

Arrangements for:

**National Certificate (NC) in
Sport and Fitness
at SCQF level 4**

Group Award Code: GF4G 44

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Acknowledgement

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

History of changes

It is anticipated that changes will take place during the life of the qualification, and this section will record these changes. This document is the latest version and incorporates the changes summarised below.

Version number	Description	Date
9	Resource requirements added	April 2024
8	<p>Revision of Unit: DM7M 10 - Sport and Recreation: Personal Fitness has been replaced by J15R 74 - Sport and Recreation: Personal Fitness.</p> <p>DM7L 10 - Sport and Recreation: Dealing with Accidents and Emergencies has been replaced by J15M 74 - Sport and Recreation: Dealing with Accidents and Emergencies.</p> <p>DM7D 10 - Sport and Recreation: Assist with Activity Sessions has been replaced by J15E 74 - Sport and Recreation: Assist with Activity Sessions.</p>	August 2018
7	Revision of Unit: Lifeskills Mathematics: Geometry and Measures (H224 74) finished on 31/07/2017 and has been replaced by Applications of Mathematics: Geometry and Measures (HV7W 74)	October 2017
6	H225 74 Numeracy has been added as an alternative to F3GF 10 Numeracy.	February 2016
5	Revision of Unit: F37X 10 Personal Development: Self and Work <i>has been revised by</i> H18P 44 Personal Development: Self and Work <i>and will finish on</i> 31/07/2016. H23W 74 Literacy <i>has been added as an alternative to</i> F3GB 10 Communication.	May 2014
4	Revision of Unit: Sporting Activity - Inland Kayaking D696 10 has been revised by F829 10 and finished on 31/07/2011.	December 2013
3	Revision of Unit: Sporting Activity: Hillwalking D728 10 has been revised by F828 10 and finished on 31/07/2011. Sporting Activity: Orienteering D729 10 has been revised by F82C 10 and finished on 31/07/2011. Sporting Activity: Climbing D727 10 has been revised by F827 10 and finished on 31/07/2011. Sporting Activity: Mountain Biking D739 10 has been revised by F82A 10 and finished on 31/07/2011. Sporting Activity: Swimming D690 10 has been revised by F82D 10 and finished 31/07/2011.	May 2013
2	Revision of Personal Development: Self and Work (F37X 10), (lapse date 31/07/2013, finish date 31/07/2015)	February 2013

Contents

1	Introduction	1
2	Rationale for the development of the qualification	2
3	Aims of the Group Award	6
3.1	Principal aims of the Group Award.....	6
3.2	General aims of the Group Award.....	6
3.3	Target groups	7
3.4	Employment opportunities	8
4	Access to Qualification	8
5	Group Award structure	9
5.1	Framework.....	9
5.2	Mapping information	10
5.3	Core Skills	13
6	Articulation, professional recognition and credit transfer.....	15
7	Approaches to delivery and assessment	15
7.1	Content and context.....	15
7.2	Delivery and assessment.....	15
7.3	Delivery of Core Skills.....	19
7.4	Open Learning.....	19
7.5	Resource requirements.....	20
8	General information for centres	21
9	General information for candidates.....	22
10	Glossary of terms.....	24

1 Introduction

This is the Arrangements Document for the new National Certificate (NC) in Sport and Fitness at SCQF level 4. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

This new Group Award is designed to meet the needs of candidates who wish to develop basic knowledge and skills in sport and fitness eg personal fitness, how to deal with accidents and emergencies and how to plan activity sessions. This will allow progression onto SCQF level 5 Courses in sports coaching or health and fitness or into the world of work to undertake an SVQ level 2 in Sports Coaching; Activity Leadership or Instructing Exercise and Fitness, perhaps leading to a Modern Apprenticeship (MA).

The new Group Award replaces a number of introductory programmes offered at local level by individual centres and provides a nationally recognised qualification. A group of centres met to discuss how to fulfill the needs of a growing number of candidates coming to college with few academic qualifications, but with an interest in obtaining sport and fitness qualifications.

In addition, candidates will develop core and essential skills identified for entry into the world of work. The qualification is not primarily designed to provide employment ready candidates, although on completion of the programme, some candidates may find a trainee position, which could offer further work based learning such as an SVQ level 2 in Sports Coaching Sports Coaching; Activity Leadership or Instructing Exercise and Fitness, perhaps leading to a Modern Apprenticeship. The job opportunities, for example recreation assistant, assistant coach, assistant life guard, sports leader which are targeted by this new Sport and Fitness qualification are likely to arise in the both the public and private sector.

The Group Award is designed to provide candidates with opportunities to develop session planning skills, working with others, planning fitness sessions for themselves and others and a general understanding of the work environment in the sport and fitness industry.

Candidates will be provided with a broad foundation of knowledge and skills for the sport and fitness sector. When candidates have completed this qualification they will be ready and confident for their first entry jobs in the sport and fitness sector or into another Course in a further education establishment at SCQF level 5.

2 Rationale for the development of the qualification

The Group Award is intended to be delivered as a full-time National Certificate Programme in approved delivery centres and could provide a progression route from the DPG (Dominant Programme Group) 18 Courses — these are non-advanced Courses in colleges that have started at SCQF level 1 and moved slowly through to SCQF level 3 Courses over a number of years. This Group Award could also be a route for those who have applied for an SCQF level 5 Course, but are considered not ready for this level of Course.

The development of the Sport and Fitness at SCQF level 4 allows centres to offer an introductory Course that is designed to enable possible progression onto the existing NC in Sport and Fitness at SCQF level 5 and beyond. It will also help successful candidates progress into the world of work.

Nature and purpose of the award

The National Certificate Sport and Fitness at SCQF level 4 is a 12 credit Award and is designed to provide a practical, accessible sport and fitness education programme which will give candidates primary sport and fitness skills, knowledge and understanding and facilitate the development of successful and confident candidates with appropriate transferable skills.

It recognises that National Certificate qualifications must offer the candidate opportunity and flexibility that is invaluable to the challenges they will be faced by at this stage of their learning. Consequently, the Group Award supports candidates' decision making in respect of future opportunities and options. Multiple exit routes are available to candidates depending upon their aspirations and preferences.

Successful candidates will be in a strong position to embark upon further study in the same or a complementary vocational area, or to exit toward the employment market. The range of sport and fitness skills and understanding provided to candidates within the Course programme will be major contributory factors to the successful progression of candidates.

Establishing the need for the qualification

At present there is no provision for a nationally recognised award at SCQF level 4 for sport and fitness. This provided the starting point for the work of the QDT which was influenced by a number of factors:

- ◆ the lack of nationally recognised provision at SCQF level 4.
- ◆ the characteristics of candidates attracted to a National Certificate in Sport and Fitness at SCQF level 5 and other sport and fitness related areas.
- ◆ the new award would allow those candidates who have struggled with school and have few or no recognised educational Group Awards to follow a path that could lead into further study in the sport and fitness industry and could also give them grounding in the skills required of a worker in this sector.
- ◆ the opportunity to produce an award for validation in 2012.

Representatives from colleges and a Local Authority met initially to discuss their own experiences of recruiting candidates to sport and fitness programmes particularly in Sport and Fitness at SCQF level 5. The findings indicated that there were increasing numbers of pupils coming from school who do not have the required level of academic ability or experience to undertake SCQF level 5 Courses. Also, with the emphasis from government on encouraging the unemployed to seek employment, there were many more applications from older people wishing to get into the world of work but without the required qualifications from their time at school but a great interest in sport and fitness.

The National Certificate in Sport and Fitness at SCQF level 4 will allow candidates to experience a return to study without the pressure to achieve at a level that may be too ambitious for them.

Units in the National Certificate framework are linked to the current National Occupational Standards (NOS). Candidates who are successful in finding work or study in a realistic work environment may have the opportunity to undertake the SVQ level 2 in Sports Coaching or Coaching Football at level 3

Overall, therefore, there was a need to develop a nationally recognised qualification. Each Unit contained in the qualification has been credited and leveled according to the SCQF framework. Each Unit, where appropriate, refers to current Health and Safety requirements and the National Occupational Standards and includes Outcomes and Performance Criteria agreed by a panel of experts, including an employer representative.

The National Certificate comprises existing Units from the SQA catalogue with the exception of Nutrition, Health and Wellbeing (SCQF level 4) which was written by the Qualifications Design Team (QDT). The candidates are required to successfully achieve 12 credits for this new Group Award, 7 mandatory credits and 5 credits from the optional section.

Details of the structure of the new Group Award can be found in Section 5.

Establishing the level of the award

In the National Certificate Sport and Fitness at SCQF level 4, one new Unit: *Nutrition, Health and Wellbeing* (SCQF level 4)) has been developed with a candidate profile in mind. The skills and knowledge included in this new Unit and the others taken from the current SQA suite of Units are designed for basic entry level into the Sport and Fitness sector. The Unit has been levelled at SCQF level 4.

The National Certificate Sport and Fitness SCQF level 4 will promote confident and successful candidates and enhance the progression opportunities available for them at NC level and when exiting into the employment market. This approach is consistent with the needs of candidates and meets the requirements of employers. There are several reasons for this:

- ◆ current experience in centres suggests that 12 credits is an acceptable target which most candidates could achieve.
- ◆ a focus on SCQF level 4 will make it possible for candidates to acquire skills and capabilities which would be meaningful and valuable to employers.
- ◆ tasks they will be undertaking during their time at an approved delivery centre will be under close supervision and at all times they will be assisting a qualified sports professional.
- ◆ The core and options structure will enable candidates to accumulate sufficient Units at level 4 to demonstrate their suitability for an NC Sport and Fitness at SCQF level 5.
- ◆ An award at SCQF level 4 fits more closely with available information on current provision.

Target client groups

This Group Award is aimed at those candidates wishing to develop skills and experience to enhance access to employment, access to education and academic progression. It is thought that most candidates who successfully complete this new Group Award will progress within the college system onto National Certificate in Sport and Fitness at SCQF level 5. This is because they are likely to be school leavers who are sixteen years of age with an interest in sport but who have not attained many certificated qualifications at school.

The framework of the National Certificate Sport and Fitness at SCQF level 4 has been carefully selected to combine practical activities and project work with the necessary underpinning knowledge and thus engage and motivate young 16+ candidates to achieve a Group Award at a level suited to their needs and capabilities. These candidates will also have the opportunity to develop Core and other essential skills which are necessary and beneficial in any type of work situation.

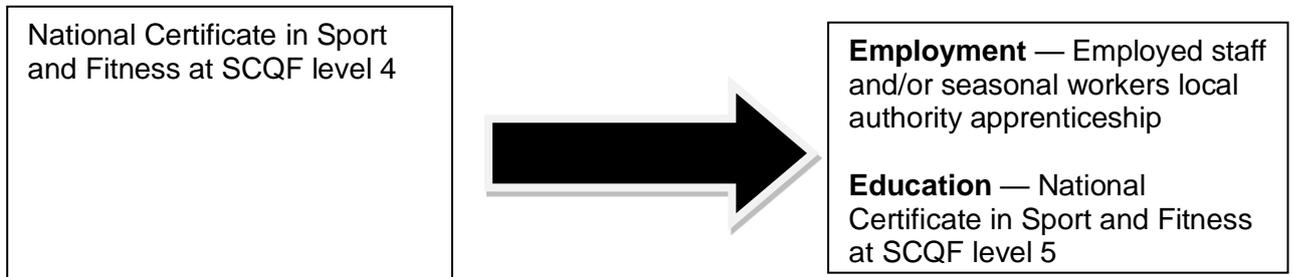
The Group Award is intended to be delivered as a full-time National Certificate Programme in approved training settings and will provide a progression route from the Dominant Programme Group (DPG) 18 Courses described earlier.

A number of candidates applying to centres have already decided that they want to pursue a career in sport and fitness, but do not have the relevant experience or their attainment at school was not sufficient to allow them to access an SCQF level 5 Course. In many cases, they lack the Core and essential skills necessary to achieve at this level or to successfully gain employment. This new award would be an ideal route to allow them to continue in education in the sector they have chosen.

Another group to be considered is the increasing number of adults who are considering a career change or re-entering the world of work and are attracted to the sport and fitness industry. Many of these candidates do not have a related sports qualification or may have no formal qualifications. They may need to start their future employment choices at a level below current NC provision.

Progression routes

The National Certificate Sport and Fitness at SCQF level 4 provides multiple exit routes and offers candidates progression both into the employment market or further study depending upon the wishes of the candidate.



Links to Occupational Standards

Links to the National Occupational Standards (NOS) are shown in the table in Section 5.

3 Aims of the Group Award

This new NC in Sport and Fitness at SCQF level 4 has been designed to offer candidates Core Skills, practical skills and relevant experience that could allow them to continue in education or move into other employment options in the Sport and Fitness Industry.

A key component of this new programme will be personal development — including self-confidence, employability, Core Skills and directly linking to the Curriculum for Excellence's four capacities, to develop:

- ◆ confident individuals
- ◆ successful learners
- ◆ responsible citizens
- ◆ effective contributors

As a result, this new programme offers exit routes aimed towards employment and/or further study depending on the ability and career decisions of the learner. Completing the NC in Sport and Fitness at SCQF level 4 successfully will place candidates in a stronger position to move to the next stage of their career and should increase their chances of achieving success.

3.1 Principal aims of the Group Award

All of the mandatory Units have been chosen to ensure that candidates entering employment will have a good basic all-round knowledge of the sport and fitness industry and have experienced many of the practical skills required of someone entering a career in this area.

The Principal aims of the qualification are to:

- 1 Provide a nationally recognised and standardised qualification at SCQF level 4, aligned to National Occupational Standards.
- 2 Prepare candidates for progression to further studies or employment in sport and fitness.
- 3 Develop candidates' practical skills and their application in the sport and fitness sector.
- 4 Develop candidates' communication and team working skills.
- 5 Allow candidates to develop skills and attitudes required for employability in the sector.

3.2 General aims of the Group Award

General aims of the programme are to:

- 1 Provide opportunities to develop Core Skills of *Communication, Working with Others, Problem Solving, Numeracy* and *ICT* in a sport and exercise setting.
- 2 Encourage candidates to develop a positive attitude to their own learning.
- 3 Provide candidates with a range of learning and teaching styles which motivate them to achieve their full potential.

The table below maps the aims of the NC to the individual mandatory and optional Units.

Unit title	Code	Principal aims	General aims
Exercise and Fitness	D682 10	1, 2, 3, 4, 5	8
Sport and Recreation: Assist with Activity Sessions	J15E 74	1, 2, 3, 4, 5	8
Sport and Recreation: Dealing with Accidents and Emergencies	J15M 74	1, 2, 3, 4, 5	8
Physical Education: Performance	DF2T 10	1, 2, 3, 4, 5	8
Nutrition, Health and Wellbeing (SCQF level 4)	H1MB 10	1, 2, 3, 4, 5	8
Communication	F3GB 10	1, 2, 3, 4, 5	6, 8
Personal Development: Self and Work	H18P 44	1, 2, 3, 4, 5	6, 7, 8
Sport and Recreation: Personal Fitness	J15R 74	1, 2, 4, 5	8
Optional Units			
Sporting Activity Units	See Section 5.1		1, 3, 6, 7, 8
Sport and Recreation: Skills for Employment	DM7F 10		1, 2, 3, 6, 7, 8
Sport and Recreation: Dealing with Facilities and Equipment	DM7H 10		1, 2, 6, 7, 8
Numeracy	F3GF 10		1, 6, 8
ICT	F3GC 10		1, 6, 8
Working with Others	F3GE 10		1, 4, 6, 7, 8

3.3 Target groups

One of the key drivers in the rationale of this new award was to meet the needs and demands of two main client groups — young people who have left school in the relatively recent past and adult returners who have decided to re-enter the educational system.

Both client groups present its own unique set of challenges, opportunities, demands and needs. The award has therefore been designed to provide a valid and reliable framework which provides centres with sufficient flexibility to satisfy the requirements of the main client groups. The Units which comprise the mandatory section take a practical approach to both delivery and assessment. The nature of the client groups is such that this practical-based approach will help all candidates develop and maintain an interest in the award. Previous experiences of educational institutions and levels of academic attainment of many of the client group make it essential to ensure the award is as practical as is possible. The optional Units provide candidates with opportunities to undertake study which should benefit those wishing to progress to a national programme at SCQF level 5 and beyond. Adult returners often harbour longer term ambitions and the framework is designed to maximise access to the qualification and provide robust exit routes to higher level qualifications.

3.4 Employment opportunities

The award is designed to enable candidates to acquire and develop knowledge, understanding and skills relevant to contemporary sport and fitness contexts. As such, the award is a stepping stone to both further study and employment. The practical nature of the award is designed to promote candidate confidence and attainment and enhance their employability prospects.

Specific Units such as *Personal Development: Self and Work*, *Sport and Recreation: Assist with Activity Sessions*, *Sport and Recreation: Dealing with Accidents and Emergencies*, *Sport and Recreation: Skills for Employment*, as well as the Core Skills content are deliberately intended to help candidates enhance their employability and employment prospects. The knowledge, understanding and skills gained through studying these Units are consistent with the employment opportunities a successful candidate may encounter in a sport and fitness position.

4 Access to Qualification

There are no specific recommended requirements for this Group Award, entry is at the discretion of the centre. However, an interest in sport and fitness would be beneficial for candidates, as would an interest in their own health and wellbeing, coaching in general and any form of exercise.

It is anticipated that candidates will have Core Skills at Access 3 in all five areas (*Communication, Numeracy, ICT, Working with Others and Problem Solving*).

Candidates with no formal qualifications, which might include mature adults for example, will be given entry to the Course at the discretion of individual centres. It is expected that centres may carry out interviews for this Course and during the course of that process, Core Skills profiling should be carried out where there is no formal record of Core Skills achievement. Also during this time there could be an opportunity to access higher level Courses — at the discretion of the centre. In the case of adult returners, the process of Recognised Prior Learning (RPL) could be used.

5 Group Award structure

This new Group Award NC in Sport and Fitness at SCQF level 4 is made up of a combination of Units at SCQF level 4. To achieve this Group Award 12 credits (72 SCQF credit points) are required.

This will be made up as follows:

- ◆ 7 credits (42 SCQF points) at SCQF level 4 from the mandatory section
- ◆ 5 credits (30 SCQF points) at SCQF level 4 from the optional section

5.1 Framework

Unit title	Code	SQA credit value	SCQF level	SCQF credit points
Mandatory: 7 credits				
Exercise and Fitness	D682 10	0.5	4	3
Sport and Recreation: Assist with Activity Sessions*	J15E 74	1	4	6
Sport and Recreation: Dealing with Accidents and Emergencies *	J15M 74	0.5	4	3
Physical Education: Performance	DF2T 10	1.5	4	9
Nutrition, Health and Wellbeing (SCQF level 4)	H1MB 10	1	4	6
Communication	F3GB 10	1	4	6
Or				
Literacy	H23W 74	1	4	6
*Personal Development: Self and Work	H18P 44	1	4	6
Sport and Recreation: Personal Fitness*	J15R 74	0.5	4	3
Options: 5 credits required				
Sporting Activity – Alpine Skiing	D709 10	1	4	6
Sporting Activity – Archery	D736 10	1	4	6
Sporting Activity – Association Football	D712 10	1	4	6
Sporting Activity – Badminton	D713 10	1	4	6
Sporting Activity – Baseball/Softball	D714 10	1	4	6
Sporting Activity – Basketball	D715 10	1	4	6
Sporting Activity – Bowling	D716 10	1	4	6
Sporting Activity – Canoeing	D694 10	1	4	6
*Sporting Activity – Climbing	F827 10	1	4	6
Sporting Activity – Curling	D705 10	1	4	6
Sporting Activity – Golf	D720 10	1	4	6
*Sporting Activity – Hill Walking	F828 10	1	4	6
Sporting Activity – Hockey	D722 10	1	4	6
Sporting Activity – Indoor Football	D724 10	1	4	6
Sporting Activity – Indoor Hockey	D723 10	1	4	6
*Sporting Activity – Inland Kayaking	F829 10	1	4	6
*Sporting Activity – Mountain Biking	F82A 10	1	4	6
*Sporting Activity – Orienteering	F82C 10	1	4	6
Sporting Activity – Rugby Football	D737 10	1	4	6
Sporting Activity – Shinty	D731 10	1	4	6
Sporting Activity – Short Tennis	D732 10	1	4	6
Sporting Activity – Snowboarding	D711 10	1	4	6
*Sporting Activity – Swimming	F82D 10	1	4	6

*Refer to history of changes for revision details

Unit title	Code	SQA credit value	SCQF level	SCQF credit points
Options: (continued)				
Sporting Activity – Table Tennis	D730 10	1	4	6
Sporting Activity – Tennis	D734 10	1	4	6
Sporting Activity – Trampolining	D704 10	1	4	6
Sporting Activity – Volleyball	D735 10	1	4	6
Sport and Recreation: Dealing with Facilities and Equipment *	DM7F 10	1	4	6
Sport and Recreation: Skills for Employment*	DM7H 10	1	4	6
Numeracy Or Applications of Mathematics: Geometry and Measures	F3GF 10 HV7W 74	1 1	4 4	6 6
ICT	F3GC 10	1	4	6
Working with Others	F3GE 10	1	4	6

*Units from Skills for Work Sport and Recreation SCQF level 4. These Units are non-devolvable. This means that approved training settings must apply to the Awarding Body to deliver the award as two of the Units are in the mandatory section. There is also a separate arrangements document for the Skills for Work Award.

5.2 Mapping information

The structure of the National Certificate in Sport and Fitness at SCQF level 4 meets the aims and requirements of the award in a number of ways which can be summarised as follows:

- ◆ It provides skills, knowledge and capabilities needed for employment
- ◆ It provides multiple progression routes
- ◆ It retains the benefits of existing provision at this level but provides the credibility of a nationally accredited named award
- ◆ It consists of Units which are practical and will engage the interest of candidates
- ◆ It provides the flexibility which candidates and centres value
- ◆ It provides an opportunity for candidates to develop Core Skills
- ◆ It provides opportunities for candidates to gain other awards while completing a National Certificate in Sport and Fitness at SCQF level 4

The flexibility of the structure is a particularly important aspect of the award. This flexibility has several dimensions and contributes significantly to the way in which the structure meets the requirements for a new award. The new award is compatible with existing arrangements, especially since the choice of Units, particularly in the optional section, was influenced by those currently provided by centres.

The content of both the mandatory and optional sections within the framework for the National Certificate in Sport and Fitness at SCQF level 4 mainly of existing Units, and one new Unit. Well-established Units that have the merit of being tried and tested and are known to be suitable for candidates at this level.

The content of the mandatory section of the award has been chosen to sample basic skills and functions within a sport and fitness environment which will enable the award to reflect the needs and demands of candidates, employers and centres.

The mandatory section of the framework also includes study of some of the primary functional areas of the sport and fitness sector. Alongside the inclusion of Sport and Recreation: Assist with Activity Sessions, the award emphasises recognised sport and fitness subjects which provide the candidates with knowledge, understanding and skills within the sport and fitness sector, but crucially, it provides a foundation for future study or employment within the area of modern sport and fitness. In addition, practical subjects such as Physical Education: Performance, Exercise and Fitness and Personal Development: Self and Work are designed to facilitate the acquisition of sport and fitness skills which characterise the employment opportunities likely to be accessible to candidates who successfully complete the award.

The mandatory section places a high degree of emphasis upon employability and transferable skills. The practical focus of the award is designed to promote learner development and confidence and enhance the positive contribution that candidates who complete the Course can offer to society as a whole. This promotes values such as citizenship, confidence and positive contribution through the following:

- ◆ positive attitude to workplace and learning
- ◆ the importance of time-keeping and attendance
- ◆ the importance of good verbal communication
- ◆ the importance of good listening skills
- ◆ how to work co-operatively with others as a member of a team
- ◆ self-respect and showing respect and consideration for others
- ◆ adaptability and flexibility
- ◆ application of appropriate legislation, eg health and safety
- ◆ planning and preparing
- ◆ confidence to seek feedback
- ◆ confidence to give feedback
- ◆ self-review and evaluation

The structure is flexible for candidates who wish to pursue a range of routes depending upon their interests, objectives and their development as candidates.

Approved delivery centres who deliver this award have opportunities to provide a flexible programme which they can use to accommodate the needs of a range of different candidates.

It will also provide candidates with the opportunity to gain knowledge, understanding and skills that would enable them to progress to the National Certificate in Sport and Fitness at SCQF level 5 with a strong grounding of prior knowledge.

NOS Mapping at SVQ level 1

Unit	Code	NOS
Exercise and Fitness	D682 10	D41 Help to plan and prepare a session C11 Help to provide equipment for activities C35 Deal with accidents and emergencies C21 Help to maintain facility areas C260 Help to maintain activity equipment
Sport and Recreation: Assist with Activity Sessions	J15E 74	D41 Help to plan and prepare a session C11 Help to provide equipment for activities C35 Deal with accidents and emergencies C21 Help to maintain facility areas C260 Help to maintain activity equipment
Sport and Recreation: Dealing with Accidents and Emergencies	J15M 74	C35 Deal with accidents and emergencies
Physical Education: Performance	DF2T 10	D41 Help to plan and prepare a session C35 Deal with accidents and emergencies C21 Help to maintain facility areas
Nutrition, Health and Wellbeing: An Introduction	H1MB 10	D41 Help to plan and prepare a session C11 Help to provide equipment for activities
Personal Development: Self and Work	H18P 44	C35 Deal with accidents and emergencies C21 Help to maintain facility areas C260 Help to maintain activity equipment
Sport and Recreation: Personal Fitness	J15R 74	D41 Help to plan and prepare a session C35 Deal with accidents and emergencies C21 Help to maintain facility areas
Optional Units		
Sporting Activity Units	DM7M 1	D41 Help to plan and prepare a session C11 Help to provide equipment for activities C21 Help to maintain facility areas
Sport and Recreation: Skills for Employment	DM7H 10	C35 Deal with accidents and emergencies C21 Help to maintain facility areas
Sport and Recreation: Dealing with Facilities and Equipment	DM7F 10	C11 Help to provide equipment for activities C35 Deal with accidents and emergencies C21 Help to maintain facility areas C260 Help to maintain activity equipment
Working with Others	F3GE 10	D41 Help to plan and prepare a session C35 Deal with accidents and emergencies

5.3 Core Skills

Personal Development: Self and Work will give automatic certification of *Problem Solving* at SCQF level 4. Furthermore, achievement of the Units *Communication, Numeracy, ICT* and *Working with Others*, (all in Optional Section) will give automatic certification of them at SCQF level 4. There are opportunities to develop these other Core Skills throughout the mandatory and optional sections of the Group Award.

The opportunities to develop aspects of the Core Skills at SCQF level 4 are identified in the table below. For example, candidates may be asked to use *ICT* to conduct simple research and perhaps do a presentation on the project they select for the Nutrition, Health and Wellbeing: An Introduction in the mandatory section. More information regarding the development of Core Skills can be found in the support notes of the individual Units that make up this Group Award. Development of Core Skills will take place through learning and teaching activities as well as through assessment of practical activities which candidates have been involved in planning and delivering and their reflections on such activities.

The candidate on the NC in Sport and Fitness at SCQF level 4 may not necessarily have achieved formal Core Skills certification for all the five Core Skills. They are more likely to have a jagged profile with some Core Skills at a higher level than others. Where a candidate does not have Core Skills at SCQF level 3, opportunities will be given throughout the NC in Sport and Fitness to develop Core Skills to SCQF level 4.

The table below illustrates the anticipated entry and exit level Core Skills profile.

Entry and Exit levels for Core Skills

Unit title	Entry SCQF level	Exit SCQF level
Communication	3	4
ICT	3	4
Numeracy	3	4
Problem Solving	3	4
Working with Others	3	4

The table below gives details of where the Core Skills will be developed. The complete Core Skills Unit will not be achieved in the vocational Units, but it is thought that significant parts of the Unit will be attained. It is for individual lecturers during the learning and teaching process, to ensure that this is highlighted to candidates. It is part of the rationale for this new NC in Sport and Fitness at SCQF level 4 that Core Skills are vital but they have to be taught in a way that will engage candidates who have often become disengaged with the idea of Core Skills.

Unit Name	Code	Core Skill								
		Communication (Written)	Communication (Oral)	Using ICT	Numeracy — Using Graphical Info	Numeracy — Using Number	Problem Solving — CT	Problem Solving — P & O	Problem Solving —	Working with Others
Exercise and Fitness	D682 10	s	s	s	s	s				s
Sport and Recreation: Assist with Activity Sessions	J15E 74		s							s
Sport and Recreation: Dealing with Accidents and Emergencies	J15M 74	s	s							s
Physical Education: Performance	DF2T 10	s	s		s					s
Nutrition, Health and Wellbeing (SCQF level 4)	H1MB 10	s	s	s	s	s	s	s	s	s
Communication	F3GB 10	e	e							
Personal Development: Self and Work	H18P 44						e	e	e	
Sport and Recreation: Personal Fitness	J15R 74		s				s	s	s	
Sporting Activity Units (applicable to all 27)	See Section 5.1	s	s							s
Sport and Recreation: Dealing with Facilities and Equipment	DM7F 10									s
Sport and Recreation: Skills for Employment	DM7H 10									s
Numeracy	F3GF 10				e	e				
ICT	F3GC 10			e						
Working with Others	F3GE 10									e

Key:

- s — Core Skills development is signposted in the Unit
- e — Cores Skills development is embedded in the Unit

6 Articulation, professional recognition and credit transfer

Articulation

Although there is no direct articulation from the NC Sport and Fitness at SCQF level 4 to NC Courses at SCQF level 5, candidates who have completed an appropriate programme, will be well prepared to embark upon the NC Sport and Fitness or in an associated area.

Credit transfer

Candidates who have suitable prior qualifications or experience may be eligible for credit transfer for Units in the NC Sport and Fitness at SCQF level 4. Centres should follow appropriate procedures in cases where this arises.

7 Approaches to delivery and assessment

7.1 Content and context

The content of both the mandatory and optional Sections of the framework for the NC in Sport and Fitness at SCQF level 4 is a mixture of existing and one new Unit. The well-established existing Units have the merit of being tried and tested and are known to be suitable for candidates at this level.

Within this Group Award, there is scope for e-learning and e-assessment of theoretical components. However, in the case of practical activities, such as Sport and Recreation: Assist with Activity Sessions, e-assessment is not appropriate; in these cases, other forms of evidence could be encouraged such as video recording, the use of photographs. The flexibility of the programme would remain if e-learning and assessment were used, although a good level of planning would be necessary to facilitate appropriate generation of evidence and assessment of this in relation to the practical activities required of the Group Awards.

7.2 Delivery and assessment

This Group Award has been developed to facilitate flexible delivery and assessment, which is intended to be both practical and theoretical in nature although the emphasis in all Units will be on practical delivery. Practical opportunities will be sought wherever possible to reflect the practical nature of the sport and fitness industry. Delivery models will be dependent on the centre and the client group, but it is intended to be delivered as a college based, full-time programme delivered over one academic year.

Delivery of the Units within this Group Award should not be done in isolation, whenever possible. Many of the Units within the Group Award link directly to the knowledge, skills and experiences developed in others. For example in Nutrition, Health and Wellbeing SCQF level 4 candidates will be required to plan a fitness programme to develop an aspect of fitness at a basic level. This information and research could be used in Sport and Recreation: Personal Fitness and as part of the Communication Unit. It would, therefore, be beneficial for a Course Leader to identify this prior to delivery to ensure that all of those involved in delivering different areas of the Group Award communicate with each other about their intended delivery and timings. Careful planning at the timetabling stage will enable the most effective order of delivery for Units, ensuring that knowledge and skills are developed progressively throughout the duration of the programme. This approach will enable a coherent and best value experience for candidates who will be able to understand the links between Units; this should be reinforced by all staff involved in delivering this programme.

For many of the Units in the Skills for Work and Sporting Activities there is NAB material available. This can be obtained through the SQA coordinator in your centre.

There are no set rules governing the sequencing of the Units; however using the two block timetable it may be an advantage to provide the candidate with a good knowledge and understanding of some of the practical or performance based Units first. This would then provide the underpinning knowledge required for the assessment of the Sport and Recreation: Assist with Activity Sessions for example. It is anticipated that some Units will span the whole year subject to timetabling constraints.

A candidate-centred, practical and interactive approach to delivery and learning should be adopted throughout the delivery of this Group Award. The range of methods used in delivering this Group Award will ensure that exploratory, enquiry based, experiential learning opportunities are available to candidates.

Throughout this Group Award, there will be many opportunities to focus on group work and develop skills in Communication, Working with Others, Planning and Organisation. All of the activities within the programme will encourage the development of self-confidence and understanding of others.

All the Units in this award have employability skills featuring in the descriptor so whatever the candidates select as Units this aspect of essential skills can be covered in the delivery.

The collaborative and practical nature of the delivery mode envisaged will determine the blend of delivery approaches. This is likely to include:

- 1 Tutor-led delivery (combinations of college or work-based teaching and mentoring)..
- 2 Practical, hands on experience
- 3 Facilitated candidate enquiry (including the use of the Internet and Virtual Learning Environment (VLE) based resources and learning packs).
- 4 Gaining experience in a realistic work setting.
- 5 Visits to local sports centres, after school clubs and industry related events.
- 6 Visiting speakers from the sport and fitness industry.

An example of a delivery schedule —

Mandatory Units

Unit title	Code	Block delivered	Type of delivery
Exercise and Fitness	D682 10	1	1/2
Sport and Recreation: Assist with Activity Sessions	J15E 74	2	1/2/4
Sport and Recreation: Dealing with Accidents and Emergencies	J15M 74	2	1/2
Physical Education: Performance	DF2T 10	1+2	1/2
Nutrition, Health and Wellbeing (SCQF level 4)	H1MB 10	1	1/2/3/4/5
Communication	F3GB 10	1+2	1/3
Personal Development: Self and Work	H18P 44	1+2	1/2/3/4/5/6
Sport and Recreation: Personal Fitness	J15R 74	2	1/2/3/4/5

Optional Units

Unit Title	Code	Block Delivered	Type of Delivery
Sporting Activity Units (applicable to all 27)	See Section 5.1	1/2	1/2/3
Sport and Recreation: Dealing with Facilities and Equipment	DM7F 10	1/2	1/2/4/5
Sport and Recreation: Skills for Employment	DM7H 10	1/2	1/3/4/5/6
Numeracy	F3GF 10	1/2	1/3
ICT	F3GC 10	1/2	1/3
Working with Others	F3GE 10	1/2	1/2/3/4/5

The delivery of the qualification is at the discretion of individual centres. At present most centres offer a full-time programme of 16 credits to candidates at NC Level over an academic year, the NC in Sport and Fitness at SCQF level 4 has been designed to be compatible with these arrangements.

The flexibility of the qualification means that centres can tailor the optional Unit programmes that they offer to suit local needs and those of the candidates.

Timetabling of the Units will be at the discretion of individual centres, although a suggested block for delivery is suggested in the table above.

The use of a wide range of assessment methods has been proposed within the Units, including multiple-choice questions, short reports, portfolios, video and photography and the observation of practical tasks.

The teaching team should consider the range of assessment methods available, including the use of e-portfolios. It is envisaged that at this level, candidates may be asked to develop a portfolio of evidence and this may lend itself to the development of an e-portfolio, which could be combined with some of the theoretical assessment components of the candidate's option specialist choices (if developed). It is envisaged that there will be scope for e-learning and e-assessment of theoretical components. However, in the case of practical activities, such as Nutrition, Health and Wellbeing: An Introduction or Physical Education: Performance other forms of evidence will be encouraged such as video recording or photography.

In addition to the above, the following assessment approaches should also be considered:

- ◆ visual identification
- ◆ restricted response
- ◆ multiple choice
- ◆ observation checklist
- ◆ role play
- ◆ practical skills demonstration

Every opportunity for integration of assessments will be taken.

Possible Integration of Assessment in the Units within the structure for NC in Sport and Fitness at SCQF level 4 is indicated in the table below:

Unit number	Unit title	Unit code	Possible integration with Unit number
1	Exercise and Fitness	D682 10	3, 4, 5, 6, 8, 9, 12, 13, 14
2	*Sport and Recreation: Assist with Activity Sessions	J15E 74	3, 4, 6, 7, 9, 14
3	*Sport and Recreation: Dealing with Accidents and Emergencies	J15M 74	1, 2, 4, 5, 6, 7, 8, 9, 10, 11
4	Physical Education: Performance	DF2T 10	1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14
5	Nutrition, Health and Wellbeing (SCQF level 4)	H1MB 10	1, 3, 6, 7, 9, 12, 13, 14
6	Communication	F3GB 10	1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 13
7	Personal Development: Self and Work	H18P 44	2, 9, 10, 11, 13
8	Sport and Recreation: Personal Fitness	J15R 74	1, 3, 4, 6, 9, 10, 11, 13
9	Sporting Activity Units — allows a choice from 27 individual Units from Alpine Skiing to Volleyball — see 5.1 for list of sports covered	See Section 5.1	1, 2, 4, 5, 8
10	*Sport and Recreation: Dealing with Facilities and Equipment	DM7F 10	3, 4, 6, 7, 12, 14
11	*Sport and Recreation: Skills for Employment	DM7H 10	3, 4, 6, 7, 14
12	Numeracy	F3GF 10	1, 5, 10
13	ICT	F3GC 10	1, 4, 5, 6, 7, 8
14	Working with Others	F3GE 10	1, 2, 3, 4, 5, 9, 10, 11

Units from Skills for Work Sport and Recreation SCQF level 4 *
Selecting 2 Unit Credits in this section allows centres to enter candidates for certification of the SfW Course in addition to the NC.

7.3 Delivery of Core Skills

It should be noted that one of the aims of this introductory Group Award is to place an emphasis on Core Skills development. It has been very obvious to those working in colleges that one of the main reasons for candidates not progressing from our DPG 18 Courses onto mainstream education, or not being accepted during the formal interview process is that candidates Core Skills are not at an acceptable level. We see this as a key to progression and knowledge transfer.

The design of this Group Award and the writing of the Units within it have been carried out in a way which promotes the development of Core Skills and other transferable skills through the delivery and assessment of the Units. This provides a wide range of opportunities for candidates to continually work towards the development of all five Core Skills. Also achievement of the Unit *Communication* at SCQF level 4 will give automatic certification of *Communication* at SCQF level 4 while *Personal Development: Self and Work* will give automatic certification of *Problem Solving* at SCQF level 4. Furthermore, achievement of the Units *ICT*, *Numeracy* and *Problem Solving* at SCQF levels 4 will give automatic certification of them at SCQF level 4.

The delivery of this Group Award will encourage the use of a wide range of delivery methods and styles, and candidates will be required to undertake tasks including research, group work, project work, taking part in practical sport and exercise, taking responsibility for the health and safety of self (and others), reflecting on work carried out, project and investigative work and reviewing own progress and experiences.

7.4 Open Learning

Although not specifically designed as an online or open-learning programme there is scope for e-learning and e-assessment of theoretical components.

However, in the case of practical activities for example Nutrition, Health and Wellbeing: An Introduction and Physical Education: Performance e-assessment is not appropriate. In these cases, other forms of evidence should be utilised such as video recording or photography.

The majority of Outcomes rely on candidates developing practical performance skills in the presence of centre staff. Practical hands-on activities underpins much of the learning, and so the opportunities for open learning are limited.

Because of the practical nature of many Units, distance/open learning may not be appropriate. However, a blended approach to learning including online learning, for example the use of the college VLE and Moodle for Course work as well as assessment preparation, would encourage part-time study.

7.5 Resource requirements

Centres delivering the NC in Sport and Fitness at SCQF Level 4 will require access to a suitable realistic working environment, where learners can perform practical activities and have access to industry standard work environments to support development of knowledge and skills to progress their education or gain employment within the sport, fitness and **leisure** sector. The mandatory section of the framework includes study of the primary functional areas of the sport, fitness and leisure sector. It is recommended that centres have facilities which are of sufficient industry standard, or develop partnership agreements with local **leisure facilities** to ensure learners have a 'real life' work environment to learn and be assessed in. The award emphasises recognised sport and fitness subjects which provide the candidates with knowledge, understanding and skills within the sport, fitness and leisure sector. These units are designed to facilitate the acquisition of sport and fitness skills which characterise the employment opportunities likely to be accessible to candidates who successfully complete the award.

Centres will require a suitable environment and range of sport and exercise equipment to deliver the qualification. Equipment* may include:

Fitness / Exercise Equipment

A range of:

- fixed resistance machines including adjustable cable pulleys.
- free weight equipment including dumbbells, barbells, benches, squat racks
- cardiovascular equipment including treadmills, exercise bikes, rowers and cross / elliptical trainers.
- functional equipment including kettlebells, medicine balls, resistance bands, powerbags, swiss balls and mats.

Sports Equipment

A range of:

- sports equipment relevant to the chosen sporting activity ie footballs, basketballs, badminton racquets and shuttlecocks.
- facility equipment relevant to the chosen sporting activity ie football nets, basketball stand, badminton stands with nets.
- facility environments relevant to the chosen sporting activity ie Games Hall, Outdoor / Indoor Football Pitches, Multi Sports Area.

*list is not exhaustive

The structure is flexible for candidates who wish to pursue a range of routes depending upon their interests, objectives and their development as candidates.

Approved delivery centres who deliver this award have opportunities to provide a flexible programme which they can use to accommodate the needs of a range of different candidates.

Risk assessments should be carried out for all activities as required. Centres are required to have effective internal assessment and verification procedures to ensure standardisation of assessment, to ensure learners are assessed fairly and consistently, and that minimum evidence requirements from each SQA unit specification are being met.

Centres should have established processes to ensure staff are appropriately qualified to deliver the NC in Sport and Fitness at SCQF Level 4. For new centres, it is strongly recommended that staff are competent in the subject knowledge to deliver the qualification effectively. Assessors / Internal Verifiers delivering NC Sport and Fitness at SCQF Level 4 must have a good level of occupational expertise to effectively deliver, assess and internally verify the qualification. Centre staff involved in the assessment and quality assurance processes must possess the following:

- an appropriate professional/technical qualification which demonstrates an in-depth technical knowledge of the qualification and/or its units and the standard of competencies required.
- be able to interpret current working practices, technologies and products within the area of work and be committed to upholding the integrity of the qualification and/or its units.
- demonstrate competence in assessment and/or internal verification of the subject.
- have access to and engage with, continuous professional development activities, to keep up to date with developments and any issues relevant to the qualification and/or its units.

8 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).

9 General information for candidates

The National Certificate (NC) in Sport and Fitness at SCQF level 4 has been designed as a flexible, practically oriented programme which will provide you with a range of sport and exercise-based skills, understanding and experience.

The qualification recognises the fact that you may well be at a stage where you are making choices about your future, and is designed to offer a range of sports and experiences and learning.

You must successfully complete a minimum of 12 credits from the framework to gain the qualification. There are seven mandatory credits that must be completed as well as a minimum of five additional credits from the particular subjects offered by your centre.

The mandatory Units are designed in order that you will gain experience and skills particularly in sport and fitness areas, but will also include development of employability skills which will be useful to you in your further career.

The Sports and Fitness NC at SCQF level 4 is designed to:

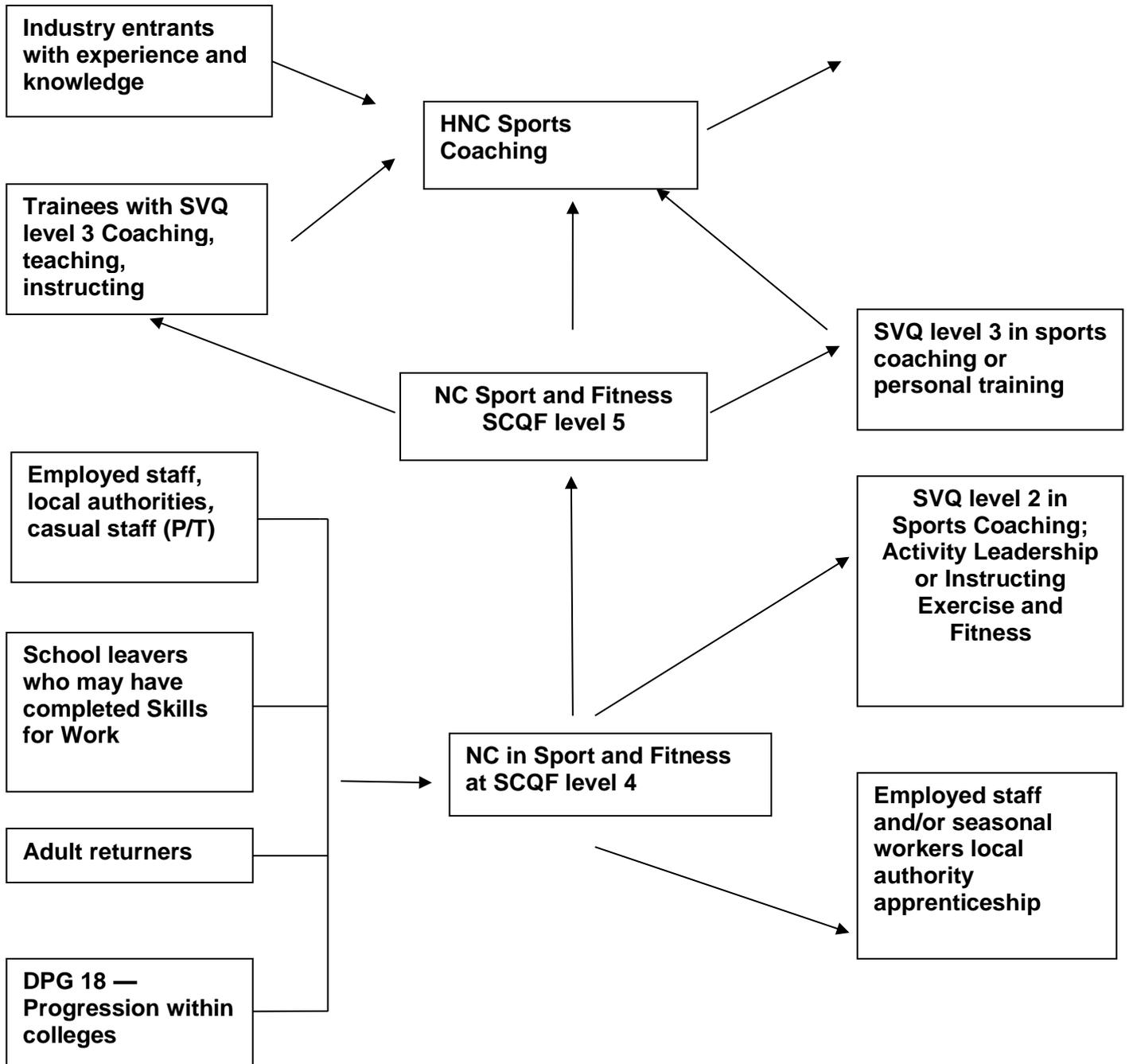
- 1 provide you with background knowledge of wider sport and fitness which will enable you to reflect on your present situation
- 2 allow you to consider the various options that are open to you and to make informed career choices about your future
- 3 prepare you for entry into further study such as National Certificate in Sport and Fitness at SCQF level 5 or other related areas
- 4 provide you with specific sport and fitness related skills demanded by employers
- 5 provide you with relevant Core Skills for sport and fitness which relate both to further study, and occupations in the sector.
- 6 prepare you for entry into employment in any area, through development of transferable employability skills.

The new National Certificate (NC) in Sport and Fitness at SCQF level 4 has been designed to allow you to experience the many aspects of the sport and fitness sector. For example, much of the Course will be practical and in a sport and fitness setting. It will prepare you for the next step that could be the Skills for Work Sport and Recreation (Intermediate 2), the SVQ level 2 in Sports Coaching Sports Coaching; Activity Leadership or Instructing Exercise and Fitness, or the SCQF level 5 National Certificate in Sport and Fitness.

This qualification will develop skills to prepare you for future employment. In any of the suggested destinations you may be able to progress onto a work based qualification eg SVQ level 2 in Sports Coaching Sports Coaching; Activity Leadership or Instructing Exercise and Fitness; coaching, teaching, instructing or instructing exercise and fitness

Course materials can be provided in many different formats so that no candidate will be disadvantaged. For example different screen overlays, enlarged font, reader/scribe and many more.

Progression Pathways



10 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.