activities for this Unit.

#### Core Skills

Candidates will complete routine accident report forms and give short oral reports. These are good opportunities for developing aspects of written and oral communication. Many of the activities in the Unit will involve working co-operatively with others, for example in a fire drill. It will be important to emphasise in teaching/learning that each person must play his/her part effectively if the overall goal has to be achieved.

#### GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

There are good opportunities for formative assessment in this Unit, including self and peer assessment. For summative assessment, assessors should record on the checklist, evidence that each candidate has participated in the specified role play activities. Candidates will also complete appropriate report forms. Evidence of underpinning knowledge and understanding will be generated from a short test on injury and emergency procedures.

## **National Unit Specification: support notes (cont)**

### **UNIT Sport and Recreation: Dealing with Accidents and Emergencies (Intermediate 1)**

Evidence could be gathered at different points throughout the Unit. The National Assessment Bank pack for this Unit (NAB) contains a short answer test (of no more than 20 minutes), an assessor observation checklist and an accident report form. The NAB illustrates the national standard required for this Unit. Centres who wish to devise their own assessments should refer to the NAB to ensure 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](http://www.sqa.org.uk)).