



## National Unit specification

### General information

**Unit title:** Prepare for the Delivery of a Coaching Activity: General Gymnastics (SCQF level 4)

**Unit code:** H4BC 10

**Superclass:** MA

**Publication date:** October 2013

**Source:** Scottish Qualifications Authority

**Version:** 01

### Unit purpose

The purpose of this Unit is to introduce learners to the processes which will allow the safe and effective development of coaching activities in the selected sport. These will underpin the leadership and coaching process.

This Unit is suitable for learners with a strong interest in sport, leadership and the coaching process.

### Outcomes

On successful completion of the Unit the learner will be able to:

- 1 Assist in preparing a coaching activity for the selected sport.
- 2 Plan efficient use of resources.

### Credit points and level

0.5 National Unit credit at SCQF level 4: (3 SCQF credit points at SCQF level 4)

## **National Unit specification: General information (cont)**

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### **Recommended entry to the Unit**

While entry is at the discretion of the centre, learners would normally be expected to have attained one of the following, or equivalent:

- ◆ a Scottish/National Governing Body (S/NGB) preliminary coaching award
- ◆ the Unit *Promoting Safe and Ethical Sport* (SCQF level 4) or equivalent

and evidence of recent involvement in the sport and an aptitude in it.

### **Core Skills**

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes for this Unit specification.

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

### **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.

### **Equality and inclusion**

This Unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

## **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 SQA.

### **Outcome 1**

Assist in preparing a coaching activity plan for the selected sport.

#### **Performance Criteria**

- (a) Prepare appropriately for the ability level of the participants.
- (b) Take account of the individual needs of the participants in preparing the plan.
- (c) Review the plan after discussion to create a final plan.

### **Outcome 2**

Plan efficient use of resources.

#### **Performance Criteria**

- (a) Ensure that the plan identifies all necessary resources and allows for their effective use.
- (b) The plan identifies effective use of time which meets Scottish/National Governing Body requirements.

### **Evidence Requirements for this Unit**

Evidence is required to demonstrate that learners have achieved all Outcomes and Performance Criteria.

This evidence will consist of one completed activity plan and an assessor checklist with comments. The completed activity plan must identify the effective use of resources including equipment, facility/activity area, human and safety.

The plan must also show the content, warm up, central theme, knowledge required and cool down along with the proposed times for each part of the activity.

The assessor checklist will clarify the level of autonomy that the learner had in devising the plan. The plan may have been entirely devised by the learner, or may be a partially prepared plan/template completed by the learner under the guidance of a mentor coach or the Scottish/National Governing Body (S/NGB). The learner must have detailed how (s)he plans to address the issues of the ability level of the participants and the individual needs of the participants.

The assessor checklist with comments will be used to ensure that the activity plan meets the required criteria.



## National Unit Support Notes

**Unit title:** Prepare for the Delivery of a Coaching Activity: General Gymnastics (SCQF level 4)

Unit Support Notes are offered as guidance and 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

#### Outcomes 1 and 2

At this level, it is likely that learners will use incomplete coaching plans developed by others.

Even so the learner will have a level of autonomy which, while limited, will affect the delivery of the activity planned.

Learners will have to consider the resources available in terms of:

Is equipment available in sufficient quantity/quality (in appropriate condition)?

Facility/activity area: is this suitable for the activity planned?  
is the heating acceptable (if relevant)?  
is the level of lighting appropriate?  
is the level of ventilation (if relevant) satisfactory?

Human: sufficiency of appropriately trained or qualified personnel?  
support?

Safety: emergency action plan?  
First Aider availability?  
personal and facility equipment?  
viability of activity in terms of finance?

The aspects listed above are used as examples.

Each sport will have different requirements and each group of participants will affect the overall plan in terms of content, warm-up, central theme, knowledge and cool-down. The learner's plan will show the key features, along with the proposed times allowed for each part of the activity being delivered, which should conform to those recognised by the Scottish/National Governing Body as being accepted good practice.

## National Unit Support Notes (cont)

**Unit title:** Prepare for the Delivery of a Coaching Activity: General Gymnastics (SCQF level 4)

### Guidance on approaches to delivery of this Unit

Learners will be expected to be familiar with the requirements of the S/NGB's Code of Conduct when undertaking this Unit.

If delivered as part of the planned Group Award, this Unit must be taught within the same sports context as the other Units in the Group Award — *Promoting Safe and Ethical Sport* (SCQF level 4) and *Conduct and Review the Delivery of a Coaching Activity* (SCQF level 4).

As part of the planned Group Award, this Unit prepares learners for the Unit *Conduct and Review the Delivery of a Coaching Activity* (SCQF level 4).

### Guidance on approaches to assessment of this Unit

This Unit assesses the learner's ability to devise a plan for the delivery of a coaching activity. Learners have to complete an activity plan. The format of the activity plan would be devised either by the learner or by a mentor coach. The learner must record how the needs of individuals are to be addressed, what equipment is needed, how that would be accessed and checked for safety (if appropriate) and what safety considerations there are.

If this Unit is being delivered as part of the planned Group Award, it is entirely possible to integrate assessment tasks and indeed this is to be encouraged both within this Unit and across Units. If the Unit *Conduct and Review the Delivery of a Coaching Activity* (SCQF level 4) is to be delivered as well as this Unit, it would be expected that assessment of both would be integrated. This Unit allows the learner to develop skills in the planning stage of delivering a session or activity, while the other Unit is concerned with the actual delivery and the review of the session.

Assessor checklists are required showing the assessment decisions reached.

Evidence can be generated using different types of assessment. The following are suggestions only. There may be other methods that would be more suitable to learners.

Centres are reminded that prior verification of centre-devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education.

### Opportunities for 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 social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at [www.sqa.org.uk/e-assessment](http://www.sqa.org.uk/e-assessment).

## National Unit Support Notes (cont)

**Unit title:** Prepare for the Delivery of a Coaching Activity: General Gymnastics (SCQF level 4)

### Opportunities for developing Core and other essential skills

The Unit provides opportunities for learners to develop aspects of the following Core Skills:

*Communication* (SCQF level 4)

*Problem Solving* (SCQF level 4)

*Working with Others* (SCQF level 4)

Learners will develop skills in Critical Thinking as an aspect of *Problem Solving* as they analyse the requirements for delivering coaching activities. They will need to consider critically and in detail all issues which will affect the success of the activities, including available resources, time constraints and the abilities of participants. Other elements of the Core Skill, ie undertaking and reviewing the planned activities or the review of the action plan itself, could be covered with the integration of practical work if delivered as part of the Group Award.

For some activities, learners have to carry out some numerical calculations and measurements to ensure a safe working environment and the correct balance of personnel and time.

Although skills in *Communication* are not formally assessed learners will be expected to produce and present materials to a standard acceptable in the vocational area. Learners will be encouraged to express ideas and information accurately and concisely, using appropriate language and style and to ensure good presentation of plans.

## History of changes to Unit

Version	Description of change	Date

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## General information for learners

### **Unit title:** Prepare for the Delivery of a Coaching Activity: General Gymnastics (SCQF level 4)

This section will help you decide whether this is the Unit for you by explaining what the Unit is about, what you should know or be able to do before you start, what you will need to do during the Unit and opportunities for further learning and employment.

This Unit will enable you to be able to work with an experienced coach to plan and prepare a coaching session. In the preparation of any session there will be some basic considerations that must be addressed. These will include (but are not limited to):

- ◆ Who is being coached and what are their needs?
- ◆ What level of ability do they already have?
- ◆ What equipment will be required?
- ◆ What facilities will be used?
- ◆ Are their Health and/or safety issues that need to be considered?
- ◆ Are there other people that need to be involved?

Note these are examples only and your tutor/assessor will guide you.

You will need to produce a session plan and your assessor will also use a checklist to ensure that all that is required is indeed covered.

If you achieve the associated Units for this NPA, the Scottish Governing body for the sport will recognise your qualification and this can lead to advancement in your coaching career.