

## National Unit Specification: general information

**UNIT** Sport and Recreation: Assist with Activity Sessions  
(Intermediate 1)

**NUMBER** DM7D 10

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

### SUMMARY

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

On completion of this Unit the candidate will be able to assist in the planning and delivery of activity sessions with the person responsible, using appropriate resources that meet both centre/organisational guidelines and health and safety procedures laid out for the activity sessions. Candidates should also be able to assist in reviewing the activity session with participants and use this evaluation to inform future activity sessions.

### OUTCOMES

- 1 Assist in the planning of activity sessions.
- 2 Assist with activity sessions.
- 3 Review activity sessions.

### RECOMMENDED ENTRY

Entry is at the discretion of the centre.

### CREDIT VALUE

1 credit at Intermediate 1 (6 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.*

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### Administrative Information

**Superclass:** MA

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

**UNIT** Sport and Recreation: Assist with Activity Sessions (Intermediate 1)

### **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 Learning and Teaching Approaches for this Unit*.

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

### **UNIT Sport and Recreation: Assist with Activity Sessions (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**

Assist in the planning of activity sessions.

##### **Performance Criteria**

- (a) Collect and gather relevant information about the activity, equipment, facility, health and safety requirements, risk assessment and participants.
- (b) Contribute to the preparation of a plan for the activity.
- (c) Ensure that your contribution to the plan is approved by the person responsible, prior to the start of the activity.
- (d) Agree your role during the activity, with the person responsible.

#### **OUTCOME 2**

Assist with activity sessions.

##### **Performance Criteria**

- (a) Arrive on time and dressed appropriately for the activity session.
- (b) Assist the person responsible to explain and demonstrate the activity clearly and safely.
- (c) Respond where appropriate to any relevant questions from participants.
- (d) Observe participants and assist the person responsible with feedback when required about the activity.
- (e) Refer any problems to the person responsible for the activity.

#### **OUTCOME 3**

Review activity sessions.

##### **Performance Criteria**

- (a) Assist the person responsible to review the activity session with participants.
- (b) Compare with the person responsible for the activity session the reviews from the participants.
- (c) Identify aspects of the activity session that went well, and aspects that could be improved.

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

### **UNIT Sport and Recreation: Assist with Activity Sessions (Intermediate 1)**

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

Evidence which covers all the Outcomes and Performance Criteria is required. This should take the form of the following performance and product evidence:

- ◆ plans for at least two activity sessions (including the related risk assessments), one of which should be for an individual and one for a group activity, approved by the person responsible;
- ◆ an assessor checklist of candidate's active involvement in assisting with a minimum of another **two** activities, (ie different from those for which plans were prepared);
- ◆ a review pro forma completed by the candidate which provides a review of at least two of the activities in which they have been involved, identifying aspects which went well and also any aspects which could be improved. One of these reviews should be of an individual activity and one should be of a group activity.

It is expected that, at this level, the candidate will be given support and guidance from the assessor/person responsible before completing the final work.

Evidence should be gathered at appropriate points throughout the Unit.

The National Assessment Bank item exemplifies the standard that should be applied, and contains a template for a plan, an assessor checklist and a review pro forma. If a centre wishes to design its own assessments for this Unit, they should be of a comparable standard.

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

### **UNIT Sport and Recreation: Assist with Activity Sessions (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 40 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. This Unit is not suitable for delivery in a conventional classroom setting.

This Unit is designed to enable candidates to assist the person responsible to plan, oversee and review activity sessions. Candidates will be required to do this for a variety of activities. The activities in which candidates are involved should include at least one individual activity and at least one group activity. The role of the candidate will be agreed, plans will be completed, and approval from the person responsible will be given prior to the activity starting. The session plans must take into account the nature of the groups and the relevant health and safety implications. This will involve the candidate seeking out the relevant risk assessment and including this with the plan. The candidate will have to ensure that they are on time and dressed appropriately and may assist the person responsible in setting up at the start and clearing the area at the end. Candidates will assist in demonstrating the activity, observing participants and giving and getting relevant feedback when appropriate. Using the feedback from the participants will help the candidate identify aspects of the activity session that could be improved upon.

It is important during any stage of their involvement that the candidate is aware that they are to refer any problems to the person responsible for the activity session. Seeking and accepting advice is one of the important generic skills which is promoted in this Unit.

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

In order for the candidate to achieve this Unit it is important that candidates understand the reasons why activity sessions need to be planned. The plan has to be checked by the person responsible and any alterations made prior to activity session starting. Therefore, these plans could be done in a classroom environment. Candidates should know about the existence and purpose of risk assessments, and should know that risk assessments are essential. Candidates should have a basic understanding of the relevant health and safety issues relevant to the activities they are assisting with and should be aware of the implications of not adhering to them.

Assisting with activity sessions must be done in a real or simulated working environment and the activities must include both individual and group activities. Candidates must not be left in any kind of supervisory capacity and must always work with a responsible person for the purposes of this Unit. It is important that candidates turn up on time and are suitable dressed for the activity.

Candidates must assist the person responsible with demonstrations, assist with any relevant participant questions and observe and give basic feedback to participants. The candidate should be able to refer any problems about the activity to the person responsible.

## National Unit Specification: support notes (cont)

### UNIT Sport and Recreation: Assist with Activity Sessions (Intermediate 1)

The candidate will assist the person responsible with the review of the activity session with the participants, and then review the overall effectiveness of the session, with the person responsible, identifying aspects that went well and aspects that could be improved.

#### Employability Skills

On completion of this Unit, the candidate will have had opportunities to develop the following employability skills:

- |                                |                            |                            |
|--------------------------------|----------------------------|----------------------------|
| *Planning and preparation      | *Dealing with customers    | *Time-keeping              |
| *Setting targets               | *Taking advice from others | *Wearing appropriate dress |
| *Reviewing progress            | *Giving advice             | *Completing tasks          |
| *Positive attitude to learning |                            |                            |

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

#### Core Skills

There are opportunities during learning and teaching to develop aspects of problem solving such as planning and reviewing in relation to physical activity sessions. Given that the Unit also requires candidates to assist in answering questions and providing feedback to participants, there are opportunities to develop some aspects of the general skill of oral communication. There are good opportunities for interacting co-operatively with others and developing some aspects of the Core Skill, Working with Others.

The opportunity could be taken to emphasise that the employability skills and the relevant Core Skills indicated above, are skills which apply to a wide range of situations both in everyday life and in employment.

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

Evidence which covers all the Outcomes and Performance Criteria is required. This should take the form of the following performance and product evidence:

- ◆ plans for at least two activity sessions (including the related risk assessments), one of which should be for an individual and one for a group activity, approved by the person responsible
- ◆ an assessor checklist of candidate's active involvement in assisting with a minimum of another **two** activities, (ie different from those for which plans were prepared)
- ◆ a review pro forma completed by the candidate which provides a review of at least two of the activities in which they have been involved, identifying aspects which went well and also any aspects which could be improved. One of these reviews should be of an individual activity and one should be of a group activity

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

### **UNIT Sport and Recreation: Assist with Activity Sessions (Intermediate 1)**

It is expected that, at this level, the candidate will be given support and guidance from the assessor/person responsible before completing the final work.

Evidence should be gathered at appropriate points throughout the Unit.

As part of the formative assessment of the Unit, centres may also wish to use a candidate review sheet which encourages candidates to identify progress in some of the employability skills not covered by the formal assessment outlined above.

Activity session plans could incorporate sections for the candidate to write their evaluation of the activity session, and sections for the person responsible for the activity to review aspects of the candidate's performance at the end of the activity session.

The National Assessment Bank items sets the standard that should be applied, and will contain a template for a plan, an assessor checklist and a review pro forma. If a centre wishes to design its own assessments for this Unit, they should be of 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)).