



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

**UNIT NUMBER:** 5160205

**UNIT TITLE:** EQUIPMENT HANDLING 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. SET UP EQUIPMENT ACCORDING TO GOOD PRACTICE

**PERFORMANCE CRITERIA**

- (a) Equipment is correctly identified and removed from store.
- (b) Equipment is set up according to manufacturer and/or governing body guidelines.
- (c) Equipment is set up using correct lifting techniques avoiding injury to self or damage to equipment.
- (d) Equipment is checked for damage or wear and accurate reporting of such made to the person responsible.

**RANGE STATEMENT**

Equipment: large pieces; small pieces; pieces which require more than one person to handle; fixed equipment; moveable equipment.

Damage: wear and tear; missing parts; failure of the machine to operate properly.

**EVIDENCE REQUIREMENTS**

Performance evidence of the setting up and checking of equipment in accordance with specified guidelines.

Performance evidence of the accurate reporting of equipment damage or wear to person responsible and in a maintenance book.

**OUTCOME****2. TAKE DOWN EQUIPMENT ACCORDING TO GOOD PRACTICE****PERFORMANCE CRITERIA**

- (a) Equipment is taken down according to manufacturer and/or governing body guidelines.
- (b) Equipment is handled correctly to avoid damage to equipment, handler, staff, users or surroundings.
- (c) Damage to equipment is assessed and any such damage reported to the responsible person.

**RANGE STATEMENT**

Equipment: large pieces; small pieces; pieces which require more than one person to handle; fixed equipment; moveable equipment.

Damage: wear and tear; missing parts; failure of the machine to operate properly.

**EVIDENCE REQUIREMENTS**

Performance evidence of the taking down and handling of equipment in accordance with specified guidelines and good practice.

Oral or written assessment of condition of equipment.

Performance evidence of the reporting of damage to equipment to the responsible person and in a maintenance book.

**OUTCOME****3. RETURN EQUIPMENT TO STORE AFTER USE SAFELY****PERFORMANCE CRITERIA**

- (a) Storage of equipment is appropriate in terms of access and frequency of use.
- (b) Equipment store is locked when unattended.
- (c) Equipment is stored in clean and tidy environment which avoids damage to equipment or injury to handler.
- (d) Faults in storage to be reported in accordance with organisational procedures.
- (e) Storage of equipment must allow for easy handling of equipment and correct access and egress.

**RANGE STATEMENT**

Equipment: large pieces; small pieces; pieces which require more than one person to handle; fixed equipment; moveable equipment.

Faults: structural faults; damage by water; faulty lighting; missing parts; damage by wear and tear.

Access: blocking of entry or exit from store; storage of equipment which prevents proper heating; lighting and ventilation.

**EVIDENCE REQUIREMENTS**

Performance evidence of the correct storing of equipment.

Performance or written evidence of the reporting of storage faults in accordance with organisational procedures.

**OUTCOME**

**4. ISSUE AND CHECK IN EQUIPMENT**

**PERFORMANCE CRITERIA**

- (a) Conditions of issue are clearly and correctly explained.
- (b) The issue and check in of appropriate equipment is handled in accordance with organisational procedures.
- (c) The equipment being returned is checked for damage and reported to the responsible person, if required.

**RANGE STATEMENT**

Equipment: returnable; non-returnable.

Damage: wear and tear; missing parts; failure of machine to operate properly.

Reports: written; verbal.

**EVIDENCE REQUIREMENTS**

Performance evidence of the issuing and checking in of equipment in accordance with standard procedures.

Where appropriate performance evidence of the reporting of equipment damage to the responsible person and in the maintenance book.

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**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:** 5160205

**UNIT TITLE:** EQUIPMENT HANDLING 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 module is designed for the candidate working or intending to work in the leisure industry. Ideally the candidate will be following a structured programme of training which will complement current or future experience in physical recreation.

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, and to follow, the correct procedures for handling equipment.

**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, aquatics or outdoor pursuits.

Candidates should develop the skills and knowledge which will involve them in correctly selecting and setting up equipment in a safe environment according to recommendations, guidelines and codes of practice laid down by the manufacturer or governing body. Candidates should be aware of the problems involved in leaving out equipment unattended. The candidate should know what safety standards are required of the equipment in the candidate's area of responsibility; what should be looked for when assessing the assembled equipment for wear; why there is a need for correct lifting technique and how this is applied to the equipment being handled.

The candidate should know what should be looked for when assessing dismantled equipment for wear and why damaged equipment should not be returned to the normal storage area.

Issue and check in of equipment relates to the interface with the customer. The candidate should know what if any hire and deposit charges are appropriate; factors which need to be taken into consideration when selecting equipment for a

customer eg age, size, ability; activities requiring specific safety equipment and how to fit it; why all hire details should be recorded accurately and legibly; why the service should be carried out politely.

**ASSESSMENT PROCEDURES** Assessment for this unit should be undertaken in a practical setting. Suitable environments for this include sports halls, swimming pools or outdoor stores. As the equipment is used for particular activity it is advisable that this unit is run in an integrated way with practical performance units. Evidence should be gathered from a minimum of 3 situations. This may be recorded using extended checklists with further extension, where necessary 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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