



## National Unit Specification: general information

**UNIT** Developing Leadership within Physical Activities (SCQF level 5)

**CODE** F40D 11

### SUMMARY

This Unit is a Mandatory Unit of the NC Sport and Fitness (SCQF level 5) award, and has been designed to be undertaken as part of that award. However this may be studied as a stand-alone Unit.

The Unit is designed for candidates with some prior experience of participating in physical activities who wish to develop skills in leading physical activities, with assistance, in appropriate recreational environments.

On successful completion of this Unit the candidate will understand the roles and functions of a physical activity leader, the recreational environment in which he/she can operate in, with relevant assistance. This includes developing an awareness of health, safety, legal and ethical considerations and implementing aspects of those considerations when leading physical activities. The candidate will develop their communication and leadership skills to an appropriate level for leading physical activities.

### OUTCOMES

- 1 Identify the roles and explain the functions of a physical activities leader.
- 2 Describe methods of communication and leadership styles employed with client groups.
- 3 Describe health, safety, legal and ethical issues related to leading physical activities.
- 4 Plan, implement and lead physical activity sessions for a selected client group within recreational environments.
- 5 Evaluate the physical activity sessions in terms of activity planning, implementation and leadership.

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#### Administrative Information

**Superclass:** MA

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

### **RECOMMENDED ENTRY**

Entry is at the discretion of the centre.

### **CREDIT VALUE**

2 credits at Intermediate 2 (12 SCQF credit points at SCQF level 5\*).

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

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

### **UNIT      Developing Leadership within Physical Activities (SCQF level 5)**

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 SQA.

#### **OUTCOME 1**

Identify the roles and explain the functions of a physical activities leader.

##### **Performance Criteria**

- (a) The roles of a physical activities leader are correctly identified.
- (b) The functions of a physical activities leader are clearly explained.

#### **OUTCOME 2**

Describe methods of communication and leadership styles employed with client groups.

##### **Performance Criteria**

- (a) A range of communication and leadership styles are correctly described.
- (b) The appropriate leadership style for specific client groups is accurately described.

#### **OUTCOME 3**

Describe health and safety, legal and ethical issues related to leading physical activities.

##### **Performance Criteria**

- (a) The importance of health and safety is correctly described and methods of controlling risk in a recreational environment are correctly identified.
- (b) Ethical issues relating to leading physical activities are correctly described.
- (c) Legal issues relating to leading physical activities are correctly described.

#### **OUTCOME 4**

Plan, implement and lead physical activity sessions for a selected client group within recreational environments.

##### **Performance Criteria**

- (a) Plan physical activity sessions with effective co-operation with others, if required.
- (b) Correctly identify rules and organisational procedures for physical activities.
- (c) Conduct risk assessments for physical activity sessions.
- (d) Lead the physical activities in a safe and appropriate manner.

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

### **UNIT      Developing Leadership within Physical Activities (SCQF level 5)**

#### **OUTCOME 5**

Evaluate the physical activity sessions in terms of activity implementation and leadership.

- (a) Evaluate the overall success of the activities for the participants/groups.
- (b) Evaluate the success of personal performance in a leadership role.
- (c) Identify areas for improvement in activity planning, implementation and the leadership role.

#### **EVIDENCE REQUIREMENTS FOR THIS UNIT**

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

##### **Outcome 1**

Written and/or oral recorded evidence that the candidate can identify a minimum of two roles of a physical activities leader.

Written and/or oral recorded evidence that the candidate can explain a minimum of two functions of a physical activities leader. The functions will derive from the roles identified by the candidate.

##### **Outcome 2**

Written and/or oral recorded evidence that the candidate can describe a minimum of two communication methods and a minimum of two leadership styles employed with specific client groups.

##### **Outcome 3**

Detailing a minimum of two professional bodies' related policies, involving a description of ethical and legal issues relating to physical activities leadership. The candidate is required to complete risk assessment/health and safety checks — this can be integrated in Outcome 4 evidence.

##### **Outcome 4**

Of planning and preparation being carried out for the provision of leading physical activities within a recreational environment for a selected client group.

A minimum of two physical activity session plans are logged and each session plan must include a risk assessment. The sessions must show understanding of the key principles of leading physical activities.

Practical observation of candidate implementing and leading of a minimum of two physical activity sessions for a selected client group.

Assessment must be a minimum of 15 minutes per session.

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

### **UNIT**      Developing Leadership within Physical Activities (SCQF level 5)

#### **Outcome 5**

Oral or written evidence of evaluation must be carried out for the provision of leading physical activities within a recreational environment. This should be completed under open-book conditions in restricted response answers.

A minimum of two physical activity sessions are evaluated. Evaluation must take into account success of planning and implementation of the activities and personal performance within the role of a leader.

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

### **UNIT        Developing Leadership within Physical Activities (SCQF level 5)**

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 80 hours.

#### **GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT**

The content of this Unit is based on the premise that a physical activity leader is a different person from a physical activity coach. The roles and functions of physical activity leaders and the main moral and legal issues with which they must be familiar should be identified. This may be achieved by tutor input and class discussion. The tutor led sessions should also introduce the topics of communication methods and leadership styles and highlight their appropriateness to different client groups.

If required candidates may access appropriate and qualified personnel to assist them in leading the session. Assessors must ensure that appropriately qualified persons are available for a supervisory role, assuming responsibility for health and safety aspects relevant to the recreational environment the candidate is leading the physical activity session within.

A recreational environment can be either indoor or outdoors. In the outdoors there must be appropriately qualified assessors for the recreational environment chosen (eg wind strength on water, grade of river, remoteness, and weather conditions). Similar appropriate consideration must also be given to indoor environments.

#### **Outcome 1**

The roles of a physical activities leader should include: manager, organiser, facilitator, planner director, assistant, demonstrator, motivator, role model. The functions will derive from these roles.

#### **Outcome 2**

Communication methods may include gestures; facial expressions; demonstration; voice/tone; vocabulary; body language; written instruction. This list is not exhaustive.

Examples of client groups would be gender: males, females; age: adults, adolescents, children; additional support needs, current target groups eg over 50s, ethnic minorities. This list is not exhaustive.

Leadership styles should include a range of styles from direct to indirect, such as autocratic, democratic, laissez faire. This list is not exhaustive.

#### **Outcome 3**

Candidate should be introduced to risk assessment and health and safety elements in varying recreational environments.

Issues regarding Health and Safety are relevant to the recreational environments the physical activities leader operates in. Knowledge of inherent risk, controls, five steps to risk assessment; types risk assessment (eg dynamic), emergency action plans, normal operating procedures. This list is not exhaustive.

## National Unit Specification: support notes (cont)

### UNIT      Developing Leadership within Physical Activities (SCQF level 5)

Legal issues — health and safety; risk assessments, child protection, child welfare, disclosure check, relevant first aid, insurance, adult learners needing additional support. This list is not exhaustive.

Ethical issues — client confidentiality; close relationships, medical information/emergency contact details of clients and those working with you (disposal of paperwork etc), inclusive practice, equity. This list is not exhaustive.

#### Outcome 4

An ongoing practical exercise and the assessment criteria should be collated in a logbook/folder with a minimum of two assessed observational checklists for the delivery of the session and for the health and safety checks

A minimum of two physical activity plans are logged. This involves the candidate completing two basic health and safety checklists.

Oral or written evidence of the two sessions (eg logbook — activity planning, group sizes, time available, facilities required, type of group, ability of group)

Logbook should contain:

- ◆ one front cover, candidate's name
- ◆ one contents page
- ◆ one page of all date/time/location of sessions carried out

For each session in logbook:

- ◆ health and safety/risk assessment checklist
- ◆ session plan front cover eg venue, date, aim, number in group, equipment required
- ◆ session plan eg introduction, health and safety, session content, cool down, feedback

#### Outcome 5

Candidates will evaluate both the overall success of the two activities and their success in performance of the leadership role. The candidate will also be required to identify areas of improvement for both the activities and the leadership role. This should be open-book, conditioned assessment of no more than 300 words.

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

Evidence can be generated by the candidate being fully involved in the class and out with. Classroom discussion/seminars can be used to determine the roles and functions of the physical activities leader, whilst communication styles and their effectiveness can be shown in a practical class or video lab situation, possibly through role play. Session plans for a minimum of two different physical activities should be prepared and collected in one logbook/folder.

## National Unit Specification: support notes (cont)

### UNIT Developing Leadership within Physical Activities (SCQF level 5)

#### OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

In Outcome 1 there could be the potential to work with others if the tasks are undertaken as group work.

The development of *IT* skills if presenting information in an IT format is chosen for legal and ethical issues in Outcome 2. Candidates should be encouraged to use the possibilities if the internet to assist with the evidence for this Outcome. Candidates should be aware of where to find and how to access this information electronically from professional bodies or through web based searches.

There is the potential for developing *Communication, Working with Others, Numeracy* (in session plans) and *Problem Solving* skills in Outcomes 3, 4 and 5. There is also the possibility of utilising *IT* skills if the logbook is completed using a pre-determined template from the lecturer and also if advertising materials are produced electronically.

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

##### 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 communications 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)*.

Assessment should be practical as well as oral and written. The practical sessions can be assessed by the use of checklists, whilst the oral or written responses can use a variety of instruments of assessment. Short answer and multiple choices may be appropriate. The practical exercise evaluation should have a sentence for each point evaluated

Outcome 1 is most likely to be assessed through written or oral questions (minimum two hundred words).

Outcome 2 is most likely to be assessed through written or oral questions (minimum two hundred words).

Outcome 3 is most likely to be assessed through practical observation and written questions. (minimum four hundred words). It is recommended that the candidate prepares a presentation for a minimum of five minutes for one of the evidences required.

Outcome 4 is most likely to be assessed through practical evidence on a logbook of physical activities plans with two observations of the candidate leading a group, with assistance, in a chosen physical activity. The sessions should show progression and development as candidate's experience and confidence of leading physical activities grows through the Unit. The assessor should complete observation checklists for two of the led sessions.



## National Unit Specification: support notes (cont)

### UNIT      Developing Leadership within Physical Activities (SCQF level 5)

Outcome 5 is most likely to be assessed through restricted response answers (no more than 300 words), covering evaluation of a minimum of two physical activity sessions. Evaluation must take into account success of planning and implementation of the activities and personal performance within the role of a leader.

#### 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)).

#### History of changes:

Version	Description of change	Date
02	Reference to the Assessment Support Pack on page 5 removed.	03/12/12