

National Unit Specification: general information

UNIT Assist with Activity Sessions

NUMBER DJ3Y 11

COURSE

SUMMARY

On completion of this unit the candidate will be able to plan and assist activity sessions with the person responsible using appropriate resources that meet both centre/organisational guidelines and health and safety legislation laid out for the activity sessions. Candidates should also be able to review the activity session with participants and use this evaluation to aid future activity sessions. Candidates will also be able to achieve the Core Skill Working with Others at Access 3.

OUTCOMES

1. Plan activity sessions.
2. Assist with activity sessions.
3. Review activity sessions.

RECOMMENDED ENTRY

While entry is at the discretion of the centre, candidates would find it advantageous to have an interest in and have some basic knowledge in, either generically or in a specific sport where they have participated in structured activity sessions.

CREDIT VALUE

1 credit at Intermediate 2 (6 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.*

Administrative Information

Superclass: MA

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National Unit Specification: general information (cont)

CORE SKILLS

This Unit gives automatic certification of the following:

Complete Core Skills for the Unit

Working With Others

Access 3

Information on the automatic certification of any core skills in this unit is published in *Automatic Certification of Core Skills in National Qualifications* (SQA, publication code BA0906).

National Unit Specification: statement of standards

UNIT Assist with Activity Sessions

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

Plan activity sessions

Performance criteria

- a) Gather information about the activity, equipment, facility and participants.
- b) Ensure that relevant health and safety requirements are met.
- c) Prepare a plan and have it approved by the person responsible for the activity.
- d) Agree your role during the activity, with the person responsible.

Evidence requirements

The candidate has to show evidence of a minimum of two different activities and have them approved by the person responsible for the activities. Alterations to be completed prior to the activity starting.

Candidates must plan one activity session for each of the following:

- Groups
- Individuals.

The candidate must ensure that they have the knowledge and understanding for the following:

- Be able to gather correct relevant information about the planned activities, the equipment to be used and what suitable facilities are to be used.
- Ensure that information about participants is relevant to the needs of the activities and the need for confidentiality about this information.
- Be able to adhere to the relevant health and safety requirements for the activities.

Evidence may be gained from the following:

- Approved candidate lesson plans and risk assessments.
- Observation reports and witness statements.

OUTCOME 2

Assist with activity sessions

Performance criteria

- a) Before the session begins, select and check the correct activity equipment and safety equipment remove from the storage area and help prepare it for the activity session.
- b) Ensure candidate and participants are dressed appropriately for the activity session.
- c) Explain and demonstrate the activity clearly and safely.
- d) Answer any relevant participant questions.
- e) Observe participants and give feedback when required about the activity.
- f) Refer any problems to the person responsible for the activity.

National Unit Specification: statement of standards (cont)

UNIT Assist with Activity Sessions

Evidence requirements

Candidates must assist with an activity session for a minimum of two different activities, from those planned in Outcome 1, in a real working environment. No simulations are permitted for this outcome. Evidence for this outcome may be oral or written.

Candidates must plan one activity session for each of the following:

- Groups
- Individuals.

The candidate must ensure that they have the knowledge and understanding for the following:

- Be able to arrive on time and present themselves appropriately for the activity session wearing the correct clothing and/or equipment.
- Know the importance of using appropriate verbal, non-verbal and body language.
- Ensure that the correct equipment is selected, checked and prepared in time for the activity session and meets all relevant health and safety requirements.
- Ensure that any safety equipment is present and adheres to health and safety requirements.
- Know the importance of observing the performance of the participants.
- Know the importance of giving relevant feedback to them.
- Know how to report any problems about the activity session to the person responsible for the activity session.

Evidence may be gained from the following:

- Approved candidate lesson plans and risk assessments from outcome 1.
- Observation reports and witness statements.

OUTCOME 3

Review activity sessions

Performance criteria

- a) Check equipment for faults and damage at end of activity session and return equipment to the correct storage area.
- b) Review the activity session with participants.
- c) Compare (with the person responsible for the activity session) the reviews from the participants.
- d) Identify aspects of the activity session that went well, and aspects that could be improved.
- e) Reflect on own performance (strengths and weaknesses)

Evidence requirements

Candidates must review an activity session for a minimum of two different activities, from those planned in Outcome 1, in a real working environment. No simulations are permitted for this outcome. Evidence for this outcome would come from feedback from reviews that are oral or written.

Candidate must show evidence of reviewing, oral and/or written from each of the following:

- Groups
- Individuals

National Unit Specification: statement of standards (cont)

UNIT Assist with Activity Sessions

The candidate must ensure that they have the knowledge and understanding for the following:

- Be able to check all types of activity equipment for faults and damage prior to assisting the storage of the equipment in the correct storage areas.
- Know what the procedures (oral and/or written) are if activity equipment is found to be faulty or damaged after use.
- Know the importance of reviewing the activity session with the participants and using this to evaluate future sessions.
- Be able to identify what happened during the activity session and use this to evaluate with the person responsible for the session.
- Know the importance of feedback from the review of activity sessions.

Evidence may be gained from the following:

- Approved candidate lesson plans and risk assessments.
- Observation reports and witness statements.
- Candidate feedback sheets.
- Participant feedback sheets.

National Unit Specification: support notes

UNIT Assist with Activity Sessions

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

This unit is designed to enable candidates to plan, assist and review activity sessions in a real working environment. Candidates will be required to plan, assist and review activity sessions with a variety of participants and activities and use this information to assist them to compile a session plan taking into account the different types of groups ie, individuals, groups, abilities etc., the health and safety implications and why these plans have to be approved by the person responsible for the activity session, and their roles agreed prior to the activity sessions starting. The candidate will have to ensure that they are on time and dressed appropriately. They will have to identify and select and check the correct equipment for the activity and for participants, explain and demonstrate the activity and observe participants and give relevant feedback to them. Using the feedback from the participants the candidate will utilise this information to help them identify aspects of their activity session that could be improved upon.

It is important at during any stage that the candidate is aware that they are to refer any problems to the person responsible for the activity session.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

Candidates must have a basic understanding of health and safety that is relevant to the activities they are planning and assisting with, and the implications that this may have if they are not adhered to. Candidates must have a basic knowledge for the activities they are to be assisting.

Evidence for this unit would come from:

- Lesson plans
- Risk assessments
- Reviews from individuals and groups
- Feedback from the person in charge of the activity session

In order for the candidate to achieve this unit they will have to be in a real working environment, where they will gain naturally occurring evidence in the workplace.

Activity session plans will have to be done prior to the candidates assisting the activity and approved, and therefore can be done in a classroom environment. Assisting and reviewing activity sessions must be done in a real working environment with both individuals and groups.

On completion of all outcomes candidates will achieve the Core Skill Working with Others at Access 3.

National Unit Specification: support notes (cont)

UNIT Assist with Activity Sessions

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Candidates can gain further evidence in the workplace to support their assessment, this could be from duty rotas, risk assessments, centre procedures for activity sessions and maintenance logs, reviews from participants etc.

Activity session plans could incorporate sections for the candidate to write their evaluation of the activity session, and that of the person responsible for the activity to review aspects of the candidate's performance at the end of the activity session. This should take account of their own and other's preferences.

SPECIAL NEEDS

This unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering special alternative outcomes for units. For information on these, please refer to the SQA document *Guidance on Special Assessment Arrangements* (SQA, September 2003).