



Arrangements for:

**National Progression Award (NPA) in:
Achieving Excellence in Sport**

at SCQF level 6

Group Award Code: G9G5 46

Validation date: May 2009

Date of original publication: August 2009

Version: 01

Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of National Qualification Group Awards.

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1 Introduction

This is the Arrangements Document for the new Group Award in Achieving Excellence in Sport, at SCQF level 6, which was validated in May 2009. This document includes information on the NPA Achieving Excellence in Sport Award including its aims, guidance on access, details of the Group Award structure and guidance on delivery.

The NPA Achieving Excellence in Sport has been developed to support candidates wishing to pursue Sporting Excellence in a chosen career path. The competences achieved will allow candidates to make other career decisions and follow different pathways. The National Progression Award is designed to equip candidates with the skills, knowledge and understanding required for progression to further academic and/or professional qualifications

Centres are able to use the award or the Units in order to best support their own candidates.

The Units link to Skillsactive National Occupational Standards (NOS) in Sport and Fitness. Links are also made to core skills units.

2 Rationale for the development of the Group Award

The **NPA in Achieving Excellence in Sport** will allow candidates to focus on their own performance to learn about the process of setting targets (short and long term), planning their own work (with support) and to evaluate what actually is 'excellence' and then to articulate in the future with other HN awards.

With the Olympic Games, London 2012 and the Commonwealth Games Glasgow in 2014 and with the SSC having developed NOS for Achieving Excellence (SVQ level 3) it is clear that there is a demand for Colleges to work with the Scottish Governing Bodies for Sport (SGB) and this award will permit an increase in the pool of talent nationally and thus make the sports selection of Commonwealth Games participants more rigorous and competitive.

After 2014 the award will serve as another component of the Scottish Government's Commonwealth games legacy policy.

By bringing together the various government initiatives through the specific Units within the award in educational courses, supported by the SQA, Scotland's Colleges and Scottish/National Governing bodies of Sport, the opportunity is created to encourage candidates to believe they are valued and respected for their own particular skills set. Potentially through involvement in this development, candidates will go on to make a positive contribution not only to their clubs and sports but also within their local communities

For candidates who are focused on personal achievement or 'elite status' there has been no previous recognition of the fact that to achieve such ambitions, is for a time, effectively a full time process during which much learning takes place and it is with the intention of recognising this fact the SSC Skillsactive, developed the NOS upon which this has been based. The award is designed to articulate with current HN provision and to support candidates who may wish to follow that particular pathway. The award will provide

- ◆ An opportunity to follow a personal pathway in performance and its achievement
- ◆ An opportunity to learn about one specific and focused performance route that the S/NGB recognises.
- ◆ The opportunity to preserve and build upon existing good practice, ability and interest.
- ◆ The opportunity to learn in depth about performance routes and careers.
- ◆ Articulation with other HN Sport and Fitness awards if so desired.
- ◆ Compatibility with feeder qualifications, in particular Skills for Work (SfW) Sport and Recreation at SCQF level 4 and 5 together with the NQGA Sport and Fitness level 5
- ◆ Articulation with SVQ in Achieving Excellence at SVQ Level 3
- ◆ A focus on the whole concept of excellence and elite sport and its achievement.

3 Aims of the Group Award

3.1 Principal aims of the Group Award

- ◆ Develop the candidate's personal ambitions for their own performance enhancement
- ◆ Develop the candidate's knowledge and skills in the process of the achievement of excellence.
- ◆ Develop knowledge and skills in Target setting, personal career management planning, implementing and evaluating the process over a period of time.
- ◆ Enhance the candidate's prospects for their continuing education in the industry or outside it by the development of transferable skills
- ◆ Enable progression within the Scottish Credit and Qualifications Framework (SCQF) and allow candidates to progress to another level of education, if so desired.
- ◆ Further develop study skills and skills in investigating aspects of the industry which are specific to their interests, personal abilities and needs.
- ◆ Offer opportunities to develop core skills in a setting relevant to the industry.
- ◆ Allow candidates to acquire some of the basic skills and knowledge required by the industry.
- ◆ Contribute to both the UK and Scottish Governments' targets regarding Lifelong Learning, Health Initiatives and Sport and Fitness targets for 2012, 2014 and beyond.

3.2 General aims of the Group Award

- ◆ To focus and develop an appropriate range of functional skills and knowledge of Fitness which reflect the ongoing and rapid changes within the industry.
- ◆ To develop options to meet the needs of the industry and allow the candidate to make informed choices regarding possible career pathways based upon their specific interests and skills.
- ◆ To provide delivery centres with a flexible award which can be tailored to suit their individual and market needs, hence increasing candidate employability via relevant and ongoing education.

3.3 Target groups

This National Progression Award is suitable for a wide range of candidates including:

- ◆ Candidates with a strong leaning towards and interest in Sport and Fitness
- ◆ S5 and S6 candidates (who may have achieved S or H Phys. Ed. awards)
- ◆ School leavers
- ◆ Progression candidates (eg Skills for Work, Candidates who may have achieved a PBNC at Int. 1 or who have achieved the NQGA at SCQF 5 or other comparable award)
- ◆ Candidates who aspire towards ‘Elite’ status (not for all awards)
- ◆ Adults returning to education
- ◆ Employed candidates who wish to enhance their career prospects
- ◆ Unemployed candidates who wish to enhance their job prospects

3.4 Employment opportunities

The award has been designed to permit candidates to develop knowledge and skills in the areas which most interest them and to allow better articulation with the HNC/D College based programmes in Fitness, Coaching and Sport and Recreation Management, rather than offer direct access to employment. The industry continues to become more regulated and employers and insurance tends towards professional recognition for many positions. It is seen as important that candidates are prepared as well as they can be to allow these full skills to be developed within the HNC/D programme.

Within the area of Sport and Fitness, there is a substantial range of employment opportunities for properly qualified staff.

Coaches, teachers and instructors	Sport development facilitators	Facility operators and managers	Sports administrators	Other roles
Sports leader	Sport development assistant	Manager	Club secretary	Cleaner
Sports helper	Sport development officer	Assistant/Deputy Manager	National Governing Body secretary	Receptionist
Preliminary coach	Sports officer	Duty Manager/Officer	Chairman	Grounds person/Groundskeeper
Assistant/deputy coach	Sports assistant manager/manager	Leisure/Recreation/ Sports Assistant	Treasurer	Secretary
Various ‘Grade’ coaches, eg Grade four Rugby League Coach	Various ‘Programme’ managers/officers, eg Active Sport Manager	Lifeguard	Committee member	Administrator
Senior coach	School sport coordinator	Director of ‘various’ departments		Book Keeper/Accountant
Sports facilitator	Coach	Regional manager director		Professionals, eg Golf professional
Coach assistant	Sports facilitator	Chief Officer (generally LA sector)		Sports journalist
Various ‘Programme’ coaches				Sports media presenter

Coaches, teachers and instructors	Sport development facilitators	Facility operators and managers	Sports administrators	Other roles
Coach educator				Physiotherapist
Coach tutor				Sport psychiatrist
Coach mentor				
Play Leader	Sport Development assistant	Manager		
Playworker	Active Schools Co-ordinator			
Play Ranger				

4 Access to Group Award

As with all SQA qualifications, access to the award will be at the discretion of the centre although the National Progression Award in Achieving Excellence in Sport (SCQF level 6) is designed to support candidates who have a strong interest in the area of Sport Development.

One of the major attractions of the progression award is tailored to the needs, circumstances and personal ambitions of the candidates. The assessments for the NPA will be challenging and meaningful and achievable for all candidates who are prepared to work to gain the awards.

For the NPAs in Achieving Excellence in Sport

The entry requirements are that candidates have an interest and recent sport or fitness experience so that the delivering centre believes the candidate has a realistic chance of success provided that work is put into the award.

The Units and NPA award is designed to allow candidates to develop by undertaking challenged by the assessment tasks, supported by the delivering centre but have no unreasonable barrier put between them and achievement.

5 Group Award structure

The NPA Achieving Excellence Award has additional recommendations. This is due to the fact that the NOS make clear that the technical requirements will be those agreed with the Scottish/National Governing Body(S/NGB) for the sport and the government's concept of the use of the term 'elite' athletes. Candidates will therefore be expected to be already participating in their chosen sport at a high competitive level and be committed to self improvement. It would therefore be expected that candidates will have a letter of recommendation from their own club or PE department recommending that this particular route is a realistic possibility.

Candidates will undertake all the Units for this NPA using the same activity. The details are contained within the Units how assessment will take place and how the integration will be done.

5.1 Framework

The NPA will have 3 Units (4 Unit credits) and all must be completed for the Group award.

The Units are as follows:

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Individual Performance in Sport; Codes of Conduct; SCQF level 6	F79C 12	6	6	1
Individual Sporting Performance; SCQF level 6	F79D 12	12	6	2
Individual Performance in Sport: Analysis and Evaluation; SCQF level 6	F79E 12	6	6	1

5.2 Mapping information

NPA — Achieving Excellence in Sport

Table showing links to National Occupational Standards

Achieving Excellence in Sport links are shown in the table below. This is not to claim that all will have been achieved but is designed to show that the SQA award has been built upon and takes detailed account of the NOS for the industry. The mapping is therefore in the form of signposting and there are many additional links. These are examples of some of the significant links only.

SQA Unit/Outcome PC	NOS Unit and Element	What you must do	What you must cover	Knowledge and Understanding
001, 1, a, b	ES1.1	1, 4, 5, 6	(a), 1, 2 and (b), 1, 2, 3.	K1 to K6.
001, 1, a, b	ES1.2	1, 2, 3, 7	(a), 1, 2, 3.	K7 to K17.
001, 2, a, b	ES1.1	1, 4, 5, 6	(a) 1, 2 and (b) 1, 2, 3.	K1 to K6.
001, 2, a, b,	ES1.2	1, 2, 3, 7	(a), 1, 2, 3 and (b), 1, 2, 3.	K7 to K17.
001, 3, a, b	ES1.1	1, 4, 5, 6	(a), 1, 2, and (b) 1, 2, 3.	K1 to K6.
001,3, a, b	ES1.2	1, 2, 3, 7	(a) 1, 2, 3 and (b) 1, 2, 3.	K7 to K17.
001, 3, a, b	ES1.3	1 to 8	(a), 1, 2, 3.	K18 to K24.
001, 1, a, b	ES2.1	1 to 6	(a), 1, 2, 3.	K1, 2.
001, 1, a, b	ES2.2	1 to 6	(a), 1, 2, 3.	K6, K7, K11, K12, K14.
001, 1, a, b	ES2.3	3, 4	(a), 1, 2, 3.	K19, K22, K23, K24.
001, 2, a, b	ES2.1	1, 2, 4, 5, 6	(a), 1, 2, 3.	K1 to K6.
001, 2, a, b	ES2.2	1, 2, 3, 4, 5, 6, 7	(a), 1, 2, 3.	K6, K7, K8, K9, K12, K15.
001, 2, a, b	ES2.3	3, 4, 7	(a), 1, 2, 3.	K19, K22, K23
001, 3, a, b	ES2.1	1 to 6	(a), 1, 2, 3.	K1 to K5.
001, 3, a, b	ES2.2	1 to 6	(a), 1, 2, 3.	K6 to K17.
001, 3, a, b	ES2.3	1 to 6	(a), 1, 2, 3.	K18 to K24.
001, 1, a, b	ES3.1	1 to 6	(a), 1, 2, 3, 4, 5, 6, 7, 8, 9 and (b) 1, 2, 3.	K1 to K6.
001, 1, a, b	ES3.2	1 to 6	(a), 1, 2, 3, 4, 5, 6, 7, 8, 9 and (b) 1, 2, 3.	K7 to K27.
001, 1, a, b	ES3.3	1 to 6	(a), 1, 2, 3	K28 to K34.
002, a, b	ES1.1	1 to 6	(a) 1, 2 and (b) 1, 2, 3.	K3 to K6.
002, a, b	ES1.2	2, 4, 5, 6, 7	(a) 1, 2, 3, and (b) 1, 2, 3	K7 to K17.
002, a, b	ES1.3	1 to 8	(a), 1, 2, 3.	K18 to K24.
003, 1	ES2.3	1 to 8	(a), 1, 2, 3.	K18 to K24.
003, 2, a, b	ES8.1	2, 3, 4, 5	(a),1, 3, 4 and (b) 1, 2, 3.	K1 to K10.

Abbreviations Used

SQA Unit Titles:

- 001 Individual Sporting Performance,**
- 002 Analysis and Evaluation of Performance,**
- 003 Individual Performance — Codes of Conduct**

(NB Units 001,002,003 will for the group award, be integrated in terms of delivery, assessment, participation and process.)

NOS Titles (SVQ level 3 Units)

- Unit ES1 — Plan, apply and evaluate your technical skills to achieve excellence in your sport**
- Unit ES2 — Plan, apply and evaluate your tactical skills to achieve excellence in your sport**
- Unit ES3 — Plan, apply and evaluate your physical capability to achieve excellence in your sport**
- Unit ES8 — Maintain the health and safety of self and others whilst seeking to achieve excellence in your sport**

5.3 Articulation, professional recognition and credit transfer

The National Progression Award in Achieving Excellence in Sport has been designed as a progression route to the full range of Sport and Fitness HN awards as well as an articulation route from the Skills for Work Sport and Recreation awards.

The award is designed to allow candidates to progress from the Units and awards available at SCQF level 5 and if appropriate, enter at SQCF level 6 in order to acquire many underpinning skills and knowledge which will be required within the HN sport and fitness programmes.

It will articulate with Standard Grade and Higher level awards in Physical Education and permit candidates with a genuine interest for the subject areas, to develop that interest, widen their education and progress to employment within (or indeed out with) the active leisure and learning industry.

The Award will articulate also with the range of SVQ qualifications and again will supply many of the skills and some of the basic aspects of the underpinning knowledge required.

6 Approaches to delivery and assessment

6.1 Content and context

The Progression award is not designed to train people to full industrial competence. Rather there is an emphasis on developing the basic skills and knowledge required to engage in the next stages of the acquisition of those skills and knowledge that will be attractive to future employers both within and outwith the industry. Candidates can then build on these skills when working towards achieving an HNC/D or SVQ award.

The programme should be delivered in the context of the sport and or fitness environments in order to allow candidates to develop a greater understanding of terminology, working practices, the significance of research, personal skills, local and national targets together with political objectives for sport and fitness. Candidates will also develop an understanding of many safety issues.

The intention is that candidates undertaking any of the Units will gain personal skills and knowledge can lead towards employment in the future. Candidates will develop a broad knowledge of the industry and accepted practices

In all cases candidates should be well supported in the initial stages and should be supported throughout to ensure that standards were maintained and that there was no compromise of health or safety issues at any time.

Assessments would where appropriate be observational, written or oral and may be supported in some cases by a second line assessor or mentor. These are further detailed within the Units where relevant.

The **Achieving Excellence in Sport** award also requires all Units to be achieved. There are three Units carrying 4 credits and it is anticipated that they will be delivered only where the Scottish Governing Body for the sport has a recognised pathway for 'Excellence'. Candidates are expected to be 'high level performers' in their selected sport. All Units require the same activity to be followed throughout and they must therefore be assessed in the same sporting context.

6.2 Delivery

Centres will form their own judgement as to the delivery schedule but this is likely to be in a logical sequence for the award.

It is recommended that centres decide what best suits the needs of the candidates and their own and local facilities.

Some Units may require much of the delivery to take place in a 'classroom' environment while others will clearly require candidates to be working outwith that environment while still receiving tutor support. This approach has its own challenges and centres will form their own judgements as to how to best support learning in a safe environment.

Full time, part time, block release, day release or evening classes are all possibilities for delivery. Again, the type of support needed will vary depending which Units and awards are being delivered.

There are many opportunities for the integration of delivery of Units within the award.

Unit delivery should be in a practical environment as much as possible, and assessment should also be within the same environment.

6.3 Assessment

The assessment strategy is designed to ensure an appropriate level of rigor whilst imposing no excessive demands on centres or candidates.

Assessment guidance is provided in each Unit Descriptor and the Evidence Requirement statement contained in each of the Units makes clear exactly what minimum evidence is required to achieve success.

Centres can decide the order in which Units are delivered, (and therefore assessed) based on candidate recruitment patterns, mode of delivery, resource issues and logical progression dictated by topics and Unit content and level.

The timing of assessments is best decided by the centre with assessment taking place at the most logical time and after candidates have had the opportunity to acquire the skills and knowledge demanded by the Unit.

Candidates may be re-assessed if required, after appropriate remediation and again when their success may be considered to be at least possible.

Centres should follow their standard SQA Quality Assurance Procedures.

7 General information for centres

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

Internal and external verification

All instruments of assessment used within this/these Group Award(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment* (www.sqa.org.uk).

8 General information for candidates

National Progression award is designed to improve your skills and knowledge in the Sport and Fitness Industries. They are designed to allow progression to the HNC/D programmes in:

- ◆ Sport Coaching with Sport Development.
- ◆ Fitness Health and Exercise.
- ◆ Sport and Recreation Management
- ◆ Sports Therapy
- ◆ Applied Sports Science
- ◆ Other SQA awards and SVQs are also real possibilities.

The NPA Achieving Excellence in Sport award has 3 Units available. All 3 will need to be completed to achieve the NPA.

Your tutor/assessor will offer advice on these matters and not all centres will necessarily be able to offer all 3 Units due to the specific facility requirements for some Units.

All Units will be carried out in a sport or fitness environment and assessments will reflect the practical nature where possible and the knowledge will be that which relates to sport and fitness.

For some of the Units, team working will be involved but ALL candidates will need to play a full part as it will be your own work and contribution which will be assessed.

The Units are not designed to lead directly to employment but will underpin the knowledge and skills required by employers and are linked to the National Occupational Standards for each subject area which the Unit covers.

Your safety will be a consideration throughout and all candidates are expected to play a full part in ensuring their own safety and that of others.

9 Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at www.scqf.org.uk

SCQF credit points: One SCQF credit point equates to 10 hours of learning. NQ Units at SCQF levels 2–6 are worth 6 SCQF credit points, NQ Units at level 7 are worth 8 SCQF points.

SCQF levels: The SCQF covers 12 levels of learning. National Qualification Group Awards are available at SCQF levels 2–6 and will normally be made up of National Units which are available from SCQF levels 2–7.

Dedicated Unit to cover Core Skills: This is a non-subject Unit that is written to cover one or more particular Core Skills.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the National Certificate/National Progression Award from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

Consortium-devised National Certificates/National Progression Awards are those developments or revisions undertaken by a group of centres in partnership with SQA.

10 Appendices

Appendix 1: Core Skill Signposting

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Achieving Excellence

Individual Performance in Sport; Codes of Conduct (Higher)

There will be many opportunities to develop good skills in oral communication as the Unit is undertaken. Candidates will be made aware of the importance of active listening and observation skills in order to relate and respond to others in the most effective way. Through understanding and responding to their physical, cultural and emotional needs participants will evolve adaptive language and non-verbal communication techniques in order to progress effective communication. Candidates will be expected to use vocabulary and style which is relevant and meets the needs of all involved and to respond confidently to questions from both participants and the assessor.

Candidates will develop skills in Problem Solving and Working with Others as they plan activities and effectively negotiate goals and targets. They will need to consider all resources and take account of their own strengths and weaknesses. Identifying and examining areas of potential improvement, and using working methods consistent with available resources they should be able to demonstrate and explain practical tasks to others. They will review and evaluate the overall success of the appropriate sessions, including the way in which they fulfilled their own responsibilities in tasks undertaken.

Candidates have to carry out numerical calculations and measurements involving physiological and environmental data and check procedures to ensure accuracy. Reading and recording relevant statistical and graphic data, checked for accuracy, will encourage the development of skills in numeracy.

Individual Sporting Performance (Higher)

There will be many opportunities to develop good skills in oral communication as the Unit is undertaken. Candidates will be made aware of the importance of active listening and observation skills in order to relate and respond to others in the most effective way. Through understanding and responding to their physical, cultural and emotional needs, participants will evolve adaptive language and non-verbal communication techniques in order to progress effective communication. Candidates will be expected to use vocabulary and style which is relevant and meets the needs of all involved and to respond confidently to questions from both participants and the assessor. Candidates will develop skills in Problem Solving and Working with Others as they plan activities and effectively negotiate goals and targets. They will need to consider all resources and take account of their own strengths and weaknesses. Identifying and examining areas of potential improvement, and using working methods consistent with available resources they should be able to demonstrate and explain practical tasks to others. They will review and evaluate the overall success of the appropriate sessions, including the way in which they fulfilled their own responsibilities in tasks undertaken.

Candidates have to carry out numerical calculations and measurements involving physiological and environmental data and check procedures to ensure accuracy. Reading and recording relevant statistical and graphic data, checked for accuracy, will encourage the development of skills in Numeracy.

Individual performance:

Analysis and Evaluation (Higher)

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