

Pearson BTEC Level 3 National Diploma in Sport



Specification

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Issue 7

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Edexcel, BTEC and LCCI qualifications

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This specification is Issue 7. We will inform centres of any changes to this issue. The latest issue can be found on our website.

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Welcome

With a track record built over 30 years of learner success, BTEC Nationals are widely recognised by industry and higher education as the signature vocational qualification at Level 3. They provide progression to the workplace either directly or via study at a higher level. Proof comes from YouGov research, which shows that 62% of large companies have recruited employees with BTEC qualifications. What's more, well over 100,000 BTEC students apply to UK universities every year and their BTEC Nationals are accepted by over 150 UK universities and higher education institutes for relevant degree programmes either on their own or in combination with A Levels.

Why are BTECs so successful?

BTECs embody a fundamentally learner-centred approach to the curriculum, with a flexible, unit-based structure and knowledge applied in project-based assessments. They focus on the holistic development of the practical, interpersonal and thinking skills required to be able to succeed in employment and higher education.

When creating the BTEC Nationals in this suite, we worked with many employers, higher education providers, colleges and schools to ensure that their needs are met. Employers are looking for recruits with a thorough grounding in the latest industry requirements and work-ready skills such as teamwork. Higher education needs students who have experience of research, extended writing and meeting deadlines.

We have addressed these requirements with:

- a range of BTEC sizes, each with a clear purpose, so there is something to suit each learner's choice of study programme and progression plans
- refreshed content that is closely aligned with employers' and higher education needs for a skilled future workforce
- assessments and projects chosen to help learners progress to the next stage. This means some are set by you to meet local needs, while others are set and marked by Pearson so that there is a core of skills and understanding that is common to all learners. For example, a written test can be used to check that learners are confident in using technical knowledge to carry out a certain job.

We are providing a wealth of support, both resources and people, to ensure that learners and their teachers have the best possible experience during their course. See *Section 10* for details of the support we offer.

A word to learners

Today's BTEC Nationals are demanding, as you would expect of the most respected applied learning qualification in the UK. You will have to choose and complete a range of units, be organised, take some assessments that we will set and mark, and keep a portfolio of your assignments. But you can feel proud to achieve a BTEC because, whatever your plans in life – whether you decide to study further, go on to work or an apprenticeship, or set up your own business – your BTEC National will be your passport to success in the next stage of your life.

Good luck, and we hope you enjoy your course.

Collaborative development

Students completing their BTEC Nationals in Sport will be aiming to go on to employment, often via the stepping stone of higher education. It was, therefore, essential that we developed these qualifications in close collaboration with experts from professional bodies, businesses and universities, and with the providers who will be delivering the qualifications. To ensure that the content meets providers' needs and provides high-quality preparation for progression, we engaged experts. We are very grateful to all the university and further education lecturers, teachers, employers, professional body representatives and other individuals who have generously shared their time and expertise to help us develop these new qualifications.

In addition, universities, professional bodies and businesses have provided letters of support confirming that these qualifications meet their entry requirements. These letters can be viewed on our website.

Summary of Pearson BTEC Level 3 National Diploma in Sport specification Issue 7 changes

Summary of changes made between the previous issue and this current issue	Page number
The last paragraph of the <i>Qualification and unit content</i> section has been amended to allow centres delivering the qualification above to alter the content to reflect the context of the country where it is being delivered.	Page 7

If you need further information on these changes or what they mean, contact us via our website at: qualifications.pearson.com/en/support/contact-us.html.

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Introduction to BTEC National qualifications for the sport sector

This specification contains the information you need to deliver the Pearson BTEC Level 3 National Diploma in Sport. The specification signposts you to additional handbooks and policies. It includes all the units for this qualification.

This qualification is part of the suite of Sport qualifications offered by Pearson. In the suite there are qualifications that focus on different progression routes, allowing learners to choose the one best suited to their aspirations.

All qualifications in the suite share some common units and assessments, allowing learners some flexibility in moving between sizes. The qualification titles are given below.

Some BTEC National qualifications provide a broad introduction that gives learners transferable knowledge and skills. These qualifications are for post-16 learners who want to continue their education through applied learning. The qualifications prepare learners for a range of higher education courses and job roles related to a particular sector. They provide progression either by meeting entry requirements in their own right or by being accepted alongside other qualifications at the same level and adding value to them.

In the sport sector these qualifications are:

Pearson BTEC Level 3 National Certificate in Sport (603/0458/3)

Pearson BTEC Level 3 National Extended Certificate in Sport (601/7218/6)

Pearson BTEC Level 3 National Foundation Diploma in Sport (601/7220/4)

Pearson BTEC Level 3 National Diploma in Sport (603/0460/1)

Pearson BTEC Level 3 National Extended Diploma Sport (603/0459/5).

Some BTEC National qualifications are for post-16 learners wishing to specialise in a specific industry, occupation or occupational group. The qualifications give learners specialist knowledge and skills, enabling entry to an Apprenticeship or other employment, or progression to related higher education courses. Learners taking these qualifications must have a significant level of employer involvement in their programmes.

In the sport sector the qualification is:

Pearson BTEC Level 3 National Diploma in Fitness Services (720 GLH) (601/7215/0).

This specification signposts all the other essential documents and support that you need as a centre in order to deliver, assess and administer the qualification, including the staff development required. A summary of all essential documents is given in *Section 7*. Information on how we can support you with this qualification is given in *Section 10*.

The information in this specification is correct at the time of publication.

Total Qualification Time

For all regulated qualifications, Pearson specifies a total number of hours that it is estimated learners will require to complete and show achievement for the qualification: this is the Total Qualification Time (TQT). Within TQT, Pearson identifies the number of Guided Learning Hours (GLH) that we estimate a centre delivering the qualification might provide. Guided learning means activities, such as lessons, tutorials, online instruction, supervised study and giving feedback on performance, that directly involve teachers and assessors in teaching, supervising and invigilating learners. Guided learning includes the time required for learners to complete external assessment under examination or supervised conditions.

In addition to guided learning, other required learning directed by teachers or assessors will include private study, preparation for assessment and undertaking assessment when not under supervision, such as preparatory reading, revision and independent research.

BTEC Nationals have been designed around the number of hours of guided learning expected. Each unit in the qualification has a GLH value of 60, 90 or 120. There is then a total GLH value for the qualification.

Each qualification has a TQT value. This may vary within sectors and across the suite depending on the nature of the units in each qualification and the expected time for other required learning.

The following table shows all the qualifications in this sector and their GLH and TQT values.

Qualifications, sizes and purposes at a glance

Title	Size and structure	Summary purpose
Pearson BTEC Level 3 National Certificate in Sport	180 GLH (240 TQT) Equivalent in size to 0.5 of an A Level. 2 units, both mandatory, of which 1 is external. Mandatory content (100%). External assessment (66%).	An introduction to the sport sector through applied learning that supports progression to higher education. It forms part of a programme of study that includes other vocational or general qualifications.
Pearson BTEC Level 3 National Extended Certificate in Sport	360 GLH (445 TQT) Equivalent in size to one A Level. 4 units of which 3 are mandatory and 2 are external. Mandatory content (83%). External assessment (67%).	A broad basis of study for the sport sector. This qualification is designed to support progression to higher education when taken as part of a programme of study that includes other appropriate BTEC Nationals or A Levels.
Pearson BTEC Level 3 National Foundation Diploma in Sport	540 GLH (695 TQT) Equivalent in size to 1.5 A Levels. 7 units of which 4 are mandatory and 2 are external. Mandatory content (67%). External assessment (44%).	This qualification is designed as a one-year, full-time course covering the underpinning knowledge for the sport sector and supporting progression to an apprenticeship in the sport sector or to a further year of study at Level 3. It supports progression to higher education if taken as part of a programme of study that includes other BTEC Nationals or A/AS Levels.
Pearson BTEC Level 3 National Diploma in Sport	720 GLH (895 TQT) Equivalent in size to two A Levels. 9 units of which 6 are mandatory and 3 are external. Mandatory content (75%). External assessment (45%).	This is intended as an Applied General qualification, equivalent in size to two A Levels. It has been designed as part of a two-year programme, normally in conjunction with one or more qualifications at Level 3. This qualification is aimed at learners looking to progress to higher education in this sector.
Pearson BTEC Level 3 National Extended Diploma in Sport	1080 GLH (1390 TQT) Equivalent in size to three A Levels. 14 units of which 10 are mandatory and 4 are external. Mandatory content (78%). External assessment (42%).	This is intended as an Applied General qualification, equivalent in size to three A Levels. It is a two-year, full-time course that meets entry requirements in its own right for learners who want to progress to higher education courses in sport before entering employment.

Title	Size and structure	Summary purpose
Pearson BTEC Level 3 National Diploma in Fitness Services	720 GLH (910 TQT) Equivalent in size to two A Levels. 10 units of which 7 are mandatory and 2 are external. Mandatory content (75%). External assessment (33%).	This is intended as a Tech Level qualification, equivalent in size to two A Levels. It has been designed as part of a two-year programme, normally in conjunction with one or more qualifications at Level 3. This qualification is aimed at learners looking to progress to employment in this sector. This qualification is mapped to industry standards for the fitness industry. It is designed for entry to roles such as gym instructor or fitness instructor, and is appropriate for progression to Level 3 Personal Trainer qualifications or degree programmes.

Structures of the qualifications at a glance

This table shows all the units and the qualifications to which they contribute. The full structure for this Pearson BTEC Level 3 National in Sport is shown in *Section 2*. **You must refer to the full structure to select units and plan your programme.**

Key

Unit assessed externally	M Mandatory units	O Optional units
FS Fitness Services		

Unit (number and title)	Unit size (GLH)	Certificate (180 GLH)	Extended Certificate (360 GLH)	Foundation Diploma (540 GLH)	Diploma (720 GLH)	Diploma (720 GLH)	Extended Diploma (1080 GLH)
					FS		
1 Anatomy and Physiology	120	M	M	M	M	M	M
2 Fitness Training and Programming for Health, Sport and Well-being	120		M	M	M	M	M
3 Professional Development in the Sports Industry	60		M	M	M	M	M
4 Sports Leadership	60		O	M	O	M	M
5 Application of Fitness Testing	60		O	O	M	O	O
6 Sports Psychology	60		O	O		O	O
7 Practical Sports Performance	60	M	O	O		O	M
8 Coaching for Performance	60			O		O	M
9 Research Methods in Sport	60			O		O	M
10 Sports Event Organisation	60			O		O	O
11 Research Project in Sport	60			O		O	O
12 Self-employment in the Sports Industry	60				M		
13 Instructing Gym-based Exercise	60				M		
14 Exercise and Circuit-based Physical Activity	60				M		
15 Instructing Exercise to Music	60				O		
16 Instructing Water-based Exercise	60				O		
17 Sports Injury Management	60				O	O	O
18 Work Experience in Active Leisure	60				O	O	O

Unit (number and title)	Unit size (GLH)	Certificate (180 GLH)	Extended Certificate (360 GLH)	Foundation Diploma (540 GLH)	Diploma (720 GLH)	Diploma (720 GLH)	Extended Diploma (1080 GLH)
					FS		
19 Development and Provision of Sport and Physical Activity	120						M
20 Leisure Management	60					O	O
21 Leisure Centre Operations	60					O	O
22 Investigating Business in Sport and the Active Leisure Industry	90					M	M
23 Skill Acquisition in Sport	90					M	M
24 Sports Performance Analysis	60					O	O
25 Rules, Regulations and Officiating in Sport	60					O	O
26 Technical and Tactical Demands of Sport	60					O	O
27 Principles and Practices for Outdoor and Adventurous Activities	60					O	O
28 Environmental Sustainability for Outdoor and Adventurous Activities	60					O	O
29 Exercise for Specific Groups	60						O
30 Exercise, Health and Lifestyle	60						O
31 Current Issues in Sport	60						O
32 Sports Massage	60						O

Qualification and unit content

Pearson has developed the content of the new BTEC Nationals in collaboration with employers and representatives from higher education and relevant professional bodies. In this way, we have ensured that content is up to date and that it includes the knowledge, understanding, skills and attributes required in the sector.

Each qualification in the suite has its own purpose. The mandatory and optional content provides a balance of breadth and depth, while retaining a degree of choice for individual learners to study content relevant to their own interests and progression choices. Also, the content may be applied during delivery in a way that is relevant to local employment needs.

The proportion of mandatory content ensures that all learners are following a coherent programme of study and acquiring the knowledge, understanding and skills that will be recognised and valued. Learners are expected to show achievement across mandatory units as detailed in *Section 2*.

BTEC Nationals have always required applied learning that brings together knowledge and understanding (the cognitive domain) with practical and technical skills (the psychomotor domain). This is achieved through learners performing vocational tasks that encourage the development of appropriate vocational behaviours (the affective domain) and transferable skills. Transferable skills are those such as communication, teamwork, research and analysis, which are valued in both higher education and the workplace.

Our approach provides rigour and balance, and promotes the ability to apply learning immediately in new contexts. Further details can be found in *Section 2*.

Centres should ensure that delivery of content is kept up to date. Some of the units within the specification may contain references to legislation, policies, regulations and organisations, which may not be applicable in the country you deliver this qualification in (if teaching outside of England), or which may have gone out-of-date during the lifespan of the specification. In these instances, it is possible to substitute such references with ones that are current and applicable in the country you deliver subject to confirmation by your Standards Verifier.

Assessment

Assessment is specifically designed to fit the purpose and objective of the qualification. It includes a range of assessment types and styles suited to vocational qualifications in the sector. There are three main forms of assessment that you need to be aware of: external, internal and synoptic.

Externally-assessed units

Each external assessment for a BTEC National is linked to a specific unit. All of the units developed for external assessment are of 90 or 120 GLH to allow learners to demonstrate breadth and depth of achievement. Each assessment is taken under specified conditions, then marked by Pearson and a grade awarded. Learners are permitted to resit external assessments during their programme. You should refer to our website for current policy information on permitted retakes.

The styles of external assessment used for qualifications in the Sport suite are

- examinations – all learners take the same assessment at the same time, normally with a written outcome
- set tasks – learners take the assessment during a defined window and demonstrate understanding through completion of a vocational task.

Some external assessments include a period of preparation using set information. External assessments are available twice a year. For detailed information on the external assessments please see the table in *Section 2*. For further information on preparing for external assessment see *Section 5*.

Internally-assessed units

Most units in the sector are internally assessed and subject to external standards verification. This means that you set and assess the assignments that provide the final summative assessment of each unit, using the examples and support that Pearson provides. Before you assess you will need to become an approved centre, if you are not one already. You will need to prepare to assess using the guidance in *Section 6*.

In line with the requirements and guidance for internal assessment, you select the most appropriate assessment styles according to the learning set out in the unit. This ensures that learners are assessed using a variety of styles to help them develop a broad range of transferable skills. Learners could be given opportunities to:

- write up the findings of their own research
- use case studies to explore complex or unfamiliar situations
- carry out projects for which they have choice over the direction and outcomes
- demonstrate practical and technical skills.

You will make grading decisions based on the requirements and supporting guidance given in the units. Learners may not make repeated submissions of assignment evidence. For further information see *Section 6*.

Synoptic assessment

Synoptic assessment requires learners to demonstrate that they can identify and use effectively, in an integrated way, an appropriate selection of skills, techniques, concepts, theories and knowledge from across the whole sector as relevant to a key task. BTEC learning has always encouraged learners to apply their learning in realistic contexts using scenarios and realistic activities that will permit learners to draw on and apply their learning. For these qualifications we have formally identified units which contain a synoptic assessment task. Synoptic assessment must take place after the teaching and learning of other mandatory units in order for learners to be able to draw from the full range of content. The synoptic assessment gives learners an opportunity to independently select and apply learning from across their programmes in the completion of a vocational task. Synoptic tasks may be in internally or externally assessed units. The particular unit that contains the synoptic tasks for this qualification is shown in the structure in *Section 2*.

Language of assessment

Assessment of the internal and external units for these qualifications will be available in English. All learner work must be in English. A learner taking the qualifications may be assessed in British or Irish Sign Language where it is permitted for the purpose of reasonable adjustment. For information on reasonable adjustments see *Section 7*.

Grading for units and qualifications

Achievement in the qualification requires a demonstration of depth of study in each unit, assured acquisition of a range of practical skills required for employment or progression to higher education, and successful development of transferable skills. Learners achieving a qualification will have achieved across mandatory units, including external and synoptic assessment.

Units are assessed using a grading scale of Distinction (D), Merit (M), Pass (P), Near Pass (N) and Unclassified (U). The grade of Near Pass is used for externally-assessed units only. All mandatory and optional units contribute proportionately to the overall qualification grade, for example a unit of 120 GLH will contribute double that of a 60 GLH unit.

Qualifications in the suite are graded using a scale of P to D*, **or** PP to D*D*, **or** PPP to D*D*D*. Please see *Section 9* for more details. The relationship between qualification grading scales and unit grades will be subject to regular review as part of Pearson's standards monitoring processes on the basis of learner performance and in consultation with key users of the qualification.

UCAS Tariff points

The BTEC Nationals attract UCAS points. Please go to the UCAS website for full details of the points allocated.

1 Qualification purpose

Pearson BTEC Level 3 National Diploma in Sport

In this section you will find information on the purpose of this qualification and how its design meets that purpose through the qualification objective and structure. We publish a full 'Statement of Purpose' for each qualification on our website. These statements are designed to guide you and potential learners to make the most appropriate choice about the size of qualification suitable at recruitment.

Who is this qualification for?

The Pearson BTEC Level 3 National Diploma in Sport is intended to be an Applied General qualification for post-16 learners wanting to continue their education through applied learning, and who aim to progress to higher education and ultimately to employment, possibly in the sports sector. The qualification is equivalent in size to two A Levels and has been designed as a two-year programme when studied alongside further Level 3 qualifications.

What does this qualification cover?

The content of this qualification has been developed in consultation with academics to ensure that it supports progression to higher education. Employers and professional bodies have also been involved and consulted to confirm that the content is appropriate and consistent with current practice for learners who may choose to enter employment directly in the sport sector.

The mandatory content allows students to concentrate on the development of their practical skills and the broad knowledge required for entrance into higher education programmes in sport.

Learners will study six mandatory units:

- Unit 1: Anatomy and Physiology
- Unit 2: Fitness Training and Programming for Health, Sport and Well-being
- Unit 3: Professional Development in the Sports Industry
- Unit 4: Sports Leadership
- Unit 22: Investigating Business in the Sport and Active Leisure Industry
- Unit 23: Skill Acquisition in Sport.

Learners choose three units from a range of optional units that have been designed to support progression to a variety of sport courses in higher education and to link with relevant occupational areas. This allows learners either to choose a specific specialist area in which they wish to develop their skill, or continue on a broad programme.

What could this qualification lead to?

Learners who have completed this qualification in two years may progress to further learning at Level 3 with additional Level 3 qualifications.

The qualification carries UCAS points and is recognised by higher education providers as meeting, or contributing to, admission requirements for many relevant courses. Learners can progress to higher education on full degree single or combined courses, for example:

- BA (Hons) in Sports Development and Management
- BSc (Hons) in Sports Management
- BSc (Hons) Sports Business Management
- BSc (Hons) Sport and Leisure Management
- BSc (Hons) Sports Science (Outdoor Activities)
- BSc (Hons) in Exercise, Health and Fitness
- BSc (Hons) in Sport and Exercise Psychology.

Learners should always check the entry requirements for degree programmes with the specific higher education providers.

How does the qualification provide employability skills?

In the BTEC National units there are opportunities during the teaching and learning phase to give learners practice in developing employability skills. Where employability skills are referred to in this specification, we are generally referring to skills in the following three main categories:

- **cognitive and problem-solving skills:** use critical thinking, approach non-routine problems applying expert and creative solutions, use systems and technology
- **intrapersonal skills:** communicating, working collaboratively, negotiating and influencing, self-presentation
- **interpersonal skills:** self-management, adaptability and resilience, self-monitoring and development.

There are also specific requirements in some units for assessment of these skills where relevant, for example, where learners are required to undertake real or simulated activities.

How does the qualification provide transferable knowledge and skills for higher education?

All BTEC Nationals provide transferable knowledge and skills that prepare learners for progression to university. The transferable skills that universities value include:

- the ability to learn independently
- the ability to research actively and methodically
- being able to give presentations and being active group members.

BTEC learners can also benefit from opportunities for deep learning where they are able to make connections among units and select areas of interest for detailed study. BTEC Nationals provide a vocational context in which learners can develop the knowledge and skills required for particular degree courses, including:

- reading technical texts
- effective writing
- analytical skills
- creative development
- preparation for assessment methods used in degrees.

2 Structure

Qualification structure

Pearson BTEC Level 3 National Diploma in Sport

Mandatory units

There are six mandatory units. Learners must complete and achieve a Near Pass grade or above in all mandatory external units and Pass or above in all mandatory internal units in group A. Learners must complete all units in Group B and achieve a Pass grade or above in at least one.

Optional units

Learners must complete at least three optional units

Pearson BTEC Level 3 National Diploma in Sport				
Unit number	Unit title	GLH	Type	How assessed
Mandatory units group A – learners complete and achieve all units				
1	Anatomy and Physiology	120	Mandatory	External
2	Fitness Training and Programming for Health, Sport and Well-being	120	Mandatory	External
22	Investigating Business in the Sport and Active Leisure Industry	90	Mandatory and Synoptic	External
23	Skill Acquisition in Sport	90	Mandatory	Internal
Mandatory internal units group B – learners complete all units and achieve at least one				
3	Professional Development in the Sports Industry	60	Mandatory	Internal
4	Sports Leadership	60	Mandatory	Internal
Optional units group C – learners complete 3 units				
5	Application of Fitness Testing	60	Optional	Internal
6	Sports Psychology	60	Optional	Internal
7	Practical Sports Performance	60	Optional	Internal
8	Coaching for Performance	60	Optional	Internal
9	Research Methods in Sport	60	Optional	Internal
10	Sports Event Organisation	60	Optional	Internal
11	Research Project in Sport	60	Optional	Internal
17	Sports Injury Management	60	Optional	Internal
18	Work Experience in Active Leisure	60	Optional	Internal
20	Leisure Management	60	Optional	Internal
21	Leisure Centre Operations	60	Optional	Internal
24	Sports Performance Analysis	60	Optional	Internal
25	Rules, Regulations and Officiating in Sport	60	Optional	Internal
26	Technical and Tactical Demands of Sport	60	Optional	Internal

Pearson BTEC Level 3 National Diploma in Sport				
Unit number	Unit title	GLH	Type	How assessed
27	Principles and Practices for Outdoor and Adventurous Activities	60	Optional	Internal
28	Environmental Sustainability for Outdoor and Adventurous Activities	60	Optional	Internal

External assessment

This is a summary of the type and availability of external assessment, which is of units making up 45% of the total qualification GLH. See *Section 5* and the units and sample assessment materials for more information.

Unit	Type	Availability
Unit 1: Anatomy and Physiology	<ul style="list-style-type: none"> • Written examination set and marked by Pearson. • 1.5 hours. • 80 marks. 	Jan and May/June First assessment May/June
Unit 2: Fitness Training and Programming for Health, Sport and Well-being	<ul style="list-style-type: none"> • A task set and marked by Pearson and completed under supervised conditions. • In Part A, learners will be given a case study one week before a supervised assessment period in order to carry out preparation. • In Part B, the supervised assessment period is 2.5 hours as timetabled by Pearson. • Written submission. • 60 marks. 	Dec/Jan and May/June First assessment May/June
Unit 22: Investigating Business in the Sport and Active Leisure Industry	<ul style="list-style-type: none"> • A task set and marked by Pearson and completed under supervised conditions. • In Part A, learners will be given information two weeks before the supervised assessment period in order to carry out research. • In Part B, the supervised assessment period is three hours as timetabled by Pearson. • Written submission. • 64 marks. 	Jan and May/June First assessment January

Synoptic assessment

The mandatory synoptic assessment requires learners to apply learning from across the qualification to the completion of a defined vocational task. Within the assessment for *Unit 22: Investigating Business in the Sport and Active Leisure Industry* learners complete a set task that will assess their ability to examine the internal and external factors and how a business may respond to trends affecting business in the sport and active leisure industry. They will use given data and other information to make recommendations on how a business should adapt and develop to take full advantage of market opportunities. Learners investigate how business operates in the sports and active leisure industry and how it responds to trends and other influences to meet the needs of clients and benefit the business. They will draw on knowledge of the sector to see how the sport and active leisure industry is developing and responding to change. Learners complete the tasks using knowledge and understanding from their studies of the sector and apply both transferable and specialist knowledge and skills.

In delivering the unit, you need to encourage learners to draw on their broader learning so they will be prepared for the assessment.

Employer involvement in assessment and delivery

You are encouraged to give learners opportunities to be involved with employers. See *Section 4* for more information.

3 Units

Understanding your units

The units in this specification set out our expectations of assessment in a way that helps you to prepare your learners for assessment. The units help you to undertake assessment and quality assurance effectively.

Each unit in the specification is set out in a similar way. There are two types of unit format:

- internal units
- external units.

This section explains how the units work. It is important that all teachers, assessors, internal verifiers and other staff responsible for the programme review this section.

Internal units

Section	Explanation
Unit number	The number is in a sequence in the sector. Numbers may not be sequential for an individual qualification.
Unit title	This is the formal title that we always use and it appears on certificates.
Level	All units are at Level 3 on the national framework.
Unit type	This shows if the unit is internal or external only. See structure information in <i>Section 2</i> for full details.
GLH	Units may have a GLH value of 120, 90 or 60 GLH. This indicates the numbers of hours of teaching, directed activity and assessment expected. It also shows the weighting of the unit in the final qualification grade.
Unit in brief	A brief formal statement on the content of the unit that is helpful in understanding its role in the qualification. You can use this in summary documents, brochures etc.
Unit introduction	This is designed with learners in mind. It indicates why the unit is important, how learning is structured, and how learning might be applied when progressing to employment or higher education.
Learning aims	These help to define the scope, style and depth of learning of the unit. You can see where learners should be learning standard requirements ('understand') or where they should be actively researching ('investigate'). You can find out more about the verbs we use in learning aims in <i>Appendix 2</i> .
Summary of unit	This new section helps teachers to see at a glance the main content areas against the learning aims and the structure of the assessment. The content areas and structure of assessment are required. The forms of evidence given are suitable to fulfil the requirements.
Content	This section sets out the required teaching content of the unit. Content is compulsory except when shown as 'e.g.'. Learners should be asked to complete summative assessment only after the teaching content for the unit or learning aim(s) has been covered.

Section	Explanation
Assessment criteria	<p>Each learning aim has Pass and Merit criteria. Each assignment has at least one Distinction criterion.</p> <p>A full glossary of terms used is given in <i>Appendix 2</i>. All assessors need to understand our expectations of the terms used.</p> <p>Distinction criteria represent outstanding performance in the unit. Some criteria require learners to draw together learning from across the learning aims.</p>
Essential information for assignments	<p>This shows the maximum number of assignments that may be used for the unit to allow for effective summative assessment, and how the assessment criteria should be used to assess performance.</p>
Further information for teachers and assessors	<p>The section gives you information to support the implementation of assessment. It is important that this is used carefully alongside the assessment criteria.</p>
Resource requirements	<p>Any specific resources that you need to be able to teach and assess are listed in this section. For information on support resources see <i>Section 10</i>.</p>
Essential information for assessment decisions	<p>This information gives guidance for each learning aim or assignment of the expectations for Pass, Merit and Distinction standard. This section contains examples and essential clarification.</p>
Links to other units	<p>This section shows you the main relationship among units. This section can help you to structure your programme and make best use of materials and resources.</p>
Employer involvement	<p>This section gives you information on the units that can be used to give learners involvement with employers. It will help you to identify the kind of involvement that is likely to be successful.</p>

External units

Section	Explanation
Unit number	The number is in a sequence in the sector. Numbers may not be sequential for an individual qualification.
Unit title	This is the formal title that we always use and it appears on certificates.
Level	All units are at Level 3 on the national framework.
Unit type	This shows if the unit is internal or external only. See structure information in <i>Section 2</i> for full details.
GLH	Units may have a GLH value of 120, 90 or 60 GLH. This indicates the numbers of hours of teaching, directed activity and assessment expected. It also shows the weighting of the unit in the final qualification grade.
Unit in brief	A brief formal statement on the content of the unit.
Unit introduction	This is designed with learners in mind. It indicates why the unit is important, how learning is structured, and how learning might be applied when progressing to employment or higher education.
Summary of assessment	This sets out the type of external assessment used and the way in which it is used to assess achievement.
Assessment outcomes	These show the hierarchy of knowledge, understanding, skills and behaviours that are assessed. Includes information on how this hierarchy relates to command terms in sample assessment materials (SAMs).
Essential content	For external units all the content is obligatory, the depth of content is indicated in the assessment outcomes and sample assessment materials (SAMs). The content will be sampled through the external assessment over time, using the variety of questions or tasks shown.
Grade descriptors	We use grading descriptors when making judgements on grade boundaries. You can use them to understand what we expect to see from learners at particular grades.
Key terms typically used in assessment	These definitions will help you analyse requirements and prepare learners for assessment.
Resources	Any specific resources that you need to be able to teach and assess are listed in this section. For information on support resources see <i>Section 10</i> .
Links to other units	This section shows the main relationship among units. This section can help you to structure your programme and make best use of materials and resources.
Employer involvement	This section gives you information on the units that can be used to give learners involvement with employers. It will help you to identify the kind of involvement that is likely to be successful.

Index of units

This section contains all the units developed for this qualification. Please refer to *pages 5–6* to check which units are available in all qualifications in the sport sector.

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Unit 1: Anatomy and Physiology

Level: **3**

Unit type: **External**

Guided learning hours: **120**

Unit in brief

Learners explore how the skeletal, muscular, cardiovascular and respiratory systems function and the fundamentals of the energy systems.

Unit introduction

Having an understanding of body systems is imperative in the sports industry so that professionals can help support people who are taking part in sport and exercise. The human body is made up of many different systems that interrelate to allow us to take part in a huge variety of sport and exercise activities. For example, an athlete can go from rest to sprinting in a matter of seconds, whereas an endurance athlete can continue exercising for many hours at a time.

In order to appreciate how each of these systems function, you will explore the structure of the skeletal, muscular, cardiovascular, respiratory and energy systems as well as additional factors which affect sport and exercise performance. The anatomy and physiology of each body system and their processes are very different but work together to produce movement. You will gain a full appreciation of how the body is able to take part in sport and exercise through understanding the interrelationships between these body systems.

This unit will give you the detailed core knowledge required to progress to coaching and instruction in the sports industry or further study.

Summary of assessment

This unit is externally marked. It is set and marked by Pearson.

The examination will be one hour and 30 minutes in length.

The number of marks for the examination is 80. The paper will contain a number of short- and long-answer questions that will assess learners' understanding of the following topics: the skeletal system, the muscular system, the respiratory system, the cardiovascular system and the energy system for sports performance. Learners will use this knowledge and understanding to determine the interrelationships between body systems for sports performance.

The assessment availability is twice a year in January and May/June. The first assessment availability is May/June 2017.

Sample assessment materials will be available to help centres prepare learners for assessment.

Assessment outcomes

AO1 Demonstrate knowledge of body systems, structures, functions, characteristics, definitions and other additional factors affecting each body system

Command words: describe, give, identify, name, state

Marks: ranges from 1 to 4 marks

AO2 Demonstrate understanding of each body system, the short- and long-term effects of sport and exercise on each system and additional factors that can affect body systems in relation to exercise and sporting performance

Command words: describe, explain, give, name, state

Marks: ranges from 1 to 4 marks

AO3 Analyse exercise and sports movements, how the body responds to short-term and long-term exercise and other additional factors affecting each body system

Command words: analyse, assess

Marks: 6 marks

AO4 Evaluate how body systems are used and how they interrelate in order to carry out exercise and sporting movements

Command words: assess, evaluate

Marks: 6 marks

AO5 Make connections between body systems in response to short-term and long-term exercise and sport participation. Make connections between muscular and all other systems, cardiovascular and respiratory systems, energy and cardiovascular systems

Command words: analyse, assess, discuss, evaluate, to what extent

Marks: 8 marks

Essential content

The essential content is set out under content areas. Learners must cover all specified content before the assessment.

A The effects of exercise and sports performance on the skeletal system

A1 Structure of skeletal system

Understand how the bones of the skeleton are used in sporting techniques and actions.

- Major bones to include cranium, clavicle, ribs, sternum, scapula, humerus, radius, ulna, carpals, metacarpals, phalanges, pelvis, vertebral column (cervical, thoracic, lumbar, sacrum, coccyx), femur, patella, tibia, fibula, tarsals, metatarsals.
- Type of bone – long, short, flat, sesamoid, irregular.
- Areas of the skeleton to include axial skeleton, appendicular skeleton, spine, curves of the spine, neutral spine alignment, postural deviations (kyphosis, scoliosis).
- Process of bone growth – osteoblasts, osteoclasts, epiphyseal plate.

A2 Function of skeletal system

Understand how the functions of the skeleton and bone types are used in sporting actions and exercise.

- Functions of the skeleton when performing sporting techniques and actions:
 - supporting framework
 - protection
 - attachment for skeletal muscle
 - source of blood cell production
 - store of minerals
 - leverage
 - weight bearing
 - reduce friction across a joint.
- Main functions of different bone types when performing sporting techniques and actions:
 - long bones – provides leverage, red blood cell production
 - short bones – weight bearing
 - flat bones – protection
 - sesamoid bones – reduce friction across a joint.

A3 Joints

Understand how joints of the upper and lower skeleton are used in sporting techniques and actions.

- Joints of the upper skeleton (shoulder, elbow, wrist, cervical and thoracic vertebrae).
- Joints of the lower skeleton (hip, knee, ankle, lumbar, sacrum, coccygeal vertebrae).
- Classification of joints – fibrous (fixed), cartilaginous (slightly moveable), synovial (freely moveable).
- Types of synovial joints (ball and socket, condyloid, gliding, saddle, hinge, pivot).
- The bones forming the following joints (shoulder, elbow, wrist, hip, knee, ankle, and their use in sporting techniques and actions).
- Structure and function of components of synovial joints and their use in sporting techniques and actions (joint capsule, bursa, articular cartilage, synovial membrane, synovial fluid, ligaments).
- Range of movement at synovial joints due to shape of articulating bones and use in sporting actions (flexion, extension, dorsiflexion, plantarflexion, lateral flexion, horizontal flexion and horizontal extension, hyperextension, abduction, adduction, horizontal abduction and adduction, rotation, circumduction).

A4 Responses of the skeletal system to a single sport or exercise session

- Simulated increase of mineral uptake in bones due to weight-bearing exercise.

A5 Adaptations of the skeletal system to exercise

The impact of long-term effects of exercise on sports performance.

- Skeletal adaptations – increased bone strength, increased ligament strength.

A6 Additional factors affecting the skeletal system

Understand the impact of the skeletal system on exercise and sports performance and the impact of exercise and sports performance on the skeletal system.

- Skeletal disease – arthritis, osteoporosis, and the effect of exercise in offsetting these conditions.
- Age – young children and resistance training issues stunting bone growth.

B The effects of exercise and sports performance on the muscular system

B1 Characteristics and functions of different types of muscles

Understand different types of muscles and their use in sport.

- Cardiac – non-fatiguing, involuntary.
- Skeletal – fatiguing, voluntary.
- Smooth – involuntary, slow contraction.

B2 Major skeletal muscles of the muscular system

Major skeletal muscles and their combined use in a range of sporting actions.

- Deltoids, biceps, triceps, wrist flexors, wrist extensors, supinators and pronators, pectorals, abdominals, obliques, quadriceps, hip flexors, tibialis anterior, erector spinae, trapezius, latissimus dorsi, gluteals, hamstrings, gastrocnemius, soleus.

B3 Antagonistic muscle pairs

Movement of muscles in antagonistic pairs and their use in a variety of sporting actions.

- Agonist.
- Antagonist.
- Synergist.
- Fixator.

B4 Types of skeletal muscle contraction

Understand skeletal muscle contraction in different sporting actions.

- Isometric.
- Concentric.
- Eccentric.

B5 Fibre types

- Understand fibre type recruitment during exercise and sports performance.
- Characteristics of each muscle fibre type:
 - type I
 - type IIa
 - type IIx.
- Nervous control of muscle contraction (all or none law).

B6 Responses of the muscular system to a single sport or exercise session

- Increased blood supply.
- Increased muscle temperature.
- Increased muscle pliability.
- Lactate (high-intensity exercise).
- Microtears (resistance exercise).

B7 Adaptations of the muscular system to exercise

The impact of adaptation of the system on exercise and sports performance.

- Hypertrophy.
- Increased tendon strength.
- Increase in myoglobin stores.
- Increase in number and size of mitochondria.
- Increase in storage of glycogen.
- Increase in storage of fat.
- Increased tolerance to lactate.

B8 Additional factors affecting the muscular system

Understand additional factors affecting the muscular system and their impact on exercise and sports performance.

- Age – effect of the aging process on loss of muscle mass.
- Cramp – involuntary sustained skeletal muscle contraction.

C The effects of exercise and sports performance on the respiratory system**C1 Structure of the respiratory system**

- Structure of the respiratory system (nasal cavity, epiglottis, pharynx, larynx, trachea, bronchus, bronchioles, lungs, alveoli, diaphragm, thoracic cavity).
- Intercostal muscles (external and internal).

C2 Function

Understand the function of the respiratory system in response to exercise and sports performance.

- Mechanisms of breathing (inspiration and expiration) at rest and during exercise.
- Gaseous exchange.

C3 Lung volumes

Understand the lung volumes and the changes that occur in response to exercise and sports performance.

- Tidal volume.
- Vital capacity.
- Residual volume.
- Total lung volume.
- Minute ventilation (V_E).

C4 Control of breathing

Understand how breathing rate is controlled in response to exercise and sports performance.

- Neural (medulla oblongata as the respiratory centre in the brain).
- Chemical (chemoreceptors detect change in blood carbon dioxide concentrations and changes in pH).

C5 Responses of the respiratory system to a single sport or exercise session

- Increase in breathing rate.
- Increased tidal volume.

C6 Adaptations of the respiratory system to exercise

The impact of adaptation of the system on exercise and sports performance.

- Increased vital capacity.
- Increased strength of the respiratory muscles.
- Increase in oxygen and carbon dioxide diffusion rate.

C7 Additional factors affecting the respiratory system

Understand additional factors affecting the respiratory system and their impact on exercise and sports performance.

- Asthma.
- Effects of altitude/partial pressure on the respiratory system.

D The effects of sport and exercise performance on the cardiovascular system

D1 Structure of the cardiovascular system

- Structure of the cardiovascular system – atria, ventricles, bicuspid valve, tricuspid valve, semi-lunar valves, septum, major blood vessels (aorta, vena cava, pulmonary artery, pulmonary vein), coronary arteries.
- Structure of blood vessels – arteries, arterioles, veins, venuoles, capillaries.
- Composition of blood – red blood cells, plasma, white blood cells, platelets.

D2 Function of the cardiovascular system

Understand the function of the cardiovascular system in response to exercise and sports performance.

- Delivery of oxygen and nutrients.
- Removal of waste products – carbon dioxide and lactate.
- Thermoregulation – vasoconstriction, vasodilation of blood vessels.
- Fight infection.
- Clot blood.

D3 Nervous control of the cardiac cycle

Understand the control of the cardiac cycle and how it changes during exercise and sports performance.

- Conduction process
 - Sinoatrial node (SAN).
 - Atrioventricular node (AVN).
 - Bundle of His.
 - Purkinje fibres.
- Effect of the sympathetic and parasympathetic nervous system.

D4 Responses of the cardiovascular system to a single sport or exercise session

- Anticipatory increase in heart rate prior to exercise.
- Increased heart rate.
- Increased cardiac output.
- Increased blood pressure.
- Redirection of blood flow.

D5 Adaptations of the cardiovascular system to exercise

The impact of adaptation of the system on exercise and sports performance.

- Cardiac hypertrophy.
- Increase in resting and exercising stroke volume.
- Decrease in resting heart rate.
- Capillarisation of skeletal muscle and alveoli.
- Reduction in resting blood pressure.
- Decreased heart rate recovery time.
- Increase in blood volume.

D6 Additional factors affecting the cardiovascular system

Understand additional factors affecting the cardiovascular system and their impact on exercise and sports performance.

- Sudden arrhythmic death syndrome (SADS).
- High blood pressure/low blood pressure.
- Hyperthermia/hypothermia.

E The effects of exercise and sports performance on the energy systems**E1 The role of ATP in exercise**

Understand the role of adenosine triphosphate (ATP) for muscle contraction for exercise and sports performance.

- Immediately accessible form of energy for exercise.
- Breakdown and resynthesis of ATP for muscle contraction.

E2 The ATP-PC (alactic) system in exercise and sports performance

Understand the role of the ATP-PC system in energy production for exercise and sports performance.

- Anaerobic.
- Chemical source (phosphate and creatine).
- Resynthesis of ATP.
- Recovery time.
- Contribution to energy for exercise and sports performance (duration and intensity of exercise).

E3 The lactate system in exercise and sports performance

Understand the role of the lactate system in energy production for exercise and sports performance.

- Anaerobic.
- Process of anaerobic glycolysis (glucose converted to lactic acid).
- Recovery time.
- Contribution to energy for exercise and sports performance (duration and intensity of exercise).

E4 The aerobic system in exercise and sports performance

Understand the role of the aerobic energy system in energy production for exercise and sports performance.

- Aerobic site of reaction (mitochondria).
- Food fuel source.
- Process of aerobic glycolysis, Krebs cycle, electron transport chain.
- Recovery time.
- Contribution to energy for exercise and sports performance (duration and intensity of exercise).

E5 Adaptations of the energy system to exercise

The impact of adaptation of the systems on exercise and sports performance.

- ATP-PC.
- Increased creatine stores.
- Lactate system.
- Increase tolerance to lactate.
- Aerobic energy system.
- Increased use of fats as an energy source.
- Increased storage of glycogen.
- Increased numbers of mitochondria.

E6 Additional factors affecting the energy systems

Understand additional factors affecting the energy systems and their impact on exercise and sports performance.

- Diabetes (hypoglycaemic attack).
- Children's lack of lactate system.

Grade descriptors

To achieve a grade a learner is expected to demonstrate these attributes across the essential content of the unit. The principle of best fit will apply in awarding grades.

Level 3 Pass

Learners are able to demonstrate knowledge of anatomy and physiology and apply it to exercise and sports performance. They have a sound understanding of anatomical and physiological systems, structures, functions and characteristics and are able to apply this to familiar and unfamiliar situations/contexts. They are able to interpret information about the short-term and long-term effects of sport and exercise, rationalising cause and effect.

Level 3 Distinction

Learners demonstrate thorough knowledge and understanding of the body systems in the context of exercise and sports performance, applying this to a range of familiar and unfamiliar situations. Learners are able to analyse how the body carries out exercise and sporting movements and how the body systems respond to short-term and long-term exercise.

Learners will be able to interpret information on exercise and sports performance and make reasoned judgements on how body systems carry out exercise and sporting movements in a range of different contexts, demonstrating understanding of the interrelationships between the body systems.

Key terms typically used in assessment

The following table shows the key terms that will be used consistently by Pearson in our assessments to ensure students are rewarded for demonstrating the necessary skills.

Please note: the list below will not necessarily be used in every paper/session and is provided for guidance only.

Command or term	Definition
Analyse	Learners examine in detail in order to discover the meaning or essential features of a theme, topic or situation, or break something down into its components or examining factors methodically and in detail. To identify separate factors, say how they are related and explain how each one contributes to the topic.
Assess	Learners present a careful consideration of varied factors or events that apply to a specific situation or identifies those which are the most important or relevant to arrive at a conclusion.
Describe	Learners give an account, or details, of 'something' or give an account of a 'process'.
Discuss	Learners identify the issue/situation/problem/argument that is being assessed in the question given, exploring all aspects and investigating fully.

Command or term	Definition
Evaluate	Learners review information before bringing it together to form a conclusion or come to a supported judgement of a subject's qualities in relation to its context, drawing on evidence: strengths, weaknesses, alternative actions, relevant data or information.
Explain	Learners convey understanding by making a point/statement or by linking the point/statement with a justification/expansion.
Give	Learners can provide examples, justifications and/or reasons to a context.
Identify	Learners assess factual information that may require a single word answer although sometimes a few words or a maximum of a single sentence are required.
State/Name	Learners give a definition or example.
To what extent	Learners review information then bring it together to form a judgement or conclusion, following the provision of a balanced and reasoned argument.

Links to other units

This is a mandatory unit and underpins knowledge throughout the qualification.

Employer involvement

Centres may involve employers in the delivery of this unit if there are local opportunities to do so. There is no specific guidance related to this unit.

Unit 2: Fitness Training and Programming for Health, Sport and Well-being

Level: **3**

Unit type: **External**

Guided learning hours: **120**

Unit in brief

Learners explore client screening and lifestyle assessment, fitness training methods and fitness programming to support improvements in a client's health and well-being.

Unit introduction

The health and fitness industry is concerned with helping to support clients to increase their fitness levels and also ensuring a client is in appropriate health to take on a fitness programme. To work in the health and fitness industry, staff need to know how to assess clients and then be able to plan appropriate training programmes to take into account individual needs.

In this unit, you will explore the process required for screening clients and assessing their lifestyle and nutritional intake. How to interpret this information will then be examined. From this information you will explore how to make judgements on a specific individual's current lifestyle and then suggest modifications to help improve the individual's fitness, health and overall well-being. Fitness training methods will be examined for each component of physical and skill-related fitness. The selection of appropriate training methods for a selected individual and their application into a training programme will then be explored. To complete the assessment task within this unit, you will need to draw on your learning from across your programme.

Carrying out client screening and designing fitness training programmes is an essential skill for many people working in the sports industry, including sports coaches looking to improve an individual or team's sporting performance. Any person working in these careers would need to be able to carry out client screening and the design of training programmes in time-constrained conditions, utilising knowledge gained from previous experiences. This unit has been selected as an externally-assessed unit as it replicates the processes that are carried out in the industry, and to complete the assessment you will need to draw on learning and application of content from across a number of units in the programme of study.

Summary of assessment

This unit will be assessed under supervised conditions. Learners will be given a case study one week before the supervised assessment period to carry out preparatory work.

The supervised assessment period is a maximum of 2.5 hours as timetabled by Pearson. During the assessment learners will be given a task that will assess their ability to interpret lifestyle factors and health screening data from a scenario and stimulus information in order to develop and justify a fitness training programme and nutritional advice based on these interpretations. Pearson sets and marks the task.

The assessment availability is December/January and May/June each year. The first assessment availability is May/June 2017.

Sample assessment materials will be available to help centres prepare learners for assessment.

Assessment outcomes

AO1 Demonstrate knowledge and understanding of the effects of lifestyle choices on an individual's health and well-being

AO2 Apply knowledge and understanding of fitness principles and theory, lifestyle modification techniques, nutritional requirements and training methods to an individual's needs and goals

AO3 Analyse and interpret screening information relating to an individual's lifestyle questionnaire and health monitoring tests

AO4 Evaluate qualitative and quantitative evidence to make informed judgements about how an individual's health and well-being could be improved

AO5 Be able to develop a fitness training programme with appropriate justification

Essential content

The essential content is set out under content areas. Learners must cover all specified content before the assessment.

A Examine lifestyle factors and their effect on health and well-being

A1 Positive lifestyle factors and their effects on health and well-being

Understand the importance of lifestyle factors in the maintenance of health and well-being.

- Exercise/physical activity: physical (strengthens bones, improves posture, improves body shape), reduces risk of chronic diseases (CHD, cancer, type 2 diabetes), psychological (relieves stress, reduces depression, improves mood), social (improves social skills, enhances self-esteem), economic (reduces costs to National Health Service, reduces absenteeism from work).
- Balanced diet: eatwell plate (food groups), benefits of a healthy diet (improved immune function, maintenance of body weight, reduces risk of chronic diseases – diabetes, osteoporosis, hypertension, high cholesterol), fluid intake requirements (moderation of caffeine intake), strategies for improving dietary intake (timing of meals, eating less/more of certain food groups, five a day, reducing salt intake, healthy alternatives).
- Positive risk-taking activities: participation in outdoor and adventurous activities, endorphin release, improved confidence.
- Government recommendations/guidelines: UK Government recommendations (physical activity, alcohol, healthy eating).

A2 Negative lifestyle factors and their effects on health and well-being

Understand the factors contributing to an unhealthy lifestyle.

- Smoking: health risks associated with smoking (CHD, cancer, lung disease, bronchitis, infertility).
- Alcohol: health risks associated with excessive alcohol consumption (stroke, cirrhosis, hypertension, depression).
- Stress: health risks associated with excessive stress (hypertension, angina, stroke, heart attack, stomach ulcers, depression).
- Sleep: problems associated with lack of sleep (depression, overeating).
- Sedentary lifestyle: health risks associated with inactivity.

A3 Lifestyle modification techniques

Understand how lifestyle modification techniques can be used to reduce unhealthy lifestyle behaviours.

- Common barriers to change: time, cost, transport, location.
- Strategies to increase physical activity levels: at home, at work, during leisure time, method of transport.
- Smoking cessation strategies: acupuncture, NHS smoking helpline, NHS smoking services, nicotine replacement therapy, Quit Kit support packs.
- Strategies to reduce alcohol consumption: counselling, self-help groups, alternative treatments.
- Stress management techniques: assertiveness training, goal setting, time management, physical activity, positive self-talk, relaxation, breathing techniques, meditation, alternative therapies, changes to work-life balance.

B Understand the screening processes for training programming**B1 Screening Processes**

Be able to interpret the lifestyle of a selected individual using appropriate screening documentation, and know when to refer the individual to a doctor.

- Screening questionnaires: lifestyle questionnaires, physical activity readiness questionnaires (PAR-Q).
- Legal considerations: informed consent form, data protection, client confidentiality.

B2 Health monitoring tests

Be able to interpret health monitoring results of a selected individual using normative data and make appropriate recommendations.

- Blood pressure.
- Resting heart rate.
- Body mass index (BMI).
- Waist to hip ratio.

B3 Interpreting the results of health monitoring tests

Be able to interpret health monitoring data against health norms and make judgements.

- Interpret results against normative data: compare and make judgements against population norms, norms for sports performers, norms for elite athletes, accepted health ranges.

C Understand programme-related nutritional needs**C1 Common terminology**

Understand common nutritional terminology.

- Recommended daily allowance (RDA), energy measures (calories, joules, kilocalories, kilojoules).
- Energy balance: basal metabolism, age, gender, climate, physical activity, calories used in different activities (intensity and length of time).

C2 Components of a balanced diet

Understand the requirements of a balanced diet.

- Macronutrients (carbohydrates, fats, protein), sources of food for each macronutrient, quantities.
- Micronutrients (vitamins A, B, C and D, minerals calcium, iron), sources of food for each micronutrient, quantities.
- Hydration (different requirements of fluid intake: climate, levels of exercise, programme type, time of year).
- The effects on performance of dehydration and hyperhydration and the signs and symptoms of each.

C3 Nutritional strategies for individuals taking part in training programmes

- Understand different strategies used on an individual basis by:
 - adapting diet to gain or lose weight.
- Understand the use of ergogenic aids used in training programmes including positive and negative effects, and recommended timings:
 - energy gels and bars
 - protein drinks
 - carbohydrate loading.
- Understand the use of sports drinks for different types of training requirements including recommended timings and amounts:
 - isotonic
 - hypertonic
 - hypotonic.

D Examine training methods for different components of fitness

D1 Components of fitness to be trained

- Physical fitness – understand the components of physical fitness and the application of each component in a fitness training context.
 - Aerobic endurance: the ability of the cardiorespiratory system to work efficiently, supplying nutrients and oxygen to working muscles during sustained physical activity.
 - Strength: the maximum force (in kg or N) that can be generated by a muscle or muscle group.
 - Muscular endurance: the ability of the muscular system to work efficiently, where a muscle can continue contracting over a period of time against a light to moderate fixed resistance load.
 - Flexibility: having an adequate range of motion in all joints of the body, the ability to move a joint fluidly through its complete range of movement.
 - Speed: the ability to move the whole body quickly or move limbs rapidly.
 - Body composition: the relative ratio of fat-to-fat-free mass (vital organs, muscle, bone) in the body.

D1.1 Skill-related fitness

Understand the components of skill-related fitness and the application of each component in a fitness training context.

- Agility: the ability of a sports performer to quickly and precisely move or change direction without losing balance or time.
- Balance: static and dynamic balance, the ability to maintain centre of mass over a base of support.
- Coordination: the ability to control movement of two or more body parts, smoothly and efficiently to perform a motor task.
- Reaction time: the time taken for a sports performer to respond to a stimulus and the initiation of their response.
- Power: the ability to produce a maximal force in the shortest period of time possible.

D2 Training methods for physical fitness-related components

Appropriate training methods to be included in the design of a training programme. Indoor and outdoor environments to be considered, with associated equipment, to allow for a variety of methods of exercising. Advantages and disadvantages of training methods to be considered when applied to a specific sport and exercise goal.

D2.1 Aerobic endurance training methods

Aerobic endurance training methods and their application to a practical context.

- Principles of aerobic training: training thresholds, percentage of heart rate max.
- Types of aerobic endurance training methods:
 - continuous training – training at a steady pace at moderate intensity for a minimum period of 30 minutes
 - fartlek training – the intensity of training is varied by running at different speeds or over different terrains
 - interval training – a work period followed by a rest or recovery period
 - circuit training – different stations/exercises are used to develop aerobic endurance.
- Equipment required for aerobic endurance training: gym-based, outdoor-based.

D2.2 Muscular strength training methods

Muscular strength training methods and their application to a practical context.

- Principles when training for strength: repetitions and sets, rest periods between sets, low repetitions and high loads, order of exercises to prevent or maximise muscle fatigue.
- Methods: pyramid sets.
- Equipment: free weights, fixed resistance machines.

D2.3 Muscular endurance training methods

Muscular endurance training methods and their application to a practical context.

- Principles when training for endurance: repetitions and sets, rest periods between sets, high repetitions and low loads, order of exercises to prevent muscle fatigue.
- Methods: circuit training, fixed resistance machines, free weights.
- Equipment: free weights, fixed resistance machines, resistance bands/tubing.

D2.4 Core stability training methods

Core stability training methods and their application to a practical context.

- Principles.
- Methods: pilates, yoga, gym-based exercises (plank, bridge, V-sit).
- Equipment: free weights, fixed resistance machines, circuit training, kettle bell training, resistance bands/tubing, stability balls.

D2.5 Flexibility training methods

Flexibility training methods and their application to a practical context.

- Principles of flexibility: maintenance, developmental, pre-activity.
- Static: active; passive.
- Dynamic: proprioceptive neuromuscular facilitation (PNF) technique.
- Equipment: towel, belt, band, mat, partner.

D2.6 Speed training methods

Speed training methods and their application to a practical context.

- Principles of speed training: training thresholds, percentage of heart rate max, recovery period between sets:
 - hollow sprints
 - acceleration sprints
 - interval training
 - resistance drills – hill runs, parachutes, sleds, bungee ropes.
- Equipment: resistance bands/tubes, parachutes, bungee rope, resistance tyres.

D3 Training methods for skill-related fitness components

Appropriate training methods included in the design of a training programme.

D3.1 Agility training methods

Agility training methods and their application to a practical context.

- Exercises which involve changing the body position quickly and with control:
 - SAQ (speed, agility, quickness)
 - sport-specific drills.

D3.2 Balance training methods

Balance training methods and their application to a practical context.

- Static balance: static balance exercises focus on retaining the centre of mass above the base of support when stationary.
- Dynamic balance: focus on retaining the centre of mass above the base of support when moving.
- Method: using stable and unstable surfaces on which to balance.

D3.3 Coordination training methods

Coordination training methods and their application to a practical context.

- Exercises which involve the use of two or more body parts together:
 - sport-specific activities.

D3.4 Reaction time training methods

Reaction time training methods and their application to a practical context.

- Reaction drills in response to an external stimulus.
- Equipment: stopwatch, whistle, visual stimulus, auditory stimulus, reaction ball.

D3.5 Power training methods

Power training methods and their application to a practical context.

- Plyometrics: specific to the sport.
- Equipment: ladders, cones, jump ropes, medicine ball, hurdles, benches.

E Understand training programme design**E1 Principles of fitness training programme design**

Be able to design a fitness training programme including all the major components.

- Fitness training programme design:
 - aims – details of what they would like to achieve
 - objectives – how they intend to meet their aims
 - personal goals – specific, measurable, achievable, realistic, time-related, exciting, recorded (SMARTER)
 - resources required – facilities and equipment.
- Principles of training: FITT principles (frequency, intensity, time and type of exercise used in the exercise sessions), additional principles of training (specificity, overload, progression, reversibility, rest and recovery, adaptation, variation, individual needs).
- Periodisation: macrocycle, mesocycle, microcycle.

Grade descriptors

To achieve a grade a learner is expected to demonstrate these attributes across the essential content of the unit. The principle of best fit will apply in awarding grades.

Level 3 Pass

Learners will be able to produce a training programme for an individual that demonstrates knowledge and understanding of lifestyle factors, nutritional needs and health screening data in the context of the scenario. Learners will identify and justify behavioural modification techniques, nutritional strategies and fitness training methods that support the proposed programme, evidencing the ability to conduct relevant research. The programme is appropriate and realistic, demonstrating an ability to develop a logical plan for a client underpinned by training principles.

Level 3 Distinction

Learners will be able to produce a training programme that demonstrates knowledge and understanding of lifestyle factors, nutritional needs and health screening data in the context of the individual in the scenario, supported by justification and the application of relevant research. Learners can recommend nutritional strategies and behavioural modification activities that are specific, demonstrating a thorough understanding of interrelationships between the health, fitness and well-being needs of the client. Learners' recommendations will show an analytical approach, containing sustained lines of argument leading to a cohesive training programme that is entirely relevant in the wider context of fitness training principles.

Key terms typically used in assessment

The following table shows the key terms that will be used consistently by Pearson in our assessments to ensure students are rewarded for demonstrating the necessary skills.

Please note: the list below will not necessarily be used in every paper/session and is provided for guidance only.

Command or term	Definition
Interpretation	Learners are able to draw the meaning, purpose or qualities of something from stimulus.
Justification	Learners give reasons or evidence to: <ul style="list-style-type: none"> • support an opinion and or decision • prove something right or reasonable.
Qualitative evidence	Descriptive information from interviews or questionnaires.
Quantitative evidence	Numerical or statistical information.
Relevance	Importance to the matter at hand.

Links to other units

The assessment for this unit should draw on knowledge, understanding and skills developed from:

- Unit 1: Anatomy and Physiology
- Unit 3: Professional Development in the Sports Industry
- Unit 4: Sports Leadership.
- Unit 5: Application of Fitness Testing
- Unit 12: Self-employment in the Sports Industry
- Unit 13: Instructing Gym-based Exercise
- Unit 14: Exercise and Circuit-based Physical Activity.

This unit would relate to teaching of:

- Unit 6: Sports Psychology
- Unit 17: Sports Injury Management.

Employer involvement

Centres may involve employers in the delivery of this unit if there are local opportunities.

For example:

- guest speakers
- opportunities to visit suitable businesses.

Unit 3: Professional Development in the Sports Industry

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

Unit in brief

Learners explore the knowledge and skills required for different career pathways in the sports industry. Learners will take part in, and reflect on, a personal skills audit, career action plan and practical interview assessment activities.

Unit introduction

The sports industry is a vast market with many different pathways. For a successful career, you need to understand the scope and breadth of the available opportunities and the steps needed to follow your chosen pathway.

In this unit, you will research the different possible careers and the associated job roles in the sports industry, then action plan your development towards achieving a selected career aim. You will analyse your own skills and identify how to develop them into a career through the use of a career plan. You will research your chosen career to understand how to access and progress within it. You will take part in application and interview assessment activities for a selected career pathway, drawing on knowledge and skills from across the qualification to identify your own strengths and gaps in knowledge and skills. You will evaluate your own performance to gain an understanding of the generic employability and specific-technical knowledge and skills required to access and progress in a selected career pathway in the sports industry.

This unit will prepare you for progression to a career in the sports industry either directly or through higher education, by developing your understanding of investigation, career planning and awareness of the skills and qualities that sports employers look for in a potential employee.

Learning aims

In this unit you will:

- A** Understand the career and job opportunities in the sports industry
- B** Explore own skills using a skills audit to inform a career development action plan
- C** Undertake a recruitment activity to demonstrate the processes that can lead to a successful job offer in a selected career pathway
- D** Reflect on the recruitment and selection process and your individual performance.

Summary of unit

Learning aim	Key content areas	Recommended assessment approach
A Understand the career and job opportunities in the sports industry	A1 Scope and provision of the sports industry A2 Careers and jobs in the sports industry A3 Professional training routes, legislation, skills in the sports industry A4 Sources of continuing professional development (CPD)	<p>A report that justifies the selection of a specific sports industry career pathway, following an investigation into two contrasting career pathways, focusing on short- and long-term prospects and the knowledge, skills and qualities required to achieve them.</p> <p>Career development action plan, supported by evidence of personal skills audit outcomes.</p>
B Explore own skills using a skills audit to inform a career development action plan	B1 Personal skills audit for potential careers B2 Planning personal development towards a career in the sports industry B3 Maintaining a personal portfolio/record of achievement and experience	
C Undertake a recruitment activity to demonstrate the processes that can lead to a successful job offer in a selected career pathway	C1 Job applications C2 Interviews and selected career pathway-specific skills	<p>Learners must participate in recruitment and selection activities. They will need to interview and be interviewed, conduct a practical assessment activity and complete the appropriate documentation.</p> <p>Learners will need to evidence all the documents created.</p> <p>Ability to self-critique performance, including what could have gone better and what skills need to be developed, so that learners can enhance their employability.</p> <p>SWOT (strengths, weaknesses, opportunities, threats) analysis on performance of their interviewing assessment activity, linked to their personal development.</p>
D Reflect on the recruitment and selection process and your individual performance	D1 Review and evaluation D2 Updated SWOT and action plan	

Content

Learning aim A: Understand the career and job opportunities in the sports industry

A1 Scope and provision of the sports industry

The size, breadth and geographic spread of the sports industry, locally and nationally and factors that affect sports provision and employment opportunities.

- Sport and recreation industry data, economic significance, number of jobs.
- Geographical factors – location, environment, infrastructure, population.
- Socio-economic factors – wealth, employment, history, culture, fashion and trend.
- Season factors, e.g. swimming pools that only open in the summer, summer camps, holiday sports clubs, competition seasons, training camps.

A2 Careers and jobs in the sports industry

- Key pathways – coaching, sports science (e.g. nutritionist, sport psychology, sports therapy and injury management in sport performance, exercise and fitness), sports development (e.g. sports development officers, National Governing Body (NGB) officers, sports administrator) leisure management (e.g. facility management, grounds keeping, activity coordinator) education, sports journalism.
- Sectors – public, private, voluntary, third sector, public/private partnerships.
- Local employers – public, private, voluntary, third sector, public/private partnerships.
- National employers – public, private, voluntary, third sector.
- Sources of information on careers in sports.
- Definitions of types of employment and practical examples across different sports sectors and career pathways, locally and nationally:
 - full time
 - part time
 - fixed-term contract
 - self-employment (independent, subcontracted)
 - zero-hours contract
 - apprenticeships.

A3 Professional training routes, legislation, skills in the sports industry

- Career pathways – progression routes and successive jobs in different pathways:
 - coaching, e.g. NGB awards different disciplines, disability sport, working with children, safeguarding awareness
 - sports science – specialisms, e.g. nutritionist, sport psychology, sports therapy and injury management in sport performance, exercise and fitness
 - sports development, e.g. sports development officer, NGB leads, sports administration, talent pathway leads
 - leisure management, e.g. lifesaving, facilities management/maintenance, health and safety, customer service, marketing and promotion, finance, management activities
 - education pathways, e.g. Level 2 and Level 3 specialist qualifications, higher education.
- Job descriptions and personal specifications for sports industry jobs.
- Industry standards – safeguarding (Disclosure and Barring Service (DBS)), codes of practice, e.g. Register of Exercise Professionals (REPs), Sports Coach UK, organisational policies and procedures.
- Safeguarding – DBS: self-disclosure, enhanced disclosure, regulations and requirements.
- Sector-specific legislation that impacts on job roles.
- Qualification and professional bodies, e.g. REPs, Sports Coach UK, Minimum Standards for Active Coaches, NGBs, Chartered Institute for the Management of Sport and Physical Activity (CIMSPA), Adventure Activities Licensing Authority (AALA).

A4 Sources of continuing professional development (CPD)

Maintaining professional development in specific career pathways.

- Memberships of professional bodies: fees, qualification, logs of CPD.
- Required updates to professional competences, e.g. first aid, safeguarding.
- Career progression training – specific to sector, higher levels of qualification, management training sector specific, business or generic management, higher education FdSc, BA, BSc.
- Gaining knowledge and experience through cross-sector opportunities, e.g. participation in cross-sector organisation board working groups, elite performance programmes.

Learning aim B: Explore own skills using a skills audit to inform a career development action plan

B1 Personal skills audit for potential careers

Producing a personal skills audit against a chosen career pathway.

- Interests and accomplishments.
- Qualities – reliability, organisational skills, commitment, resilience, empathy.
- Basic skills – literacy, numeracy and IT.
- Experience, e.g. sporting, leadership, work, travel.
- Qualifications – educational and sector specific.
- Generic employability skills – teamwork, cooperation, communication, problem solving.
- Specific technical skills, e.g. coaching, instructing, leading, administering test protocols.
- Using SWOT (strengths, weaknesses, opportunities, threats) analysis.

B2 Planning personal development towards a career in the sports industry

- Use of personal skills audit to produce an action plan towards a sports and recreation industry career.
- Identification of key timescales, e.g. immediate actions, next year, two years, five years, and ten years.
- Identification of training/educational/experiential aims at these key times and processes to achieve these goals.
- Careers guidance and support available and education choices.
- Career development action plan (CDAP) – definition; higher levels, specialism and diversification, aims, milestones, measures.
- Professional development activities – workshops, training, job shadowing, self-reflection.

B3 Maintaining a personal portfolio/record of achievement and experience

Personal portfolio/record of achievement:

- educational certificates
- sport-specific awards
- sporting achievements
- testimonials
- press cuttings
- work experience
- volunteering
- any other relevant evidence
- CVs targeting sports industry jobs.

Learning aim C: Undertake a recruitment activity to demonstrate the processes that can lead to a successful job offer in a selected career pathway

C1 Job applications

Selection of a job role in a suitable career pathway, identified from skills audit and CDAP and then preparation of all the relevant documents:

- a job advertisement giving suitable examples of where it could be placed
- job analysis
- job description
- person specification
- application form
- personal CV
- letter of application.

C2 Interviews and selected career pathway-specific skills

- Communication skills required for interview situations: body language and listening skills, professional approaches, formal language, skills and attitudes of interviewee, role play, body language, dress, interview questions.
- Presentation skills – for micro-teach, for micro-coach.
- Career pathway-specific technical knowledge/skills displayed, e.g. coaching, instructing, leading, handling equipment, following testing protocols.
- Interview feedback form.
- Observation form.
- Reviewing applications from peer group.
- Submitting applications to peer group.
- Demonstration of a work-related competence (interviewing and being interviewed), analysis of how the activity worked, if the correct questions were asked to achieve the desired outcome, if the advertisement, job description and person specification led to the application form and covering letter being completed with the right level of information; adherence to equal opportunities legislation.

Learning aim D: Reflect on the recruitment and selection process and your individual performance

D1 Review and evaluation

- Role-play activity.
- Individual appraisal of own roles in being interviewed, interviewing and observing.
- Review of communication skills.
- Review of organisational ability.
- Assessment of how the skills acquired support the development of employability skills.

D2 Updated SWOT and action plan

- SWOT analysis on individual performance in the role-play activities.
- Self-critique of the events and documentation prepared and how it supported the activity.
- Review of how effective the process was and how learners feel they may need to develop skills further to be able to conduct and participate in interviews more effectively.
- Action plan to highlight how to address any weaknesses in skill set.

Assessment criteria

Pass	Merit	Distinction
Learning aim A: Understand the career and job opportunities in the sports industry		AB.D1 Justify how own skills audit outcomes and development action plan aligns to chosen career pathway, based on a comprehensive knowledge and understanding of the career.
A.P1 Explain the different career pathways, the associated job opportunities and their requirements in the sports industry. A.P2 Explain the development pathway into a selected career in the sports industry.	A.M1 Analyse the professional development requirements and opportunities for specialism or promotion in different career pathways and the associated job opportunities in the sports industry.	
Learning aim B: Explore own skills using a skills audit to inform a career development action plan		
B.P3 Explain how selected sports industry career matches own personal skills audit outcomes. B.P4 Develop a career development action plan, to meet the requirements of intended sports career using skills audit outcomes.	B.M2 Analyse own personal skills audit outcomes against a selected career in the sports industry. B.M3 Develop a career development action plan that has specific relevance to the requirements of intended sports career and skills audit outcomes.	
Learning aim C: Undertake a recruitment activity to demonstrate the processes that can lead to a successful job offer in a selected career pathway		CD.D2 Demonstrate individual responsibility and effective self-management during the recruitment activity. CD.D3 Evaluate how well the documents prepared, and own performance in the interview activities, supported the process for accessing the selected career pathway.
C.P5 Prepare appropriate documentation for use in selection and recruitment activities. C.P6 Participate in the selection interviews and activities as an interviewee.	C.M4 In interviews and activities, demonstrate analytical responses and questioning and activities to allow assessment of skills and knowledge.	
Learning aim D: Reflect on the recruitment and selection process and your individual performance		
D.P7 Review own performance in role in the interviewing activities, supported by an updated SWOT analysis.	D.M5 Analyse the results of the process and how your skills development will contribute to your future success.	

Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of two summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aims: A and B (A.P1, A.P2, B.P3, B.P4, A.M1, B.M2, B.M3, AB.D1)

Learning aims: C and D (C.P5, C.P6, D.P7, C.M4, D.M5, CD.D2, CD.D3)

Further information for teachers and assessors

Resource requirements

For this unit, learners must have access to a range of current sports industry career pathway information from websites and printed resources. Learners may require specific equipment to assist them when taking part in interview assessment activities, for example, testing equipment if conducting fitness tests, or cones and balls if performing a micro-coaching session.

Essential information for assessment decisions

Learning aims A and B

Learners must carry out independent research into two contrasting sport industry pathways to show their understanding of relevant employment opportunities, progression and required knowledge, skills and qualities. Learners must then select one pathway that is appropriate to them, based on the outcomes of a personal skills audit and goals identified during the development of their CDAP.

For distinction standard, learners will carefully consider, and give reasons to support, arguments as to how their own skills and CDAP aligns to the selected career, following an investigation into the scope, opportunities and requirements for employment in two contrasting sports industry career pathways. Learners' investigations of contrasting career pathways will cover aspects such as the specific skills, qualities, qualification and training routes that are required, as well as broader aspects such as the associated industry standards and regulatory bodies. Learners must articulate their arguments coherently with reference to sources of information.

Following the investigation comparing the two career pathways, learners will select one career pathway that most closely aligns to their own interests, knowledge, skills, qualities and qualifications, as identified through their personal skills audit outcomes and CDAP. They will compare their own skills audit with the gaps they need to pursue through professional development. They will then evaluate their personal knowledge of and skills levels in these specific areas, making justified suggestions of development aims and specific actions to achieve these aims. Recommendations will be supported by reference to sources of information from regulatory and training organisations.

For merit standard, learners will analyse different careers and the related professional development requirements in their chosen sport industry, considering industry standards and regulatory bodies. They will draw reasoned conclusions based on their analysis of the scope of the career and associated job roles. Learners will draw on the knowledge gained through the unit to select a specific career to carry out further targeted research to explain specific skills, qualities, qualifications and training routes. They will then analyse their personal levels in these specific areas with reference to the outcomes from their own personal skills audit. Learners will make justified suggestions of personal development aims as part of the creation of a CDAP that is specifically relevant to the selected career pathway.

Learners must articulate their arguments coherently with reference to sources of information and relevant data.

For pass standard, learners must explain the different careers in the sports industry, including industry standards and regulatory bodies. Learners must be able to show they understand the employment roles that relate to two contrasting pathways. They must give examples of appropriate career opportunities and details of opportunities in a local and national context. Learners are encouraged to use considered examples to support their explanations. Learners will relate their explanation to a specific career and the specific skills, qualities, qualification and training routes required for that career. They will be able to match their own skills outcomes that have been identified through a personal skills audit to a selected career pathway and then explain their personal knowledge and skills levels in these specific areas.

Learners will develop a CDAP based on their research of a selected career pathway and the outcomes of their own personal skills audit. The plan will identify the knowledge, skills and qualities required by the job roles and progression in the selected career. They will clearly state the aim, goals, methods, means, timelines, milestone markers and measures for achieving these. Learners will consider the knowledge and skills they are learning across the qualification when formulating the plan.

Learners must articulate their arguments coherently with reference to sources of information.

Learning aims C and D

Learners will form part of an interview and assessment activity panel and will take turns at both roles – interviewer and interviewee. This will enable learners to display personal interview response skills and reflection/peer review of the skills of others. Learners will be assessed through a short (15–20 minute) supporting practical assessment activity, for example, a micro-teach, micro-instruct, or test administration. This will enable learners to apply and refine generic and technical sports-related knowledge and skills learned from across the qualification. Witness statements will need to be completed by the teacher, recording participation and including feedback that learners can use to help update the SWOT developed as part of the skills audit task. Learners will demonstrate effective communication skills. They will design interview questions that clearly relate to their selected career pathway job role and which allow skills and competencies to be assessed. Documents should be included in their portfolios.

For distinction standard, learners will make an individual, detailed evaluation of the application documents used. The report will reach a reasoned conclusion on whether or not the interview documents were effective and if they fully supported the interview and assessment activity. It will also include a balanced evaluation, highlighting how well the processes were related to professional best practice.

Learners will draw on a range of feedback (from own reflection, and peer review) to provide a detailed evaluation of their own performance in all aspects of the interview assessment activities. They will consider the appropriateness, significance and advantages/disadvantages of the selection of activities they performed, and to the responses they gave to questioning from peers. Learners will then consider the strengths or weaknesses of their performance, supported by well-considered examples based on their research of the knowledge, skills and qualities required for a job in their selected career pathway.

Learners will offer a detailed conclusion as to how their preparation for, and performance in, interview assessment activities will support career progression.

For merit standard, learners will offer an individual analysis of the effectiveness of their responses to interview questions and assessment activities in assessing skills and knowledge. Learners will consider the knowledge and skills that they have, that they are able to develop through their qualification, and that they require for their selected career pathway. A report will include clear analysis of the interview and assessment activity. Learners will show clear links between skills development and enhancement of their career prospects.

For pass standard, learners will create the relevant recruitment selection documents for a specific job role from a selected career pathway. In order to contribute to the development of employability skills, the role selected will be realistic to learners' current skills. These documents could be shared among learners so that they can then apply for a position created by someone else, and then be interviewed for the role. Documents will be fit for purpose, professional and written in appropriate business language. Job application forms must be completed in full.

Learners will select and perform an appropriate practical assessment activity to support their application and interview for a role in their selected career pathway. This could, for example, be a short (15–20 minute) micro-coaching session or a micro-instruction session. In selecting and performing the activity, learners will consider the knowledge and skills they have learned in the appropriate units and apply these to their performance, for example, learning from specific coaching units that can be used to support a micro-coaching session, or learning from specific instructing units that can be used to support an exercise and fitness micro-instructing session.

Evidence will include a detailed updated SWOT analysis of the individual performance in the interview and assessment activity task. Details of any other personal experiences of employment interviews may be referred to here and used to support the career development action plan.

Links to other units

This unit links to:

- Unit 2: Fitness Training and Programming for Health, Sport and Well-being
- Unit 4: Sports Leadership
- Unit 5: Application of Fitness Testing
- Unit 8: Coaching for Performance
- Unit 10: Sports Event Organisation
- Unit 12: Self-employment in the Sports Industry
- Unit 13: Instructing Gym-based Exercise
- Unit 14: Exercise and Circuit-based Physical Activity
- Unit 15: Instructing Exercise to Music
- Unit 16: Instructing Water-based Exercise
- Unit 18: Work Experience in Active Leisure
- Unit 19: Development and Provision of Sport and Physical Activity.

Employer involvement

Centres may involve employers in the delivery of this unit if there are local opportunities.

This unit would benefit from employer involvement in the form of:

- guest speakers and interview opportunities
- work experience
- own business material as exemplars
- opportunities to visit suitable businesses.

Unit 4: Sports Leadership

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

Unit in brief

Learners study what makes a good leader, the different capacities of this role, and the leadership skills and techniques necessary when leading activities in different roles.

Unit introduction

Sports leadership takes many forms and with the sports industry growing each year, more members of society are opting to participate in sport in some way. With participation levels rising, the supervision and coaching of sport is no longer the sole responsibility of qualified professionals, such as physical education teachers and qualified coaches, but also volunteers have leadership roles. More and more individuals take up the challenge of a coaching or leadership role each year, with many volunteering in the sector.

This unit aims to develop your confidence in a variety of different roles when leading sport. These roles range from coach, to official, to captain or personal trainer. You will be guided through the requirements of effective leadership and this will develop your knowledge and understanding of the leader's role, the key skills, qualities and characteristics. You will be required to take on the role of a leader and demonstrate the necessary range of skills for the selected leadership role independently and as part of a team, when planning and running an event.

You will develop knowledge and understanding of sports leadership, which will guide you towards gaining a good level of confidence that would assist you in pursuing a career in a leadership role or support your progression to higher education.

Learning aims

In this unit you will:

- A** Understand the roles, qualities and characteristics of an effective sports leader
- B** Examine the importance of psychological factors and their link with effective leadership
- C** Explore an effective leadership style when leading a team during sport and exercise activities.

Summary of unit

Learning aim	Key content areas	Recommended assessment approach
A Understand the roles, qualities and characteristics of an effective sports leader	A1 Different leadership roles A2 Skills, qualities, characteristics and application A3 Importance and effective use of skills, qualities and characteristics when leading	<p>A written document focusing on different leadership roles which identifies, explains and justifies the qualities and characteristics required for each role when leading.</p> <p>A report focusing on the psychological factors that can affect leadership and the impact these can have on effective leadership.</p>
B Examine the importance of psychological factors and their link with effective leadership	B1 Psychological factors that could impact on leadership B2 Leadership and psychological factors	
C Explore an effective leadership style when leading a team during sport and exercise activities	C1 Expectations of leadership C2 Practical skills required for different leadership styles C3 Leading a sport and exercise activity C4 Effectiveness and impact of leadership on a sport and exercise activity	<p>Evidence that demonstrates own performance in the practical application of leadership style in a range of sporting roles.</p> <p>This should be recorded with AV equipment and accompanied by witness statements.</p>

Content

Learning aim A: Understand the roles, qualities and characteristics of an effective sports leader

Learners are required to show their knowledge and understanding in a range of roles, evaluating key skills, qualities and characteristics.

A1 Different leadership roles

- Roles required in sport and exercise activities or environments:
 - activity leader, coach, teacher, instructor, trainer, manager, official, table official, team manager, score keeper, first aider, health and safety officer, risk assessor.
- Job descriptors of each role:
 - for example, for an activity leader – during activities, ensure rules and regulations are correctly implemented and adhered to so that games and competitions are fair.

A2 Skills, qualities, characteristics and application

- Key skills of leaders in sport:
 - rapport building, confidence, vocal, good communication, authoritative, provide good feedback, motivator, goal setter, collaborator, uses strategies and tactics well, engaging, fearless, forgiving, patient, organised, good listener, good demonstrator.
- Key qualities of leaders in sport:
 - knowledge of sports skills, knowledge of rules and laws, understanding the mental needs of participants, understanding the physical needs of participants, good communication, high confidence, positive, empathy.
- Key characteristics of leaders in sport:
 - committed, patient, driven, goal orientated, empowering, objective, persistent, forgiving, attentive, approachable, consistent, firm, fair.
- Application of skills, qualities and characteristics in different roles:
 - captain – can read the game well, confident, inspires, knowledge of the rules, lead by example, motivates, passionate, praises others, skilful, team mates, uses strategies and tactics well, vocal
 - coach – analysis, delivery, demonstration, feedback, organisation, observation, questioning, rapport building, safety
 - official – authoritative, common sense, communication, consistent, courageous, judgement, knowledge of rules, timekeeper
 - teacher – accountable, adaptable, caring, creative, dedicated, determined, engaging, fearless, forgiving, generous, inspirational, joyful, organised, passionate, patient, resilient, resourceful
 - personal trainer/instructor – adapting, commitment, communication, energy, friendly, knowledge, listening skills, motivator, organisation, outgoing.
- Effective use of the skills, qualities and characteristics of a leader.
- Leads by example, is ethical, has integrity and potential, has a good sense of humour, is confident, is committed, inspires others, is not afraid to make decisions.

A3 Importance and effective use of skills, qualities and characteristics when leading

Importance of different leadership roles in sport, for example:

- to help athletes develop their full potential
- responsible for creating the right conditions for improvements to take place
- to educate participants and develop their knowledge and understanding of sport
- to maintain order and ensure all rules and regulations are implemented effectively
- to enthuse and motivate individuals and teams, ensuring that the team is heard
- to help an individual or group of people to achieve their fitness goals.

Learning aim B: Examine the importance of psychological factors and their link with effective leadership

B1 Psychological factors that could impact on leadership

- External psychological factors could include:
 - group/team cohesion
 - social loafing
 - the Ringelmann effect
 - personalities
 - confidence
 - motivation
 - anxiety and arousal.
- Internal psychological factors could include:
 - attribution theory; self-confidence
 - self-esteem
 - past experiences
 - the self-serving bias
 - behaviour: accidental versus intentional behavior.
- Importance of psychological factors:
 - safety
 - environment
 - goal/outcome
 - participant interaction.

B2 Leadership and psychological factors

Learners are required to show clear knowledge and understanding of what effective leadership looks like and what forms this can take.

- Leadership theories/forms:
 - situational leadership
 - transformational leadership
 - transactional leadership.
- Leadership can include:
 - strong relationship building
 - clear vision
 - positive and assertive personal image
 - positive attitude to and learning from failure
 - planning, organising and setting clear objectives
 - decision making and finding solutions
 - perseverance.

Learning aim C: Explore an effective leadership style when leading a team during sport and exercise activities

C1 Expectations of leadership

- Effective leadership roles could encompass:
 - the confidence to lead an individual or group/team to improve and succeed in achieving a common goal
 - the ability to control and educate an individual or a team to reach a goal
 - the knowledge to develop the skills, techniques and tactical understanding of an individual or team effectively
 - the ability to share an individual's or team's goals and motivate them to achieve their full potential
 - the ability to create an inspiring event and lead by example
 - the ability to empower, inspire and energise people.

- Expectations of effective leadership in a team:
 - communicate effectively
 - work as a team
 - help each other
 - confident
 - fair to all participants
 - fair to other team members
 - optimistic
 - trustworthy
 - employ rules and regulations successfully
 - keep scores accurate
 - show good knowledge
 - patient
 - show passion for the activity.

C2 Practical skills required for different leadership styles

- Practical skills:
 - transactional – focuses on supervision, organisation and group performance
 - transformational – identifies where change is needed and creates vision through inspiration
 - situational – there is no best style of leadership, effective leadership is task relevant and can change.
- Types of effective leadership styles, including:
 - autocratic – sole decision maker, focuses on completing goals, ignores opinions of others, dictates tasks
 - democratic – shares responsibilities, collaborates when making decisions, is a concerned coach
 - laissez-faire – hands-off approach, turns control over to players, players make the decisions, leads to the lowest productivity and improvement
 - transformational – inspires others to go further than what they are capable of
 - paternalistic – the leader adopts a position of absolute authority, cares for and understands the players, acts with self-discipline, kindness and moral integrity when controlling the players.

C3 Leading a sport and exercise activity

- Identification of aims and objectives.
- Identification of SMARTER (specific, measurable, achievable, realistic, time-related, exciting OR evaluated, recorded OR reviewed) targets.
- Identification of designated leadership role.
- Ideal effective leadership.
- Ideal leadership style.

C4 Effectiveness and impact of leadership on a sport and exercise activity

- Against aims and objectives in plan.
- Against SMARTER targets.
- Strengths and areas for improvement.
- Effective leadership.
- Against other style leadership.
- Suggestions for future improvement with a clear action plan.

Assessment criteria

Pass	Merit	Distinction
Learning aim A: Understand the roles, qualities and characteristics of an effective sports leader		
<p>A.P1 Discuss the skills, qualities and characteristics of three different leadership roles in different sport and exercise activities or environments.</p> <p>A.P2 Explain the importance of skills, qualities and characteristics in the leadership role in different sport and exercise activities or environments.</p>	<p>A.M1 Analyse the importance of skills, qualities and characteristics in the leadership role in different sport and exercise activities or environments.</p>	<p>A.D1 Evaluate the impact of skills, qualities, characteristics on sports leadership in different sport and exercise activities or environments.</p> <p>B.D2 Evaluate the impact of key psychological factors on sports leadership in different sport and exercise activities or environments.</p>
Learning aim B: Examine the importance of psychological factors and their link with effective leadership		
<p>B.P3 Discuss how key psychological factors may affect sports leadership within different sport and exercise activities or environments.</p>	<p>B.M2 Analyse key psychological factors that may affect sports leadership within different sport and exercise activities or environments.</p>	
Learning aim C: Explore an effective leadership style when leading a team during sport and exercise activities		
<p>C.P4 Demonstrate a chosen leadership style, using appropriate skills when leading a team during a sport and exercise activity.</p> <p>C.P5 Review the impact of own leadership style on the performance of the team during the sport and exercise activity.</p>	<p>C.M3 Demonstrate a chosen leadership style, using effective skills when leading a team during a sport and exercise activity.</p> <p>C.M4 Analyse your chosen leadership style and the impact of it on team performance, considering own strengths and areas of weakness.</p>	<p>C.D3 Justify your leadership style and its impact on team performance, suggesting alternative leadership styles that could be used to improve team performance.</p>

Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of two summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aims: A and B (A.P1, A.P2, B.P3, A.M1, B.M2, A.D1, B.D2)

Learning aim: C (C.P4, C.P5, C.M3, C.M4, C.D3)

Further information for teachers and assessors

Resource requirements

For this unit, learners must have access to:

- coaching/leading equipment (such as whistle, watch, clipboard)
- recording equipment (such as video camera, tablet, voice recorder).

Essential information for assessment decisions

Learning aims A and B

For distinction standard, learners will consider the impact that skills, qualities, characteristics and key psychology factors have on sports leadership in different sport and exercise activities or environments. Learners will need to think about the strengths/areas for improvement and/or significance of these things. They will need to make judgements about them and reach a conclusion. Their conclusions will need to be supported by appropriate examples from different sports.

For merit standard, learners will produce a detailed written document providing a clear analysis detailing the relationships between the skills, qualities and characteristics in the different roles in sport and exercise activities or environments. Learners will give a clear analysis detailing the relationship between the psychological factors and their effects on sports leadership. Learners can use different sports to provide clear examples of each role in action; these should be fully explained and analysed. Learners can include a range of skills, qualities and characteristics for each leadership role selected, ensuring they provide clear justification for the necessary implementation of each. The analysis should incorporate both positive and negative elements and link these to a variety of sporting situations.

For pass standard, learners will produce a written document providing evidence to support an opinion about the skills, qualities and characteristics of three different leadership roles. Learners will select different roles dependent on their learning styles and individual needs. The written document will identify the purpose of each role and explain why it is crucial. The explanation should be detailed and include clear sporting examples of when the role is used and how it is implemented effectively. Learners will produce a report considering key psychological factors and the effects that these may have on sports leadership. Learners will use a range of external and internal psychological factors to ensure they discuss a good breadth of factors. Learners can include the importance of the psychological factors, including those that could impact on participants and leaders and relate this to different sport and exercise activities or environments.

Learning aim C

For distinction standard, learners will produce a document that supports the style of leadership they have used during the sport and exercise activity. They should include details of the effect (positive or negative) that the adopted leadership style has had on their ability to work as part of a team in the activity using examples to support their statements. It is vital that the document focuses on learners as the leader and their skills, rather than the participants in the video recordings. The document must include a clear evaluation of the impact and application of the key skills that are specific for the role implemented. Learners can also suggest alternative leadership styles that could be used to help develop the performance of the leadership team and their roles. This should be supported with clear evidence and explanation.

For merit standard, learners will demonstrate a chosen leadership style during the running of a sport and exercise activity, which may contribute towards its effective running and success. Learners are required to submit video evidence demonstrating their leadership in the sport and exercise activity. They will use skills related to this leadership style that are effective in the led activity for the intended goals. Learners will present a methodical examination into their leadership style and the relationship between the leadership style adopted and the individual/team's performance, cause and effect impact, after the sport and exercise activity. Learners can provide analysis of their strengths and areas of weakness when actively displaying the different characteristics and qualities of the roles. Learners may find it advantageous to suggest practices that could help them to improve the key skills for the running of future sport and exercise activity.

For pass standard, learners will demonstrate a chosen leadership style during the running of a sport and exercise activity, which may contribute towards its effective running and success. Learners are required to submit video evidence that demonstrates their effective leadership in the sport and exercise activity, using related skills to the demonstrated leadership style. Additionally, learners are required to review their own leadership ability, detailing the different characteristics and key qualities that were displayed during their leadership, and the impact this may have had on the individual/team during the activity. It is important that this video evidence is supported by an observation record and witness statement. The observation record/witness statement can be completed by any suitable member of staff who has witnessed the completion of the assessment activities.

Links to other units

This unit links to:

- Unit 3: Professional Development in the Sports Industry
- Unit 6: Sports Psychology
- Unit 8: Coaching for Performance
- Unit 10: Sports Event Organisation
- Unit 12: Self-employment in the Sports Industry
- Unit 18: Work Experience in Active Leisure
- Unit 19: Development and Provision of Sport and Physical Activity.

Employer involvement

This unit would benefit from employer involvement in the form of:

- work experience
- guest speakers and interview opportunities.

Unit 5: Application of Fitness Testing

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

Unit in brief

Learners gain an understanding of the requirements of fitness testing and learn how to safely conduct a range of fitness tests for different components of fitness.

Unit introduction

Sports performers need to be able to maintain, and often improve, their fitness levels in order to excel in their sport. It is essential that they regularly participate in fitness tests to determine their baseline measures. These fitness test results are then used to identify strengths and areas for improvement. Fitness testing results are also used to predict future performance and provide feedback on the effectiveness of a training programme. Fitness testing is also carried out for non-sports performers to help determine a person's general fitness levels, which provides an exercise instructor with baseline measures for exercise programme design.

In this unit, you will explore the principles of fitness testing and examine the factors affecting the selection and administration of tests, including validity, reliability and suitability of tests. You will explore a range of laboratory and field-based fitness tests and the administration process of each fitness test. You will consider the selection of appropriate tests for specific sports performers, and demonstrate your ability to conduct a range of fitness tests in accordance with the safety and ethical requirements of fitness testing. Finally, you will investigate the process of evaluating and comparing fitness test results to draw meaningful conclusions about a specific person's fitness.

These activities will prepare you for a variety of careers in the sport sector, such as coaching, fitness instruction and working with elite sport performers. This unit will form a good basis for aspects of higher education study in sport and sport and exercise science-related qualifications.

Learning aims

In this unit you will:

- A** Understand the principles of fitness testing
- B** Explore fitness tests for different components of fitness
- C** Undertake evaluation and feedback of fitness test results.

Summary of unit

Learning aim	Key content areas	Recommended assessment approach
A Understand the principles of fitness testing	A1 Validity of fitness tests A2 Reliability of fitness tests A3 Practicality and suitability of fitness tests A4 Ethical issues associated with fitness screening	<p>A report on the principles of fitness testing, including practicality, suitability and ethics of fitness testing.</p> <p>A presentation justifying the selection of fitness tests for a team or individual.</p>
B Explore fitness tests for different components of fitness	B1 Fitness tests to assess components of physical fitness B2 Fitness tests to assess components of skill-related fitness B3 Planning of tests B4 Administration of tests	<p>A report that interprets the test results, analyses the test administration and makes recommendations for improvements to test administration practice, supported by observation and video evidence of fitness testing administration and recorded results from each test.</p>
C Undertake evaluation and feedback of fitness test results	C1 Produce a fitness profile for a selected sports performer C2 Providing feedback to a selected sports performer	<p>A written fitness profile for a selected sports performer, supported by evidence of interpretation of fitness test results related to the selected sports performer.</p> <p>A report that evaluates the effectiveness of fitness testing and feedback methods, supported by observation/video/verbal recordings of feedback session to selected sports performer.</p>

Content

Learning aim A: Understand the principles of fitness testing

A1 Validity of fitness tests

- Understand what validity means and the application to fitness testing.
- Validity of fitness test for different sports performers.

A2 Reliability of fitness tests

- Understanding of what reliability means.
- Benchmarking data.
- Methods of ensuring reliability pre-test, e.g. calibration of the equipment, warm-up, fitness test technique practice.
- Methods of ensuring reliability during the test, e.g. skill level of the administrator, adherence to test protocol, constant conditions, appropriate rest period between tests.

A3 Practicality and suitability of fitness tests

- Factors affecting the practicality of fitness tests – cost, time, equipment, facility.
- Suitability – the appropriateness of the test for the sport, sports performer, fitness levels of the performer.

A4 Ethical issues associated with fitness screening

Learners should ensure they follow the appropriate ethical procedures with participants before and during fitness testing.

- Informed consent form, reasons for terminating a test.
- Pre-test preparation, e.g. appropriate rest, no exercise before test, appropriate hydration levels, suitable warm-up for selected tests.
- Data protection – recording results, confidentiality of data, storage of data.
- Ethical clearance for test.
- Ensuring the welfare of the subject throughout the test procedures.

Learning aim B: Explore fitness tests for different components of fitness

Test protocol, equipment required for each test, safe and effective administration of the fitness test, correct units of measurement and suitability of each test for a range of sports performers and fitness levels.

B1 Fitness tests to assess components of physical fitness

- Flexibility – sit and reach, shoulder flex test, calf muscle flexibility test, trunk rotation test.
- Strength – 1RM tests, grip dynamometer, seven stage abdominal strength test.
- Aerobic endurance – multi-stage fitness test, maximal oxygen consumption test (VO₂ max), 12-minute Cooper test, Harvard step test, Rockport walk test.
- Speed – sprint tests over 20 metres, 30 metres, 40 metres, 50 metres, 60 metres.
- Muscular endurance – one-minute press-up, one-minute sit-up, wall sit test.
- Body composition – skinfold calipers, bioelectrical impedance analysis, body mass index (BMI), girth measurements.

B2 Fitness tests to assess components of skill-related fitness

- Agility – Illinois agility run test, T-test, side-step test.
- Balance – stork stand test, beam walk.
- Co-ordination – wall-toss test.
- Power – vertical jump test, standing long jump test, Margaria-Kalamen power test, seated medicine ball throw, cricket ball throw test, Wingate test.
- Reaction time – ruler drop test.

B3 Planning of tests

- Subject requirements – for a particular sport/physical activity, age, gender, physical activity levels.
- Selection of appropriate fitness tests – suitability, validity, reliability, practicality, sequence of tests, resources.
- Test procedure – demonstration, instruction, practice.
- Health and safety – subject screening, informed consent, pre-test warm-up.

B4 Administration of tests

- Role of tester – organise equipment and facility, motivator – prepare client for tests (warm-up, client consultation and pre-test procedures), maintaining a good rapport with client, recording of results.
- Responsibilities of tester – observation of tests, correct technique, client needs, suitable testing for age, sport and fitness levels.
- Pre-test checks – on equipment, on client, recording documentation.

Learning aim C: Undertake evaluation and feedback of fitness test results

C1 Produce a fitness profile for a selected sports performer

Interpret results against normative data:

- comparison and making judgements against peers, sports performers, norms for elite athletes, in line with accepted health ranges
- suitability of fitness test selection.

C2 Providing feedback to a selected sports performer

- Method of feedback (verbal, written).
- Test results.
- Levels of fitness.
- Strengths and areas for improvement.
- Suggest and justify appropriate recommendations for improvements to develop each component of fitness tested.

Assessment criteria

Pass	Merit	Distinction
Learning aim A: Understand the principles of fitness testing		
<p>A.P1 Explain the importance of validity, reliability, practicality and suitability in relation to fitness testing.</p> <p>A.P2 Explain how ethical requirements should be met when planning and conducting fitness testing, giving examples.</p>	<p>A.M1 Recommend methods that can be used to ensure fitness testing is conducted in a valid, reliable, practical, suitable and ethical way.</p>	
Learning aim B: Explore fitness tests for different components of fitness		
<p>B.P3 Select six valid fitness tests for selected sports performers.</p> <p>B.P4 Safely administer and accurately record the results of six fitness tests for a sports performer.</p> <p>B.P5 Interpret fitness test results against normative data.</p>	<p>B.M2 Assess practicality and suitability of each selected fitness test for selected sports performers.</p> <p>B.M3 Administer six fitness tests, demonstrating skills to ensure the test results are accurate and reliable.</p> <p>B.M4 Suggest areas for improvement in the administration process of fitness tests based on test results.</p>	
Learning aim C: Undertake evaluation and feedback of fitness test results		
<p>C.P6 Create a fitness profile for a selected sports performer following fitness testing, providing feedback to the performer on their fitness test results and how they can impact on sporting performance.</p>	<p>C.M5 Assess the strengths and areas for improvement from fitness test results, providing feedback to a selected sports performer.</p>	
		<p>AB.D1 Analyse own administration of selected fitness tests against practicality, suitability and ethical guidelines, justifying suggestions for improvement.</p>
		<p>C.D2 Justify the fitness profile for a selected sports performer, including identified areas for improvement related to their selected sport.</p> <p>C.D3 Evaluate the effectiveness of methods used to test the components of fitness and provide feedback to sports performers.</p>

Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of two summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aims: A and B (A.P1, A.P2, B.P3, B.P4, B.P5 A.M1, B.M2, B.M3, B.M4, AB.D1)

Learning aim: C (C.P6, C.M5, C.D2, C.D3)

Further information for teachers and assessors

Resource requirements

For this unit, learners must have access to:

- suitable fitness testing facilities and equipment, for example, a sports hall, studio gym or sports lab with appropriate testing equipment, such as sit and reach box, grip dynamometer, skinfold calipers, dumbbells, barbells, cycle ergometer, cones, mats, benches, timing gates, stopwatch
- suitable individuals and groups who can act as test subjects.

Essential information for assessment decisions

Learning aims A and B

Learners must consider all principles of fitness testing throughout the pre-test, test and post-test stages. Additionally, learners must select and assess valid fitness tests for multiple sports performers, but are only required to administer testing to, and interpret results of one selected performer.

For distinction standard, learners will analyse their own administration of fitness testing in relation to the pre-test, during test and post-test stages of the fitness testing process. Learners will examine the practicality and suitability of each test, in relation to the sports performer that was tested, against the guidelines and test protocols and make judgments about the validity of the selected tests. Learners will consider how closely they adhered to ethical guidelines throughout the testing process. Learners will provide suggestions on how they could improve their fitness testing processes and provide justification for each suggestion.

For merit standard, learners will make recommendations for practical testing methods that can be used to ensure the reliability of the results of fitness tests. The methods may relate to the participant before and during the test, the equipment and/or location of the fitness testing. Learners will provide guidelines on the suitability of different fitness tests for specific types of participants in relation to individual sports and team sports, considering the relationships between validity and suitability of fitness tests for specific sports performers. They will also provide recommendations on how fitness testing can be carried out in a way that follows ethical guidelines. Learners will consider the practicality and suitability of the test in relation to the sports performer and the equipment and facilities available. They will draw conclusions as to why each fitness test has been selected for their sports performer.

Learners will calibrate equipment before use for each fitness test. Where appropriate, they will conduct pre-test screening in relation to: the fitness of the subjects' hydration levels before exercise participation, rest and general wellbeing before the test and checking of test conditions and participant clothing/footwear before testing to ensure reliable data is collected. Learners will administer the tests ensuring protocols are strictly adhered to and that data is collected at the appropriate level of precision to ensure accuracy.

Learners will interpret the fitness test results against normative data, make judgments on the accuracy and provide recommendations on the components of fitness a selected sports performer needs to improve on in relation to their selected sport.

For pass standard, learners will consider the importance of validity, reliability and practicality in relation to fitness testing. For reliability, learners will need to know what pre-test and during test requirements need to be in place in order for reliable results to be obtained. They will need to know which tests are valid for different components of fitness and how practical each test is in relation to the costs of equipment, ease of administration and time to carry out each test. Suitability of each test will also need to be explained in relation to the fitness test selected and the sports performer being tested.

Learners will understand the ethical considerations for participants before taking part in the fitness testing, during the fitness testing and afterwards in relation to the data collected. They will give examples of ethical practice at each stage and the potential implications of not following ethical guidelines.

Learners will select six fitness tests that test for specific components of fitness for different sports performers that are valid for their specific sport.

Learners will ensure the safe administration of fitness tests by completing a risk assessment for the fitness tests that they are to carry out. They will ensure the participant has completed an informed consent form before participation in each fitness test. They will follow the protocol for each test in the set-up and administration of the test. During each test, the welfare of the participant will be monitored by learners to ensure that they are able to continue with the testing protocol.

Once testing has been concluded, learners will compare the fitness test results obtained to normative data and describe their interpretation of the test results.

Learning aim C

Learners must create and assess a fitness profile for a specific, selected sports performer. This may be the same performer as tested in learning aim B.

For distinction standard, learners will give focused reasoning in relation to the interpretation of the fitness test results and the level of the sports performer that they have tested. Learners will justify, using considered arguments, the specific components of fitness that require improvement and the impact these will have on a specific person in relation to their sports performance. Learners will support their justification with empirical evidence obtained from the fitness tests, normative data, and comparison with similar sports performers.

Learners will evaluate the effectiveness of the range of methods used to test different components of fitness and provide feedback to sports performers. They will consider the impact of the fitness testing principles on each method, for example they could say, 'A specific test of aerobic endurance or speed is effective because it addresses the requirements of the test administrator and principles of fitness testing by accurately measuring the required component in a valid and reliable way.' Conclusions are considered and supported by the reference to selected examples of successful testing and feedback methods.

For merit standard, learners will assess how fitness test results for different components of fitness will impact positively and negatively on performance for a selected sports performer, and what the performer would need to do in order to improve their performance in a specific sport in relation to specific components of fitness. Learners will consider factors relating directly to the sports performer, but also to the administered tests to arrive at conclusions on performer strengths and areas for improvement.

For pass standard, learners will use the results from the fitness tests to compile a fitness profile for a selected sports performer. The profile will indicate the components of fitness that the performer is doing well in and also the components that need to be improved in relation to the selected sports performer's specific sport. Learners will provide verbal feedback to the sports performer as well as a written report.

Links to other units

This unit links to:

- Unit 1: Anatomy and Physiology
- Unit 2: Fitness Training and Programming for Health, Sport and Well-being
- Unit 3: Professional Development in the Sports Industry
- Unit 8: Coaching for Performance
- Unit 13: Instructing Gym-based Exercise
- Unit 14: Exercise and Circuit-based Physical Activity
- Unit 15: Instructing Exercise to Music
- Unit 16: Instructing Water-based Exercise
- Unit 17: Sports Injury Management
- Unit 18: Work Experience in Active Leisure
- Unit 19: Development and Provision of Sport and Physical Activity.

Employer involvement

Centres may involve employers in the delivery of this unit if there are local opportunities. There is no specific guidance related to this unit.

Unit 6: Sports Psychology

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

Unit in brief

This unit covers the psychological dimensions of sport, and introduces psychological techniques that can be used to enhance performance.

Unit introduction

At the highest level in sport, success is often down to small margins and performers are always looking for ways to gain an edge over their opponents. Performers take advice on areas such as physical preparation, tactics, strategies and nutrition. Increasingly, performers are using sport psychology to improve the mental side of their sport in the hope of gaining an advantage over their opponents.

In this unit, you will look at individual psychological factors that can influence performance, the psychological aspects of environments that sports are played in and the influences that others can have on performance. You will look at how the functioning of a group can influence the outcome a sports team produces and how motivation can be developed and influenced. You will examine how arousal, anxiety, stress and self-confidence can affect performance and how these need to be controlled in order to achieve optimum performance. Finally, you will explore the psychological skills and programmes that can be used to improve performance.

This combination of knowledge, understanding and skills will help to prepare you for a range of careers or higher education courses in the sport and active leisure sector supporting individual athletes or teams.

Learning aims

In this unit you will:

- A** Understand how personality, motivation and competitive pressure can affect sport performance
- B** Examine the impact of group dynamics in team sports and its effect on performance
- C** Explore psychological skills training programmes designed to improve performance.

Summary of unit

Learning aim	Key content areas	Recommended assessment approach
A Understand how personality, motivation and competitive pressure can affect sport performance	A1 Personality factors and assessment of personality A2 Motivational factors A3 Arousal – performance relationship theories under competitive pressure A4 Stress, anxiety and sports performance under competitive pressure A5 Self-confidence and sports performance under competitive pressure	A report on the different motivational factors that can be used by a coach via practical application of personality tests which also details the effects of arousal, anxiety and stress on sports performance and how self-confidence is important in the reduction of anxiety levels.
B Examine the impact of group dynamics in team sports and its effect on performance	B1 Group processes B2 Cohesion in effective group performance B3 Leadership in creating effective groups B4 Impact of processes, cohesion and leadership on a team and performance B5 Measurement of the impact of processes, cohesion and leadership on a team and performance using sociograms	A report on group development, leadership factors and the impact they may have on teams at different levels of sport, including use of sociograms.
C Explore psychological skills training programmes designed to improve performance	C1 Psychological skills C2 Designing a psychological skills training programme	A psychological skills training programme that describes different psychological training techniques.

Content

Learning aim A: Understand how personality, motivation and competitive pressure can affect sport performance

A1 Personality factors and assessment of personality

- Personality traits (traits are relatively consistent ways of behaving and consistent across a range of situations).
- Situational or social learning theory (the belief that behaviour is determined mainly by our environment and is learnt through modelling and social reinforcement).
- Interactional theory (the belief that situational and personal traits are equal determinants of behaviour).
- Assessment of personality (Eysenck's personality inventory, Cattell's 16 personality factor model – type A/type B personality) and the limitations of personality testing. This will include the reliability and validity of personality testing methods.

A2 Motivational factors

- Types of motivation (intrinsic and extrinsic motivational factors).
- Achievement motivation (setting realistic but challenging goals), e.g. mastering specific skills versus comparing ability and performance against others.
- The effect of the environment on motivation, e.g. facilities, equipment.
- The influence of coach, teacher or instructor on motivation: task and mastery directed behaviour.
- Mastery climate – positive reinforcement for working hard, showing improvement, helping others and valuing each person's contribution; use of TARGET (task, authority, reward, grouping, evaluation and timing) to produce a mastery climate.
- Competitive climate: athletes believe poor performance and mistakes will be punished, athletes with highest ability will receive most attention and competition between team members is encouraged.
- Attribution theory – how knowledge of attribution theory can be used by a coach in the motivation process.

A3 Arousal – performance relationship theories under competitive pressure

- Drive theory (as an individual's arousal level rises so does their performance).
- Inverted U hypothesis (at low arousal levels, performance will be below par but as arousal level increases, performance improves up to a point of optimal arousal, after this point performance standard starts to decrease steadily).
- Catastrophe theory (development of the inverted U hypothesis that shows that once optimal point of arousal has been reached then performance will rapidly decline at a point of catastrophe).
- Individual zones of optimal functioning (the belief that athletes have optimal zones of functioning dependant on their personality and the sports activity).

A4 Stress, anxiety and sports performance under competitive pressure

Definitions to consider the following:

- stress (the non-specific response of the body to any demand made on it)
- anxiety (the negative form of stress which can lead to an increase in arousal and a potential decrease in performance levels)
 - types of stress – eustress and distress
 - types of anxiety – state and trait, cognitive, somatic and behavioural
 - the stress process (four stages – environmental demands, perception of demand, stress response, behavioural consequences)

- increases in cortisol and adrenalin levels to mobilise the body for 'fight or flight' response, cognitive (inability to concentrate, feelings of worry), somatic (pulse rate and blood pressure increase, muscle tension), behavioural (rushing, talking quickly, fidgeting)
- consequences of stress and anxiety, e.g. negative mental state, loss of self-confidence
- multi-dimensional anxiety theory (cognitive and somatic anxiety can affect individual performance in different ways, cognitive anxiety has a negative effect whereas somatic anxiety will have a positive effect up to a certain point)
- reversal theory (the individual interpretation of anxiety can influence performance, e.g. if anxiety is seen as pleasant excitement rather than unpleasant worry).

A5 Self-confidence and sports performance under competitive pressure

- Benefits of self-confidence (arousing positive emotions, facilitating concentration, increasing effort, influencing game strategy).
- Optimal self-confidence (effect on performance caused by lack of confidence, problems caused by overconfidence, link with inverted U hypothesis).
- How expectations influence performance (expectations of self, expectations of coach).
- Bandura's self-efficacy theory (performance accomplishments, vicarious experiences, verbal persuasion, emotional arousal, efficacy expectations, athletic performance).
- Application of model to sports performance.

Learning aim B: Examine the impact of group dynamics in team sports and its effect on performance

B1 Group processes

- The four stages of group development:
 - forming, storming, norming and performing.
- Steiner's model of group productivity.
- The Ringelmann effect and social loafing.

B2 Cohesion in effective group performance

- Task and social cohesion and how these are needed to create an effective team climate.
- Factors affecting cohesion:
 - environmental factors
 - member characteristics
 - leadership styles
 - team elements (Carron's antecedents).
- Relationship between cohesion and performance.
- Strategies to develop an effective group and cohesion.

B3 Leadership in creating effective groups

- Theories of leadership – trait approach, behavioural approach, interactional approach, multi-dimensional model.
- The difference between prescribed and emergent leaders and how this might affect a sports group.
- Leadership styles – autocratic, democratic.

B4 Impact of processes, cohesion and leadership on a team and performance

- Positive impact: improved performance, clear assigned roles, common goal, clear communication.
- Negative impact: social loafing, misunderstanding, unclear communication, selfishness and greediness.

B5 Measurement of the impact of processes, cohesion and leadership on a team and performance using sociograms

- A sociogram can be used to monitor interactions, choices or preferences of individuals in a group.
- The use of a sociogram to identify relationships in a team and to identify effectiveness of group processes, group cohesion, and leadership potential.
- Construction of sociogram could include:
 - interactions with team
 - social relations
 - channels of influence, lines of communication.

Learning aim C: Explore psychological skills training programmes designed to improve performance

C1 Psychological skills

- Self-talk in sports and exercise:
 - types of self-talk – positive, negative
 - uses of self-talk – self-confidence, arousal control, pre-performance routines.
- Influencing motivation through goal setting:
 - timescale for goals: short-, medium-, long-term
 - types of goals: outcome and process, mastery and competitive, task
 - principles of goal setting: SMART – specific, measurable, achievable, realistic, time-constrained.
- Arousal control techniques:
 - relaxation techniques, e.g. progressive muscular relaxation, mind-to-muscle techniques, breathing control, autogenic training, hypnosis
 - energising techniques, e.g. increasing breathing rate, pep talks, listening to music, use of energising imagery, positive statements.
- Imagery:
 - definition of imagery – creating or recreating images in your mind rather than physically practicing a sports skill or technique
 - types of imagery – visual, auditory, kinaesthetic
 - uses of imagery – relaxation techniques, influencing self-confidence, imagining goals, mental rehearsal, pre-performance routines.

C2 Designing a psychological skills training programme

- Identification of appropriate individual.
- Identification of techniques to develop psychological skills:
 - goal setting, arousal control techniques, imagery, self-talk.
- Assessment of psychological skills:
 - strengths and weaknesses, psychological demands of sports, use of questionnaires and interviews.
- Benefits of a psychological skills programme:
 - performance enhancement, increased enjoyment, enhanced self-satisfaction.
- Devising a training programme:
 - individual situation
 - aims and objectives
 - action plan to address aims and objectives
 - weekly and daily content of programme
 - methods of evaluating effectiveness of programme
 - measurements of key milestones
 - timeframe – short, medium, long.

Assessment criteria

Pass	Merit	Distinction
Learning aim A: Understand how personality, motivation and competitive pressure can affect sport performance		
<p>A.P1 Describe how personality and motivational factors may impact on sports performance.</p> <p>A.P2 Describe how differing levels of arousal, anxiety and self-confidence can affect sports performance.</p>	<p>A.M1 Explain how personality and motivational factors may impact on sports performance.</p> <p>A.M2 Explain how control of arousal, anxiety and stress and self-confidence can impact on sports performance.</p>	<p>A.D1 Analyse the relationship between motivational factors, anxiety and stress and self-confidence and their impact on sports performance.</p>
Learning aim B: Examine the impact of group dynamics in team sports and its effect on performance		
<p>B.P3 Describe how group cohesion and leadership contribute to the development of a successful sports team.</p> <p>B.P4 Produce sociograms showing relationships between members of a sports group.</p>	<p>B.M3 Explain sociogram results and how they can be used to improve group cohesion and leadership potential in sport.</p>	<p>B.D2 Analyse how group cohesion and leadership can contribute to the success of a sports team.</p>
Learning aim C: Explore psychological skills training programmes designed to improve performance		
<p>C.P5 Describe different psychological skills that could be used to improve performance.</p> <p>C.P6 Design a psychological skills training programme to improve performance.</p>	<p>C.M4 Explain the design of your psychological skills training programme, making comparisons between your design and others.</p>	<p>C.D3 Evaluate the design of your psychological skills training programme, suggesting and justifying alternative techniques that could be used to improve performance.</p>

Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of three summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aim: A (A.P1, A.P2, A.M1, A.M2, A.D1)

Learning aim: B (B.P3, B.P4, B.M3, B.D2)

Learning aim: C (C.P5, C.P6, C.M4, C.D3)

Further information for teachers and assessors

Resource requirements

There are no specific additional requirements for this unit.

Essential information for assessment decisions

Learning aim A

For distinction standard, learners will understand how the use of motivational factors, the control of arousal, anxiety and stress and self-confidence levels all contribute to successful sport performance. They will understand that each one can be affected by, and can have an influence on, the others. Learners will include relevant examples from high-level sport, for example a specific quote from a player or coach about what they said before or during performance in order to motivate a team or individual. The effect of this will be examined in terms of what this did to the team or individual's level of anxiety, confidence etc. Learners will include reference to existing research in these areas.

For merit standard, learners will explain how different individuals and teams use motivational factors to improve and impact on sports performance, and how the control of stress, anxiety and arousal, as well as self-confidence levels, can combine to impact on performance in sport. Learners will show that they understand key theories and how they relate to sports in underpinning successful performance. Reference to competitive and non-competitive situations can be used as evidence to support opinions, views or arguments.

For pass standard, learners will give a description of motivational factors that could be used when working with either a team or an individual. Learners can describe the concepts of anxiety and stress, the importance of self-confidence and personality theories in relation to a performer.

Learning aim B

For distinction standard, learners will understand how the concepts of group formation, cohesion and leadership all relate to each other when looking at the performance of successful teams. Learners will include examples from a high-level sport to support their argument, for example how a leader such as a coach, manager or captain gets a team to become more cohesive, thus improving performance. Learners will consider at what stage of group formation a leader might emerge. Learners will also include examples of existing research in these areas.

For merit standard, learners will understand how sociogram results can be used as a practical tool to support and improve future group cohesion and potential leadership. Learners will understand key theories and how they relate to sports in underpinning successful performance. Reference to competitive and non-competitive situations can be used as evidence to support opinions, views or arguments.

For pass standard, learners will describe the impact of group dynamics in sport performance. Learners can describe Tuckman's four stages of group formation, task and social cohesion and theories of leadership (trait approach, behavioural approach, interactional approach, multi-dimensional model). Learners can describe how these factors interact together in the development of a successful team. Learners must produce sociograms that show cohesion in a game among participants and will identify potential leaders in a group. A questionnaire can be used to collect data to construct a sociogram to identify potential leaders.

Learning aim C

For distinction standard, learners will draw on varied information to consider the strengths and weaknesses of the design of the psychological skills training programme to show that they understand how these skills can be used to improve performance via a programme. Learners can use examples from high-level sport to illustrate this, for example how an individual has used imagery to help their performance. Learners could suggest alternative and appropriate techniques that could change the design of the programme in different situations. Examples of existing research and psychological skills training programmes in the area can be used as evidence to support conclusions.

For merit standard, learners will look in detail at the design of their planned psychological skills programme. They could consider their methodology and indicate how this may contribute to the results. Learners should look at other techniques, and discuss and compare whether these could be used in the programme to enhance the performance of the skill they were looking at.

For pass standard, learners will design a psychological skills training programme to improve performance. Learners could ask the subject or team to perform a suitable closed skill and then design the programme based around improvement of this. This could be a penalty shot, hockey penalty flick etc. Results of the performance of the skill must be recorded before and after the programme. The design must identify an appropriate subject, appropriate skills to improve and identification of appropriate technique to use with this subject.

Links to other units

This unit links to:

- Unit 4: Sports Leadership
- Unit 8: Coaching for Performance
- Unit 14: Exercise and Circuit-based Physical Activity.

Employer involvement

Centres may involve employers in the delivery of this unit if there are local opportunities. There is no specific guidance related to this unit.

Unit 7: Practical Sports Performance

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

Unit in brief

Learners study the skills, techniques, tactics and rules of selected sports through active participation in individual/team sports.

Unit introduction

Sports participation remains a key focus for the government, and sports governing bodies. Active lifestyles are part of a political agenda more than ever to improve the health of a nation, and to continue the success of many major sporting events which have been born through the National Lottery and UK Sport. For an individual to enjoy and fulfil their potential in any sport, it is important that they understand the rules/regulations, ethics of the sport and are able to prepare and participate in the sport. Clearly understanding the rules/laws, technical requirements, and reflection processes will help maximise performance no matter what level the individual performs at.

This unit gives you the opportunity to improve your own knowledge and practical ability in a selection of individual and team sports. You will develop your own practical performance in selected sports, focusing on the application of skills, techniques and tactics and reflecting on your performance. This will be achieved through participation in practical activities, followed by a reflection on your performance. You will have the opportunity to practise and refine your individual skills and techniques, investigating and experiencing different areas of tactics and techniques. The rules and regulations of the selected sports are also investigated, since an awareness of the rules can often lead to an improvement in performance. To complete the assessment tasks within this unit you will need to draw on your learning from across your programme of study.

This unit develops skills which help learners improve practical performance no matter what level of ability and can lead to a number of career pathways. Gaining all-round knowledge of practical sports performance will also help progression to roles as a sports leader, coach, sports instructor or physical education teacher through further study.

Learning aims

In this unit you will:

- A** Examine National Governing Body rules/laws and regulations for selected sports competitions
- B** Examine the skills, techniques and tactics required to perform in selected sports
- C** Develop skills, techniques and tactics for sporting activity in order to meet sport aims
- D** Reflect on own practical performance using selected assessment methods.

Summary of unit

Learning aim	Key content areas	Recommended assessment approach
A Examine National Governing Body rules/laws and regulations for selected sports competitions	A1 NGB rules/laws in selected sports A2 Roles and responsibilities of officials	A video analysis through a written report or presentation discussing the rules/laws and regulations applied in selected sports and the skills required to perform in sports.
B Examine the skills, techniques and tactics required to perform in selected sports	B1 Technical demands required to perform in a sport B2 Tactical demands applied in sports performance	A breakdown of specific techniques used in the selected sports and how they can be applied in the selected sports.
C Develop skills, techniques and tactics for sporting activity in order to meet sport aims	C1 Safe and appropriate practical performance demonstration and participation	A practical demonstration of the skills, techniques and tactics in the selected sports through isolated/conditioned practices and competitive situations.
D Reflect on own practical performance using selected assessment methods	D1 Assessment methods to review the performance of the skills, techniques and tactics in the selected sports D2 Review performance in the selected sports D3 Developments to improve performance	A written report/essay, reflecting on strengths and areas for improvement using video analysis and other appropriate assessment methods to explain and justify the activities to improve performance.

Content

Learning aim A: Examine National Governing Body rules/laws and regulations for selected sports competitions

A1 NGB rules/laws in selected sports

This should be studied using a combination of both individual and team sports. The sports selected must have a National Governing Body (NGB) recognised by UK Sport or the International Olympic Committee (IOC).

- Rules/laws as regulated by the national or international governing body for the individual or team sports, e.g. BWF (Badminton World Federation) rules of badminton, FIFA (Fédération Internationale de Football Association) laws of football, IRB (International Rugby Board) laws of rugby, ITF (International Tennis Federation) rules of tennis, IJF (International Judo Federation) rules of judo, R&A (Royal & Ancient) laws of golf, UCI (Union Cycliste Internationale) rules of cycling.
- Competition rules/laws and regulations: individual sports at the Olympic Games, tournaments (e.g. World Cup football, cricket), World Championships (e.g. athletics, gymnastics), leagues, knockout competitions.
- Unwritten rules and/or etiquette specific to sport, including welfare of competitors, behaviour, sportsmanship/ethics.
- Situations where rules/laws have been applied both legally and illegally, to include gaining a fair and unfair advantage, to win in a competitive environment.
- Regulations for sports under competition rules to include the regulations for players, participants, equipment, playing surface/area, health and safety, facilities, scoring system, spectators.

A2 Roles and responsibilities of officials

- Key officials and their roles in a sports competition, e.g. umpires, referees, tournament directors, judges, timekeepers, starters, third umpires, fourth umpires, referee assistants.
- Responsibilities of the officials to include interpretation and application of the rules/laws, control of competitors, health and safety (equipment, facilities, competitors), fair play, use of technology (e.g. Hawk-Eye for cricket, leg before wicket law, line calls in tennis, goal-line technology in football), effective communication/non-verbal communication (voice, whistle, signals), fitness requirements, qualifications.

Learning aim B: Examine the skills, techniques and tactics required to perform in selected sports

B1 Technical demands required to perform in a sport

- These are the skills required in specific sports, and the applied technique of the skill for effective participation.
- Skills, to include continuous skills (e.g. running), serial skills (e.g. pole vault), discrete skills (e.g. golf swing) attacking skills, defensive skills. Examples of skills: take-off in the high jump, landing in the long jump, throwing execution in the shot put, attacking shots in racket sports, defensive shots in racket sports, a golf swing, body position in a rugby tackle, footwork in basketball, rotation in gymnastics.
- Breakdown of how the techniques of the skill are applied for effective participation to include continuous, serial, discrete, attack, defence.

B2 Tactical demands applied in sports performance

Tactics should be relevant to specific sports.

- Defending and attacking, e.g. formations, shot selections, movement, body position, phases of play, use of space.
- Decision making.
- Communication.
- Environmental conditions.

Learning aim C: Develop skills, techniques and tactics for sporting activity in order to meet sport aims

C1 Safe and appropriate practical performance demonstration and participation

This should include the demonstration of skills, techniques and tactics of the selected sports in a controlled environment.

- Demonstrations to take place: isolated practices/conditioned practices and competitive situations.
- Isolated practices: skills and techniques demonstrated independently without any pressure or external forces, completed successfully and without fault.
- Conditioned practices, e.g. small-sided games, a limited number of touches, a set number of defenders or attackers.
- Competitive situations, e.g. full-sided games, under NGB rules/laws with match officials and appropriate opposition.
- Application of rules and regulations to show effective use of skills and techniques and the correct application of each component, e.g. football penalty – head position, body position, placement of non-kicking foot, placement of kicking foot, connection with the ball.
- Effective use of skills, techniques and tactics: the use of skills and techniques in conditioned and competitive situations, and effective decision making and selection of skills, techniques and tactics when under pressure from opponents.

Learning aim D: Reflect on own practical performance using selected assessment methods

D1 Assessment methods to review the performance of the skills, techniques and tactics in the selected sports

- SWOT (strengths, weaknesses, opportunities, threats) analysis, performance profiling.
- Use of technology (e.g. Dartfish[®], video recordings).
- Testing.
- Interviews.
- Subjective.
- Observations.
- Objective performance data.

D2 Review performance in the selected sports

Using the selected assessment methods, review the performance:

- strengths and areas for improvement: skills and techniques, tactics, application of rules, effectiveness of decision making.

D3 Developments to improve performance

Following the review, how would you improve the performance?

- Activities to improve performance: aims and objectives, short- and long-term goals, SMART (specific, measurable, achievable, realistic, timebound), opportunities, e.g. training programmes, attending courses, qualifications, where to seek help and advice.

Assessment criteria

Pass	Merit	Distinction
Learning aim A: Examine National Governing Body rules/laws and regulations for selected sports competitions		AB.D1 Evaluate how participants use skills, techniques and tactics required in individual and team sports and their compliance of rules/laws and regulations impacts on individual/team performance.
A.P1 Summarise how participants comply with the rules/laws and regulations in individual and team sports.	A.M1 Assess how participants comply with the rules/laws and regulations and the impact on individual and team sport.	
Learning aim B: Examine the skills, techniques and tactics required to perform in selected sports		C.D2 Demonstrate in a competitive situation the effective adaptation of the relevant skills, techniques and tactics from isolated and conditioned practices and full and accurate compliance of the rules and regulations for an individual and a team sport.
B.P2 Discuss the skills, techniques and tactics required in two different sports.	B.M2 Assess the skills, techniques and tactics required in two different sports.	
Learning aim C: Develop skills, techniques and tactics for sporting activity in order to meet sport aims		D.D3 Justify recommendations for personal performance improvement using wider understanding of compliance of rules and regulations and use of skills and techniques in an individual and a team competitive sport.
C.P3 Demonstrate in a competitive situation or conditioned practice the appropriate combination of skills, techniques and tactics from isolated practices for an individual and a team sport.	C.M3 Demonstrate in a competitive situation the effective combination of skills, techniques and tactics from isolated and conditioned practices for an individual and a team sport.	
Learning aim D: Reflect on own practical performance using selected assessment methods		
D.P4 Discuss the selected assessment methods used to review a practical sports performance. D.P5 Discuss own performance using different assessment methods and feedback from others in an individual and a team competitive sport.	D.M4 Analyse own performance to reflect strengths and areas for improvement in an individual and a team competitive sport using feedback from others and different assessment methods.	

Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of three summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aims: A and B (A.P1, B.P2, A.M1, B.M2, AB.D1)

Learning aim: C (C.P3, C.M3, C.D2)

Learning aim: D (D.P4, D.P5, D.M4, D.D3)

Further information for teachers and assessors

Resource requirements

There are no specific additional requirements for this unit.

Essential information for assessment decisions

Learning aims A and B

Learners will be given video scenarios to judge. Learners will show an understanding of the rules/laws and regulations relevant to different sports and its impact on individual performance. Learners will give evidence that shows understanding of the different skills, techniques and tactics used in different sports.

For distinction standard, learners will use relevant examples to support the discussions and judgements made for their evaluation. Learners will analyse decisions made by officials and give valid judgements on their own views as to the impacts decisions have on the game. They will discuss the impacts the participants have on rule/law interpretation and how this affects the change in playing dynamics. Learners will give evidence to justify and validate their views.

Learners will evaluate specific skills and techniques and discuss when these are best applied in a competitive environment. They will discuss the strengths, weaknesses and difficulties in applying the specific skills and techniques and how this changes from isolated practices to competitive situations. Tactics can be evaluated by showing different tactics in a competitive situation and learners will discuss the strengths, weaknesses, advantages and disadvantages when implementing the tactics. They will draw conclusions from their findings to complete the evaluation.

For merit standard, learners will demonstrate an understanding, and be able to interpret the rules/laws and regulations and can use official observations to support their assessment. They will accurately explain how the rules and regulations were applied and give valid reasoning as to how and why these impacted on individual/team performance.

Learners will consider good and bad examples of the skill and technique being applied, give valid judgements and a strong and thorough explanation. They will use real examples when explaining the tactical demands. Where there is more than one tactic used in the sport, learners will use two different opponents/competitors to demonstrate this. They will show the importance of the tactical demands and relate it to their examples.

For pass standard, learners will demonstrate an understanding of the rules/laws and regulations in the selected sports by accurately summarising how they were implemented in the practical performance. They will use the correct rule/law vocabulary and the selection should be appropriate to the identified situations.

Learners will identify and discuss the different skill categories and the skills used in the two sports in these categories. The discussion will be limited to isolated or conditioned practices. Learners will discuss the tactical demands applied in the sport and apply them to appropriate situations. They will use diagrams, pictures and bullet points to support their conclusion on the importance of the tactical demands.

Learning aim C

Learners will carry out a practical demonstration of the skills, techniques and tactics in the two selected sports.

For distinction standard, learners will demonstrate accurate technical competence as well as appropriate compliance of rules and regulations throughout the competitive situation. They will select, apply and adapt the appropriate skill at the correct times and demonstrate the use of effective tactics. Evidence through identified assessment methods should highlight positive offensive and defensive actions.

For merit standard, learners will take part in competitive situations that shows their experiences gained from conditioned practices with elements of pressure. They will demonstrate accurate technical competence and compliance of the rules and regulations throughout, selecting and applying the appropriate core skills at the correct times and demonstrating the use of effective tactics. Evidence through identified assessment methods should highlight relevant tactical actions.

For pass standard, learners will take part in competitive situations that shows their experiences gained from an isolated practice demonstrating independently the core skills and techniques of the sport, without any pressure applied through opponents or in a competitive scenario. They will show limited compliance of the rules and regulations in the sports.

Learning aim D

Learners will review their performance through a written report selecting appropriate assessment methods before completing a self-reflection of their practical performance.

For distinction standard, learners will make judgements on their own performance and justify any personal improvements.

For merit standard, learners will discuss specific situations from the practical performance, stating how and why specific skills were good or bad, how specific tactics were applied, good and bad decisions made, and how the rules were applied. From the areas of improvement identified, learners will form a plan to improve these points.

Learners will analyse the strengths identified and give reasons as to why these were strengths. They will use the same format for analysing areas for improvement, justifying suggestions to improve performance by giving evidence of the suggestions made working in practice. This could be in an amateur or professional setting. Opinions should be supported with evidence.

For pass standard, learners will take part in competitive situations and use different assessment methods to review a practical sports performance and select two appropriate for their own assessment. The review will include video analysis in addition to the two other selected methods to assess their own performance for their selected sports. Learners must identify their strengths and areas for improvement. Learners will give a reason as to why the identified point is a strength or a weakness.

Links to other units

The assessment for this unit should draw on knowledge, understanding and skills developed from:

- Unit 1: Anatomy and Physiology.

Employer involvement

Centres may involve employers in the delivery of this unit if there are local opportunities. There is no specific guidance related to this unit.

Unit 8: Coaching for Performance

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

Unit in brief

Learners will develop the techniques, personal knowledge and ability to deliver coaching sessions.

Unit introduction

Sport participation is increasing in the UK and so there is a demand for sports coaches who can develop the techniques and performance of athletes. National Governing Bodies (NGBs) in sport are pursuing international and major competition success. This requires athletes at all levels of the performance pathway to be guided to correctly develop the techniques that can be built on and refined to produce elite performers.

In this unit, you will develop coaching skills, knowledge, qualities and best practices, allowing for sessions to incorporate progression over time. You will develop your planning, delivery and reflection skills, as well as your ability to use a variety of coaching practices. You will explore different practices that could be used to develop sports performance. You will demonstrate your ability to coach a session to improve the performance of the athletes and then reflect on your impact as a coach. You will learn how to effectively evaluate the impact of your own coaching for the future development of the athlete and you as a coach.

This combination of knowledge, understanding and skills will help to prepare you for a range of careers, such as sports coach or physical education teacher, or for higher education courses in the sport and active leisure sector, supporting individual athletes or teams.

Learning aims

In this unit you will:

- A** Investigate the skills, knowledge, qualities and best practice of performance coaches
- B** Explore practices used to develop skills, techniques and tactics for performance
- C** Demonstrate effective planning of coaching for performance
- D** Explore the impact of coaching for performance.

Summary of unit

Learning aim	Key content areas	Recommended assessment approach
A Investigate the skills, knowledge, qualities and best practice of performance coaches	A1 Skills and knowledge for coaching for performance A2 Qualities for coaching for performance A3 Best practice for a coach for performance A4 Self-reflection of personal coaching ability	<p>A job description for a performance-coaching role that details skills, qualities and best practices of a performance coach.</p> <p>A report reflecting own current coaching performance against job description.</p>
B Explore practices used to develop skills, techniques and tactics for performance	B1 Practices to develop skills and techniques for performance B2 Practices to develop tactics for performance B3 Adaptation of practices to promote development of performance	<p>Coaching resources that detail practices that will develop skills, techniques and tactics for performance.</p> <p>A report that assesses the practicality, suitability and effectiveness of the practices, suggesting adaptations.</p>
C Demonstrate effective planning of coaching for performance	C1 Planning considerations C2 Planning for an individual session for performance C3 Planning for an overall series of sessions for performance	<p>A coaching plan that details safe working coaching practices that will develop performance, reflected its part in a series of coaching sessions.</p>
D Explore the impact of coaching for performance	D1 Delivering for coaching performance D2 Reflection on session D3 Coaching development based on reflection	<p>A video of delivered coaching session based on the coaching plan.</p> <p>A report reflecting on the planning, delivery and impact of own coaching performance.</p>

Content

Learning aim A: Investigate the skills, knowledge, qualities and best practice of performance coaches

A1 Skills and knowledge for coaching for performance

Learners should understand the skills needed for performance coaching and their application to promote development in changing environments.

- Organisation of session.
- Rapport building.
- Communication:
 - verbal
 - non-verbal.
- Diplomacy.
- Motivator.
- Knowledge of correct technical and tactical performance models for selected sports.
- Knowledge of a range of sports activities to challenge and develop performance, e.g. rules, techniques, practices, adaptations for different conditions.
- Knowledge of a range of sports adaptations to challenge and develop performance:
 - space
 - time
 - equipment
 - pace
 - people.
- Planning for changing conditions, e.g. athletes, resources, weather, location, facilities.
- Planning for progression.
- Maintaining safety in changing conditions, e.g. athletes, resources, weather, location, facilities.

A2 Qualities for coaching for performance

Learners should understand the qualities for performance coaching in changing environments.

- Professionalism.
- Time keeping.
- Positive attitude.
- Positive role model.
- Awareness of environment and social setting.
- Proactive problem solver and adaptable.
- Empathy.
- Approachable.
- Personal prep/appearance, e.g. appropriate kit, personal equipment.
- Enthusiastic, positivity.
- Appropriate levels of confidence.
- Reflective.

A3 Best practice for a coach for performance

- Safeguarding.
- Disclosure and Barring Service (DBS).
- Equal opportunities.
- Qualifications and continuing professional development (CPD):
 - NGBs
 - academic.
- Risk assessment of environment and activity.

- Emergency procedures.
- Administration for coaching:
 - registration
 - record keeping
 - planning and preparation (sessions, series of sessions)
 - insurance.

A4 Self-reflection of personal coaching ability

- Against current level/understanding of:
 - skills and knowledge for coaching activities for performance
 - qualities for coaching activities for performance
 - best practice for a coach for performance.
- Identifying strengths and areas for improvement.

Learning aim B: Explore practices used to develop skills, techniques and tactics for performance

Learners can research practices and adaptations for their chosen sport.

B1 Practices to develop skills and techniques for performance

- Isolated practices.
- Conditioned situations.
- Competitive situations:
 - offensive
 - defensive.
- Evaluation of practices:
 - practicality
 - suitability
 - effectiveness.

B2 Practices to develop tactics for performance

- Conditioned situations.
- Competitive situations.
- Evaluation of practices:
 - practicality
 - suitability
 - effectiveness.

B3 Adaptation of practices to promote development of performance

- The participants:
 - size of group
 - role of individuals in practices
 - technique restrictions
 - participants with disabilities and impairments
 - adapting activity to allow all participants to take part in the activity.
- The environment:
 - space.
- Equipment:
 - minimal
 - no equipment
 - use of equipment for different purposes/games
 - balance of activities
 - activities selected that are balanced and help to motivate the participants.

Learning aim C: Demonstrate effective planning of coaching for performance

C1 Planning considerations

- Information considered prior to planning sessions and series of sessions to develop performance:
 - understanding of athletes and group – number, age, ability/level of performance and individual needs/aims/targets
 - knowledge of environment – community hall/small indoor space, outdoor grassed area, tarmac area, sports hall/large indoor space, public, private, shared space
 - knowledge of equipment – minimal, no equipment, use of equipment for different purposes/games to challenge performance
 - selection of skills and techniques for development, knowledge of correct technical models
 - set clear learning aims and outcomes to develop performance
 - selection of activities to develop skills and techniques, and relevant adaptations to challenge/develop individual performance
 - differentiation through adaptation of activity
 - contingency.
- Health and safety considerations:
 - athletes and group
 - environment
 - equipment.

C2 Planning for an individual session for performance

Could include relevant elements, such as:

- introduction aim/target setting
- warm-up linked to practices
- technique/tactic introduction
- performance analysis and feedback to athletes
- technique/tactic development
- technique/tactic advancement, complexity, difficulty, combination
- conditioned situations
- competitive situations
- adaptations for performance
- cool down and plenary coach/athlete feedback, reflection on progression towards session aims/targets.

C3 Planning for an overall series of sessions for performance

Planning for a series of sessions, focusing on development and progression.

- Overall aim/target for the series.
- Number of sessions in series (minimum of four).
- Linking of sessions to progress and development during series could include:
 - development of different skills and techniques combined to create an end product performance
 - development of a selected technique
 - development of tactical application.
- Culmination/end product of a series of sessions could include:
 - competition
 - being non-competitive.
- Working with participants to meet their development needs:
 - setting, assessing and agreeing development plans with participants – the importance of providing participants with information on an overall series of sessions.
- Plans:
 - planning a schedule for the evaluation of the series of sessions

Learning aim D: Explore the impact of coaching for performance

D1 Delivering for coaching performance

Learners are required to coach a sports performance session that could demonstrate the:

- skills of a coach
- knowledge of a coach
- qualities of a coach
 - different coaching methods
- best practice for a coach
- adaptation of session structure
- performance analysis
- relevant feedback to athletes
- concluding a session – putting equipment away and ensuring it is in appropriate condition for future use.

D2 Reflection on session

Reflection on individual session, covering:

- methods of gaining feedback about a session e.g. participants, coach, self reflection
- methods that can be used to measure the quality of the coaching experience e.g. questionnaires, performance analysis
- impact of coaching delivery on athletes' performance
- impact of planning on individual athlete and/or team performance
- progress towards coaching aims/targets and linked to overall series of sessions
- health and safety.

D3 Coaching development based on reflection

- Personal development recommendations based on reflective evaluation on session:
 - skills and knowledge for coaching activities for performance
 - qualities for coaching activities for performance
 - best practice for a coach for performance.
- Session development recommendations based on reflective evaluation of session:
 - effectiveness of practices
 - appropriateness of practices
 - manageability of practices.

Assessment criteria

Pass	Merit	Distinction
Learning aim A: Investigate the skills, knowledge, qualities and best practice of performance coaches		A.D1 Evaluate personal coaching ability, suggesting and justifying recommendations for future personal development.
A.P1 Explain the skills, knowledge, qualities and best practice of a performance coach, reflecting on personal coaching ability.	A.M1 Analyse the skills, knowledge, qualities and best practice of a performance coach and your personal coaching ability.	
Learning aim B: Explore practices used to develop skills, techniques and tactics for performance		B.D2 Evaluate practices and their practicality, suitability and effectiveness to develop skills, techniques and tactics for sports performance, making recommendations for adaptations.
B.P2 Explain practices to develop skills, techniques and tactics for sports performance.	B.M2 Analyse practices and their practicality, suitability and effectiveness to develop skills, techniques and tactics for sports performance.	
Learning aim C: Demonstrate effective planning of coaching for performance		CD.D3 Evaluate the impact of your planning and coaching performance on an athlete and/or team performance, justifying future coaching developments.
C.P3 Produce a detailed plan for an individual performance coaching session that reflects planning considerations and an overall series plan.	C.M3 Discuss the interrelationship between your individual plan, planning considerations and an overall series plan.	
Learning aim D: Explore the impact of coaching for performance		
D.P4 Deliver your individual performance coaching session showing consideration of health and safety factors. D.P5 Review your delivered coaching session, reflecting on your planning and coaching performance.	D.M4 Analyse your delivered individual performance coaching session and the impact of your planning and coaching performance.	

Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of three summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aim: A (A.P1, A.M1, A.D1)

Learning aim: B (B.P2, B.M2, B.D2)

Learning aims: C and D (C.P3, D.P4, D.P5, C.M3, D.M4, CD.D3)

Further information for teachers and assessors

Resource requirements

The special resources required for this unit are:

- coaching equipment, such as whistle, watch, clipboard
- recording equipment, such as video camera, tablet, voice recorder.

Essential information for assessment decisions

Learning aim A

For distinction standard, learners will complete an evaluation of their current personal coaching ability by comparing their ability to the skills, knowledge, qualities and best practice required to deliver a performance coaching session. Learners will include practical examples to support the evaluation of their ability; these could be drawn from coaching activities or relevant life experiences. In their evaluation, learners will identify their strengths and areas for improvement, giving clear reasons for the inclusion of each element. Learners will also suggest actions for development, justifying the relevance or significance of each action to performance coaching.

For merit standard, learners will analyse their current personal coaching ability, comparing it to the skills, knowledge, qualities and best practice required of a performance coach. They will complete this analysis by breaking down their own personal coaching ability and the requirements of a performance coach, in order to study and make judgements on the similarities and differences between the two.

For pass standard, learners will explain the skills, knowledge, qualities and best practice required to deliver a performance coaching session, and reflect on how their current personal performance coaching ability compares to these standards.

Learning aim B

For distinction standard, learners will evaluate the practicality, suitability and effectiveness of practices used to develop performance, making judgements on the advantages and disadvantages of each. Learners will then make recommendations, derived from the advantages and disadvantages, for adaptations to the practices to meet the differing performance needs of individual athletes or teams. Learners will justify the relevance or significance of each adaptation in relation to performance coaching.

For merit standard, learners will analyse coaching practices and the practicality, suitability and effectiveness of each. Learners will detail how each practice is designed to develop/promote an individual athlete or team's skills, and technical and tactical performance. Analysis will be supported with examples of practicality, suitability and effectiveness of each.

For pass standard, learners will explain coaching practices that develop an individual athlete or team's skills, and technical and tactical performance. They will breakdown each of the practices, giving clear details to show they understand the functions and objectives of each.

Learning aims C and D

For distinction standard, learners will evaluate the impact of their planning and coaching performance on the athlete and/or team. The evaluation will detail strengths and weaknesses and how each one has contributed towards the athlete and/or team performance during and after the session. During the evaluation, it is essential that learners reflect on the session delivered and reflect on their own coaching performance, as well as the impact of their own performance. Learners will also draw on valid information from the planning and delivery to support conclusions.

In addition to this, learners will evaluate how they could develop their planning and personal coaching abilities for future coaching, suggesting actions to achieve this goal, such as coaching courses. Learners will also justify the relevance or significance of each action to their personal development as a performance coach.

For merit standard, learners will discuss the relationship between their individual plan, planning considerations and an overall series plan. The discussion will consider how each element may contribute towards development in performance, and how they interact with each other in a holistic approach to athlete and/or team progression.

Learners will analyse their delivered coaching session by breaking down the session plan and their coaching performance in order to interpret and study the interrelationship between them and the impact of each.

On completion of the planning and delivery phases, learners will complete an analysis of their coaching performance. This analysis will include learners reflecting on the impact that their personal performance as a coach and the series and session plans had on the performance of the athletes. It will also include how the session and its outcomes relates to the planning and whole series. To aid analysis, a recording of the session should be made.

For pass standard, learners will produce a detailed session plan that includes relevant practices that target improvement in performance through the development of skills, techniques and tactics for either an individual athlete or team. Learners will also reflect on key planning considerations, and how the session fits into an overall plan for a series of progressive sessions aimed at developing technical and tactical performance. This will be evidenced through either the production of an overall series plan, such as scheme of work, previous/future sessions' plans or written evidence of previous learning and planned future progressions. Learners will safely and independently deliver the planned session. Evidence of delivery will be through a video recording of the session, which will also support their review process.

Learners will complete a review of their delivered coaching session, making an assessment of their planning and coaching performance. The review will include learners reflecting on their personal performance as a coach and their planning for the session. Evidence of delivery and review could be through written documents or a video recording of the session/review.

Links to other units

This unit links to:

- Unit 2: Fitness Training and Programming for Health, Sport and Well-being
- Unit 3: Professional Development in the Sports Industry
- Unit 4: Sports Leadership
- Unit 5: Application of Fitness Testing
- Unit 6: Sports Psychology
- Unit 12: Self-employment in the Sports Industry
- Unit 13: Instructing Gym-based Exercise
- Unit 15: Instructing Exercise to Music
- Unit 17: Sports Injury Management
- Unit 18: Work Experience in Active Leisure
- Unit 19: Development and Provision of Sport and Physical Activity.

Employer involvement

This unit would benefit from employer involvement in the form of:

- work experience
- guest speakers and interview opportunities.

Unit 9: Research Methods in Sport

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

Unit in brief

Learners cover the importance of research, factors affecting the quality of research, an introduction to research and the different methods commonly used in sport-based research.

Unit introduction

In recent years, there has been a rapid growth in appreciation of the role of research in sport-based environments. Sports coaches, fitness instructors, personal trainers and other professionals are increasingly required to have a strong evidence base behind the work they carry out with their clients, so that they can offer them the best quality of support. The first step towards this is having a clear understanding of and skillset in research methods.

This unit begins with you developing a clear grasp of research, the different types of research, how to search for and read different examples of research, and the importance of this for emerging sports practitioners. Following on from this, you will gain a clearer understanding of the different factors that can affect the quality of research, before progressing to understanding the importance of ethical research practices. You will finish the unit by developing practical skills in the use of different research methods.

The combination of knowledge, understanding and skills this unit develops will help to prepare you for a range of careers or higher education courses in the sport and active leisure sector.

Learning aims

In this unit you will:

- A** Understand the importance of research in sporting environments
- B** Examine key issues that impact on the effectiveness and quality of research in sport
- C** Apply appropriate research methods to a selected research problem in sport.

Summary of unit

Learning aim	Key content areas	Recommended assessment approach
A Understand the importance of research in sporting environments	A1 The different types of research A2 The importance of research A3 The use of research	A report that examines the importance of research when working with clients in sport-based settings and the key issues that affect the effectiveness and quality of research.
B Examine key issues that impact on the effectiveness and quality of research in sport	B1 Validity, reliability, accuracy and precision in research B2 The importance of ethics in research	
C Apply appropriate research methods to a selected research problem in sport	C1 Research designs C2 Data collection methods C3 Quantitative data analysis methods C4 Qualitative research designs C5 Qualitative data collection methods C6 Qualitative data analysis methods	A presentation including evidence of raw data collection and analysis.

Content

Learning aim A: Understand the importance of research in sporting environments

A1 The different types of research

- Considering definitions of research, e.g. a systematic process of discovery and advancement of knowledge, understanding and skills, guided by specific questions, problems, or hypotheses.
- Types of research:
 - primary research – research that has involved collection of original data that is specific to a particular project
 - secondary research – research that uses existing sources of data rather than collecting original data
 - quantitative research – research that generates numerical data through measurement and statistical analysis, importance of accuracy and precision in measurement, deductive research, often larger sample sizes
 - qualitative research – research that uses non-numerical data such as words, images, or behaviours, often used to ascertain people’s opinions, beliefs or emotions, inductive research, often smaller sample sizes
 - mixed methods research – research that adopts qualitative and quantitative principles in the same study.

A2 The importance of research

- Literature searching and reading appropriate sources of information to inform development of sport-based projects.
- Examples of how research has been used to develop knowledge and understanding.

A3 The use of research

- How research has been used to benefit clients, e.g. sport performance enhancement for sports coaches and performance analysts, to produce design for sports technology/implement/equipment designers.
- The concept of evidence-based practice (EBP) – the successful interaction of one’s own knowledge and expertise with an appropriate external evidence base.
- The importance of EBP in sports environments.

Learning aim B: Examine key issues that impact on the effectiveness and quality of research in sport

B1 Validity, reliability, accuracy and precision in research

- Consideration of the definitions of validity (whether you are measuring what you intended to measure, the soundness of the results of tests’ interpretations, a concept concerned with the conclusions drawn through research).
- Definition of accuracy (how close a measurement is to the true value).
- Definition of precision (how small or fine the difference that a measurement device can take or detect).
- Types of validity: internal validity, external validity, face validity, ecological validity.
- Impact of accuracy and precision on validity.
- Practical demonstrations and examples of factors affecting validity.
- Consideration of the definitions of reliability (consistency or repeatability of a measure or test; consistency or repeatability of results).
- Types of reliability: test-retest reliability, inter-observer reliability, internal consistency reliability.
- Impact of accuracy and precision on reliability.
- Practical demonstrations and examples of reliability issues.

B2 The importance of ethics in research

- Definition of research ethics.
- Ethical issues as outlined by the British Association of Sport and Exercise Sciences (BASES) code of conduct.
- The impact of ethical issues in research settings.

Learning aim C: Apply appropriate research methods to a selected research problem in sport**C1 Research designs**

Quantitative designs.

- Experimental research design – the researcher assigns participants randomly to groups, manipulation of an independent variable to examine the effect on a dependent variable while controlling all other variables, importance of control groups.
- Cross-sectional survey design – research that examines cross-sections of a population and aims to identify trends or relationships in populations, or to describe the characteristics of a population, often survey or questionnaire based.
- Longitudinal design – research design that involves measuring at different time points to see how variables change over an extended period of time.

C2 Data collection methods

- Common quantitative data collection methods (laboratory-based, field-based, surveys).
- Uses, benefits and limitations of each type of data collection method.

C3 Quantitative data analysis methods

- Descriptive analysis (mean, median, mode, standard deviation).
- Organising data (range, rank order distribution, simple frequency distribution, grouped frequency distribution).
- Distribution curves: normal distribution, positively skewed, negatively skewed.
- Inferential statistics – parametric tests, including dependent t-test, independent t-test, Pearson product-moment correlation coefficient (PPMCC); non-parametric tests, including Wilcoxon matched-pairs signed-rank test, Mann-Whitney U Test, Spearman's rank order correlation.
- Selecting appropriate inferential statistical tests.
- How to conduct appropriate inferential statistical tests.
- Practical/clinical meaningfulness statistics (percentage change, effect size).

C4 Qualitative research designs

- Case study: a research design that involves the detailed investigation of a single case, such as a single team, an individual, or a class in a school; or multiple case study, as for a case study, but involving two or more cases.
- Historical/retrospective design: a research design that aims to collect and analyse data relating to past events to try to explain how or why those events happened.
- Grounded theory: a research design that aims to develop a theory from the collected data.
- Ethnographic design: a research design that studies a group or a culture through becoming immersed with the group.

C5 Qualitative data collection methods

- Interviews:
 - individual interviews (structured, unstructured, semi-structured)
 - focus groups
 - advantages and disadvantages of interviews
 - conducting effective interviews.
- Observations:
 - non-participant observation – observing participants without engaging with the participants or the activity, advantages and disadvantages
 - participant observation – observing participants by engaging with the participants or activity to gain an understanding 'from the inside', advantages and disadvantages.

C6 Qualitative data analysis methods

- Appropriate methods of data analysis (content analysis, coding, thematic analysis).
- Stages of qualitative data analysis (data reduction, displaying data, drawing conclusions and verifying data).

Assessment criteria

Pass	Merit	Distinction
Learning aim A: Understand the importance of research in sporting environments		
<p>A.P1 Discuss the different types of research in a sport-based environment.</p> <p>A.P2 Discuss the importance of using research to inform your work with clients in a sport-based environment.</p>	<p>A.M1 Analyse how the different types of research can be used to inform your work with clients in a sport-based environment.</p>	
Learning aim B: Examine key issues that impact on the effectiveness and quality of research in sport		
<p>B.P3 Explain the importance of validity, reliability, accuracy and precision in sport-based research.</p> <p>B.P4 Explain research ethics and their importance in sport-based research.</p>	<p>B.M2 Analyse the relationship between validity, reliability, accuracy, precision, and the ability to conduct ethical research in sport.</p>	
Learning aim C: Apply appropriate research methods to a selected research problem in sport		
<p>C.P5 State the appropriate research methods for a sport-based research problem.</p> <p>C.P6 Demonstrate skills in appropriate research methods to address a selected research problem.</p>	<p>C.M3 Assess the research methods for a sport-based research problem.</p>	
		<p>A.D1 Evaluate the importance of research in sporting environments and key issues that impact on the effectiveness and quality of research.</p> <p>B.D2 Justify the relationship between validity, reliability, accuracy, precision, and the ability to conduct ethical research in sport.</p> <p>C.D3 Justify the choice of research methods for a selected sport-based research problem.</p>

Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of two summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aims: A and B (A.P1, A.P2, B.P3, B.P4, A.M1, B.M2, A.D1, B.D2)

Learning aim: C (C.P5, C.P6, C.M3, C.D3)

Further information for teachers and assessors

Resource requirements

For this unit, learners must have access to:

- appropriate facilities for research data collection, e.g. sports hall, fitness suite, sport science laboratory, which house appropriate equipment for sport-based projects, e.g. strength and conditioning equipment, sports massage equipment, a range of sports implements, running surfaces, stopwatches
- appropriate equipment for recording data, e.g. Dictaphone™, tablets or laptop computers, video or still cameras
- appropriate data analysis programmes for statistical analysis, e.g. Microsoft® Excel, SPSS.

Essential information for assessment decisions

Learning aims A and B

For distinction standard, learners will consider the relevance or significance of the relationships between the importance of research in sporting environments and key issues that affect the effectiveness and quality of research. This analysis will be evident throughout the work, and a conclusion – although required – should not be deemed an indicator of an analysis. Learners will provide a clear, supported judgement about the quality of research, research ethics and the ability of a practitioner to use this research with clients in an evidence-based manner.

For merit standard, learners will show how the different types of research can be used to inform work with clients. This could involve learners considering each type of research included in the unit content, and how that research can be used to benefit a specific practitioner's (for example a sports coach, a strength and conditioning coach, a performance analyst) work with their clients. Evidence to support learners' suggestions is required for the award of this criterion. Learners will provide clear details of how validity, reliability, accuracy and precision are linked with research ethics. There will be a clear understanding of how research ethics are linked to the suitability for purpose of the research, which is in turn linked to validity, reliability and – in some cases – accuracy and precision. Learners will provide evidence to support their suggestions and clear conclusions will be drawn.

For pass standard, learners will give a clear, accurate and objective account of research ethics and the importance of research ethics in sport-based research. This could be achieved through the use of case-based activities, in which learners are given specific case studies based on sporting scenarios, and learners then give their account of the ethical issues associated with the case. Learners will give a clear account of the importance of validity, reliability, accuracy and precision in research. This will include the different types of validity and reliability, as well as the impact of accuracy and precision on validity and reliability. Learners will give practical examples from a sport-based context to demonstrate relevant application.

Learners will provide evidence of searching for appropriate literature and then using this literature to demonstrate the importance of research in a sport-based context. This could involve learners completing a mini literature review where they show how the literature they have found could be used to benefit the work of a particular practitioner in a sport-based context (for example coach behaviours literature, strength and conditioning literature, sport business management literature, performance analysis literature). Following on from this, learners could show how relevant aspects of the literature link in with the concept of evidence-based practice and why evidence-based practice is important for sports practitioners. Learners will consider the definition of research, the extent to which they agree with this definition and how the definition informs their understanding of research as a concept. Following this, learners will show that they understand the different types of research, how they relate to the overall definition of research and why each type of research is important in research and applied sport-based contexts.

Learning aim C

For distinction standard, learners will say why they chose the research design, data collection method and data analysis method. This reasoning will be supported with evidence from an appropriate (i.e. sport-based research methods) resource and will be clearly linked to the advantages or disadvantages of the methods.

For merit standard, learners will show clear details of the research design, data collection and data analysis methods for the selected research problem. These details will show what they did as part of the collection and analysis process, as well as how they did it.

For pass standard, learners will demonstrate that they can use appropriate research methods for their selected research problem. For example, they will show that they are able to collect data in a laboratory-based setting and then analyse the data using appropriate descriptive, inferential and clinical/practical meaningfulness statistics. Evidence for this could include videos or annotated photographs of learners collecting data, witness testimonies and raw data sheets with analysis. Witness testimony forms alone cannot provide evidence for the achievement of assessment criteria, but can be used as supplementary or supporting evidence. Assessment criterion may be assessed via in-class, mini investigations, one of which learners then select to present. Learners must deal with a series of problem-based activities that cover the breadth and depth of the unit content for learning aim C. For example, one research problem that lends itself to an experimental design, laboratory-based data collection, and parametric and effect size analysis; one research problem that lends itself to retrospective research, interviews and thematic analysis. From these; learners will select a topic, and then clearly and correctly indicate the most appropriate research methods for the selected sport-based research problem.

Links to other units

This unit links to:

- Unit 11: Research Project in Sport
- Unit 14: Exercise and Circuit-based Physical Activity.

Employer involvement

Centres may involve employers in the delivery of this unit if there are local opportunities. There is no specific guidance related to this unit.

Unit 10: Sports Event Organisation

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

Unit in brief

Learners will plan, promote and deliver an approved sports event and review the implementation of the event and their own performance.

Unit introduction

The hosting of major sports events has become a huge global industry, with billions of pounds spent every year on organising major events around the world. The importance of sports events also extends beyond economic benefits to include raising the profile of cities and nations, showcasing sport and inspiring people to take up sport and in catalysing, accelerating and guiding strategic plans for regeneration and development.

In this unit, you will develop your knowledge of the planning, promotion and delivery of different types of global sports events, as well as smaller-scale regional and local sports events. You will develop your own proposal for a sports event and present this for approval. Feasible and appropriate proposals will form the remit for you to implement a plan to deliver a sports event. You will execute the planning, promotion and delivery of this event. You will also carry out a review of the sports event, drawing on information collected both during and at the end of the event.

This unit requires you to demonstrate a number of skills and qualities that will be extremely useful for you in terms of progression to further or higher education and employment. This includes the ability to juggle a number of tasks, good communication and people skills, a creative approach to problem solving, a high level of attention to detail and the ability to work under pressure and meet tight deadlines. As a specific career, the sports event industry provides an exciting and varied employment opportunity and previous experience of organising successful sports events will be very helpful in progressing to such a career.

Learning aims

In this unit you will:

- A** Investigate how different types of sports events are planned and delivered
- B** Develop a proposal for a sports event for implementation approval
- C** Undertake the planning, promotion and delivery of a sports event
- D** Review the planning, promotion and delivery of a sports event and reflect on your own performance.

Summary of unit

Learning aim	Key content areas	Recommended assessment approach
A Investigate how different types of sports events are planned and delivered	A1 Different types of sports events A2 Planning, promotion and delivery of sports events	A written report evaluating the planning, promotion and delivery of different sports events.
B Develop a proposal for a sports event for implementation approval	B1 Feasible proposal for a sports event	A written report evaluating the planned proposal.
C Undertake the planning, promotion and delivery of a sports event	C1 Planning and delivery C2 Promotion	A written plan for the promotion and delivery of a sports event.
D Review the planning, promotion and delivery of a sports event and reflect on your own performance	D1 Review the planning, promotion and delivery D2 Reflect on own performance	Evidence of delivery – observation reports, delivery log, testimony and feedback from stakeholders. A written report evaluating the effectiveness of the planning, promotion and delivery of a sports event.

Content

Learning aim A: Investigate how different types of sports events are planned and delivered

A1 Different types of sports events

- Scale – global, national, regional or local.
- Tournaments and competitions, training camps, coaching courses, conferences, campaign events, charity and fundraising events, expeditions, outdoor education, development (physical, social, personal).

A2 Planning, promotion and delivery of sports events

- Key planning considerations:
 - bidding process for the awarding of the event, including bid team and their main responsibilities
 - aims and objectives of the event and goals and targets in the planning process, including key planning deadlines and timeframe, e.g. for profit, for competition, raising awareness, team bonding, SMART (specific, measurable, achievable, realistic, timebound), short-term/long-term goals
 - event organisation, organisational structure, organisational committees, and main roles and responsibilities of key staff (paid and volunteers)
 - physical resources – venue(s), facilities, equipment and infrastructure
 - financial resources – projected budget, including costs of event and income/ sources of funding (public and/or private sector involvement)
 - health and safety, including key legislation, e.g. health and safety at work, reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR), legislation governing venues, facilities and stadiums, safeguarding, managing crowds safely and risk management plan security, including key risk areas, e.g. terrorism, demonstrations, hooliganism, risk assessment, work with authorities, policing and stewarding and other detailed plans
 - main stakeholders, including targeted participants and customers (including spectators, sponsors, partners and media companies)
 - contingency plans, including financial contingencies, event/venue insurance, e.g. bad weather, equipment, facilities/venue, poor turn out/uptake (participants, sponsors, spectators)
 - ethical issues, e.g. equality and diversity, environmental considerations and fair trade.
- Key promotion planning and implementation considerations:
 - promotional aims and objectives – marketing research; marketing plan, including promotional activities
 - target market and its characteristics, including domestic and overseas market
 - promotional budget
 - role of sponsors and partners in promoting the event
 - promotional activities, including logo and branding, ticketing, corporate hospitality television and commercial rights, advertising, merchandise.
- Key delivery considerations:
 - were aims and objectives achieved
 - were targets met for number of participants, spectators/tickets sales
 - were financial targets met
 - was the event on budget with all funding streams realised
 - was media reaction/publicity around the event positive
 - was promotional activity effective in supporting the aims and objectives of the event
 - were there any health, safety or security issues
- were venues/facilities ready on time and is there a legacy where appropriate (Olympics, World Cup) for these venues/facilities, were facilities/venue appropriate for event; were there any facility/venue related issues?

Learning aim B: Develop a proposal for a sports event for implementation approval

B1 Feasible proposal for a sports event

Key considerations for planning a proposal for an event are:

- type and scale of event, which is practical to organise but also to allow a sufficiently detailed planning process
- appropriate organisational structure and outline of key staff and their roles and responsibilities linked to skills of the group
- realistic and appropriate aims and objectives, including short- and long-term SMART targets. Outline of key targets and milestones in planning process
- available physical resources, including venue(s), facilities, transportation, equipment, which it is feasible to access in terms of cost and availability
- realistic budget and income projection with outline of sources of funding and income streams
- health and safety considerations, including specific risk assessments that again focuses on the practicality of running the event in a safe manner
- promotional plan with outline of methods of realistic and cost effective promotional methods that are appropriate to target customers and participants
- own organisational/institutional policies and guidelines, including appropriate checks on insurance and legislative requirements such as informed consent and child protection/ CRB checks if required
- appropriate contingency plans to deal with a range of different circumstances during the planning and delivery of the event
- ethical considerations, e.g. equality and diversity, environmental awareness, fair trade
- use of appropriate proposal templates.

Learning aim C: Undertake the planning, promotion and delivery of a sports event

C1 Planning and delivery

Implementation of planning and delivery for a sports event, including key considerations.

- Support the event with specific staffing roles and job descriptions, including associated roles and responsibilities.
- Implementation of plan for the event with appropriate adjustments and contingencies to ensure aims and objectives are met.
- Individuals demonstrate good decision-making, leadership skills (where appropriate), customer service skills, clear communication and effective teamwork.

C2 Promotion

Implementation of promotion for a sports event, including key considerations.

- Implementation of promotional activities linked to the proposal with appropriate adjustments and contingencies to ensure aims and objectives are met.
- Individuals contribute to promotional plan through raising awareness of the event (word of mouth, face to face selling and contribution to other promotional events).

Learning aim D: Review the planning, promotion and delivery of a sports event and reflect on your own performance**D1 Review the planning, promotion and delivery**

- Review of planning, promotion and delivery processes against original proposal aims and objectives and any diversion from the plan, including use of contingencies.
- Data collection: methods, e.g. questionnaire, summative and formative feedback; witness testimony; data – quantitative and qualitative.

D2 Reflect on own performance

- Own performance linked to specific role and responsibilities and how successfully these were completed in the planning, promotion and delivery of the event.
- Own ability to demonstrate good decision making, leadership skills (where appropriate), customer service skills, clear communication and effective teamwork.
- Areas for improvement, personal development and future opportunities for development.

Assessment criteria

Pass	Merit	Distinction
Learning aim A: Investigate how different types of sports events are planned and delivered		A.D1 Evaluate the planning, promotion and delivery of different sports events to determine good practice.
A.P1 Discuss the planning, promotion and delivery of two different types of sports events.	A.M1 Compare the planning, promotion and delivery of two different sports events.	
Learning aim B: Develop a proposal for a sports event for implementation approval		B.D2 Evaluate own feasible planned proposal for a sports event to meet targeted aims to recommend improvements.
B.P2 Explain own feasible planned proposal for a sports event to meet targeted aims.	B.M2 Analyse own feasible planned proposal for a sports event to meet targeted aims.	
Learning aim C: Undertake the planning, promotion and delivery of a sports event		CD.D3 Evaluate own performance in planning, promoting and delivering a sports event, justifying choices, strengths and recommendations for future practice.
C.P3 Plan for the promotion and delivery of a sports event, contributing effectively to team activities.	C.M3 Manage key decisions for planning and delivering individual and team activities to meet planned outcomes for promotion and delivery of a sports event.	
C.P4 Perform tasks/activities fully, correctly and safely to achieve planned outcomes for the promotion and delivery of a sports event.		
Learning aim D: Review the planning, promotion and delivery of a sports event and reflect on your own performance		
D.P5 Discuss the effectiveness of the planning, promotion and delivery of the sports event, explaining strengths and weaknesses and areas for development.	D.M4 Analyse the effectiveness of the planning, promotion and delivery of the sports event, recommending areas of improvement for self and future events.	
D.P6 Explain own contribution to the planning, promotion and delivery of the sports event using personal logs and feedback from others.		

Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of three summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aim: A (A.P1, A.M1, A.D1)

Learning aim: B (B.P2, B.M2, B.D2)

Learning aims: C and D (C.P3, C.P4, D.P5, D.P6, C.M3, D.M4, CD.D3)

Further information for teachers and assessors

Resource requirements

There are no specific additional requirements for this unit.

Essential information for assessment decisions

Learning aim A

Learners will focus on two different types of sports events and will select events in which there are information sources available to allow them to cover the targeted assessment criteria.

For distinction standard, learners will give clear evidence to support their evaluation of the two sports events and any conclusions reached for good practice.

For merit standard, learners will show a clear comparison of the two different types of sports events, focusing on the key considerations for the planning, promotion and delivery of the two events.

For pass standard, learners will give a clear description to cover all relevant key considerations for planning, promotion and delivery of both types of sports events.

Learning aim B

Learners will work in groups to prepare a feasible sports event proposal. Learners will need to ensure that their proposals are for events that are of an appropriate scale, while also feasible for learners to organise. Learners will prepare a written proposal and deliver a formal presentation to present the merits of their proposal.

For distinction standard, learners will evaluate the feasibility of their proposal and justify decisions they made with supporting evidence. Strengths and weaknesses of the proposal should be identified to recommend improvements, where appropriate.

For merit standard, learners will give a detailed written analysis of the feasibility of their proposals, covering the most significant areas of coverage in a proposal showing evidence for decisions made.

For pass standard, learners will explain their written proposals for their chosen sports event and show clearly how their planned proposal meets targeted aims, and provide a log of the contributions to this proposal.

Learning aims C and D

Learners will review their own contribution to the event and the effectiveness of the overall planning, promotion and delivery of the sports event. Their report will be evidenced with clear reference to feedback collected from customers, participants and other stakeholders and other evidence collected. This will be evidenced through documentary, photographic and video evidence, assessor records and witness testimonies, which contain sufficient detail to assess individual performance. Learners must also provide a written or video diary that details their contribution to the planning, promotion and delivery of the event.

For distinction standard, learners will evaluate their own performance demonstrating practical skills by contributing to the planning, promotion and delivery of the chosen sports event. They will give supporting evidence to justify the choices made in the planning, promotion and delivery of the event and any recommendations made.

For merit standard, learners will need to demonstrate that they have made a significant contribution to the event by evidencing that they have taken responsibility for key decisions and carrying out key tasks in the implementation of the sports event. Learners will give an analysis of the effectiveness of the overall planning, promotion and delivery of the sports event and their own contribution to the event. Clear reference will be made to feedback collected during the event, both from customers and other people involved in the event, including colleagues, observers and other stakeholders.

For pass standard, learners will demonstrate in the planning and promotion of the event, that they have contributed effectively to individual and group tasks to produce outcomes. Learners will demonstrate, in the delivery of the event, that they have worked appropriately to carry out tasks or activities effectively and safely, to achieve planned outcomes. Learners will review the effectiveness of the planning, promotion and delivery of the event in terms of adherence to the original proposal and whether aims and objectives were met. Strengths and weakness need to be covered along with areas for development if the event was to be organised again in the future. Learners will review their own personal contribution to the planning, promotion and delivery of the event with clear reference made to whether they fulfilled the specific roles and responsibilities that they were allocated. Learners will detail their own areas for development, including possible training and opportunities that could contribute to this development.

Links to other units

This unit links to:

- Unit 3: Professional Development in the Sports Industry
- Unit 4: Sports Leadership
- Unit 12: Self-employment in the Sports Industry
- Unit 17: Sports Injury Management
- Unit 18: Work Experience in Active Leisure
- Unit 19: Development and Provision of Sport and Physical Activity.

Employer involvement

Centres may involve employers in the delivery of this unit if there are local opportunities. There is no specific guidance related to this unit.

Unit 11: Research Project in Sport

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

Unit in brief

Learners will complete a research project in a sport-based context. It will involve learning about how to plan, do and review a successful research project.

Unit introduction

Have you ever sat and thought about how we can help to enhance coach-athlete relationships? What about why childhood obesity is a rising public concern and how we might be able to slow this down? These are questions that people who conduct sport-based research ask, and which can have a significant impact on the work of many professionals who work in sports environments, such as coaches, fitness instructors and teachers.

As a member of the sport and active leisure workforce, research is an important part of your studies. There is an increasing requirement for members of that workforce to become evidence-based practitioners who know what they are doing with their clients and why they are doing it and can support it with evidence. In doing so, this will ensure that practitioners can provide the best quality of service to their clients. By completing your own research project, you will start on the road to fully immersing yourself in the process of becoming an evidence-based practitioner.

Throughout this unit, you will learn the skills required to successfully research a project in sport. This will help you to develop your subject-specific knowledge, understanding and skill set in your chosen area. It will also help you develop the wider skills of time management, problem solving and creative thinking. This blend of skill sets will be important for you whatever your preferred progression route, be it higher education or to employment.

Learning aims

In this unit you will:

- A** Plan a sport-based research project
- B** Carry out a sport-based research project
- C** Produce a sport-based research report.

Summary of unit

Learning aim	Key content areas	Recommended assessment approach
A Plan a sport-based research project	A1 Selecting a research topic and creating a rationale A2 Deciding on aims and research questions A3 Deciding on an appropriate research methodology A4 Structure of the research proposal	A presentation that demonstrates a planned sport or exercise science-based research project.
B Carry out a sport-based research project	B1 Data collection B2 Data analysis	A written sport or exercise science-based research report that follows a standard structure: <ul style="list-style-type: none"> • evidence of collected data • evidence of analysed data • witness testimony or observation record, as appropriate.
C Produce a sport-based research report	C1 Writing styles appropriate for research projects C2 Structure of the research report	

Content

Learning aim A: Plan a sport-based research project

A1 Selecting a research topic and creating a rationale

- Selecting a research topic, to include:
 - Mind-mapping areas of interest on the course and highlighting what you would like to learn more about
 - looking at print or digital media to identify popular issues within an area of the course
 - discussing ideas with peers, tutors and other relevant individuals
 - reviewing literature.
- Rationale, to include:
 - definition – reasons why the project is worth completing
 - applied reasons – how the research might benefit the work of a sport and exercise scientist
 - contextual reasons – if a topic is well understood; looking at it in a different context, such as a different sport
 - social reasons – examining a topic in a particular social group that hasn't been well researched, such as women in sport or ethnic minorities
 - methodological reasons – examining a topic with a different type of method to ones previously used
 - gaps or limitations in previous research – a topic that has not been extensively researched, or one in which flaws in previous research have been identified.

A2 Deciding on aims and research questions

Definitions:

- research question(s) – the question or set of questions that you seek to answer through the research project
- aims – what you want to achieve through the research project.
- Turning a research topic into a research question.
 - mind-mapping the different potential research problems within your topic area
 - summarising the main research problem in one sentence
 - highlighting the key question(s) that come out of the research problem.
- Hypothesis and null hypothesis generation in quantitative research.
 - hypothesis, the predicated, testable relationship/difference between two or more variables
 - null hypothesis, a prediction that there will be no relationship/difference between two or more variables.

A3 Deciding on an appropriate research methodology

- Selecting and justifying an appropriate research design, appropriate data collection methods and appropriate data analysis methods.
- Ethical considerations in research.
- Health and safety considerations in research.

A4 Structure of the research proposal

- Title.
- Introduction:
 - 'funnelled' style – starting off broad and focussing down to the aims and research questions
 - background to the research topic, including key definitions and demonstrates a clear rationale, based on the reviewed literature
 - clearly stated aims and research questions, e.g. hypothesis and null hypothesis if conducting quantitative research.

- Proposed research methodology:
 - written in the future tense, avoiding the first person
 - the proposed research design
 - the proposed data collection method(s) including any necessary human or physical resources
 - the proposed participants and sampling methods
 - the proposed data analysis method(s)
 - ethical considerations as outlined by the British Association of Sport and Exercise Sciences (BASES)
 - suggested timescale for completion.

Learning aim B: Carry out a sport-based research project

B1 Data collection

Considerations:

- resource availability – ensuring that human and physical resources required for the project are available, booking the required human and physical resources
- resource familiarity – understanding how equipment and facilities work, correctly operating/using any required equipment or resources
- recording data – safe and secure recording of data using appropriate ICT
- research diary – using a diary to reflect on the process of data collection by writing memos and conducting initial data analysis, the use of an appropriate reflective model, e.g. Kolb's learning cycle, Johns' model of reflection, Gibbs reflective cycle, to reflect on learning and development.

B2 Data analysis

Considerations:

- resource availability, ICT available for statistical analysis, peer or tutor availability for qualitative triangulation
- resource familiarity, correctly using data analysis software
- recording the analysis – safe and secure storage of data analysis
- research diary – using a diary during initial stages of data analysis to record initial reflections and/or primary analysis; the use of an appropriate reflective model, e.g. Kolb's learning cycle, Johns' model of reflection, Gibbs reflective cycle, to reflect on learning and development.

Learning aim C: Produce a sport-based research report

C1 Writing style appropriate for research projects

Appropriate style:

- elegant academic, informative, interesting and readable style that incorporates an appropriate blend of subject-specific terminology and 'plain English', statements supported by appropriate academic sources.

C2 Structure of the research report

Must include:

- title page
- abstract, short summary of the research that contains the research questions, aims (and hypothesis/null hypothesis as required), summary method, key results and key conclusions
- acknowledgements, expressing gratitude to anybody that has helped complete the project, highlighting the role that they fulfilled
- table of contents
- list of figures and tables, the title of each figure and/or table and the page number(s) it/they can be found on
- introduction, background to the topic area, key definitions, rationale, research aims, research questions, hypothesis and null hypothesis (as required)

- literature review, a written evaluation of appropriate literature that is designed to draw conclusions about the research area, highlighting strengths, limitations and gaps in previous research
- methodology, including research design, data collection methods, ethical considerations, participants and sampling, data analysis methods, written in the past tense and avoiding the first person
- results, descriptive reporting of relevant results from the investigation presented in a format appropriate for the research project
- discussion, interpretive section that includes restatement of the aims and results of the study, relating results to previous literature, consideration of the overall quality of the study, implications of the study, ethical considerations, future research recommendations, conclusions
- references, a Harvard referenced list of all sources used in the reports, included in alphabetical order of author
- appendices, any additional information which provides support for your project but that is not included in the main report, e.g. blank informed consent forms, witness testimony forms, observation records, participant information documents, collected raw data.

Assessment criteria

Pass	Merit	Distinction
Learning aim A: Plan a sport-based research project		A.D1 Justify the research methodology for a self-selected sport-based research project.
<p>A.P1 Produce an appropriate rationale, research aims and research questions for a self-selected sport-based research project.</p> <p>A.P2 Plan an appropriate research methodology for a self-selected sport-based research project.</p>	<p>A.M1 Interpret literature in order to support and develop the rationale for a self-selected sport-based project.</p> <p>A.M2 Explain an appropriate research methodology for a self-selected sport-based research project.</p>	
Learning aim B: Carry out a sport-based research project		B.D2 Evaluate the data collection and data analysis for a self-selected sports based research project. C.D3 Evaluate the research findings and the quality of the sport-based research project using an appropriate evidence base.
<p>B.P3 Complete appropriate data collection and analysis for a self-selected sport-based research project.</p> <p>B.P4 Complete a research diary that documents data collection, data analysis, and reflects on the research process using an established model of reflection.</p>	B.M3 Manage the process of data collection and data analysis for a self-selected sport-based research project.	
Learning aim C: Produce a sport based research report		
<p>C.P5 Communicate the research, from a sport-based project, using an appropriate writing style.</p> <p>C.P6 Produce a sport-based research report that uses a standard structure.</p>	C.M4 Explain the research findings, quality of research, and future directions arising from the sport-based research project.	

Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of two summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aim: A (A.P1, A.P2, A.M1, A.M2, A.D1)

Learning aims: B and C (B.P3, B.P4, C.P5, C.P6, B.M3, C.M4, B.D2, C.D3)

Further information for teachers and assessors

Resource requirements

For this unit, learners must have access to:

- appropriate facilities for research data collection, (e.g. sports hall, fitness suite, sport science laboratory) house appropriate equipment for sport-based projects, (e.g. strength and conditioning equipment, sports massage equipment, a range of sports implements, running surfaces, stopwatches)
- appropriate equipment for recording data, (e.g. Dictaphone™, tablets or laptop computers, videos or still cameras)
- appropriate data analysis programmes for statistical analysis, should learners choose to complete a quantitative project, (e.g. Microsoft® Excel, SPSS)
- software such as CMap may be beneficial for learners when producing mind or concept mapping of their research ideas.

Essential information for assessment decisions

Learning aim A

For distinction standard, learners will provide reasons and evidence to support their argument that the selected research methodology is appropriate. As part of this, learners will include appropriate research quality considerations, for example specific types of validity, specific types of reliability, accuracy, precision, trustworthiness, commensurate with the research methodology. Consistent with the requirements of A.M2, the supporting evidence could be in the form of research methods texts. Additionally, this evidence may come in the form of published precedents where previous studies have adopted a particular methodological approach.

For merit standard, learners will give clear details of the research design, data collection methods, data analysis methods, ethical considerations and health and safety considerations for their self-selected research project. Clear evidence to support these details, for example from appropriate research methods literature, BASES position statement on ethics and participation in research of young people, will be included.

Learners will review relevant literature about their chosen research topic in order to demonstrate an understanding of the trends, which can then be used to support and develop the rationale. Learners are required to clearly state the meaning, purpose or qualities of research. An example of this could be learners supporting their argument for a contextual rationale by stating that a particular strength and conditioning method has not been rigorously tested within a given sport, despite being widely used.

For pass standard, learners will present their research proposal using the structure outlined in the unit content. They will present an accurate rationale for the research project. This must be a realistic rationale that covers one or more of the different types of rationale highlighted in the unit content. Learners will produce clear and concise research question(s) and research aim(s). If learners plan to complete a quantitative research project, they will also include a clear and concise research hypothesis and null hypothesis.

It should be clear from the assessment evidence provided that learners have chosen the research topic using one or more of the methods of deciding outlined in the unit specification. This could be evidenced in a number of different ways, for example via audio recordings of discussions with tutors or peers, annotated documents, such as journal articles or learner-produced mind or concept maps. Observation records or witness testimony forms cannot be used as the sole form of evidence for this criterion but may be used as supplementary evidence.

Learners must select an appropriate research methodology for the research topic. By definition, this means that the selected methodology must be correct, realistic for the level of learners to be able to complete independently, and complete within the allocated GLH for the unit. It must also not present any ethical, health, or safety issues – for either the research participants or learners – that would preclude learners from using the methodology. As such, it is recommended that centres have an appropriate ethical approval process for the projects. Teachers must provide evidence that they have approved the research project, such as via a letter of ethical approval. The methodology will be produced in the future tense and the use of first person should be avoided.

Learning aims B and C

For distinction standard, learners will draw on varied sources of information, for example different journal articles, appropriate textbooks and government agency documents, theories or concepts to examine the relevance of their research findings. This relevance can be expressed through either practical implications, research considerations, or a combination of both. Learners will clearly demonstrate how the interpretations of research findings are linked with the strengths and limitations of the research project which must, in turn, form the foundation of future research directions. Strengths, limitations and future research directions must be supported by appropriate evidence, such as research methods texts or journals that will support learners' arguments about how research directions will increase the overall quality of future research.

For merit standard, learners will clearly show the findings of their results and their arguments or viewpoints associated with these findings. Learners will provide clear details of the strengths and limitations of the research. In doing so there must be clear links to the aims and research questions of the research project. Supporting evidence from appropriate sources, such as subject-specific texts, should be included where necessary.

Learners will independently manage the data collection and analysis process. Where health, safety, ethical or wellbeing considerations for a project predicate teacher intervention, for example if a teacher is required to take fingertip blood samples, if organisational health and safety policies dictate that there must be adult supervision at all times, these must be accurately and appropriately documented. If a teacher witnesses learners incorrectly using equipment and/or facilities and has to intervene so that data collection can be completed, learners cannot achieve this criterion. Equally so, in centres where learners are not permitted to directly book equipment or facilities in the centre, there must be an auditable trail of communication that is clearly led and managed by learners, for example emails where learners have requested that a member of staff book equipment and/or facilities for them, with specific details of the date, time and resources required.

For pass standard, learners will produce their research report using the standard structure as outlined in the unit content.

Learners will convey their ideas and information using an appropriate style of writing. By definition, this is fluent prose, using an appropriate combination of subject specific terminology and plain English. The methodology section of the report will be written in the passive voice, third person, past tense. Diagrams may be used to support appropriate elements of the methodology section, for example if demonstrating the layout of an experimental design, demonstrating how sampling occurred.

Learners will keep a research diary that documents the process of data collection and data analysis, as well as reflections on the process of completing these. The diary may be audio, video, or written but will be included as an appendix to the final research report. The diary will include information about whether data collection and analysis went according to plan and where it was necessary to make any changes, including reasons why. For qualitative and mixed research projects, learners will include reflections on any patterns that started to emerge through the data collection and qualitative analysis process. Finally, the diary will clearly apply an appropriate model of reflection, for example Kolb's learning cycle, Johns' model of reflection, Gibbs reflective cycle, so that learners can reflect on their learning and development throughout the research process.

Learners, with the support of teachers, must provide evidence that they have appropriately collected and analysed the data. Evidence for data collection may include video or annotated photograph evidence of learners collecting data, audio recordings of interview data in qualitative studies, spreadsheets where quantitative data has been recorded, or completed questionnaires or surveys. Evidence for data analysis may include video footage or annotated photographs or screenshots of qualitative or quantitative data analysis programmes being used. Observation records and witness testimonies cannot form the sole evidence for this criterion but may be used to supplement other forms of evidence. Learners should make entries into a research diary where they log the data analysis that took place.

Links to other units

This unit links to:

- Unit 2: Fitness Training and Programming for Health, Sport and Well-being
- Unit 9: Research Methods in Sport
- Unit 12: Self-employment in the Sports Industry
- Unit 18: Work Experience in Active Leisure
- Unit 19: Development and Provision of Sport and Physical Activity.

The links with other units will be dependent on the type of research project learners select.

Employer involvement

Centres may involve employers in the delivery of this unit if there are local opportunities. There is no specific guidance related to this unit.

Unit 17: Sports Injury Management

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

Unit in brief

Learners study the signs and symptoms of sports injuries, application of basic treatment and rehabilitation methods, injury risk factors and injury prevention.

Unit introduction

For all personnel involved in any aspect of sport and leisure activities, an understanding of sports injuries and their symptoms is essential in order to ensure appropriate treatment is administered in the event of an injury. In this unit, you will explore injury risk reduction through effective preventative measures, and the treatment and rehabilitation of those who are suffering an injury. To understand sports injuries effectively, you must be able differentiate between acute and chronic injuries and have an appreciation for the types of injury that may be experienced within each classification. You must also have an awareness of the aetiology, mechanisms of injury and symptoms that can present for each injury. You will recognise the injury symptoms and understand physiological and psychological responses to injury, and will be able to make an informed decision regarding treatment at the time of injury. You will be able to confidently and effectively apply first aid techniques and common treatment methods, and develop a functional rehabilitation program. Finally, you will be able to minimise the risk of injury and remove any factors which may predispose a person to injury. You will understand the components of the 'sequence of prevention' model, and introduce preventative measures in order to reduce risk and prevent injury occurrence.

This unit will be useful for you if you intend to pursue a career in the sports sector. Although this unit is not designed to develop you into an accomplished sports therapist, you will be able to act appropriately to sports injuries. This unit will form a good basis for aspects of higher education study in sport, and sport and exercise science-related qualifications.

Learning aims

In this unit you will:

- A** Understand common sports injuries and their associated physiological and psychological responses
- B** Explore common treatment and rehabilitation methods
- C** Investigate risk factors which may contribute to sports injuries and their associated prevention strategies.

Summary of unit

Learning aim	Key content areas	Recommended assessment approach
<p>A Understand common sports injuries and their associated physiological and psychological responses</p>	<p>A1 Acute injuries A2 Overuse injuries A3 Red flag symptoms with regards to suspected spinal injury A4 Physiological response to injury A5 Psychological response to injury</p>	<p>A report and presentation focussing on types of injuries, symptoms, associated mechanisms of injury and physiological and psychological responses to injury.</p>
<p>B Explore common treatment and rehabilitation methods</p>	<p>B1 Common treatment methods and the need for medical referral B2 Principles of rehabilitation B3 Methods of rehabilitation</p>	<p>Development and justification of a rehabilitation programme, supported by effective and confident practical application of a range of common treatment methods, and oral questioning with regards to medical referral in response to given case study scenarios.</p>
<p>C Investigate risk factors which may contribute to sports injuries and their associated prevention strategies</p>	<p>C1 Extrinsic risk factors C2 Intrinsic risk factors C3 Preventative measures</p>	<p>An extended essay focusing on intrinsic and extrinsic risk factors, preventative measures and the sequence of prevention model.</p> <p>An extended essay focussing on the importance on sports injury management in helping sports performers to prevent or overcome injury.</p>

Content

Learning aim A: Understand common sports injuries and their associated physiological and psychological responses

Injuries should be discussed with regards to aetiology, mechanisms of injury and signs and symptoms, making reference to specific sporting examples.

A1 Acute injuries

The common signs and symptoms specific to each injury should be addressed in addition to general signs of acute injury.

- Bone – fractures, e.g. transverse, oblique, spiral and comminuted.
- Articular cartilage – osteochondral, meniscal tear.
- Joint – dislocation, subluxation.
- Ligament sprain/tear – grade I, II, III.
- Muscle strain/tear – grade I, II, III, haematoma inter and intra, cramps, acute compartment syndrome.
- Tendon – partial and complete tear, tendinitis (tendinitis should be discussed with regards to the wider research evidence in conjunction with tendinosis, tendinopathy, mechanism and stages of injury).
- Bursa – traumatic bursitis.
- Skin – abrasions, lacerations, puncture wounds, contusions.

A2 Overuse injuries

The common signs and symptoms specific to each injury should be addressed, in addition to general signs of overuse injury.

- Bone – stress fracture, osteitis, apophysitis.
- Articular cartilage – chondropathy.
- Joint – synovitis, osteoarthritis.
- Ligament – inflammation.
- Muscle – chronic compartment syndrome, muscle focal thickening.
- Tendon – tendinopathy, including tendinitis, tendinosis, paratenonitis, tenosynovitis.
- Bursa – bursitis.
- Skin – blister, callus.

A3 Red flag symptoms with regards to suspected spinal injury

- Symptoms – saddle (perianal/perineal) anaesthesia or paraesthesia, bladder/bowel dysfunction, muscle weakness, foot drop; numbness, bilateral leg pain, severe pain, gait disturbance, radiating pain, fall from a height or impact injury.
- The need for urgent medical referral.

A4 Physiological response to injury

The phases during the physiological response to injury should be discussed in relation to acute and chronic injuries using specific examples.

- Phase 1 – the inflammatory phase:
 - length of time
 - physiological responses
 - main functions
 - signs and symptoms – pain, swelling, redness, heat, loss of function.

- Phase 2 – the proliferative (tissue formation) stage:
 - length of time
 - physiological responses
 - main functions
 - signs and symptoms.
- Phase 3 – the maturation (remodelling) phase:
 - length of time
 - physiological responses
 - main functions
 - signs and symptoms.

A5 Psychological response to injury

Psychological responses should be considered in the context of response to injury and response to treatment and rehabilitation.

- Grief response model – denial, anger, bargaining, depression, acceptance.
- Cognitive appraisal model – personal factors, situational factors, cognitive appraisal, emotional response, behavioural response (Brewer, 1994).
- Three categories of response – injury relevant information processing stage, emotional upheaval and reactive behaviour stage, positive outlook and coping stage.
- Stress injury model – Williams and Andersen, (1998).
- Wiese-Bjornstal integrated model (1998).
- Stress response – cognitive appraisal, physiological changes, attentional changes.

Learning aim B: Explore common treatment and rehabilitation methods

Practical application of common treatment methods should be explored to allow confident and effective application.

B1 Common treatment methods and the need for medical referral

- First aid – primary and secondary survey, emergency/immediate treatment (priorities, resuscitation, shock, bleeding, unconscious casualty, fractures, prevention of infection, summon qualified assistance), risk assessment, accident reporting procedures/form.
- PRICED – protect, rest, ice, compression, elevation, diagnosis by professional.
- SALTAPS – stop, ask, look, touch, active, passive, strength.
- Other treatments – taping, bandaging, sling, splints, cryotherapy (use of ice), thermal therapy (use of heat), hot/cold therapy.
- Medical referral – for each of the roles of personnel or departments identified below understanding is required of when it should be used for medical referral and when it should not be used (www.nhs.uk).
- Qualified first aider, paramedic, St Johns Ambulance, use of 111, local accident and emergency department, local minor injuries clinic, general practitioner, physiotherapist, sports therapist, radiology.

B2 Principles of rehabilitation

Treatment and rehabilitation will be based on accurate assessment diagnosis by a qualified person.

- Stages of rehabilitation:
 - the five Stages of rehabilitation – acute, sub-acute, early rehabilitation, late rehabilitation, functional rehabilitation
 - aims and goals of rehabilitation
 - rationale – for the program to be based on the formulated hypothesis as to why the injury occurred.

- Principles of rehabilitation:
 - ATCISIT – avoid aggravation, timing, compliance, individualisation, specific sequencing, intensity, total patient
 - specific adaptations requires that specific demands be imposed (SAID)
 - pain free.
- Progression of rehabilitation:
 - type of activity, duration of activity, frequency of activity/rest, intensity of activity, complexity of activity
 - regain full range of motion, restore muscle strength, normalise biomechanics, restore high speed, power, proprioception and agility, return to sport.
- Psychological factors associated with rehabilitation:
 - psychological/social factors affecting rehabilitation – personal factors (pain tolerance, mental toughness, self-motivation, independence), situational factors (belief, process and procedures, environment, social support)
 - psychological techniques used to enhance rehabilitation adherence – goal setting, motivational interviewing, social support, education, imagery, self-talk
 - coping resources – avoidance coping, emotion-focused coping, problem-focused coping, stress management skills
 - psychological factors associated with the return to sport – physical stressors, social stressors, performance stressors.
- Monitoring the rehabilitation program:
 - factors to be monitored
 - consideration of adverse effects
 - documentation and recording of information.

B3 Methods of rehabilitation

Methods of rehabilitation should be delivered where possible in a practical context to allow learning to be engaging, and to experience the exploration of progressions and adaptations.

- Methods to improve joint range of motion:
 - methods – continuous passive motion, passive mobilisation, passive exercises, active exercises, active assisted exercises.
- Methods to improve musculotendinous flexibility:
 - methods – stretching, e.g. passive, active, proprioceptive neuromuscular facilitation (PNF).
- Methods to improve muscle conditioning:
 - strength exercises – isometric, isokinetic, isotonic, close chain, open chain
 - power exercises – increase speed of exercise, plyometrics
 - endurance exercises – low load, high repetitions.
- Methods to improve neuromuscular control:
 - methods – proprioception exercises, co-ordination exercises, balance exercises.
- Methods to improve skill acquisition/functionality:
 - exercises – combines strength, power, endurance, flexibility and neuromuscular control that has been achieved in the form of exercise that uses muscle groups in tandem and forms the basis of the sport.

Learning aim C: Investigate risk factors which may contribute to sports injuries and their associated prevention strategies

Intrinsic and extrinsic risk factors to injury should be discussed in relation to the predisposition to acute or overuse injuries. Specific examples should be used.

C1 Extrinsic risk factors

- Training errors – excessive volume, excessive intensity, rapid increase, sudden change in type, excessive fatigue, inadequate recovery, faulty technique.
- Coaching – poor coaching/leadership, communication, ensuring adherence to rules (foul play) and governing body guidelines.

- Incorrect technique – lifting and handling equipment.
- Environmental factors: conditions – hot and cold, humid, wet; surfaces – hard, soft, cambered; weather effects on surfaces (slippery).
- Clothing and footwear – protective clothing and equipment, sports specific, appropriateness of shoes (design, material, soles, size), worn out.
- Safety hazards – importance of safety checks, environment safety checks, equipment checks, pitch inspections, safety checklists and records, risk assessments.
- Misuse of equipment.
- Inadequate nutrition and hydration.
- Social factors – attitudes and influences of coaches and team managers.

C2 Intrinsic risk factors

- Muscular – muscle imbalance, muscle weakness, leg length discrepancy.
- Lack of flexibility – generalised muscle tightness, focal areas if muscle thickening, restricted range of movement.
- Individual variables – age, fitness level, growth and development, gender, size, body composition, previous injury history.
- Postural defects – lordosis, kyphosis, scoliosis.
- Malalignment – pes planus, pes cavus, rearfoot varus, tibia vara, genu valgum, genu varum, patella alta, femoral neck anteversion, tibial torsion.
- Psychological factors – history of stressors, personality characteristics (locus of control, competitive trait anxiety, resilience, risk taking), achievement motivation, poor coping resources, personal factors.

C3 Preventative measures

- Principles of injury prevention:
 - a sequence of prevention model for sports injuries (Van Mechelen et al., 1992 or Van Tiggelen et al., 2008) introduced as a framework that can be applied in order to reduce the incident of injury
 - a research-based approach to fulfilling information requirements for step 1 and 2 will be required, with step 3 identifying and justifying preventative measures
 - limitations should be understood with regards to the actual implementation of preventative measures and assessing the effectiveness of the introduction of any preventative measures.
- Preventative measures (stage 3 principle):
 - role of the coach – up-to-date knowledge of sport/performer, qualifications, adapt coaching style to performers' ability/age/fitness level, communication
 - equipment and environment – checking equipment, risk assessments, appropriate surfaces, protective equipment, sport-specific equipment, assessment of environmental conditions
 - performer preparation – warm-up/cool down; stretching; sports massage
 - appropriate training: principles of training; training methods; strength and conditioning; core stability
 - correction of biomechanical abnormalities – referral to strength and conditioning coach, core stability, stretching, referral to podiatrist for shoe modification, leg length
 - other measures – taping and bracing, nutrition, adequate recovery, psychological intervention.

Assessment criteria

Pass	Merit	Distinction
Learning aim A: Understand common sports injuries and their associated physiological and psychological responses		
<p>A.P1 Discuss common acute, overuse sports injuries and symptoms, and red flag symptoms.</p> <p>A.P2 Explain how the body responds physiologically and the mind psychologically to sports injuries.</p>	<p>A.M1 Assess common acute, overuse sports injuries and symptoms, with specific examples of injury mechanism and aetiology.</p> <p>A.M2 Assess the physiological and psychological response to sports injuries, with regard to the stages of injury, using specific examples.</p>	<p>A.D1 Analyse common sports injuries and symptoms, and the physiological and psychological responses to these with specific examples of injury mechanism and aetiology.</p>
Learning aim B: Explore common treatment and rehabilitation methods		
<p>B.P3 Apply appropriate protocols when performing a range of common treatment methods to four contrasting scenarios.</p> <p>B.P4 Design a progressive appropriate rehabilitation programme for a specific sports injury.</p>	<p>B.M3 Apply appropriate protocols in a confident and effective manner when performing a range of common treatment methods to four contrasting scenarios.</p> <p>B.M4 Design a detailed safe and appropriate rehabilitation programme for a specific sports injury, including adaptations and alternatives.</p>	<p>B.D2 Justify the rehabilitation programme design, including future recommendations and considerations.</p>
Learning aim C: Investigate risk factors which may contribute to sports injuries and their associated prevention strategies		
<p>C.P5 Explain how extrinsic and intrinsic risk factors contribute to sports injuries and how they can be prevented, using specific examples.</p>	<p>C.M5 Assess preventative measures for intrinsic and extrinsic risk factors selected, using specific examples.</p>	<p>C.D3 Analyse intrinsic and extrinsic risk factors which may contribute to sports injuries, using the sequence of prevention model.</p> <p>C.D4 Evaluate the importance of sports injury management, justifying its role in helping sports performers prevent or overcome common sports injuries.</p>

Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of three summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aim: A (A.P1, A.P2, A.M1, A.M2, A.D1)

Learning aim: B (B.P3, B.P4, B.M3, B.M4, B.D2)

Learning aim: C (C.P5, C.M5, C.D3, C.D4)

Further information for teachers and assessors

Resource requirements

For this unit, learners must have access to:

- suitable first-aid equipment, including taping, bandages, slings, splints, ice and thermal packs
- suitable rehabilitation equipment, for example wobble board, stability disc, stability ball, bosu, resistance bands and tubes, balls, reaction balls, cones, poles, stopwatch, whistle, free weights, kettlebells, medicine ball, mat, rebounder, skipping rope, jump ropes, balance beam, tow ropes, parachutes, speed resistance bands, step, viper belt, hurdles.

Essential information for assessment decisions

Learning aim A

Learners will produce a report or presentation that addresses common sports injuries, their associated signs and symptoms and the physiological and psychological responses to them. The report will be professionally presented using headings and annotation such as pictures and diagrams to support explanations. Accurate spelling and grammar will be evident, as well as authentication through referencing.

For distinction standard, learners will demonstrate analysis by including a detailed examination of a clear breakdown of the theory when addressing physiological and psychological responses, and the relationships among common acute and overuse injuries, their symptoms, and injury mechanisms, and aetiology.

The information presented will be factually correct. Use of concise written language, correct terminology and language is evident.

For merit standard, learners will discuss all aspects of their chosen five acute and five overuse injuries, by demonstrating understanding of the aetiology and mechanism of injury for each injury. This could be supported by annotated diagrams and pictures.

Learners will discuss the physiological and psychological responses in conjunction with the stage(s) of injury and use of specific injury examples. The discussion can address different aspects of the responses, how they inter-relate and the extent of importance.

There will be few inaccuracies relating to the use of terminology and the explanations will be clear, succinct and easy to understand. Specific examples will be used to support discussions.

For pass standard, learners will understand acute and overuse injuries, including clear differentiation of acute and overuse injuries. Learners will demonstrate an understanding of the specific injuries selected, with regards to common signs and symptoms of the injury. Common signs and symptoms could include general signs of acute or overuse, as well as signs specific to the chosen injury.

Learners must cover at least five acute injuries, i.e. bone, muscle strain/tear, ligament strain/tear, articular cartilage and joint, and five overuse injuries, i.e. bursa, ligament, muscle, tendon and bone. Learners are free to choose the acute and overuse injuries from the content.

Learners will describe the red flag symptoms with regards to suspected spinal injury and medical referral. All ten red flag symptoms as shown in the unit content must be identified, with descriptions evident. Learners may wish to display the red flag symptoms visually using headings, annotation and text boxes containing descriptions.

Learners will include evidence of an understanding of the physiological responses to injury. The three phases, inflammatory, proliferative and maturation will all be clearly addressed with a sound explanation of what occurs in each phase and how.

Learners will include evidence of an understanding of the psychological responses to injury. Learners must explain the five stages within the grief response, all three categories of response, different reactions to injury and the setting of goals.

The report may have occasional inaccuracies with regards to terminology and explanations, but the information must be largely factually correct. There will be clear indication that five acute and five common sports injuries, with signs and symptoms and physiological and psychological responses to injury, have been examined.

Annotation such as diagrams and pictures is encouraged to support learners' explanations.

Learning aim B

Learners will be given four contrasting scenarios, for example unconscious casualty, treatment for bleed and shock, fracture and sprain/strain. The scenarios given will allow learners to practically demonstrate a wide range of the related unit content, and to take one scenario to develop a safe and appropriate rehabilitation programme, for example the scenario regarding sprain/strain. They will decide how to treat each injury, and demonstrate confident and safe application of relevant common treatment methods and protocols. The scenarios issued will be contrasting, for example scenario one may relate to an unconscious casualty or bleed, scenario two will need to be of an appropriate nature to allow different common treatment methods and protocols to be administered, and provide scope for learners to devise a rehabilitation plan incorporating the breadth of unit content, i.e. sprained ankle, grade 1/2 muscle tear.

The evidence of the practical activity could include video recording or annotated photographs.

For distinction standard, learners will justify the rehabilitation programme design, as well as future recommendations and considerations. They will address the appropriateness of the scenario selected for the design of a rehabilitation programme and address why the programme is appropriate to meet the aim and goals. Learners will be applying their theoretical knowledge of principles and methods of rehabilitation to the practical design of the programme.

The information presented will be factually correct. Use of concise written language, correct terminology and language will be evident.

For merit standard, learners will confidently and effectively apply appropriate protocols when demonstrating common treatment methods.

In order to be effective, the treatment will need to be applied following the correct procedure and have the capability of producing the immediate expected/intended result if the treatment were to be applied in a real-life situation. For example, when treating a lower limb bleed, the limb must always be elevated above the heart to have an optimum effect of reducing the blood flow. If this does not occur, the effectiveness of the treatment can be questioned. To ascertain a confident application, there is no hesitation when applying the treatment method and no uncertainty of how to apply the treatment.

Learners will design a safe and appropriate rehabilitation programme. In order for the rehabilitation programme to be safe, it will need to have the capability of producing the expected/intended result if the rehabilitation programme were to be applied in a real-life situation. Programme detail will address and encompass all aspects of rehabilitation programme design, including aims and goals, rationales, application of principles, progressions and monitoring. All aspects of methods of rehabilitation are included and detailed, including a statement regarding the consequences of inadequate rehabilitation. Adaptations and alternative exercises could be included and documented. Learners will also detail psychological factors that surround participation in rehabilitation programs. The programme would be considered safe if used in a realistic environment.

The terminology used will be accurate and the explanations will be clear, succinct, easy to understand and will demonstrate progression. Specific examples will be used with appropriate annotation.

For pass standard, learners will apply appropriate protocols when demonstrating common treatment methods in a simulated environment. The assessor could orally question learners to ascertain the need for medical referral and to whom referral will be made. The evidence produced from the practical activity could include video recording, or annotated photographs of both simulations and oral questioning, and be accompanied by appropriate observation statements in order to comply with quality assurance requirements.

Learners may show some nervousness or indecision when performing the treatment methods. Learners will take one scenario and design a progressive, appropriate rehabilitation programme for a specific sports injury. The scenario issued must allow the rehabilitation programme to address all five stages of rehabilitation, principles and methods of rehabilitation. Learners will provide additional annotation of psychological factors monitoring of the rehabilitation programme. There may be some inaccuracies relating to the use of terminology and the explanations may lack clarity in some areas. Specific examples can be used with appropriate annotation.

To ascertain appropriateness, the programme must have a clear aim and rationale, show logical progression through the five stages of injury, when applying methods, principles and progressions, to address all areas – joint range of motion, flexibility, muscle conditioning, neuromuscular control and skill acquisition/functional exercises. An awareness and understanding of rehabilitation programme design will be evident in order to determine it 'safe', although occasional inaccuracies may be apparent.

Learning aim C

For distinction standard, learners will present careful consideration of a range of risk factors (at least four to five internal and external) that may contribute to sports injuries and their associated prevention strategies. This will be through analysis using the sequence of prevention model for sports injuries.

Learners will evaluate the wider context of sports injury management and justify its role in helping sports performers prevent or overcome common sports injuries. They will use specific examples to support conclusions on the importance of sports injury management techniques and the possible consequences for sports performers who do not have access to sports injury prevention methods and/or rehabilitation programmes.

The information will be factually correct, use concise written language and evidence correct terminology and language.

For merit standard, learners will discuss preventative measures for extrinsic and intrinsic factors, using specific examples. Different aspects are considered and an understanding of the inter-relationship of risk factors and preventative strategies is demonstrated.

There may be a few factual inaccuracies in the overall response, although the terminology used will have few inaccuracies. Learners' discussion will be easy to understand and will flow clearly.

For pass standard, learners will demonstrate an understanding of a wide range of intrinsic and extrinsic risk factors, using specific examples. A wide range will be determined by the extended scope and depth of factors covered. For example, 50 per cent of factors from the intrinsic and extrinsic sub categories may be addressed, covering the majority of factors within each sub category in depth, or all sub categories are addressed within the scope, including numerous but not all factors within each sub category. Learners will show clear detail and provide justified reason and/or evidence. Learners' comprehension of risk factors will be demonstrated clearly.

Learners will identify associated preventative measures for each intrinsic and extrinsic risk factor, using specific examples.

The essay may have occasional inaccuracies with regards to terminology.

Links to other units

This unit links to:

- Unit 1: Anatomy and Physiology
- Unit 2: Fitness Training and Programming for Health, Sport and Well-being
- Unit 5: Application of Fitness Testing
- Unit 8: Coaching for Performance
- Unit 10: Sports Event Organisation
- Unit 12: Self-employment in the Sports Industry
- Unit 13: Instructing Gym-based Exercise
- Unit 14: Exercise and Circuit-based Physical Activity
- Unit 15: Instructing Exercise to Music
- Unit 16: Instructing Water-based Exercise
- Unit 19: Development and Provision of Sport and Physical Activity.

Employer involvement

Centres may involve employers in the delivery of this unit if there are local opportunities, for example guest speakers.

Unit 18: Work Experience in Active Leisure

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

Unit in brief

Learners prepare for, undertake and reflect on a work placement in the sports industry.

Unit introduction

For anyone wishing to enter the active leisure job market, it is likely they will be more successful in finding employment if they can demonstrate completion of work experience in a relevant and meaningful role. Demonstrating to a future employer that they already have some knowledge and experience of the work and role is likely to improve their employability considerably.

In this unit, you will prepare for your work experience placement, including the creation of a work experience action plan, setting personal and work-related aims and outcomes which you will work towards during your active leisure work experience placement. You will select a suitable placement in active leisure, matching your skills and sports interests to a specific job. You will complete an application and interview process for your chosen active leisure work experience organisation. During your placement you will apply generic and technical skills and knowledge developed throughout the BTEC Level 3 Sport qualification when performing work-related tasks and activities. You will review your work experience performance against the aims and outcomes set as part of your action plan. You will conduct research into your active leisure organisation and similar organisations to identify key information and opportunities they may offer. Finally, you will review the impact of your work experience placement on your career aspirations and development.

These activities will prepare you to enter a variety of careers in the sport sector. The knowledge and skills gained will help shape your development and aspirations for your career in sport.

Learning aims

In this unit you will:

- A** Undertake in-depth preparation for an active leisure work experience placement
- B** Undertake a job application process for an active leisure work experience placement
- C** Carry out work experience tasks to meet set objectives from work experience action plan
- D** Investigate the impact of an active leisure work experience placement on career development.

Summary of unit

Learning aim	Key content areas	Recommended assessment approach
A Undertake in-depth preparation for an active leisure work experience placement	A1 Work experience action plan A2 Selection of an appropriate sports industry work experience placement	<p>A completed work experience action plan.</p> <p>A report justifying learners' suitability for a specific sports industry work experience placement. Supported by SWOT (strengths, weaknesses, opportunities, threats) analyses.</p>
B Undertake a job application process for an active leisure work experience placement	B1 Completion of the application and interview process for a specific active leisure work experience placement	A report that evaluates learners' performance in all aspects of the job application and interview process. Supported by evidence from interview and supporting application documents.
C Carry out work experience tasks to meet set objectives from work experience action plan	C1 Work experience tasks C2 Work shadowing and observation	A self-appraisal report that analyses learners' performance in the sports industry work experience placement, supported by observation of learners on work placement carrying out tasks and activities, evidenced by observation report signed by assessor.
D Investigate the impact of an active leisure work experience placement on career development	D1 Review the impact of the sports industry work experience placement on own career development D2 Undertake research into active leisure organisations D3 Reflect on how career aspirations may have been influenced by the work experience in active leisure	<p>A report or presentation based on independent research into the work experience organisation and other similar sports industry organisations.</p> <p>A report that evaluates the impact of all stages of the work experience placement process on learners' career development, from application through participation to review, supported by an updated work experience action plan.</p>

Content

Learning aim A: Undertake in-depth preparation for an active leisure work experience placement

A1 Work experience action plan

This plan should include short-term, personal and work-related development aims and outcomes to be achieved during sports industry work experience placement.

- Pre-placement self-evaluation:
 - current career aspirations, sports interests
 - skills – personal and sports-specific
 - prior knowledge and experience, levels of expertise, e.g. qualifications in sports-based or sports-related activities, personal qualities.
- Completed action plan – self-assessment summary statements, e.g. current career motivators, skills, competencies etc. to be developed, a vision of future career direction, short-, medium- and long-term career goals, development activities and experiences, actions required, success criteria, target completion dates, resources required to achieve goals, aims and outcomes.
- Work placement aims and outcomes (short-term goals) – aims of placement, SMART(ER) (specific, measurable, achievable, realistic, time-related, exciting OR evaluated, recorded OR reviewed) outcomes of placement.
- Generic work-related skills, e.g. communication, working with others, problem solving, organisational skills, working to deadlines, management and leadership, negotiating, motivating people, making decisions, research skills.
- Technical work-related skills – linked to the performance of work-based tasks and activities, e.g. planning, setting up and delivering coaching or activity sessions, dismantling and checking equipment and resources, assisting with accident and emergency procedures, dealing effectively and courteously with colleagues, customers and clients, helping to plan and review a personal training programme, demonstrating leadership skills.

A2 Selection of an appropriate sports industry work experience placement

- Research possible appropriate work experience placements.
- Identify jobs that may fit the outcomes of the work experience action plan.
- Complete SWOT analysis for each job.

Learning aim B: Undertake a job application process for a work experience placement

B1 Completion of the application and interview process for a specific active leisure work experience placement

- Application methods (relevant to the work experience organisation) – online, paper-based application form, personal statement, curriculum vitae (CV) and covering letter, letter of application.
- Map skills and personal qualities to a job specification and/or person specification.
- Interview types, e.g. group, individual, interview only, interview with presentation, interview with micro-coach, interview with task performance.
- Interview preparation – research organisation, match competencies, capabilities, skills and qualities on CV/personal statement to those required on the job/person specification, prepare answers to common questions, prepare questions to ask interviewer.
- Interview participation – use of verbal and non-verbal communication skills, personal presentation.

Learning aim C: Carry out work experience tasks to meet set objectives from work experience action plan

C1 Work experience tasks

- Assisting and participating in sport-specific work-related tasks, e.g. coaching, mentoring, leading, instructing, setting out of equipment for sports events or activities and clearing it away, cleaning, maintenance.
- Assisting and participating in general work-related tasks, e.g. working as part of a team, problem solving, communication, following instructions, completing tasks following guidelines and within timescales, using ICT, following health and safety practices, asking for help.
- Promoting person-centred approaches.
- Importance of supervision in work experience.
- Using work experience reflective journals to link theory with practice, reflecting on how work experience placement influences own professional development.

C2 Work shadowing and observation

- Work shadowing different professionals, as appropriate.
- Observing specific procedures, as appropriate.
- Working relationships and agreed ways of working in active leisure.
- Reflecting on work practice and procedures used within the work experience organisation.

Learning aim D: Investigate the impact of an active leisure work experience placement on career development

D1 Review the impact of the sports industry work experience placement on own career development

Learners will apply necessary skills and/or knowledge and understanding to effectively complete work-related tasks and demonstrate progress in meeting aims and SMART(ER) outcomes during their work experience placement in sport.

- Work experience review:
 - opportunities to apply generic knowledge/skills learnt on course, e.g. working with others, customer interaction/delivering service, problem solving, communication, following instructions, completing tasks following guidelines and within timescales, following health and safety practices
 - opportunities to apply technical knowledge/skills, e.g. coaching, mentoring, leading, instructing, setting out of equipment for sports events or activities and clearing it away, cleaning, maintenance
 - key achievements linked to the action plan and short-term SMART(ER) aim and outcomes
 - the impact that the development of the skills and knowledge above has on learners' career development.

D2 Undertake research into active leisure organisations

Research into own active leisure work placement organisation and other organisations that have a similar purpose and offer similar job roles, services and/or products.

- Research into active leisure organisations:
 - organisation history, structure, mission, aims, culture, workplace roles and responsibilities, agreed standards of personal behaviour and presentation applied by the organisation
 - opportunities that the organisation offers for development of own skills and knowledge.

D3 Reflect on how career aspirations may have been influenced by the work experience in active leisure

Use self-reflection, evidence from workplace, research into workplace organisation and other similar sports industry organisations, and comments from employer and colleagues to inform this process.

- Reflection parameters:
 - career choice and pathway confirmed by taking part in work experience
 - affirmed, or changed career aspirations
 - information on the next steps required to pursue career choice.

Assessment criteria

Pass	Merit	Distinction
Learning aim A: Undertake in-depth preparation for an active leisure work experience placement		A.D1 Justify the appropriateness of the selected active leisure work experience placement against career aspirations and development identified in work experience action plan.
A.P1 Create a fit-for-purpose work experience action plan. A.P2 Summarise own suitability for the chosen active leisure work experience placement.	A.M1 Explain how a chosen active leisure work experience placement is relevant to own career development as identified in work experience action plan.	
Learning aim B: Undertake a job application process for an active leisure work experience placement		B.D2 Evaluate own performance in the job application and interview process, justifying strengths, areas for improvement and the next steps necessary to make the identified improvements required.
B.P3 Assess own performance in the job application and workplace placement selection interview process.	B.M2 Analyse own performance in the job application and interview process.	
Learning aim C: Carry out work experience tasks to meet set objectives from work experience action plan		CD.D3 Evaluate the impact of preparing for, participating in, and reviewing an active leisure work experience placement on own future plans for personal and professional development, justifying further opportunities that this and similar organisations could provide to develop own skills and knowledge.
C.P4 Demonstrate work-related skills to meet set objectives for work experience tasks.	C.M3 Demonstrate work-related skills with confidence and proficiency to meet objectives in different situations.	
Learning aim D: Investigate the impact of an active leisure work experience placement on career development		
D.P5 Discuss chosen active leisure work experience organisation providing evidence of research into history, structure, culture and opportunities offered by its business. D.P6 Review own work experience performance, identifying strengths, areas for improvement and impact on own career development.	D.M4 Compare roles and opportunities offered by chosen active leisure work experience organisation to other similar organisations. D.M5 Analyse own work experience performance in applying work-related skills and impact on own career development, providing recommendations for future development.	

Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of three summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aim: A (A.P1, A.P2, A.M1, A.D1)

Learning aim: B (B.P3, B.M2, B.D2)

Learning aims: C and D (C.P4, D.P5, D.P6, C.M3, D.M4, D.M5, CD.D3)

Further information for teachers and assessors

Resource requirements

For this unit, learners must have access to appropriate active leisure organisations that will provide a diverse range of appropriate sports-based and sports-related work experience placements for a minimum of 20 hours. These could include local authority sports centres, private health and fitness clubs, voluntary sports clubs, outdoor and adventurous activity centres or sports development organisations. Employers must be willing to engage in all aspects of the work experience programme, providing learners with support, guidance and feedback when required.

Learners may require considerable support in finding and applying for a suitable placement. This will apply specifically to the job search, application and interview process.

Learners must also have access to resources, materials and advice, particularly regarding the skills required in the job application and interview process, and local labour market information.

Essential information for assessment decisions

Learning aim A

Learners will create a work experience action plan and will carry out research into suitable active leisure organisations.

For distinction standard, learners will be able to comprehensively justify, using specific outcomes from their work experience action plan, SWOT analysis and the job specification, the appropriateness of their selected work experience placement. They will also justify how and why it will contribute towards the short-, medium- and long-term aims and outcomes to further their career aspirations and development.

For merit standard, learners will be able to explain clearly, using the outcomes of their work experience action plan, the SWOT analysis and the job specification, how their selected work experience placement is relevant to the short-, medium- and long-term aims and outcomes of their career development as specified in their action plan.

For pass standard, learners will create a fit-for-purpose work experience action plan that includes long-, medium- and shorter-term aims and SMART(ER) outcomes. This will include specific work-related skills and associated success criteria relating to personal development and/or the application of work-related skills and knowledge to carry out work-related tasks and activities.

In order for the plan to be fit-for-purpose, the set aims and SMART(ER) outcomes will take into account both the nature and range of the work-related tasks. It will also take into account other activities that will be carried out during the work experience placement, and the results of the outcomes of the work experience action plan and the SWOT analysis.

Learners will summarise their suitability for their selected work experience placement, linking the short-, medium- and long-term outcomes of their work experience action plan, job specifications and SWOT analysis in order to select the most appropriate job for a work experience placement. However, there is little or no attempt to examine how (in what ways) or why (for what reasons) the placement meets the requirements of their career development.

Learning aim B

Learners will complete a full job application for the active leisure organisation that they selected following their research in learning aim A.

Learners must complete all aspects of the application process, including application documentation, for example application form, covering letter and CV. Learners must also take part in an interview with an employer or appropriate substitute, in order to assess their performance in an authentic situation. If the employer is not available the centre must arrange for a suitable replacement, for example the careers education and guidance advisor, to carry out a simulated interview.

For distinction standard, learners will independently complete all the relevant documentation required by their work experience organisation. This will include application forms (including online forms), personal statements, CVs, letter of application, covering letters etc. Documents must be completed accurately and be clearly tailored to fit the requirements of the work experience organisation. Evidence must include the final relevant application documentation and comments from the employer.

Learners' evaluations of their performance in the job application and interview process should be comprehensive and accurate. Learners will use the full range of evidence to support their comments and reference it appropriately. Their performance in all of the relevant stages of the process will have been fully evaluated, highlighting what went well, identifying areas for improvement and outlining the next steps necessary to make the improvements identified. The next steps for improvement should be realistic and fully justified by using the full range of evidence sources.

This process offers exceptionally good opportunities for formal English and/or functional skills assessments.

For merit standard, learners' analysis of their performance in the job application and interview process should be detailed and accurate. The evidence should support comments made by learners and should be referenced appropriately. Their performance in all of the relevant stages of the process will be analysed and the relationships between their performance and outcomes will be examined. Next steps for improvement will be realistic and referenced by using a range of evidence sources. Learners will detail how improvements will be made, but there is little or no attempt to detail why improvements are necessary.

For pass standard, learners will demonstrate application of the full range of interview skills, conducting themselves appropriately at all times. Evidence could include witness statements and/or observation records, including employer comments. If learners, for whatever reason, are unable to attend the interview with an employer, use can be made of mock interview evidence and teacher observations.

Learners' assessments of their performance in the job application and formal employer interview process are carefully considered with clear evidence of reflection. In support of their assessment, learners provide application process documentation, such as a letter of application, a personal statement and CV. Learners tailor the relevant documents to meet specific requirements as detailed in the job specification. All documents are expected to be clear and concise, with correct spelling, forms filled out correctly, and use appropriate language and terminology.

The evidence may not fully support comments made by them or they have made little attempt to use evidence to support their comments. Their performance in all of the relevant stages of the process may not have been reflected upon. Next steps for improvement, if identified, are simplistic and unexplained. Learners do not attempt to explain how or why improvements could be made.

Learning aims C and D

For learning aim C, learners must be given a witness statement from a workplace supervisor that describes, in sufficient detail for the assessor to make a judgement, how learners carried out the required activities. Alternatively they should be given an assessor observation record that details how learners carried out the required activities and how they met the assessment criteria.

For learning aim D, learners will carry out a self-appraisal that details the extent of their performance in using work-related skills to carry out work-related tasks and activities. They must complete independent research into their own and other active leisure organisations. Finally, they will review the impact of the work experience process and outcomes on career development. This will require learners to return to their work experience action plan and analyse it, if it has been changed in any way, positively or negatively. To do this they will have to review the entire range of their experiences prior to and during work experience, and reflect on changes to attitudes and aspirations as a result of their experience of applying for and participating in work. The outcomes of their self-appraisal of their performance in using work-related skills can be used to underpin their review.

For distinction standard, learners will present an evaluation of the impact all stages of the work experience process has had on their own skills and career development. They will do this by clearly linking the outcomes from their work experience action plan, to their progress made towards achieving aims and outcomes before, during and after the work experience placement. They will use specific evidence from the full range of sources available to them to evaluate how and why significant career development has been made. Learners will justify the relevance of their career development next steps, giving clear reasons how and why those next steps need to be taken. They will update their work experience action plan accordingly.

Learners will present research on their work experience organisation, which contains information that has been gathered independently. They will provide comprehensive, highly detailed and accurate information on all aspects of the work experience organisation, indicating that in-depth research has been carried out. Learners will evaluate the key strengths of the organisation and use a wide range of relevant evidence from a variety of sources to support their observations, such as marketing materials, leaflets, newsletters, information posters. They may be able to identify areas of potential improvement, particularly if they have used suitable evidence gathering methods, such as questionnaires. However, they may not be able to fully explain how these improvements would be carried out. The research contains a wide range of supporting evidence.

Learners will use their comparisons of the roles and opportunities offered by this and similar organisations, along with their knowledge of the impact that the work experience has had on their skills, development and career aspirations to evaluate future opportunities and to further develop their generic and technical work-related skills and knowledge.

For merit standard, learners will show the required attributes necessary for their work experience placement. They should select and deploy appropriate techniques, processes and skills with increased confidence and proficiency to meet set objectives in different work experience situations. Learners will modify techniques and processes to suit different situations and to deal with contingencies. For example, they must select and use appropriate communication methods to suit particular audiences, such as interacting with customers or contributing to a team meeting. They must manage their time to prioritise activities and progress towards required outcomes.

Learners will use the knowledge, skills and understanding gained from across their learning to select and justify solutions regarding how work experience tasks can support their personal and professional development. Learners must monitor their achievement against their work experience plan to ensure the relevance of targets, and must reflect actively on evidence of their performance using feedback from others.

Learners will independently research and compare the roles and opportunities offered by their workplace organisation to those of another, similar organisation. They will highlight similarities, differences, strengths and areas for improvement in the contrasting offers, and attribute value to these. The comparison and judgements are supported by a range of evidence.

Learners will provide a self-appraisal that clearly analyses how, why and where they have identified their skills, strengths and areas for improvement. Next steps for development are clearly focused and fully justified. A wide range of relevant evidence is used from a variety of sources to support observations and comments.

Learners will analyse the impact of work experience on their career development by clearly linking the outcomes from their career development action plan to their progress made towards achieving aims and outcomes during work experience. They will use relevant evidence from a range of sources to judge how meaningful career development has been made. Learners will select and explain appropriate career development next steps. They will update their work experience action plan accordingly.

For pass standard, learners will carry out tasks and activities fully, correctly and safely to achieve the desired outcomes. Learners must select appropriate techniques, processes or skills in well-defined situations, and review the success of these. They must identify the responsibilities of staff in the placement and relate this knowledge to occupational roles and organisational structures. They must communicate using appropriate English and vocational language and respond to communication from others. They must time manage their work effectively and manage outcomes.

Learners must maintain structured records of their work experience that show how they have planned opportunities to develop their skills and gain feedback on their performance from others.

Learners will independently research information on their work experience placement. This research provides basic information on all aspects of the work experience organisation, including history, structure, culture and opportunities for development, indicating that minimal research has been undertaken. The research has little, or no, supporting evidence.

Learners will provide a self-appraisal in which they review their strengths, identify areas for improvement and indicate areas for further development. The appraisal may be supported by evidence collected in the workplace, for example witness testimony or products resulting from work. There is little or no attempt to use evidence to support observations and comments. Next steps for development, if identified, are simplistic and unexplained. Learners do not attempt to explain how or why development is necessary.

Learners will explain the impact of work experience on their career development by linking the outcomes from their work experience action plan, to their progress made towards achieving aims and outcomes during work experience. Learners will select appropriate career development next steps which are noted in their work experience action plan.

Links to other units

This unit links to:

- Unit 2: Fitness Training and Programming for Health, Sport and Well-being
- Unit 3: Professional Development in the Sports Industry
- Unit 4: Sports Leadership
- Unit 5: Application of Fitness Testing
- Unit 8: Coaching for Performance
- Unit 10: Sports Event Organisation
- Unit 11: Research Project in Sport
- Unit 12: Self-employment in the Sports Industry
- Unit 13: Instructing Gym-based Exercise
- Unit 14: Exercise and Circuit-based Physical Activity
- Unit 15: Instructing Exercise to Music
- Unit 19: Development and Provision of Sport and Physical Activity.

Employer involvement

Centres may involve employers in the delivery of this unit if there are local opportunities.

This unit would benefit from employer involvement in the form of:

- guest speakers and interview opportunities
- work experience
- own business material as exemplars
- opportunities to visit suitable businesses.

Unit 20: Leisure Management

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

Unit in brief

Learners study the leadership, management and health and safety principles and procedures that support the role of a manager in an active leisure organisation.

Unit introduction

The active leisure industry is ever evolving, with new facilities, activities and equipment continuously appearing on the market. It is vital that leisure managers are able to maintain resources and manage the health and safety requirements that arise from this evolution in order to continue to give leisure users an effective and safe experience.

This unit aims to give you knowledge and understanding that will assist you to become an active leisure manager. You will explore the differing responsibilities of the leisure manager in relation to human and physical resource management, health and safety and safeguarding. You will consider the importance of leadership to the leisure manager's role. You will gain an understanding of the legislation, processes and procedures that shape and guide the management of health and safety and safeguarding in the active leisure environment. You will examine the role that the leisure manager has in maintaining the required standards of health and safety, responding to emergency situations and reporting on health and safety incidents. Finally, you will explore the role that the leisure manager has in safeguarding children and vulnerable adults in the leisure environment.

When you successfully complete this unit, you will develop a well-rounded understanding of the management role and responsibilities in active leisure. You will be able to use this successfully if you progress to further or higher education to gain qualifications, for example, a leisure management or sports studies degree, required for a position in the leisure industry such as a leisure centre manager or gym manager.

Learning aims

In this unit you will:

- A** Understand the management of human and physical resources in active leisure
- B** Examine the management of health and safety in the active leisure environment
- C** Examine the requirements for safeguarding children and vulnerable adults in the active leisure environment.

Summary of unit

Learning aim	Key content areas	Recommended assessment approach
A Understand the management of human and physical resources in active leisure	A1 Human resource management A2 Physical resource management A3 The management and leadership role A4 Factors affecting the management and leadership role	A report that focuses on the active leisure managers responsibilities for human and physical resource leadership and management.
B Examine the management of health and safety in the active leisure environment	B1 Leisure managers' responsibilities for health and safety B2 Responding to emergencies in active leisure B3 Reporting and recording procedures	A report that focuses on the active leisure manager's responsibilities for health, safety and safeguarding and the response to emergency and non-emergency health and safety and safeguarding situations.
C Examine the requirements for safeguarding children and vulnerable adults in the active leisure environment	C1 Legal safeguarding requirements C2 Managers' safeguarding responsibilities	A report evaluating the overall importance of management on the effectiveness of resources, health and safety and safeguarding in an active leisure environment.

Content

Learning aim A: Understand the management of human and physical resources in active leisure

A1 Human resource management

- Job effectiveness:
 - design
 - person spec
 - fit
 - tasks
 - roles and responsibilities
 - satisfaction.
- Employment:
 - legislation
 - effects of employment protection legislation
 - Discrimination Acts e.g. disability, sex, race, equal pay, European Union directives on working time
 - employment of young persons
 - rights regarding maternity/paternity leave and pay
 - minimum wage
 - recruitment procedures and policies
 - disciplinary procedures and policies.
- Performance management:
 - the role
 - purpose and types of appraisal
 - 360 degree feedback
 - the skills of carrying out appraisals and giving feedback
 - the link of appraisals to reward management.
- Development:
 - appraisal
 - continuing professional development (CPD)
 - skills assessments and training needs analyses
 - promotion
 - career
 - commitment
 - professionalism
 - mentoring.
- Other topical issues:
 - e-recruitment
 - e-learning
 - flexible benefits
 - work-life balance
 - employee voice
 - changes to pension schemes
 - effective deployment of staff, e.g. use of part-time staff, rotas, covering for sickness and absence, facility-specific staffing issues, staff turnover.

A2 Physical resource management

- Resource planning:
 - supplies and materials, e.g. restocking and replacement, use and control of consumables
 - contracting
 - documentation processes, e.g. inventory checks and audits
 - change in staffing needs
 - events and foreseen risk control
 - embedding ethical and sustainable practices in operations
 - planning and resourcing against trends in public take up, facility-specific resource issues.
- Resource maintenance:
 - preventative
 - emergency cover
 - health and safety
 - energy reduction
 - assets
 - servicing and lifecycles and costs
 - leasing options
 - vandalism and damage
 - vehicle and plant needs
 - facility monitoring
 - maintenance
 - refurbishment
 - compliance with manufacturers' guidelines /instructions, statutory requirements
 - budgetary restraint.
- Importance of resource management:
 - maximising skills
 - maximising efficiency
 - maximising productivity
 - maximising capacity
 - minimising costs
 - reducing wastage
 - reducing breakdown
 - reducing error
 - reducing risk.

A3 The management and leadership role

- Importance of leadership:
 - leading people by example
 - inspiring people to convert challenges into opportunities
 - enabling problem solving
 - providing vision
 - innovation through developing people
 - persuading people to make changes
 - inspiring trust
 - developing power with people.

- Roles:
 - leading and motivating staff
 - communicating
 - team building
 - processes and stages in team development
 - group dynamics
 - effective/ineffective teams
 - goals/objectives.
- Responsibilities of a team leader:
 - customer service, product and service knowledge and development
 - decision making, e.g. strategic, planning
 - managerial/operational control, problem solving
 - authority, delegation and empowerment
 - effective working relationships with subordinates, peers, managers and other stakeholders
 - the role of partnerships and stakeholders in the business.
- Styles of leadership:
 - leadership characteristics: styles, e.g. autocratic, paternalistic, democratic, *laissez-faire*, action-orientated
 - motivation theories, factors affecting motivation and performance, motivation techniques, effectiveness
 - conflict resolution.
- Theories of leadership – Belbin's theory on team roles and self-perception, Tuckman's theory on team development.

A4 Factors affecting the management and leadership role

- Emotions and behaviours of team members:
 - awareness of emotions of self and others
 - positive and negative behaviours
 - managing conflict in a team
 - staff turnover.
- Diversity in an active leisure team:
 - value of diversity
 - different skills sets and characteristics of team members
 - making best use of different skills sets and characteristics.
- Communication in an active leisure team.
- Importance of effective two-way communication in a team.
- Range of communication techniques:
 - communications processes, verbal, written, non-verbal
 - lines of communication, linear, lateral, formal/informal
 - barriers to effective communication.
- Motivation:
 - importance to leader and team
 - methods and selection of these
 - empowerment
 - maintenance in face of adversity/setbacks
 - theories and models of motivation – Maslow's hierarchy of needs theory, Herzberg's two-factor theory, Belbin's theory on team roles, Tuckman's theory on team development
 - factors that motivate team members – recognition and status; opportunity for promotion, greater responsibility, stimulating work, sense of achievement, tasks or situations facing the team.

Learning aim B: Examine the management of health and safety in the active leisure environment

B1 Leisure managers' responsibilities for health and safety

- Legislation regarding:
 - health and safety at work, management of health and safety at work
 - Control of substances hazardous to health (COSHH)
 - the reporting of injuries, diseases and dangerous occurrences
 - responsibilities for safety of staff, contractors, suppliers, members of the public
 - responsibility for training staff in health and safety procedures
 - sanctions that may be applied for non-compliance with regulations.
- Maintain a safe workplace:
 - conduct regular risk assessment, address any risks identified
 - safe access to emergency exits
 - safe use of equipment in the workplace, regular testing of electrical equipment, regular computer risk assessment (position of monitor, height of chair, position of arms)
 - fire drills, testing fire extinguishers.
- Legal processes, documents and notices – health and safety policy document (including management of health and safety, responsibility of individuals, commitment to health and safety), displaying health and safety law poster, complying with external health and safety inspections (Fire Service, Health and Safety Executive).
- Health and safety staff:
 - overall responsibility
 - employee representative(s)
 - reporting hazards
 - dangerous occurrences
 - fire wardens (to support fire drills and give health and safety advice) first aider(s), security staff.

B2 Responding to emergencies in active leisure

- Active leisure emergencies:
 - serious injuries (sport or non-sport related), e.g. trampoline fall
 - explosion
 - flood, e.g. wet-side areas
 - electrocution, fire, chemical spill or poisoning, e.g. pool plant chemicals, cleaning materials
 - evacuation or restriction to areas due to gas/fumes, water contamination, security incident, missing persons.

- Procedures:
 - emergency action plans (EAPs)
 - trained and competent staff (technical for machinery)
 - first aider
 - nominated staff to take control
 - regular training and practice (fire drills, use of specialist equipment)
 - fire safety notices and policies in staff handbooks
 - procedures for raising alarms
 - contact(s)
 - details of emergency and location
 - staff meeting point on evacuation
 - essential actions, e.g. plant shutdown
 - emergency lighting
 - sufficient emergency unblocked exit routes
 - needs of staff, customers and other users with disabilities
 - re-entry procedures.
- Emergency legislation related to the management of health and safety at work.
- Managers role/responsibilities:
 - planning for emergencies: assessing risks, documented EAP, staff training, regular and realistic practice – clearly agreed, recorded and rehearsed plans, actions and responsibilities, ensuring facility is prepared, e.g. signage, lighting, emergency equipment, control of hazardous materials
 - responding to emergencies: coordinating the emergency (and non-emergency), assessing the situation and level of response required, investigation of emergency, first responder, communication with emergency services and nominated staff, business continuity management.

B3 Reporting and recording procedures

- Legislation regarding the reporting of injuries, diseases and dangerous occurrences.
- Reporting:
 - work-related deaths
 - work-related accidents
 - industrial diseases
 - dangerous occurrences
 - injuries to visitors
 - reporting rules and timelines
 - recording near misses
 - maintaining a hazard register.
- Record keeping: rules and timescales.
- Importance of reporting and record keeping:
 - legal requirement
 - investigation
 - risk mitigation
 - prevention
 - using health and safety data to improve safety procedures and practices.

Learning aim C: Examine the requirements for safeguarding children and vulnerable adults in the active leisure environment

C1 Legal safeguarding requirements

- Legislation regarding:
 - children and families
 - the protection of freedoms (disclosure and barring service)
 - equality
 - safeguarding vulnerable groups and children
 - data protection
 - United Nations Convention
 - Every Child Matters and childcare.
- Referral requirements:
 - information sharing (how much information, shared with whom, shared at what point)
 - role of designated safeguarding officer
 - referral procedures
 - referral agencies.
- Local and national agencies with responsibility for safeguarding:
 - Local Safeguarding Children Boards (LSCBs)
 - local authority children's social care, e.g. social workers
 - police
 - National Society for the Prevention of Cruelty to Children (NSPCC).

C2 Managers' safeguarding responsibilities

- Types of safeguarding risks in the active leisure environment:
 - staff lack awareness of safeguarding and how to report safeguarding concerns
 - inadequate staff training
 - inadequate supervision by a responsible adult
 - adults who may expose children/vulnerable adults to dangerous or inappropriate behaviour
 - children/vulnerable adults being exposed to risk because they have been removed (or removed themselves) from the appropriate area of the premises/event
 - children/vulnerable adults exposed to inappropriate adult environments
 - accidents and injury, e.g. using equipment unsupervised
 - access to hazardous substances, falling into the swimming pool.
- Safeguarding procedures:
 - organisational safeguarding policy
 - safe working practices that protect children, vulnerable adults and adults who work with them
 - importance of following the procedures of the organisation without forming premature judgements
 - lines of reporting concerning suspected or actual abuse
 - accurate reporting
 - security of records
 - sequence of events leading to registration on child protection register.

- Active leisure managers' safeguarding responsibilities for staff:
 - clarify staff roles and responsibilities, e.g. ensuring staff members promote good practice and challenge practice that is harmful
 - responsibility for Disclosure and Barring Service checks when recruiting staff
 - staff training and awareness, e.g. ensure staff have adequate induction and training and up-to-date information
 - train and advise staff how to identify and manage risk
 - ensure staff are aware of, and follow, the organisation's child protection policy, procedures and codes of practice
 - guidance on confidentiality and information sharing.
- Active leisure managers' responsibilities for safeguarding policies:
 - reflect relevant legislation and regulations, e.g. Safeguarding Vulnerable Groups Act 2006, Mental Health Act 1983, Mental Capacity Act 2005, Equality Act 2010, Human Rights Act 1998, Data Protection Act 1998, NSPCC standards for safeguarding and protecting
 - specific policies and procedures, e.g. activity areas designed to be transparent
 - ensure staffing levels are appropriate
 - restrict or prohibit access to parts of the premises as appropriate
 - child protection policy and procedures
 - guidance on appropriate/expected standards of behaviour.
- Active leisure managers' responsibilities for safeguarding procedures:
 - systems for recording information
 - lines of communication
 - procedures for managing and reporting any concerns or issues
 - procedures for recruiting staff and volunteers who have contact with children and vulnerable adults
 - processes for dealing with behaviour that is unacceptable and/or discriminatory
 - follow a duty of care for children and vulnerable adults taking part in active leisure.
- Responding to safeguarding concerns:
 - following organisational policy and procedures
 - maintaining confidentiality as directed by safeguarding policy and procedures
 - collection, assessment and sharing of information about safeguarding concerns
 - reporting of concerns or issues to appropriate external agencies/authorities.

Assessment criteria

Pass	Merit	Distinction
Learning aim A: Understand the management of human and physical resources in active leisure		A.D1 Evaluate the strategic and operational importance of effective management in active leisure facilities.
A.P1 Discuss the requirements for human and physical resource provision and control in active leisure. A.P2 Explain how the leadership role and responsibilities are influenced by different resource-related factors.	A.M1 Analyse the importance of human and physical resource management to an active leisure organisation. A.M2 Assess the impact of the use of different leadership styles in different situations relating to resource management within active leisure.	
Learning aim B: Examine the management of health and safety in the active leisure environment		BC.D2 Evaluate the role, responsibilities and decisions made by active leisure managers in planning, monitoring and improving the health and safety of their facility, giving examples. BC.D3 Evaluate the importance of management in maintaining and monitoring the effectiveness of resources, health and safety and safeguarding in the active leisure environment.
B.P3 Discuss the health and safety responsibilities of a manager in the active leisure environment, giving examples. B.P4 Explain an active leisure manager's role in planning and co-ordinating emergency operating procedures, giving examples. B.P5 Discuss the reporting and recording procedures that must be followed in the event of an emergency or other health and safety incident.	B.M3 Assess an active leisure manager's role and responsibilities when dealing with health and safety incidents and emergencies, giving examples.	
Learning aim C: Examine the requirements for safeguarding children and vulnerable adults in the active leisure environment		
C.P6 Discuss the legal requirements that cover the safeguarding of children and vulnerable adults in an active leisure environment. C.P7 Explain how an active leisure manager carries out their responsibilities for safeguarding children and vulnerable adults.	C.M4 Assess the role of an active leisure manager in responding to safeguarding concerns.	

Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of two summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aim: A (A.P1, A.P2, A.M1, A.M2, A.D1)

Learning aims: B and C (B.P3, B.P4, B.P5, C.P6, C.P7, B.M3, C.M4, BC.D2, BC.D3)

Further information for teachers and assessors

Resource requirements

There are no specific additional resource requirements for this unit.

Essential information for assessment decisions

Learning aim A

Learners will need to consider the human and resource management needs and requirements in the active leisure environment. They should relate all examples to active leisure. Learners could choose to base their research and answers on case studies containing actual data and information from specific active leisure organisations, for example local authority, private sector, dual use sites, adventure pursuits or single sport/multi-sport. Learners may find the use of job descriptions from leisure manager positions helpful in assisting them to identifying roles and responsibilities for human and physical resource management.

For distinction standard, learners will consider the importance of effective management on the strategy and operation of leisure facilities. Learners will consider what strategic and operational management means in specific types of leisure facility, for example local authority, private sector, dual use sites or adventure pursuits. They could then explore the challenges, variables and implications associated with the management of the chosen type(s) of facility, such as how staff turnover has a huge impact on public sector leisure management or the cost of replacing specialist equipment for adventure pursuits facilities.

Learners could then examine the decision making and wider responsibilities that managers have for these facilities, for example obtaining, monitoring and maintaining resources and the implications when these responsibilities are fulfilled.

Learners can then draw conclusions about the importance of effective strategic and operational management in the context of the chosen type(s) of facility, and can support these arguments with well-considered examples from active leisure.

For merit standard, learners will provide a detailed examination of the costs and benefits of resource management to an active leisure organisation. Learners should carefully consider the type of leisure organisation that they are going to focus on, examining the operational challenges and variables that are associated with it. From this examination, they could then consider the possible impacts of ineffective management on efficiency, productivity and risk in that organisation. They can present their outcomes and support these with well-considered examples.

Learners will carefully consider the impact of different leadership styles on at least four different resource management-related situations in active leisure, for example, the need to make a quick decision on a purchase or the handling of a human resource issue. Learners could identify appropriate active leisure-related situations and then apply specific leadership styles to these. They can weigh up the strengths and weaknesses of each style in relation to the identified situation or scenario. They can then arrive at a conclusion as to the suitability of particular leadership styles to specific situations.

For pass standard, learners will consider what is required to effectively provide and control human and physical resources in active leisure, for example, planning, maintenance, processes and procedures. They could examine how the resource requirements may differ between different types of leisure organisation and the operational challenges for managers that are associated with these different requirements.

Learners will explore how the requirements relate to each other as well as to external factors such as legislation. They can also consider the extent to which each requirement is important in the overall scheme of resource management. They can provide examples to support their discussion.

Learners could give clear reasons to support the levels of influence that different resource-related factors can have on the leadership role and responsibilities. Learners could consider at least five human and/or physical resource factors and the impacts, both positive and negative, that these have on leadership. Learners could also consider how the influence of resource-related factors may vary in different types of leisure organisation.

Learning aims B and C

Learners will need to consider health and safety and safeguarding in the active leisure environment. They should relate all examples to active leisure. Learners could choose to base their research and answers on case studies containing actual data and information from specific active leisure organisations, such as local authority, private sector, dual use sites, adventure pursuits or single sport/multi-sport. Learners may find the use of job descriptions from leisure manager positions helpful in assisting them to identifying roles and responsibilities for health, safety and safeguarding.

For distinction standard, learners will carefully consider the role, responsibilities and decision-making processes of active leisure managers when planning, monitoring and improving health and safety in their facility. Learners could identify the strategic and operational roles and responsibilities of leisure managers in different types of leisure facility. They could then consider how the roles, responsibilities and decisions made are influenced by the specific requirements and challenges of the context in which they work, or by external factors. For example a dual use facility may be accessed by different types of user, possibly including children and/or vulnerable adults at the same time, raising specific safeguarding challenges that require organisation procedures to be implemented in response to legislation.

Learners can then form opinions and make arguments for what the manager's role, responsibilities and decisions are. These arguments must be supported with well-considered examples from the active leisure environment.

Learners consider the concept of management in relation to resources, health and safety and safeguarding across different types of leisure facility. They explore the strategic and operational importance of the leisure manager's roles and responsibilities for planning, maintaining and monitoring the effectiveness of all of these areas and draw conclusions as to the relevance or significance of the management function in each, supporting these with well-considered examples. Learners could examine the strengths of effective and weaknesses of ineffective management and consider the implications if these areas were not managed. From these examinations learners can make judgments about the importance of management and support these with well-considered management examples from active leisure.

For merit standard, learners will present careful consideration of the role that an active leisure manager plays in responding to, and reporting on, emergencies and other health and safety incidents. Emergencies constitute any situation where an emergency action plan is triggered, whereas other health and safety incidents refer to near misses and identified risks that do not progress to an emergency. Learners could focus on a manager of a specific facility, such as a multi-sport site, and examine the challenges that a manager may have in this context, for example evacuating wet and dry facilities. Learners could also identify specific emergency situations and match the most relevant or important responsibilities that the manager may have for responding or reporting in these instances. It may also be helpful for them to consider the legal requirements at this point. They could then identify the role that the manager plays, for example, co-ordinating the emergency. From this they can arrive at conclusions that they support with the use of well-considered examples.

Learners will carefully consider the role that an active leisure manager plays in ensuring that safeguarding concerns over children and vulnerable adults are responded to appropriately. Learners could identify the responsibilities that the manager has before, during and after any suspected safeguarding concern, for example, creating policies and procedures, training staff or referral to appropriate agencies. From this consideration learners arrive at conclusions, supported by specific examples of what the manager's role is at each stage of safeguarding.

For pass standard, learners will consider the responsibilities that a manager in the active leisure environment has for health and safety. They could explore these responsibilities under key headings, for example, planning, maintenance and response. They could give consideration for how the responsibilities interrelate and their importance, citing appropriate leisure-related examples. They could also consider the potential impacts of the manager not taking responsibility in any of these areas.

Learners give clear consideration to the role that an active leisure manager will play in planning and co-ordinating responses to health and safety emergencies. They could research a specific type of leisure facility and identify relevant operating procedures and responses that the manager would be engaged in, for example communication with emergency services or assessment of the appropriate response to take. Learners can support their conclusions with appropriate examples from the active leisure environment.

Learners will explore the procedures that active leisure organisations must follow in relation to the reporting and recording of emergencies or other health and safety incidents. Emergencies constitute any situation where an emergency action plan is triggered, whereas other health and safety incidents refers to near misses and identified risks that do not progress to becoming an emergency. Learners must give indication of the importance of reporting and recording procedures and the implications to organisations of not adhering to these. Learners can use appropriate examples from active leisure to support their findings.

Learners will consider the legal requirements that organisations must adhere to when dealing with the safeguarding of children and vulnerable adults in an active leisure environment. They could identify examples of the relevant legislation and explore the organisation's policies and procedures that are drawn up in response to this.

Learners will give consideration for the role and responsibilities of a leisure manager in relation to the safeguarding of children and vulnerable adults. They could explore responsibilities relating to staff, policies and procedures and consider the interrelationships between these. They can give appropriate examples of how the manager carries out their role to support their findings.

Links to other units

This unit links to:

- Unit 3: Professional Development in the Sports Industry
- Unit 18: Work Experience in Active Leisure
- Unit 21: Leisure Centre Operations
- Unit 22: Investigating Business in the Sport and Active Leisure Industry.

Employer involvement

Centres may involve employers in the delivery of this unit if there are local opportunities.

This unit would benefit from employer involvement in the form of:

- guest speakers and interview opportunities
- work experience
- own business material as exemplars
- opportunities to visit suitable businesses.

Unit 21: Leisure Centre Operations

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

Unit in brief

Learners will study requirements and expectations of working in leisure centre facilities and develop skills through practical application by planning provision and service improvements for customers.

Unit introduction

The leisure industry is ever expanding and the need for leisure centres remains high, providing clients with a means to get and remain fit and healthy for life. Leisure centre facilities cater for diverse customer needs and social constraints through their provided services and provision for customers.

This unit will give you the knowledge and understanding to work in a leisure or sports facility. You will explore the roles and responsibilities of different personnel in a leisure centre facility and the skills that they need. You will also examine how legislation impacts on the way leisure centre facilities are managed to ensure the safety of customers and employees. You will gain an understanding of how different client groups are catered for and how to plan future provision.

By developing an understanding of the operational aspects of leisure centre facilities, this unit will help you progress to employment in the leisure industry, for example as a facilities manager or gym manager, or to further or higher education, for example a sports studies degree.

Learning aims

In this unit you will:

- A** Investigate the key responsibilities and personal skills of leisure centre facility staff members
- B** Examine the impact of key legislation and risk management strategies on the daily operations of a leisure centre facility
- C** Examine the provision offered for different client groups targeted by different leisure centre facilities
- D** Develop a plan to improve the provision offered for a target client group.

Summary of unit

Learning aim	Key content areas	Recommended assessment approach
<p>A Investigate the key responsibilities and personal skills of leisure centre facility staff members</p>	<p>A1 Typical staffing structures for different leisure centre facilities</p> <p>A2 The responsibilities and requirements of key job roles in leisure centre facilities</p> <p>A3 The different types of employment contracts across different job roles in leisure centre facilities</p> <p>A4 The skills required for different roles in leisure centre facilities</p>	<p>A written report that considers the effectiveness of organisational staffing structures used by two different leisure facilities.</p>
<p>B Examine the impact of key legislation and risk management strategies on the daily operations of a leisure centre facility</p>	<p>B1 Key health and safety legislation implementation in different leisure centre facilities</p> <p>B2 Risk management strategies in a leisure centre environment</p>	<p>A comprehensive report for management that includes a range of materials informing staff and clients of key legislation that they should be aware of and how effectively the legislation has been implemented in the risk management strategies.</p>
<p>C Examine the provision offered for different client groups targeted by different leisure centre facilities</p>	<p>C1 The range of provision in different leisure centre facilities</p> <p>C2 The factors that influence leisure centre provision</p> <p>C3 Leisure centre facility strategy for planning and improving provision to meet client needs</p>	<p>The plan, including diagrammatic evidence and referencing.</p> <p>A written report which considers the effectiveness of the provision offered by different leisure facilities for a targeted group.</p>
<p>D Develop a plan to improve the provision offered for a target client group</p>	<p>D1 The resources required to achieve improvements to provision</p> <p>D2 Operational and financial considerations for changes to provision</p> <p>D3 Implementation strategies for changes to provision</p>	<p>A written report which considers the effectiveness of the provision offered by different leisure facilities for a targeted group.</p>

Content

Learning aim A: Investigate the key responsibilities and personal skills of leisure centre facility staff members

A1 Typical staffing structures for different leisure centre facilities

- Different types of leisure centres with specialisms.
- Staffing requirements of different leisure centre facilities.
- Qualifications required by staff and personnel and how these are obtained.
- Roles and responsibilities of staff and personnel.
- Key staffing areas carrying management or supervisory responsibilities.

A2 The responsibilities and requirements of key job roles in leisure centre facilities

- Responsibilities of a manager, including duty managers, trainee managers and supervisors:
 - delegate effectively, budget management, responsibility for health and safety, developing new facilities and services, promotion and marketing, dealing with customer enquiries, complaints, planning for and responding to emergencies, recruitment, training, supervising and deploying staff, maintaining statistical and financial records, organising activities or programmes, smooth running of the organisation, attracting new customers, disciplining staff, monitoring and authorising stock, managing equipment and resources, Disclosure and Barring Service (DBS) checks.
- Responsibilities of a lifeguard/poolside staff:
 - supervise swimmers, spot hazards, prevent accidents, give advice on water safety, control unruly behaviour, water rescue, first aid, including cardiopulmonary resuscitation (CPR), ensure water rules are adhered to, monitor the safety and wellbeing of all pool users, including spectators.
- Responsibilities of a gym instructor/fitness class instructor:
 - develop personal exercise programmes, provide diet plans, demonstrate the correct way to use equipment, monitor equipment usage, ensure health and safety of all gym users, provide basic first aid, keep the gym clean and free from risks and hazards, deliver exercise classes and workshops, keep records.
- Responsibilities of a leisure assistant/attendant:
 - maintain equipment, set up and dismantle equipment, keep all areas clean and tidy, maintain the safety and hygiene of the facilities, handle sales of services, make reservations, staff the help desk, assist the catering section, record and order stock and consumables, complete records, maintain security of facilities.
- Responsibilities of a receptionist:
 - greet and welcome clients, suppliers and contractors, serve customers, sell tickets, deal with customer complaints/comments, take payments, process memberships, answer questions, handle post/phone calls/appointments, ensure customer information is up to date, make public announcements, record lost property, maintain records and systems.
- Responsibilities of other roles specific to venues (for example ground staff, membership advisors, sports masseurs, play workers).
- Qualification requirements:
 - fitness qualifications
 - NVQs, BTECs
 - equivalent to at least REPs Level 2 for instructing different forms of exercise such as circuits, water based exercise
 - equivalent to REPs Level 3 for advanced exercise
 - equivalent to REPs Level 4 for cardiac disease, stroke rehabilitation
 - pool-related qualifications
 - RLSS National Pool Lifeguard Qualification
 - CIMSPA National Pool Plant Operators Certificate
 - ASA Certificates in Aquatics and Swimming

- coaching qualifications
 - appropriate National Governing Body (NGB) coaching or instruction awards relevant to activity
 - NVQ qualifications, BTECs
- First-aid qualifications
- DBS clearance
- qualifications for other specific roles (play workers, masseurs).
- Requirements – attributes.
 - Personal skills and attributes required for job roles, e.g. personal presentation, reliability, communication, teamwork, inter-personal skills, leadership, coaching and instructional skills, literacy, numeracy and IT skills.
 - Physical skills and attributes required for job roles, e.g. associated with specific instructional roles such as martial arts instruction, fitness instruction, swimming ability.
 - Level of previous experience required or desired for different job roles (general, specific to sports industry, voluntary).

A3 The different types of employment contracts across different job roles in leisure centre facilities

- Full time.
- Part time.
- Short-term contract.
- Hourly paid.
- Voluntary.
- Zero/casual hours.

A4 The skills required for different roles in leisure centre facilities

Learners should examine each skill in relation to the customers, staff members and stakeholders.

- Essential skills for managing customers:
 - good communication, good listener, positivity, patience, attentiveness, good knowledge, time management, understanding customer needs, staying calm, persuasion, good in a crisis, problem solving, helpful, flexible, task orientated.
- Essential skills for managing staff:
 - approachability, good communication, good listener, motivator, decision maker, uses initiative, team player, organisation, time management, remain calm under pressure, knowledgeable.

Learning aim B: Examine the impact of key legislation and risk management strategies on the daily operations of a leisure centre facility

B1 Key health and safety legislation implementation in different leisure centre facilities

The key legislation relating to health and safety, interpreted in the context of a leisure centre facility.

- Application of key legislation regarding: control of substances hazardous to health (COSHH), equality, health and safety at work (HSWA), data protection, employment rights, managing health and safety in swimming pools (HSG179), management of health and safety at work (MHSW), reporting of injuries, diseases and dangerous occurrences (RIDDO).
- Hazard identification and management:
 - completion of risk assessments
 - staff training
 - ensuring clients, customers, contractors, suppliers and colleagues are aware of the health and safety requirements of the facility
 - safeguarding and the implications for leisure centre facilities.

- The impact of key legislation on leisure centre facilities.
- Typical processes and procedures adopted by leisure centre facilities for the implementation of health and safety legislation.

B2 Risk management strategies in a leisure centre environment

- What is a risk management strategy?
 - A structured and coherent approach to identifying, assessing and managing risk.
- Types of risk management strategy:
 - risk acceptance
 - risk avoidance/exposure avoidance
 - risk limitation/loss prevention
 - risk transference/loss reduction
 - risk financing.
- Risk assessment:
 - who is responsible
 - what will this focus on
 - when will this be completed
 - who will be consulted
 - how will consultations take place
 - how will findings be recorded and actioned
 - how regularly will the risk assessment be reviewed?
- Accountability.
- Training:
 - who should be trained and how this should take place.
- Awareness for:
 - customers
 - staff
 - stakeholders.

Learning aim C: Examine the provision offered for different client groups targeted by different leisure centre facilities

C1 The range of provision in different leisure centre facilities

- Programmes.
 - Health and fitness programmes:
 - group exercise activities
 - individual training
 - water-based activities.
 - Educational programmes:
 - school programmes
 - adult Learn to Swim.
 - Sports programmes:
 - competitive activities
 - coaching
 - club bookings
 - recreational bookings.
 - Gym programmes:
 - resistance training
 - flexibility
 - core
 - cardiovascular
 - GP referral
 - weight loss
 - toning.

- Pool programming:
 - lane swimming
 - inflatables
 - general swim.
- Special events:
 - normally one off events such as tournaments and competitions.
- Programmes to enable demand.
 - Sports development programmes.
 - Promotional activities.
 - Events such as come and try days.
- Programmes to serve specific groups or populations relevant to centre.
 - Women only classes.
 - Soft play areas.
 - Parent and toddler activities.
 - Youth activities.
 - Older clients.
 - Ethnic and social minorities.
- Services.
 - Instruction:
 - personal training
 - gym inductions
 - coaching and instructing.
 - Therapeutic:
 - sports massage
 - physiotherapy.
 - Customer services:
 - equipment hire or sales
 - online booking.
 - Refreshments:
 - vending areas
 - social areas
 - dining areas.
 - Ancillary facilities:
 - car parking
 - changing areas
 - lockers
 - bicycle stores
 - crèche.

C2 The factors that influence leisure centre provision

- National participation rates for different activities.
- Trends:
 - changes in national participation rates for different activities
 - trends in activities supplied by leisure centre facilities (Salsa or Zumba).
- Influences on provision in public sector facilities:
 - funding
 - space
 - local authority or national policies
 - local sport development initiatives
 - the locality
 - management by in-house team or outsourced
 - national events or promotions
 - TV films, advertising.

- Influences on provision in private sector facilities:
 - customer need and demand
 - customer expectations
 - market forces
 - national events or promotions
 - TV, films, advertising.

C3 Leisure centre facility strategy for planning and improving provision to meet client needs

- Client groups:
 - by demographic; age classifications, gender, ethnic grouping, disability, socio-economic groups
 - by interest; in specific activity or sport, by motivation – variety of personal motivations to visit a leisure centre facility such as health, recreational, social, competitive, personal image, weight management, health maintenance and improvement, training for performance
 - by market segmentation methods used by Sport England.
- Programmes that appeal to different client groups:
 - variety of classes or programmes to cater for different interests and client groups.
- Physical resources:
 - specific to the client group such as wheelchair access, soft play areas, equipment for swimming lessons.
- Staff:
 - qualified to meet needs of different groups for different activities.
- Provision:
 - health and fitness programmes, educational programmes, sports programmes, gym programmes, pool programming, special events.
- Programmes to enable demand:
 - sports development programmes, promotional activities or events such as come and try days.
- To serve specific groups or populations relevant to centre:
 - women only classes, soft play areas, parent and toddler activities, youth activities, older clients'/customers' fitness, health and mobility activities.

Learning aim D: Develop a plan to improve the provision offered for a target client group

D1 The resources required to achieve improvements to provision

- Identifying the gap in provision for one client group.
- Propose improvements to provision:
 - for example, new activity that the centre does not run, another class aimed at a new client or interest group, a new tournament, clear aims and objectives, setting SMARTER (specific, measurable, achievable, realistic, timebound, evaluated, reviewed) targets.
- Marketing communications:
 - how the proposal will be promoted to the client group.
- Physical resources required:
 - equipment needed, use of a suitable area and time in the facility.
- Human resources required:
 - staff required, skills and qualifications, experience, other staffing implications, e.g. overtime.

D2 Operational and financial considerations for changes to provision

- Operational considerations specific to the proposal:
 - extra cleaning, reception queues, congestion, space in changing areas, lockers, setting up and taking down of equipment, health and safety considerations, licensing considerations such as public broadcasting of music licensing.
- Capital costs or start-up costs of the proposal:
 - purchase of equipment.
- Operating costs of the proposal:
 - facility hire based on the hiring out fee of the space used, instructor fees
 - training of staff
 - insurance
 - energy costs.
- Setting the price and finance:
 - by examination of similar classes in centre, or pricing elsewhere, or market research, projected break even attendances required per session, projected loss or surplus per session.

D3 Implementation strategies for changes to provision

Planning for implementation of changes to provision:

- aims and objectives
- SMARTER targets
- SWOT (strengths, weaknesses, opportunities, threats)
- timescales
- phases, milestones
- responsibilities for implementation
- review dates
- Key Performance Indicators (KPIs).

Assessment criteria

Pass	Merit	Distinction
Learning aim A: Investigate the key responsibilities and personal skills of leisure centre facility staff members		A.D1 Evaluate the effectiveness of organisational staffing structures used by two different leisure centre facilities.
A.P1 Explain the responsibilities, tasks, qualifications and personal skills required in two different types of leisure centre facilities.	A.M1 Analyse the skills and qualifications needed by personnel in two different types of leisure centre facilities.	
Learning aim B: Examine the impact of key legislation and risk management strategies on the daily operations of a leisure centre facility		B.D2 Evaluate the effectiveness of risk management and hazard control strategies in different types of leisure centre facilities.
B.P2 Discuss key legislation relating to health and safety in a leisure centre facility. B.P3 Summarise risk management and hazard control strategies in a leisure centre facility.	B.M2 Assess the impact of key health and safety legislation on different types of leisure centre facilities.	
Learning aim C: Examine the provision offered for different client groups targeted by different leisure centre facilities		CD.D3 Evaluate the effectiveness of the provision offered by different leisure centre facilities for a targeted group to recommend improvements for provision.
C.P4 Describe the range of provision offered by different leisure centre facilities.	C.M3 Analyse how different leisure centre facilities target different client groups and the factors that influence the provision.	
Learning aim D: Develop a plan to improve the provision offered for a target client group		
D.P5 Develop a plan to improve the provision offered for a target client group. D.P6 Explain proposed improvements to provision for a client group in the leisure centre facility, supported with evidence.	D.M4 Produce a detailed plan using analysed research of potential take up and benefits for a target client group of the proposed changes to support recommended improvements for provision.	

Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of three summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aim: A (A.P1, A.M1, A.D1)

Learning aim: B (B.P2, B.P3, B.M2, B.D2)

Learning aims: C and D (C.P4, D.P5, D.P6, C.M3, D.M4, CD.D3)

Further information for teachers and assessors

Resource requirements

There are no specific additional requirements for this unit.

Essential information for assessment decisions

Learning aim A

Learners should provide evidence that shows understanding of the skills and responsibilities of selected roles in two different leisure centre facilities and the staffing structures used.

For distinction standard, learners will ensure that they are able to evaluate the staffing structures in two different leisure centre facilities, focusing on at least two specific roles. Learners will show the interrelationship between gained qualifications/experience and given roles and responsibilities with the expected level of skills. Learners should rationalise any judgements made.

For merit standard, learners will analyse the required qualifications, individual responsibilities and skills that are used to deal with customers and staff in two specific roles. Learners will interpret how different roles compare and will be able to identify common trends between the roles.

For pass standard, learners will use staffing structures to identify job roles to target, with clear explanation of the responsibilities, skills and qualifications of different roles in two different leisure centre facilities. Learners will be able to explain the skills that are used.

Learning aim B

Learners should provide evidence that shows effective evaluation of risk management strategies in different leisure centre facilities.

For distinction standard, learners will produce a comprehensive report which evaluates at least two risk management strategies. Learners should clearly evaluate the different considerations when focusing on risk management strategies and how they are built from key legislation; indicating why training and awareness are crucial to the effective running of a leisure centre. Learners should place emphasis on the need to risk assess, and why this is such an essential part of running a leisure centre. They should be able to identify the requirements of a successful risk assessment and how it should be completed.

For merit standard, learners will use COSHH (2002), as one of their selected legislations, as this runs through all employment organisations and is a crucial piece of legislation for the workplace, including leisure centre facilities. Learners should provide a clear interpretation of key legislation and how it can be implemented on a daily basis in the leisure centre facility. Learners should also explain a risk management strategy and how this impacts on the successful running of a leisure centre facility. The document should incorporate the different considerations when focusing on risk management strategies; indicating why training and awareness are crucial to the effective running of a leisure centre. Learners should place emphasis on the need to risk assess and why this is such an essential part of running a leisure centre facility. They should be able to identify the requirements of a successful risk assessment and how it should be completed.

For pass standard, learners will use COSHH (2002), as one of their selected legislations, as this runs through all employment organisations and is a crucial piece of legislation for the workplace, including leisure centre facilities. The written document should explain at least three pieces of legislation clearly identifying how these are meant to protect the safety of staff and clients in the leisure centre. Learners should also summarise two risk management strategies used by leisure centre facilities.

Learning aims C and D

Learners should focus on a minimum of four programmes and three services on offer.

For distinction standard, learners will use their knowledge of the unit to produce a comprehensive plan, using research analysis to support their evaluation and to present their vision for ensuring the safety of clients and colleagues in leisure centre facilities. Learners must suggest ways to develop the provision for a client group and ensure that the suggestions are SMART. All suggestions must be achievable in a leisure centre facility and be realistic enough to challenge and develop the facility. Learners must demonstrate a good level of confidence and show clear depth in their knowledge and understanding of their learning.

For merit standard, learners will ensure appropriateness of content and a focused discussion of leisure strategies for targeting clients, including factors that influence their decisions and detailed planning. Learners will show firm rationalisation for recommendations made.

For pass standard, learners will clearly identify and explain how leisure centre facilities currently target clients. Learners will show how they would improve the provision for one of the client groups previously identified as requiring improvement, through a basic written plan.

Links to other units

This unit links to:

- Unit 3: Professional Development in the Sports Industry
- Unit 18: Work Experience in Active Leisure
- Unit 20: Leisure Management
- Unit 22: Investigating Business in the Sport and Active Leisure Industry.

Employer involvement

Centres may involve employers in the delivery of this unit if there are local opportunities.

This unit would benefit from employer involvement in the form of:

- guest speakers and interview opportunities
- work experience
- own business material as exemplars
- opportunities to visit suitable businesses.

Unit 22: Investigating Business in the Sport and Active Leisure Industry

Level: **3**

Unit type: **External**

Guided learning hours: **90**

Unit in brief

Learners investigate how business operates in the sport and active leisure industry and how it responds to trends and other influences to meet the needs of clients and to benefit the business.

Unit introduction

Sports businesses are always planning for growth and expansion in the availability of services, facilities and products. This unit looks at the skills needed to work in business, how sports businesses are organised and what makes a successful business. Areas of work could include professional sport; private, public and voluntary sports clubs, arenas, stadiums; community and active leisure programmes; the sporting goods industry; media, print or broadcasting.

In this unit, you will investigate industry trends, changes and other developments such as technology, to explore how they can affect the performance, and ultimately the success, of businesses. You will use given data and other information to make recommendations on how a business should adapt and develop to take full advantage of market opportunities, while at the same time looking at how to reduce the potential effects of threats and risks. To complete the assessment task within this unit, you will need to draw on your learning from across your programme.

This unit will help you to make an informed choice as to whether you want to continue your studies to higher education or develop your career in the commercial side of the industry.

Summary of assessment

This unit is assessed under supervised conditions. Learners will be given information two weeks before a supervised assessment period in order to carry out research.

The supervised assessment period is a maximum of three hours as timetabled by Pearson. During the supervised assessment period, learners will be given a set task that will assess their ability to examine the internal and external factors associated with a business and how it may respond to trends affecting business in the sport and active leisure industry. Pearson sets and marks the task.

The number of marks for the unit is 64.

The assessment availability is January and May/June each year. The first assessment availability is January 2018.

Sample assessment materials will be available to help centres prepare learners for assessment.

Assessment outcomes

AO1 Demonstrate knowledge and understanding of sport and active leisure business operations and how to respond to trends and internal and external influences

AO2 Analyse and interpret business information and data, and their potential impact and influence on a sport and active leisure business

AO3 Evaluate evidence to make informed judgements on how a sport and active leisure business should be developed, diversified or adapted

AO4 Be able to make justified recommendations for a sport and active leisure business, synthesising ideas and evidence from several sources to support arguments

Essential content

The essential content is set out under content areas. Learners must cover all specified content before the assessment.

A Features of sports and active leisure businesses (business operations)

A1 Features and organisation of sport and active leisure businesses

- Types of sports and active leisure businesses:
 - private – sole trader, partnership, private limited company (Ltd), public limited company (plc), cooperative, limited and unlimited liability
 - public – public corporation, local authority
 - voluntary sector – charitable trust.
- Scope of business activities:
 - local
 - national
 - international
 - multi-national.
- Size of business:
 - micro – up to 9 staff
 - small – 10–49 staff
 - medium – 50–249 staff
 - large – more than 250 staff.

A2 Aims and objectives of sport and active leisure businesses

All businesses in this industry will want to increase participation, raise awareness and meet current trends.

- Aims and objectives of sports and active leisure businesses in different sectors:
 - private sector – making profits, break-even, survival, growth, market leadership, diversification, service provision, strong customer service/satisfaction
 - public sector – cost control, value for money, service quality, meeting government standards
 - voluntary sector – supporting communities.
- Objectives:
 - SMART (Specific, Measurable, Achievable, Relevant, Time-constrained) targets.

A3 Provision of sports facilities, programmes and services

- The purpose of provision of services offered by businesses in sport and active leisure.
- Programmes to promote participation:
 - health and fitness programmes – individual training, group exercise activities, water-based activities
 - educational/school programmes
 - sports programmes
 - gym programmes
 - swimming pool programmes
 - programmes to enable demand
 - programmes to serve specific groups.
- Services:
 - instruction
 - therapeutic
 - customer service.
- Additional facilities: refreshments, car parking, changing areas, lockers, crèche.

A4 Customer groups in a sport and active leisure business

- Customer groups in sport and active leisure businesses are targeted through their demographic and purpose.
- Demographic: age classification, gender, ethnic minority grouping, disability, socio-economic groups.
- Purpose: in specific activity or sport, recreational, weight loss, personal image, health maintenance, training for performance, charitable.
- Programming to meet the needs of customers in a sport and active leisure business:
 - staffing
 - provision
 - legal requirements.

A5 Stakeholders and their influence on sports and active leisure businesses

The effect of stakeholder decisions on business plans, aims and objectives.

- Types of stakeholders:
 - internal – managers, employees, owners, shareholders
 - external – suppliers, competitors, creditors, customers, government agencies and departments, communities, interest groups, trade associations (Federation of Sports and Play Associations (FSPA)), fundraisers.

A6 Laws, legislation and safeguarding relevant to the sport and active leisure industry

Current and relevant legal and legislative requirements covering safeguarding, employment, and equality and diversity, and how they are used in the sport and active leisure industry.

- Equality and diversity legislation, safeguarding, data protection, health and safety legislation, employment legislation.

B Business models in sport and active leisure

The use of business models to aid decision making in a sport and active leisure business.

B1 Business models

- SWOT:
 - strengths
 - weaknesses
 - opportunities
 - threats (including competitor threats).
- PESTLE:
 - political
 - economic
 - social
 - technological
 - legal
 - environmental.

C Human resources**C1 Job roles and person specifications**

- Job roles and responsibilities in the sports and active leisure industry:
 - executive/owner/manager
 - supervisor
 - qualified sports leaders, instructor, coach
 - support staff (administration, security, cleaning staff, IT staff)
 - trainee
 - volunteer.
- How person specifications and job descriptions determine the level of decision making, skills required and accountability.

C2 Types of employment

- Part-time.
- Full-time.
- Seasonal roles.
- Consultant.
- Volunteers.
- Franchisees.
- Benefits and risks of different employment types.

C3 Human resource management

Roles and responsibilities of human resources:

- timetabling staff
- salaries
- conditions of employment.

C4 Physical resource management of sports and active leisure facility or sports environment

- Resource planning:
 - supplies and materials
 - contracting
 - changes in staffing needs
 - events and foreseen risk control.
- Resource maintenance:
 - emergency cover
 - health and safety
 - assets
 - leasing options
 - maintenance and refurbishment
 - budgetary restraints.
- Importance of resource management:
 - maximising skills, productivity, capacity
 - reducing risk, costs, wastage.

D Marketing

The process that sport and active leisure businesses use to market their products to reach their customers and meet their needs and expectations.

D1 Marketing 7 Ps

- Product, including product life cycles, unique selling point (USP), product range.
- Price, including pricing strategies.
- Promotion, the promotional mix, including the use of digital promotion, social media, target market, brand image (celebrity endorsements), above the line and below the line promotion.
- Place, including supply chains, logistics, customer trends.
- People, including staff training, consistent and reliable customer service, relationship between people and brand image.
- Process, including managing customer interactions consistently, mode of service consumption.
- Physical environment, including reflecting brand image in physical environment, appropriateness to offering.

D2 Meeting the needs of the customer in a sport and active leisure business

Delivering customer service and meeting customer expectations:

- being knowledgeable about services, equipment, activities, facilities
- highlighting benefits for the customer of promotions (special offers, customer loyalty schemes)
- taking the initiative in communicating with customers, types of communication – verbal, non-verbal, listening, responding to complaints, recognising if customers have special requirements.

E Finance in sport and active leisure industry

E1 Financing a business in sport and active leisure

It is expected that learners will be able to review financial statements, including budgeted figures, to ascertain whether businesses are developing, improving and making a profit, or if they are suffering a decline.

- Content and purpose of cash flow.
- Fixed and variable costs of a business.
- Capital costs and operational costs.
- Equipment costs, including upgrading equipment.

E2 Financial records

Importance of keeping accurate records:

- legal requirements
- sales
- payment of tax
- purchasing and ordering records
- wages for employees.

F Trends in the sport and active leisure industry

Learners will be able to identify trends and opportunities in the sports and active leisure industry and their associated benefits and risks.

F1 Trends

- New technologies.
- Influence of the media, including social media.
- Changes in national participation rates for different activities.
- Changes in participation and spectator numbers.

F2 Developing products/services to take advantage of trends in the sports and active leisure industry

- Benefits:
 - improvements and diversification of products, services and customer experience
 - business growth – development of new target markets, offering USPs, improved reputation.
- Risks:
 - failing to meet customer needs
 - failing to anticipate competitor activities
 - failing to achieve a return on investment.

Grade descriptors

To achieve a grade learners are expected to demonstrate these attributes across the essential content of the unit. The principle of best fit will apply in awarding grades.

Level 3 Pass

Learners can demonstrate knowledge and understanding of the factors that contribute to business success in the sport and active leisure industry, including the ways that businesses can be organised and the impact of the internal and external environment on business development. Learners will understand the ways in which businesses can differentiate themselves and the need to market their products and services effectively. Learners will understand how the trends in the industry can impact on a business and lead to the need for development, diversification or adaptation.

Learners can analyse and interpret information and data using common business models and consider the implications of information given, making appropriate, justified recommendations for success and growth in context.

Level 3 Distinction

Learners can evaluate the factors that contribute to business success, including the ways in which businesses can be organised and the impact of the internal and external environment. They can apply key concepts and business models to complex situations, compare information from different data sources and assess the impact on a business of different interpretations of that information. Learners can provide justified recommendations about how businesses can differentiate themselves, taking into consideration trends in the industry. Learners are able to make fully justified recommendations based on the evaluation of information and data, using the most appropriate analysis tools and business models for success and growth in context, while demonstrating an understanding of the wider business environment.

Key words typically used in assessment

The following table shows the key words that will be used consistently by Pearson in our assessments to ensure learners are rewarded for demonstrating the necessary skills.

Please note: the list below will not necessarily be used in every paper/session and is provided for guidance only.

Command or term	Definition
Analyse	Learners examine in detail in order to discover the meaning or essential features of a theme, topic or situation, or break something down into its components or examining factors, methodically and in detail. To identify separate factors, learners say how they are related and explain how each one contributes to the topic.
Business models	SWOT (Strengths, Weaknesses, Opportunities, Threats). PESTLE (political, economic, social, technological, legal, environmental).
Interpretation	Learners draw the meaning, purpose or qualities of something from a stimulus.

Command or term	Definition
Justification	Learners give reasons or evidence to: <ul style="list-style-type: none"> • support an opinion and/or decision • prove something right or reasonable.
Research	Learners carry out careful and organised study or gather information about a specific topic.
Review	Process for learning (knowledge or skills).
Wider business context	The wider business context considers: Human Resources, Marketing, Finance and Trends.

Links to other units

The assessment for this unit should draw on knowledge, understanding and skills developed from:

- Unit 1: Anatomy and Physiology
- Unit 2: Fitness Training and Programming for Health, Sport and Well-being
- Unit 3: Professional Development in the Sports Industry
- Unit 4: Sports Leadership
- Unit 23: Skill Acquisition in Sport.

This unit would relate to teaching of:

- Unit 18: Work Experience in Active Leisure
- Unit 19: Development and Provision of Sport and Physical Activity.

Employer involvement

Centres may involve employers in the delivery of this unit if there are local opportunities.

This unit would benefit from employer involvement in the form of:

- guest speakers
- opportunities to visit suitable businesses.

Unit 23: Skill Acquisition in Sport

Level: **3**

Unit type: **Internal**

Guided learning hours: **90**

Unit in brief

Learners study the factors that contribute to a skilled performance in sport and examine how sports performers learn and develop their skills.

Unit introduction

Success in sport is dependent on an individual learning and mastering the skills needed to produce an effective sports performance. In turn, sports performers are dependent on their sports teachers and coaches to teach and develop the skills that they need to be successful.

In this unit, you will develop an understanding of skilled performance and how an individual's abilities contribute to the development of their skills. You will examine how sports performers are able to take information from their environment, for example their position, the positions of their opponents or the speed and trajectory of a ball, and then process this information so that they can produce a response in the form of a skilled movement. You will explore the key theories of how individuals learn skills and how new skills can be presented, using different strategies to facilitate their learning.

This unit provides a sound foundation of knowledge on the acquisition of skill for progression to higher education and employment. In particular, the skills and knowledge gained from this unit will help learners appreciate different types of skills, and how teaching and learning strategies can be used to develop skills in sports performers.

Learning aims

In this unit you will:

- A** Investigate the nature of skilled performance
- B** Examine ways that sport performers process information for skilled performance
- C** Explore theories of teaching and learning in sport
- D** Carry out teaching and learning strategies for sports skills.

Summary of unit

Learning aim	Key content areas	Recommended assessment approach
A Investigate the nature of skilled performance	A1 Learning and performance A2 Characteristics and classification of skills A3 Characteristics and classification of abilities	A portfolio of resources, including video recordings and images showing how skilled performance is produced by sports performers.
B Examine ways that sport performers process information for skilled performance	B1 Information processing models B2 Perception B3 Decision making and reaction time B4 Types of feedback	
C Explore theories of teaching and learning in sport	C1 Behaviourist theories C2 Cognitive theories C3 Phases of skill learning C4 Transfer of learning	A presentation, including video recordings and images, showing how theories of teaching and learning can help when delivering practical sessions.
D Carry out teaching and learning strategies for sports skills	D1 Presentation of skills D2 Types of practice D3 Styles of teaching D4 Styles of learning D5 Methods of guidance	A demonstration of a range of styles of teaching and methods of guidance when delivering skills.

Content

Learning aim A: Investigate the nature of skilled performance

The characteristics of skilled performance and the contribution of skills and abilities to its production.

A1 Learning and performance

The learning process and the difference between learning and performance.

- Learning and performance:
 - measuring learning
 - measuring performance
 - performance plateaus.
- Learning curves:
 - linear
 - negatively accelerated
 - positively accelerated
 - S-shaped.

A2 Characteristics and classification of skills

Different ways that skills can be classified and what a skilful performance looks like.

- Qualities of a skilled performance:
 - fluency
 - control
 - economy and efficiency of movement
 - consistency of outcome
 - energy expenditure meets demands of task.
- Types of skill in sport:
 - cognitive, perceptual, motor.
- Effect of environment on skill classification:
 - open and closed skills.
- Precision of movement and skill classification:
 - gross and fine.
- Distinctiveness of beginning and ending of movement and skill classification:
 - discrete, continuous, serial.
- Timing and pacing of skills and their classification:
 - self-paced and externally-paced.

A3 Characteristics and classification of abilities

Different types of abilities and how they contribute to a skilled performance.

- Differences between abilities and skills:
 - natural level of skill
 - nature versus nurture
 - stable versus unstable
 - how abilities contribute to the performance of skills.
- Psychomotor abilities:
 - reaction time
 - coordination
 - balance.
- Gross motor abilities:
 - strength
 - speed
 - flexibility.

- Perceptual abilities:
 - decision making
 - interpreting information.

Learning aim B: Examine ways that sport performers process information for skilled performance

How information processing models explain the process of the production of skilled performance.

B1 Information processing models

How information is taken from the environment, organised and used to make decisions and produce a response in the form of skilled movement.

- Simple model:
 - input stage
 - central stage
 - output stage.
- Expanded information processing model:
 - input
 - stimulus identification (perception)
 - response selection (decision making)
 - response programming (action)
 - output.

B2 Perception

How the brain receives information from the environment and organises the information.

- Features of a stimulus that affect perception:
 - familiarity of stimulus
 - speed
 - loudness
 - colour and brightness.
- Individual factors impacting on perception:
 - attention level
 - arousal level
 - attentional capacity.

B3 Decision making and reaction time

Decision making and reaction time are influenced by a range of factors.

- Factors affecting reaction time and decision making:
 - number of stimulus-response alternatives (Hick's law)
 - stimulus-response compatibility
 - practice
 - anticipation
 - psychological refractory period.

B4 Types of feedback

The different types of feedback, the value of each type and when they should be given.

- Types of feedback:
 - knowledge of results (KR)
 - knowledge of performance (KP)
 - continuous and terminal feedback
 - extrinsic and intrinsic feedback
 - positive and negative feedback.

Learning aim C: Explore theories of teaching and learning in sport

How theories of teaching and learning can be applied to the teaching and learning of sports skills.

C1 Behaviourist theories

How behaviourist theories explain how people learn new skills.

- Classical conditioning:
 - conditioned and unconditioned response.
- Operant conditioning:
 - relationship of action and consequences
 - role of feedback in learning
 - reinforcing desirable actions
 - Thorndike's laws (laws of exercise, effect and readiness).

C2 Cognitive theories

How cognitive theories explain how people learn new skills.

- Closed-loop theory:
 - executive
 - effector
 - feedback
 - comparator.
- Open-loop control:
 - absence of feedback to impact on performance
 - used to control rapid, discrete movements.
- Schema theory:
 - knowledge of initial conditions
 - response specifications
 - sensory consequences
 - response outcomes
 - recall schema
 - recognition schema.

C3 Phases of skill learning

How learning new skills goes through different phases and the features of each phase.

- Cognitive/plan formation phase:
 - focus on what to do and how to do it
 - performer tries to understand requirements of the skill
 - characterised by gross errors
 - performer requires demonstrations, instructions and feedback.
- Associative/fixation phase:
 - focus is on practising newly acquired skill
 - characterised by fewer errors and awareness of how to correct errors
 - performer starts to rely on internal feedback
 - phase can be lengthy depending on complexity of skill.
- Autonomous/automatic phase:
 - skill becomes automatic and performed without thought
 - performer's attention switches to the environment
 - characterised by consistency, efficiency and few errors
 - performer provides feedback to themselves.

C4 Transfer of learning

How the learning taken from one task can contribute towards the learning of another task.

- Types of transfer:
 - positive, negative, zero, bilateral transfer.
- How transfer occurs:
 - inter-task, intra-task, near, far transfer.
- Transfer and generalisation:
 - stimulus generalisation
 - response generalisation.

Learning aim D: Carry out teaching and learning strategies for sports skills

The theory behind the teaching and learning of skills and how these theories can be applied to the teaching and learning of sports skills.

D1 Presentation of skills

How a task can be analysed and matched with the most appropriate method to facilitate its learning.

- Analysis of the task:
 - complex or simple
 - number of parts
 - performer's skill level.
- Methods of presenting skills to facilitate learning:
 - part method
 - whole method
 - progressive part method
 - whole-part-whole method.

D2 Types of practice

The effect of different types of practice on the rate of skill learning.

- Factors influencing choice of type of practice:
 - type of skill
 - amount of information to be processed
 - environmental factors
 - previous experience of performer
 - performer's level of motivation.
- Types of practice:
 - massed, distributed, variable mental practice.

D3 Styles of teaching

The advantages and disadvantages of different learning styles.

- Factors affecting choice of learning style:
 - personality of teacher
 - personality of learners
 - skill level of learners
 - size of group
 - type of skill
 - time available
 - resources available.
- Mosston and Ashworth's (1986) spectrum of learning styles:
 - command
 - reciprocal
 - guided discovery
 - problem solving.

D4 Styles of learning

Different ways that learners receive and process information and how learning should be presented to them.

- Characteristics of a visual learner:
 - learn through visual input
 - respond to demonstrations and video footage
 - remember colour, size and location
 - need to be able to visualise information
 - may not respond to verbal instruction.
- Characteristics of an auditory learner:
 - learn through listening to instructions
 - respond to verbal guidance and teaching points
 - enjoy discussing tactics and strategies
 - easily distracted by noise.
- Characteristics of a kinaesthetic learner:
 - learn through physical practice
 - respond to manual guidance
 - remember feelings associated with movements.

D5 Methods of guidance

How guidance can contribute to learning skills and the different types of guidance available.

- Factors influencing type of guidance chosen:
 - personality, motivation and skill level of learners
 - learning style of learners
 - type of skill being taught
 - environmental factors
 - stage of learning of learners (cognitive, associate, autonomous).
- Types of guidance:
 - visual, verbal, manual, mechanical.

Assessment criteria

Pass	Merit	Distinction
Learning aim A: Investigate the nature of skilled performance		AB.D1 Evaluate the effectiveness of information processing models in showing how sports performers produce skilled performance.
A.P1 Discuss the qualities of skilled performers. A.P2 Explain the characteristics of skills and abilities.	A.M1 Assess how abilities contribute to the production of sports skills.	
Learning aim B: Examine ways that sport performers process information for skilled performance		
B.P3 Explain how a sports performer processes information in a given situation. B.P4 Discuss the value of different types of feedback to learning.	B.M2 Assess the stages of information processing models.	
Learning aim C: Explore theories of teaching and learning in sport		C.D2 Evaluate the effectiveness of selected behaviourist and cognitive theories of learning when teaching skills to sports performers.
C.P5 Describe two contrasting theories of teaching and learning. C.P6 Explain the three phases a sports performer experiences when learning a new skill.	C.M3 Analyse how selected theories of skill learning can be used when teaching skills to sports performers.	
Learning aim D: Carry out teaching and learning strategies for sports skills		D.D3 Evaluate the effectiveness of your use of teaching and learning strategies to develop selected sports skills.
D.P7 Produce a plan showing how a skill can be taught to meet the needs of different sports performers. D.P8 Demonstrate the use of different types of teaching and learning strategies to develop sports skills.	D.M4 Demonstrate the effective use of teaching and learning strategies appropriate to specific situations when developing sports skills.	

Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of three summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aims: A and B (A.P1, A.P2, B.P3, B.P4, A.M1, B.M2, AB.D1)

Learning aim: C (C.P5, C.P6, C.M3, C.D2)

Learning aim: D (D.P7, D.P8, D.M4, D.D3)

Further information for teachers and assessors

Resource requirements

There are no specific additional requirements for this unit.

Essential information for assessment decisions

While this is a theoretical unit, learners will need to demonstrate they can apply the theory to the skills acquisition in practical situations. Learners will need to demonstrate that they appreciate the principles behind the teaching and learning of a range of sports skills.

Learning aims A and B

For distinction standard, learners will break down skilled performance in a sport into its component skills, showing how abilities underpin the different skills. They will show to what extent each ability contributes to the performance of skills, justifying their choices with examples from sports skills.

Learners will assess the strengths and weaknesses of information processing models, explaining how skilled performance is produced and then come to a conclusion as to how useful they are in practice.

For merit standard, learners will consider the relationship between skills and abilities and explain how the performance of a skill is dependent on the presence of abilities that underpin its performance. They will break down the processing of information into clear stages and consider the most important features of each stage.

For pass standard, learners will select two high-level sports performers and discuss how their performance of skills make them skilled performers. They will differentiate between skills and abilities and explain the basic characteristics of each one.

Learners will explain information processing models, from the input to the output stages, and provide examples from sports to back up their explanations. They will demonstrate knowledge of the range of the types of feedback and explain when each type would be appropriate and beneficial to a sports performer.

Learning aim C

For distinction standard, learners will evaluate selected behaviourist and cognitive theories of learning and come to a conclusion about which theories are most useful when teaching skills to sports performers.

For merit standard, learners will analyse the features of selected behaviourist and cognitive theories in detail and show how they each contribute to the learning of new skills.

For pass standard, learners will describe the main features of one behaviourist and one cognitive theory and provide an expansion of these features and how they contribute to the learning of new skills.

Learners will explain the three phases a sports performer goes through as they learn and master a new skill, providing an explanation of how the performer would be executing the skill in each phase.

Learning aim D

For distinction standard, learners will evaluate their choices of teaching and learning strategies by matching their selected strategies to the type of task, the needs of the teacher, sports performers and the demands of the situation and the environment.

For merit standard, learners will demonstrate in a practical environment that they can effectively use a range of methods of learning and types of practice when teaching different types of sports skills to a group, and that they can adapt their teaching styles to address the specific needs of sports performers and the styles they prefer for learning.

For pass standard, learners will produce a plan for teaching and practising skills that incorporates different methods of learning, different types of practice, different teaching styles and takes account of individuals' styles of learning.

Learners will demonstrate in a practical environment that they can use different methods of learning and types of practice when teaching a sports skill to a group, and that they can employ different teaching styles.

Links to other units

This unit links to:

- Unit 4: Sports Leadership
- Unit 8: Coaching for Performance
- Unit 27: Principles and Practices for Outdoor and Adventurous Activities.

Employer involvement

Centres can involve employers in the delivery of this unit if there are local opportunities to do so. There is no specific guidance related to this unit.

Unit 24: Sports Performance Analysis

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

Unit in brief

Learners will study methods of performance analysis, benchmarks for performance, and practically develop and use tools for analysing performance and providing feedback.

Unit introduction

Coaches and athletes are always striving for the marginal gains that will lead to improved performance and success. Sports performance analysis provides the tools and framework for analysis, which then allows the identification of the key performance factors and areas for athletes' improvement.

You will learn the components of successful performance in sport and the different methods of analysis that are applied to the different areas of performance. You will analyse sport through performance profiling to identify different areas of performance, including measures of fitness factors and various measures employed to technical and tactical components for success.

When factors effecting successful performance are established then suitable measures for the performance will be produced and practical observation of athletes performance made. Based on this structured observation areas of improvement can be identified and future training feedback to athletes.

This unit will prepare you for progression to higher education or a career in sports coaching by developing your skills in presenting data, analysis and understanding of sports performance.

Learning aims

In this unit you will:

- A** Examine methods for analysing sports performance
- B** Explore ideal models, benchmarks and protocols for performance analysis
- C** Carry out an analysis of sports performance of an individual athlete or team
- D** Review the collected analysis data and provide feedback to individual athlete or team.

Summary of unit

Learning aim	Key content areas	Recommended assessment approach
A Examine methods for analysing sports performance	A1 Performance profiling A2 Methods for analysing A3 Techniques for sports analysis	Produce a report on methods of analysing sports performance, evaluating their relevance and usability for a coach.
B Explore ideal models, benchmarks and protocols for performance analysis	B1 Information sources to establish ideal performance models and benchmarks B2 Protocols and materials for performance analysis	Produce a presentation explaining the performance demands, ideal models and performance benchmarks of an individual or team sport. Then using this information produce your own analysis method for this sport.
C Carry out an analysis of sports performance of an individual athlete or team	C1 Carrying out a sport analysis C2 Collating and presenting analysis results	Provide a summary report of an observational analysis on an individual athlete or team. Provide feedback on performance and setting goals for future development.
D Review the collected analysis data and provide feedback to individual athlete or team	D1 Comparing data to benchmarks and ideal model D2 Providing feedback to an athlete or team on performance	

Content

Learning aim A: Examine methods for analysing sports performance

A1 Performance profiling

- Aims of performance profiling.
 - Improve overall individual/team performance.
 - Accurate assessment of current performance levels.
 - Agreed development plan/strategies.
 - Performance training and development.
 - Psychological, physical, technical, tactical analysis.
- Process of profile construction, to include:
 - selection of characteristics
 - discussion between coach, athlete and team
 - grading of components
 - graphical representations.
- Qualitative and quantitative measures.
- Performance profiling cycle.
 - Communication between coach, athlete and team.
 - Establishing priorities.
 - Identifying strengths and weaknesses.
 - Graphical representations: bar charts, radar diagrams, circles.
 - Agreed goals.

A2 Methods for analysing

- Cardiorespiratory tests, such as:
 - Astrand Treadmill Protocol
 - YMCA cycle ergometer test
 - Wingate Anaerobic Test
 - Astrand cycle ergometer maximal test
 - Cooper 12-minute run
 - 1.5 mile running test
 - Harvard Step Test
 - Queen's College Step Test
 - Intensity testing (maximal and sub-maximal).
- Muscular assessment.
 - Endurance.
 - Power.
 - Strength.
- Skill-related assessments, such as:
 - flexibility, e.g. goniometers, sit and reach
 - balance, e.g. Romberg, Unipedal, functional reach
 - stability, e.g. single-leg hop test, star excursion.
- Field tests, such as:
 - Illinois Agility Test
 - Pro-agility Shuttle
 - Arrowhead Agility Drill
 - 40 m, 60 m, 100 m sprints
 - Multi-stage fitness test.

- Health-related, such as:
 - body mass index (BMI)
 - skinfold
 - bioelectrical impedance analysis.
- functional movement screening
- assess validity, accuracy, reliability, ease of use, cost, health and safety, and accessibility of selected methods.

A3 Techniques for sports analysis

- In play and isolated skill situations.
- Quantitative measures, such as match statistics and performance checklists.
- Qualitative measures, such as observation of key performance cues providing subjective judgements. Halo and horn effect.
- Global Positioning System (GPS) analysis.
 - Movement tracking.
- Video analysis.
 - Resources and process, aim, recording (position, quantity, duration, quality, review).
 - Evaluation software, such as dartfish, kandle, coachseye.
- Notational analysis.
 - Study of tactical/technical performance via quantification of performance and movement patterns of an individual or team; positional play, technical selections, technique selection, success rates.
 - Different systems and graphical representations: graphs, bar charts.
- Assess validity, accuracy, reliability, ease of use, cost, health and safety, and accessibility.

Learning aim B: Explore ideal models, benchmarks and protocols for performance analysis

B1 Information sources to establish ideal performance models and benchmarks

- Observation/recordings.
 - Videos.
 - Pictures.
 - Commentary.
- Coaching courses.
 - Governing body coaching pyramids.
 - Specialist qualifications.
- Academic papers/journals/documents on:
 - coaching
 - psychology
 - biomechanics
 - nutrition
 - fitness training
 - coaching manuals.
- Coaches, teachers, sports scientists.
 - Coach's ideal model.
 - Benchmark data for your chosen individual athlete or team.
- Internet and social media.
- Match statistics.
 - National records.
 - Age group records.
 - Finish time data.
- National governing body sources.
 - Coaching manuals.
 - Comparative level of performance.

B2 Protocols and materials for performance analysis

- Summary of sources of information.
 - Consider/evaluate validity relevance and accuracy of sources.
- Timing.
 - During or after performance.
 - Timing of benchmark tests in relation to season and performance.
 - Duration of benchmark tests.
- Preparation of materials for gathering information.
 - Selection and review of equipment needed for analysis method, i.e. video, audio, computer, tablet, phone, movement sensors, modified equipment, dynameters, power meters, stop watch, existing performance documentation.
 - Creation of materials for analysis, i.e. observation checklist, tally chart, tick list, formatted recording sheets, data sheets, statistics sheets, adapted existing performance documentation.
- Considerations for the evaluation performance measures.
 - Validity, reliability, relevance, usability, cost.

Learning aim C: Carry out an analysis of sports performance of an individual athlete or team**C1 Carrying out a sport analysis**

Use the performance analysis protocols and materials developed in learning assessment B.

- Observation environments.
 - Athlete in live competitive performance.
 - Video of performance.
 - Conditioned benchmark test.
 - Gym or lab-based test.
- Focus on performance and process not outcome.

C2 Collating and presenting analysis results

- Information gathered during performance or after performance.
 - Quantitative and qualitative information.
- Collation methods.
 - Statistical analysis.
 - Totalling tallies.
 - Averages.
 - Percentages.
 - Summary statements.
- Presentation formats to allow conclusion to be made.
 - Statistical evidence.
 - Graphs.
 - Distribution diagrams.
 - Edited video commentary.
 - Annotated video.

Learning aim D: Review the collected analysis data and provide feedback to individual athlete or team

D1 Comparing data to benchmarks and ideal model

- Conclusion based on relevant evidence and data drawn from the gathered performance analysis.
- Process and outcome mismatches, i.e. poor technical performance leading to success or good technical performance failing.
- Outcomes linked to observations of performance. Cause and effect, technically and tactically.
- Patterns and anomalies in performance.

D2 Providing feedback to an athlete on performance

- Focus on performance and process not outcome.
- Suitable format to reinforce the conclusions drawn, i.e. shots attempted, shots on targets, points scored can be presented in statistical or graphical form.
- Feedback could include:
 - Verbal, written, visual.
 - Suitable format to reinforce the conclusions drawn, i.e. shots attempted, shots on targets, points scored can be presented in statistical or graphical form.
 - Promotion of technically and tactically correct performance to increase likely hood of future success.
- Goal setting.
 - Specific Measurable Achievable Recorded Time Constraint (SMART).
 - Short, medium and long term goals.
 - Process goals.
 - Outcome goals.
 - Aligned with ideal model and benchmarks.
 - Drawn from and supported by observation evidence.

Assessment criteria

Pass	Merit	Distinction
Learning aim A: Examine methods for analysing sports performance		A.D1 Evaluate methods and techniques for measuring performance analysis, recommending and justifying methods and techniques for individual or team performance analysis.
A.P1 Explain methods and techniques for analysing sports performance.	A.M1 Analyse methods and techniques for analysing sports performance, assessing validity, relevance and usability.	
Learning aim B: Explore ideal models, benchmarks and protocols for performance analysis		B.D2 Evaluate established ideal models, benchmarks and protocols for performance analysis of an individual athlete or team.
B.P2 Identify established ideal modes, benchmarks and protocols for performance analysis of an individual athlete or team.	B.M2 Assess and establish ideal models, benchmarks and protocols for performance analysis of an individual athlete or team.	
B.P3 Produce protocols and materials to use for performance analysis of an individual athlete or team.	B.M3 Produce detailed protocols and materials to use for performance analysis of an individual athlete or team.	
Learning aim C: Carry out an analysis of sports performance of an individual athlete or team		CD.D3 Evaluate collated data, comparing against own ideal performance model and benchmarks, providing feedback that sets justified goals for future development.
C.P4 Collate data and present in a suitable format, from an observation of an individual athlete or team performance.	C.M4 Collate detailed data and present in different formats, from an observation of an individual athlete or team performance, comparing against own ideal performance model and benchmarks.	
Learning aim D: Review the collected analysis data and provide feedback to individual athlete or team		
D.P5 Review collated data providing feedback to an individual athlete or team on their sporting performance.	D.M5 Analyse of collated data providing detailed feedback to an individual athlete or team on their sporting performance that sets goals for future development.	

Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of three summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aim: A (A.P1, A.M1, A.D1)

Learning aim: B (B.P2, B.P3, B.M2, B.M3, B.D2)

Learning aims: C and D (C.P4, D.P5, C.M4, D.M5, CD.D3).

Further information for teachers and assessors

Resource requirements

ICT Equipment.

Essential information for assessment decisions

Learning aim A

For distinction standard, learners will provide reasons and evidence to support their evaluation of the methods and techniques for performance analysis. Their recommendations and justifications of performance analysis methods and techniques should be appropriate for individual and team performance analysis. As part of this, learners can include appropriate quality considerations, such as specific types of validity, reliability, accuracy, precision, bias, trustworthiness. Learners can draw on a range of performance profiling, testing and analysing methods and techniques that gather information from across the range of the stated content.

For merit standard, learners will give details of the analysis method design and analysis technique. They can use evidence to support these details, such as from appropriate literature based on validity, accuracy, reliability, ease of use, cost and accessibility.

For pass standard, learners will draw on a range of performance profiling methods, and testing and analysing techniques that gather information from across the range of the stated content. They will explain aims and purpose, logistics, equipment, timing and the process of performance profiling methods, as well as the concepts that underpin the process.

Learning aim B

For distinction standard, learners will draw on varied sources of information, for example different journal articles, appropriate textbooks, national governing bodies, live performance, statistics, video to evaluate detailed ideal models, benchmarks and analysis processes. Learners can evaluate sources and justify the inclusion or exclusion of details or statistics. Methods and processes of analysis can be justified according to their reliability, validity and accessibility, and alternative methods suggested.

For merit standard, learners will analyse and research ideal performance models and benchmarks for individual and team performances in a selected sport, to help produce their own ideal model and benchmarks. It will be expected that a range of performance factors are identified and alternative sources of information are analysed to produce the learner's ideal model and benchmarks. Learners can give clear details of the analysis process selected and analyse its suitability for use on a specific sport, the positives and negatives for its use should be explained. Learners can also consider relevance based on validity, accuracy, reliability, ease of use, cost, and accessibility.

For pass standard, learners will explain the ideal performance model in a selected sport and benchmarks for the analysis of performance. Information from observations, coaching, manuals and experience should be synthesised to produce the learner's ideal model and benchmarks. Learners will also explain a performance analysis process for a specific sport. Learners can provide explanation of the equipment needed, timing, methods and recording documentation of the processes.

Learning aims C and D

For distinction standard, learners will make evaluations and present analysis results in a suitable format that provides conclusions on performance and that are supported by evidence drawn from observations. Conclusions can be expected to compare observed processes and outcomes, and make justified conclusions compared to ideal models and benchmarks. Feedback to athletes or teams can be expected to suggest short-, medium- and long-term goals, justified by observation and supported by relevant data. Conclusions can be drawn on the effectiveness and practical application of the analysis process, benchmarks and ideal model, with suggestions for alternatives provided.

For merit standard, learners will collate detailed data from the observation of an individual athlete or team that shows depth of the performance. Learners can then present data in different formats, which show a variation in how the information gathered can be visually displayed to illustrate the detailed data. Collated and presented data is compared to own ideal performance model and benchmarks. Learners can then analyse collated data and make conclusions that support judgements made on individual athlete or team performance. Feedback to individual athlete or team can be presented in a format that shows a detailed breakdown of their strengths and areas for improvement, and sets goals for future development based on the data.

For pass standard, learners will carry out an observation of sports performance, collating data that can be used to present in a suitable and simple format. Learners can be expected to collate and present in a way that shows basic data collection and uses simple presentation format. The learners can then review the gathered observation data by appraising existing data collection and making a formal assessment of it. Presentation of feedback to an individual or team on their performance can identify strengths and areas for future development.

Links to other units

This unit links to:

- Unit 2: Fitness Training and Programming for Health, Sport and Well-being
- Unit 5: Application of Fitness Testing
- Unit 7: Practical Sports Performance
- Unit 8: Coaching for Performance
- Unit 18: Work Experience in Active Leisure
- Unit 19: Development and Provision of Sport and Physical Activity
- Unit 23: Skill Acquisition in Sport
- Unit 25: Rules, Regulations and Officiating in Sport.

Employer involvement

This unit would benefit from employer involvement in the form of guest speakers and interview opportunities.

Unit 25: Rules, Regulations and Officiating in Sport

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

Unit in brief

Learners explore the historical development of the rules and regulations in a selected sport, and apply them while officiating.

Unit introduction

In sport, rules and regulations are constantly being developed to improve the experience for participants, provide spectators with greater enjoyment and, often, to provide the media with greater levels of excitement. The rules and regulations ensure safety for participants and spectators, for example changes in equipment can increase safety for participants and venues have safety measures in place for spectators. Officials play an important and significant role in sports competitions by ensuring games are played in accordance with rules and regulations and therefore are respected among participants, spectators and professional organisations.

In this unit, you will gain an understanding of the rules and regulations in a selected sport and explore historical developments that have led to the change of rules and regulations, including factors that have, and could influence future change. As part of this unit you will explore the changing roles of match/game officials in a selected sport, which will include the career opportunities at both amateur and elite levels. This exploration will support you to undertake the role of an official for a sport and apply the relevant sport's National Governing Body (NGB) regulations. You will then assess your own performance using a variety of assessment methods.

There are clear career pathways for those that would like to pursue a career as an official in sport. Key governing bodies have begun to look to the younger generations to start officiating as early as possible, and build up their experience as match officials. By developing your understanding of the rules, regulations and requirements of officiating, this unit will help you to progress to employment as a coach, PE teacher or an administrator for an NGB.

Learning aims

In this unit you will:

- A** Understand the development of the roles and responsibilities of the officials involved in sport
- B** Explore the performance of officials in a selected sport
- C** Undertake the role of a match official in a competitive sport.

Summary of unit

Learning aim	Key content areas	Recommended assessment approach
A Understand the development of the roles and responsibilities of the officials involved in sport	A1 NGB rules/laws and regulations in different sports A2 Officials and their historical development A3 Roles of the officials A4 Responsibilities of the officials A5 Current issues in officiating in sport	A written report discussing how the official's roles and responsibilities have evolved.
B Explore the performance of officials in a selected sport	B1 Applying rules/laws and regulations to different situations B2 Analysing officials in different sports	A written report/video analysis of officials' performance and identifying how the rules/laws and regulations were applied.
C Undertake the role of a match official in a competitive sport	C1 Officiating in a full match/game C2 Review own performance	A practical demonstration evidenced through observation reports/video evidence of learners officiating in a selected sport, applying the correct rules and regulations in a controlled environment. A written report analysing own performance of officiating in a selected sport using witness testimony/questionnaires.

Content

Learning aim A: Understand the development of the roles and responsibilities of the officials involved in sport

A1 NGB rules/laws and regulations in different sports

Rules/laws and regulations as published by the national or international governing body for the sport.

- Current day rules/laws for different sports, e.g. BWF (Badminton World Federation) rules of badminton, FIFA (Fédération Internationale de Football Association) laws of football, IRB (International Rugby Board) laws of rugby, ITF (International Tennis Federation) rules of tennis, IJF (International Judo Federation) rules of judo, R&A (Royal & Ancient) laws of golf, ICC (International Cricket Council) laws of cricket, INF (International Netball Federation) rules of netball.
- Current day regulations as published by the national or international governing body for the sport, for example playing area/dimensions, playing surface, number of players and substitutions, time, facilities and equipment, scoring system, officials, health and safety, player discipline and sanctions.
- History of the rules/laws and regulations: formation of NGBs.
- Effects of the media: positive and negative influences.
- Technology: how the advances in technology affect and influence rules/laws and regulations.

A2 Officials and their historical development

- History of the development of officials – the different types of officials in different sports, e.g. umpire, referee, line judges, referee's assistants, time keepers, scorers, linesmen, fourth officials, video referees, judges.
- Influences that impacted on role development (media, technologies, increased sponsorship).

A3 Roles of the officials

Know the role of the officials in tournament/competition play.

- As a judge, timekeeper, score keeper, safety officer, communicator, disciplinarian, arbiter.
- Effects of the media on the role of the officials.
- Relations between the official and the media.

A4 Responsibilities of the officials

Know the responsibilities of officials in tournament/competition play.

- Application of rules, communicating information, establishing and maintaining relationships, scoring, health and safety, fair play, appearance.
- Working with new technologies: increasing or decreasing responsibilities, future expectations.

A5 Current issues in officiating in sport

- Sport specific issues.
- Other issues that impact on sport, e.g. political, social.

Learning aim B: Explore the performance of officials in a selected sport

B1 Applying rules/laws and regulations to different situations

- Situations that an official would have to enforce in the rules/laws and regulations of the selected sport, e.g. illegal challenges, players in illegal positions, injuries to players, ball out of play, simulation, poor discipline.
- Use of effective decision making when officiating sport.
- Use of effective communication when officiating sport.
- Applying behaviour management when officiating sport.
- Game control when officiating sport.

B2 Analysing officials in different sports

- Relevant officials should be selected for the specific sport, e.g. umpires in cricket and netball, line judges in badminton and tennis, touch judges in rugby, referees in football and hockey, fourth officials in football, video referees in rugby league and rugby union, judges in gymnastics, timekeepers in boxing.
- Ways to analyse officials in the selected sport, including notational analysis, performance profiling, SWOT (strengths, weaknesses, opportunities, threats), observation checklist, video analysis.
- Identify strengths and areas for improvement.
- Identify ways for future development, for example practice, training, qualifications, self-analysis, mentoring, buddy systems, reduction of errors by match officials.

Learning aim C: Undertake the role of a match official in a competitive sport

C1 Officiating in a full match/game

All officiating should take place under national/international governing body competition/tournament rules and regulations.

Key officiating requirements include:

- apply relevant rules/laws for the sport
- control the game
- use scoring systems effectively
- ensure health and safety of all participants (environment, injuries, equipment)
- demonstrate effective relationships with others, for example coaches, performers, spectators, other officials
- manage conflict
- effective communication.

C2 Review own performance

As an official you should receive:

- feedback from participants/players, supervisors, observers
- video analysis
- formative and summative feedback
- effects on participants' performance
- strengths and areas for improvement
- personal reflection
- development plan.

Assessment criteria

Pass	Merit	Distinction
Learning aim A: Understand the development of the roles and responsibilities of the officials involved sport		A.D1 Evaluate the influences contributing to the evolution of and impacts on the current roles and responsibilities of the official.
A.P1 Explain how and why the current role and responsibilities of the official has evolved over time.	A.M1 Analyse how and why the current role and responsibilities of the official has evolved over time.	
Learning aim B: Explore the performance of officials in a selected sport		B.D2 Evaluate the performance of officials officiating in selected sports for recommended good practice.
B.P2 Explain how officials apply the rules, laws and regulations in a selected sport. B.P3 Review the performance of officials, using assessment methods in selected sports, identifying strengths and areas for improvement.	B.M2 Analyse the strengths and weakness of officials' performance in selected sports.	
Learning aim C: Undertake the role of a match official in a competitive sport		C.D3 Evaluate own performance, strengths and areas for improvement using feedback from others and two different assessment methods to recommend improvements for personal development.
C.P4 Perform two officiate roles in a selected sport, applying rules, laws and regulations in a competitive practice correctly. C.P5 Review own performance in officiating in a selected sport, using two assessment methods, identifying skills gained.	C.M3 Perform two officiate roles in a selected sport applying the rules, laws and regulations appropriately and accurately in a competitive situation. C.M4 Assess own performance, identify strengths and areas for improvement, using feedback from others and two different assessment methods.	

Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of three summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aim: A (A.P1, A.M1, A.D1)

Learning aim: B (B.P2, B.P3, B.M2, B.D2)

Learning aim: C (C.P4, C.P5, C.M3, C.M4, C.D3)

Further information for teachers and assessors

Resource requirements

For this unit, learners must have access to governing body rules and regulations of selected sports, the resources required to officiate in their selected sports, for example facilities, participants, equipment and resources required for analysis and observation, for example recording equipment.

Essential information for assessment decisions

Learning aim A

A presentation/written report which will discuss the evolution of rules/laws and regulations in a sport. Learners will assess the influences the media have had on changes in the rules/laws and regulations. They will look at advances in technology and how they play a part in modern day officiating. Learners will summarise how the role of officials in a selected sport has evolved over the years with the introduction of clearer career pathways. They will describe modern day roles and responsibilities and discuss how changes in technology (that help to analyse more accurate results) influence their roles and the requirement to work and embrace new technologies.

For distinction standard, learners will evaluate the different types of influences and identify positive and negative factors, including relevant key historical impacts and the current impact on the roles and responsibilities of the officials. They will form valid conclusions with supporting evidence.

For merit standard, learners will assess and debate key factors which lead to a clear change in the rules/laws and regulations, including the involvement of the media. The assessment should consider the technologies that have changed the sports and how they have affected modern day rules/laws and regulations.

Learners will consider key historical impacts on selected sports, which will be analysed to show the impact they had on the role and responsibilities of the official and provide clear reasoning with evidence for identified changes which took place at that time.

For pass standard, learners will explain the rules/laws and regulations of the selected sport, identifying key changes.

Learners will consider the key points in the history of the sport identified in relation to future changes in the role of the official. They should provide evidence in the summary of the key changes that occurred. They will consider the key requirements for the role of an official, and provide examples of the effects the media has on the specific roles in their current format. Learners will provide evidence of how the officials implement their responsibilities. They should identify the technological advances in the sport and draw conclusions on the new levels of responsibility.

Learning aim B

A report analysing the performance of officials in a selected sport through the use of different assessment methods.

For distinction standard, learners will recommend good practice used by officials. Learners will justify and support with evidence, using appropriate assessment methods and observations, to draw valid conclusions.

For merit standard, learners will analyse the performance of officials in three different situations in a selected sport. Learners' assessments of officials should use observations to analyse the strengths of officiators and weaknesses in their performance to draw conclusions.

For pass standard, learners will make judgements on how and why the particular rule and regulation was applied by officials in a competitive sport and they will provide a rationale of the outcome. Learners will use at least two assessment methods to measure and analyse information gained from observations of the official's performance. They will use this to make a conclusion on their performance by identifying their strengths and areas for improvement.

Learning aim C

Learners will officiate in their selected sport, assessing their performance and making recommendations for personal improvement.

For distinction standard, learners will use all sources of feedback efficiently to judge personal performance, including personal performance data. They will make references to professional standards data and benchmarks. Feedback from others, including peers and competitors will be used effectively to support learners' recommendations for personal improvements.

For merit standard, learners will demonstrate official roles and responsibilities, by applying relevant rules and regulations accurately in a controlled competitive sport, to show a depth of understanding of the relevant rules and regulations. Learners should make clear conclusions about their strengths and weaknesses and suggest where they need to improve. Learners should be able to rationalise any questioning of officiator.

For pass standard, learners will perform the officiating role in a competitive situation with clear application of the rules and regulations, demonstrating a good degree of understanding of rules and regulations through application with minimal correction required.

Learners' own assessment of their performance will use two assessment methods, including video recordings of their performance. Learners will discuss the skills applied and gained while officiating and make a conclusion on their performance.

Links to other units

This unit links to:

- Unit 4: Sports Leadership
- Unit 7: Practical Sports Performance
- Unit 12: Self-employment in the Sports Industry
- Unit 24: Sports Performance Analysis
- Unit 26: Technical and Tactical Demands of Sport.

Employer involvement

Centres may involve employers in the delivery of this unit if there are local opportunities. There is no specific guidance related to this unit.

Unit 26: Technical and Tactical Demands of Sport

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

Unit in brief

This unit develops understanding and application of technical and tactical demands of sport. This will involve analysing, observing and reviewing sports performance.

Unit introduction

Successful sports performance requires an understanding of the demands different sports, disciplines and positions will place on the performer. All sports require the application of technical skills and, in order to use these technical skills effectively, the correct selection of tactics. The performer of a sport should be aware of both the technical and tactical requirements. Some technical skills are fundamental: catching, running, throwing are the foundation skills of specific sports. Tactical demands comprise of strategies to compete and application of the technical skills.

In this unit, you will look at the technical skills and tactics required in selected sports. You will look at individual performers at different stages of development. You will then consider their performance in competitive situations and identify areas for development. You will put yourself in the position of an athlete and coach to help understand these technical components and how they contribute to effective performance, learning how to apply technical skills in different situations. You will understand how tactics depend on a number of factors such as opposition, players available for selection, phase of play and weather and you will consider these factors for successful performance.

This unit will prepare you for progression to higher education or a career in sport coaching, by developing your skills of investigation and understanding sports performance.

Learning aims

In this unit you will:

- A** Examine the technical skills and tactical components of sport that contribute to effective performance
- B** Investigate methods to measure technical and tactical performance in sport
- C** Explore the technical and tactical performance at different stages of the performance continuum.

Summary of unit

Learning aim	Key content areas	Recommended assessment approach
A Examine the technical skills and tactical components of sport that contribute to effective performance	A1 Technical skills in sport A2 Tactical components in sport A3 Application and importance of technical and tactical skills in effective performance	A presentation focusing on the technical skills and tactical strategies within sport, using specific sporting examples to analyse the similarities and differences in application of technical skills and tactical components.
B Investigate methods to measure technical and tactical performance in sport	B1 Measuring technical and tactical performance B2 Technical and tactical models and benchmarks B3 Producing measurement tools and protocols	A report evaluating the existing methods, ideal models, benchmarks and protocols used to measure technical and tactical skills in sport, and the production of a new measurement tool and protocol to assess performance.
C Explore the technical and tactical performance at different stages of the performance continuum	C1 Assessing and developing elite sports performers C2 Assessing and developing non-elite sports performers	A report based on observations evaluating and contrasting two sporting performances from different stages of the performance continuum.

Content

Learning aim A: Examine the technical skills and tactical components of sport that contribute to effective performance

A1 Technical skills in sport

- Definition of skill.
- Types of skill.
- Classification of skill:
 - open-closed
 - discrete-serial-continuous
 - gross-fine
 - self-paced
 - externally-paced
 - interaction continuum.
- Fundamental motor skills: catching, throwing, running and striking with and without an implement.
- Sport-specific skills.
- Relevance of different technical skills in different positions/roles within the same sport:
 - phase-specific demands (offence, defence, set pieces) in relation to skills.
- Relationship and difference between skilled performance and ability performance and their effects on outcome:
 - skills (learned, deliberate, practised, applied) such as specific sports techniques
 - ability (innate, limited, non-specific) such as speed, balance, coordination, flexibility, strength, stamina.

A2 Tactical components in sport

Definition and type of tactical components in individual and team sport.

- Definition of tactics, to include strategy, game plan, application of skill.
- Type of tactical strategy:
 - offensive/attacking
 - defensive
 - containing/limiting
 - formation and team selection.
- Tactics in different types of sport:
 - team
 - individual.
- Technical skill selection:
 - in relation to tactic, e.g. long ball
 - player positioning within the game, related to opposition and teammates in attacking and defensive roles
 - phase-specific demands (offence, defence, set pieces) in relation to tactics
 - selection and the timing of when to use variations in tactics.
- Considerations: strengths/weaknesses of self/opponent, weather, surface, conditions, outcome goals, phase of play, time, team and individual sports.

A3 Application and importance of technical and tactical skills in effective performance

- How strategies and tactics affect the selection of technical skills and which techniques are needed for specific strategies.
- Technical consideration in selection of tactics in response to personal strengths and weaknesses, opposition's strengths and weaknesses.

Learning aim B: Investigate methods to measure technical and tactical performance in sport

B1 Measuring technical and tactical performance

Measuring technical and tactical skills and how they are applied.

- Methods:
 - video analysis
 - notational analysis
 - tally charts
 - rating scales
 - observation checklists.
- Environments:
 - open competition
 - closed specific trials
 - conditioned situations.
- Timing:
 - pre-season
 - pre-practice
 - post-practice
 - pre-competition
 - during competition
 - after competition
 - pre/during/post-training.
- Protocols – rules for how, where and when the methods are used and recorded.
- Evaluation of process/performance: how the techniques and tactics were performed, accuracy, efficiency, timing, pace, power, correct selection, defining factor technique, ability or chance.
- Evaluation of outcome: result of performance, success, time, accuracy, placing, win, lose.
- Evaluation of performances: effects on outcome and probability of successful repetition.
- Evaluation of the validity, relevance and accuracy of information gathered through these methods.

B2 Technical and tactical ideal models and benchmarks

Sources of information and references for technical and tactical analysis.

- Sources of information:
 - observation of elite performance, e.g. live, television, video, internet
 - speak to coaches/teachers
 - coaching manuals and National Governing Body information.
- Identifying evaluation constructs:
 - techniques and tactics to be observed
 - techniques and tactics to be applied for successful performance.
- Ideal models:
 - researched or gathered information from an ideal performance of technical skills and tactics, e.g. gold medal routine, match winning shot, tactical winning performance
 - sources, e.g. descriptions from professional coaches, coaching manuals and National Governing Body's descriptions of correct performance, i.e. coaching points.
- Benchmarks:
 - researched statistics or gathered data to establish measurement of success, e.g. possession percentages, conversion rates, positional percentage
 - sources, e.g. national records, age group and regional/local records, match statistics, timings for major events, national performance tables, observation.

B3 Producing measurement tools and protocols

- Ideal model and benchmarks construction:
 - establish benchmarks and technical models for your chosen sport
 - summarise information gathered
 - consideration of validity, reliability, bias and accuracy of information.
- Produce a measurement tool, e.g. questionnaire, tick list, tally chart:
 - produced for observing performance measured against benchmarks and technical models.
- Produce a protocol to gather the observation information, e.g. rules/methodology, method on how to gather information:
 - produced for observing performance measured against benchmarks and technical models.

Learning aim C: Explore the technical and tactical performance at different stages of the performance continuum.**C1 Assessing and development of elite sports performers**

- Use of technical and tactical measurement tool.
- Observation of an elite performer:
 - technical skills performance, e.g. skills selection, application of skills
 - tactical performance, e.g. tactical awareness, tactical selection, application of tactics
 - focus on process
 - outcome of performance.
- Interpret gathered observational data on elite sports performer:
 - collate and present information in a suitable format: numerically, graphs, radar diagrams, collated statements.
- Summarising information:
 - make conclusions
 - comparison to the ideal model established earlier
 - identifying strengths, weaknesses and areas for improvement
 - reason athlete is in particular stage of performance continuum: skill, ability, environment, external circumstances.
- Planning for the development of an athlete:
 - SMART goal setting
 - relation to age
 - appropriate to ability
 - appropriate to environment
 - accessibility of resources.
- Comparison of the performance and development plan:
 - similarities and differences in the athlete's technical and tactical performance
 - against different stages of the sports continuum: Foundation, participation, performance, elite
 - opportunities at different stages of the performance continuum
 - comparison of the development plans.

C2 Assessing and development of non-elite sports performers

- Use of technical and tactical measurement tool.
- Observation of a non-elite athlete from a stage of the performance continuum: foundation, participation or performance:
 - technical skills performance, e.g. skills selection, application of skills
 - tactical performance, e.g. tactical awareness, tactical selection, application of tactics
 - focus on process
 - outcome of performance.

- Interpret gathered observational data on elite sports performer:
 - Collate and present information in a suitable format: numerically, graphs, radar diagrams, collated statements.
- Summarising information:
 - make conclusions
 - comparison to the ideal model established earlier
 - identifying strengths, weaknesses and areas for improvement
 - reason athlete is in particular stage of performance continuum: skill, ability, environment, external circumstances.
- Planning for development of an athlete:
 - SMART goal setting
 - relation to age
 - appropriate to ability
 - appropriate to environment
 - accessibility of resources.
- Comparison of the performance and development plan:
 - similarities and differences in the athlete's technical and tactical performance
 - against different stages of the sports continuum: foundation, participation, performance, elite
 - opportunities at different stages of the performance continuum
 - comparison of the development plans.

Assessment criteria

Pass	Merit	Distinction
Learning aim A: Examine the technical skills and tactical components of sport that contribute to effective performance.		
<p>A.P1 Explain the technical skills required for successful sport performance in contrasting sports.</p> <p>A.P2 Explain the tactical components required for successful sport performance in contrasting sports.</p>	<p>A.M1 Analyse the technical and tactical components of contrasting sports and how they combine to affect performance.</p>	<p>A.D1 Evaluate technical and tactical components and the importance of their combination in different situations of different sports.</p>
Learning aim B: Investigate methods to measure technical and tactical performance in sport		
<p>B.P3 Explain methods of measuring technical and tactical performance.</p> <p>B.P4 Explain ideal models and benchmarks for performance in a selected sport.</p> <p>B.P5 Produce a measurement tool and protocol to gather observational data on technical and tactical performance for both elite and non-elite developing athletes.</p>	<p>B.M2 Analyse methods of measuring technical and tactical performance, comparing against produced measurement tools and protocols.</p> <p>B.M3 Analyse ideal models and benchmarks, comparing against produced measurement tools and protocols.</p>	<p>B.D2 Evaluate methods of measuring technical and tactical performance, ideal models and benchmarks, justifying against selection of produced measurement tools and protocols.</p>
Learning aim C: Explore the technical and tactical performance at different stages of the performance continuum		
<p>C.P6 Collect observational data through assessment of a performance of an elite and a non-elite developing athlete, using own produced measurement tools and protocols.</p> <p>C.P7 Explain the collated observational data of an elite and non-elite developing athlete.</p>	<p>C.M4 Analyse the collected observational data of an elite and non-elite developing athlete, making recommendations for development of each athlete.</p>	<p>C.D3 Evaluate the collected observational data, justifying the recommendations made for the development of each athlete.</p>

Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of three summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aim: A (A.P1, A.P2, A.M1, A.D1)

Learning aim: B (B.P3, B.P4, B.P5, B.M2, B.M3, B.D2)

Learning aim: C (C.P6, C.P7, C.M4, C.D3)

Further information for teachers and assessors

Resource requirements

Course text books

Essential information for assessment decisions

Learning aim A

For distinction standard, learners will evaluate the importance of technical and tactical components and how they combine to affect sports performance. They will evaluate the positives and negatives, explaining the factors that affect sports performance in different sports and justifying the selection of skills and strategies, such as technical competence, physical ability and situational factors. Specific sporting examples will be used to support evaluation.

For merit standard, learners will analyse the similarities and differences of the application of technical skills and tactical components and their effect on performance. They will use examples for different sports and sports performances to show their understanding and support their work.

For pass standard, learners will explain the technical skills and tactical components used in different sports that may affect performance. Contrasts may be used between individual and team sport. Explanation of fundamental motor skills, sport-specific techniques and the range of skills in the different sports will support their work. Learners will also explain what defines skills: the classification and type of skill, the application of ability and how this leads to successful performance. Different tactical components for the sports performances will be explained, detailing factors such as time in the competition and phase of play as well as consideration of the opposition's and their own strengths and weaknesses. Tactics can also be explained for the different phases of play of contrasting sports – offensive and defensive – and how they contribute to an overall strategy. Consideration of technique selection and factors that decide the selection of each tactic will be explained using performance-based scenarios.

Learning aim B

For distinction standard, learners will evaluate methods of measuring performance, making specific reference to ideal models, benchmarks and the produced protocol and measurement tool for technical and tactical components of sports performers. The evaluation will detail when and how the protocol and measurement tool is best used and will provide further suggested formats for gathering and presenting information. Learners will evaluate the different methods, detailing the strengths and weaknesses of each and justifying the selection and production of their own measurement tool.

For merit standard, learners will analyse the validity, reliability, accuracy and usability of different methods of measuring technical and tactical components of sports performance. They will also analyse their own produced measurement tools and protocols, detailing how these gather valid performance data when using a variety of sources such as observation, video, coaching manuals and social media in relation to the performance of both elite and non-elite athletes.

For pass standard, learners will explain different methods of measuring technical and tactical performance and will explain the format, protocol and timing of gathering performance information for both technical and tactical components. Learners will explain the key technical and tactical performance components, ideal models and benchmarks to measure the performance of a selected sport. Learners will produce measurement tools and protocols to measure technical and tactical performance. The methods, timings, equipment and protocols for measurement will be explained. The protocol will detail when and how the method is to be used and will provide formats for gathering and presenting information. The measurement tools and protocol produced will be used for both elite and non-elite athletes.

Learning aim C

For distinction standard, learners will evaluate gathered observational data comprising detailed information on the technical and tactical performance of two athletes at different stages of the performance continuum, one elite and one non-elite. They will present the evaluation of the gathered observational data by drawing conclusions about their performance, supporting and justifying conclusions with clearly presented performance data that has been compared to benchmarks and ideal models. They can recommend development areas for each athlete which have been both justified and compared with other researched development actions from across the performance continuum to show how development standards may vary.

For merit standard, learners will analyse and interpret the technical and tactical observational data collected for C.P6. They can analyse and interpret the data making clear conclusion about the strengths and weaknesses of both athletes and their performances, suggesting recommendations for how each athlete (elite and non-elite) can be developed to improve and making comparisons.

For pass standard, learners can collect observation data of an elite and non-elite athletes performance using their own produced measurement tools and protocol produced in B.P5. Learners can collate the information and present it in suitable format ready for analysis and to make conclusions on their performance.

Links to other units

This unit links to:

- Unit 3: Professional Development in the Sports Industry
- Unit 6: Sports Psychology
- Unit 7: Practical Sports Performance
- Unit 8: Coaching for Performance
- Unit 25: Rules, Regulations and Officiating in Sport.

Employer involvement

This unit would benefit from employer involvement in the form of:

- guest speakers and interview opportunities
- opportunities to visit suitable businesses.

Unit 27: Principles and Practices for Outdoor and Adventurous Activities

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

Unit in brief

Learners study best practice in the delivery of outdoor and adventurous activities in readiness for active participation.

Unit introduction

Outdoor adventure is a broad field that has numerous benefits to those who participate and engage with it. There are physical benefits associated with outdoor and adventurous activity, as well as social, psychological and wellbeing benefits.

This unit gives you the opportunity to gather an overview of the industry, the various sub sectors, target groups, structural differences and organisational considerations all relevant to the industry. There will be an opportunity to participate in physical activity in the unit, as well as looking at the theories and developing your background knowledge. You will develop skills in specific activities and review your performance against group and personal expectations.

This unit will allow you to develop to suit your level of ability and to study the various career pathways that could be pursued on completion of this course, or progress to higher education. You will gain transferable skills and knowledge that are useful for employment in various outdoor industry sub sectors and potential higher education pathways.

Learning aims

In this unit you will:

- A** Explore the development of the outdoor sector and associated outdoor and adventurous activities
- B** Investigate best practice in the outdoor industry
- C** Develop skills and techniques in outdoor and adventurous activities through practical participation.

Summary of unit

Learning aim	Key content areas	Recommended assessment approach
A Explore the development of the outdoor sector and associated outdoor and adventurous activities	A1 Activities in the outdoor sector A2 Development of the outdoor sector A3 Factors affecting the development of the outdoor sector	A written report that examines the development of the outdoor sector, the factors affecting its development and best practice to keep participants safe and promote learning.
B Investigate best practice in the outdoor industry	B1 Keeping participants safe in the outdoor environment B2 Roles and responsibilities of an outdoor and adventurous activity leader B3 Promoting learning through outdoor and adventurous activities	
C Develop skills and techniques in outdoor and adventurous activities through practical participation	C1 Participation in outdoor and adventurous activities to develop skills and techniques C2 Benefits of participation in outdoor and adventurous activities C3 Reviewing the benefits of participation in outdoor and adventurous activities	A written review of the skills and techniques developed during participation in outdoor and adventurous activities and the benefits of participation.

Content

Learning aim A: Explore the development of the outdoor sector and associated outdoor and adventurous activities

A1 Activities in the outdoor sector

- Land-based activities, e.g. rock climbing, orienteering, mountaineering, mountain biking.
- Water-based activities, e.g. sailing, kayaking, stand up paddle boarding, windsurfing, scuba-diving, surfing.
- Air-based activities, e.g. hang-gliding, paragliding.
- Alternative activities, e.g. coasteering, high ropes, geo caching.

A2 Development of the outdoor sector

The role of organisations and bodies for developing the outdoor sector.

- Organisations: The Scout Association, The Guide Association, Outward Bound Trust, Duke of Edinburgh's Award, The Prince's Trust, National Citizen Service (NCS).
- Governing bodies: Royal Yachting Association (RYA), British Canoeing, Mountain Training England.
- Associations and institutes: Institute for Outdoor Learning, Outdoor Industries Association (OIA), British Activity Providers Association (BAPA).

A3 Factors affecting the development of the outdoor sector

- Legislation: health and safety, equality and diversity legislation, adventure activities licensing.
- Economy: cost of taking part in outdoor adventurous activities and of hosting events in this sector.
- Fashion and trends.
- Health and wellbeing.
- Environmental sustainability.

Learning aim B: Investigate best practice in the outdoor industry

How best practise is used in the outdoor sector to ensure leaders promote learning through safe outdoor and adventurous activities.

B1 Keeping participants safe in the outdoor environment

- Knowledge of procedures: internal and external, governing bodies, legislation.
- Competency with equipment: technical and safety.
- Understanding the environment: weather and prevailing conditions.
- Understanding groups and associated issues: age, gender, ability, behavioural issues.
- Risk assessment for specific outdoor adventurous activities.
- Contingency planning for outdoor adventurous activities.
- Responding to emergencies: first aiders, following procedures, remaining in contact with emergency service providers, importance of updating information about your location.

B2 Roles and responsibilities of an outdoor and adventurous activity leader

- Roles: instructor, teacher, guide, advisor, entertainer.
- Responsibilities: promoting inclusion and equality, promoting respect for the environment, maintaining safety, promoting outdoor activity.

B3 Promoting learning through outdoor and adventurous activities

- Types of learning.
- Experiential learning.
- Personal development.
- Team building.
- Problem solving.
- Skills and techniques acquisition: specific to outdoor and adventurous activities.

Learning aim C: Develop skills and techniques in outdoor and adventurous activities through practical participation

C1 Participation in outdoor and adventurous activities to develop skills and techniques

- Demonstrate soft skills: communication, patience, motivation, determination, adaptability, problem solving, cooperation.
- Demonstrate physical- and skill-related components of fitness: muscular and aerobic endurance, strength, flexibility, agility, power, balance, co-ordination.
- Demonstrate activity-specific techniques in land-based activities, for example:
 - climbing – belaying, crimping, bridging
 - mountain biking – gear changing, breaking, negotiating obstacles
 - orienteering – compass work, judging distances, planning courses.
- Demonstrate activity-specific techniques in water-based activities, for example:
 - sailing – launching, tacking, capsize recovery
 - kayaking – paddling, sweep stroke, bracing, bow rudder
 - wind-surfing – planning, directional control, fall recovery.

C2 Benefits of participation in outdoor and adventurous activities

- Social benefits: building relationships, teamwork, communication, cooperation, negotiation, environmental appreciation and awareness.
- Psychological benefits: self-confidence, patience, promoting self-expression, resilience, motivation, trust building, mindfulness.
- Physical benefits: endurance, flexibility, strength, balance, coordination.

C3 Reviewing the benefits of participation in outdoor and adventurous activities

Be able to link the benefits of participation in specific outdoor and adventurous activities.

- Linking benefits to specific activities, for example:
 - climbing – building trust, developing communication, challenging motivation
 - sailing – developing teamwork, developing coordination, encouraging self-reliance.

Assessment criteria

Pass	Merit	Distinction
Learning aim A: Explore the development of the outdoor sector and associated outdoor and adventurous activities		
<p>A.P1 Explain the development of three outdoor and adventurous activities.</p> <p>A.P2 Describe the development of the outdoor sector.</p>	<p>A.M1 Assess three different activities in the outdoor sector and factors affecting their development.</p>	
Learning aim B: Investigate best practice in the outdoor industry		
<p>B.P3 Describe concepts used to promote learning through outdoor activity.</p> <p>B.P4 Explain the roles and responsibilities of an outdoor adventure leader and how they keep participants safe.</p>	<p>B.M2 Analyse the concepts used to promote learning in outdoor activities and how the roles and responsibilities of an outdoor adventure leader ensure participants are safe.</p>	
Learning aim C: Develop skills and techniques in outdoor and adventurous activities through practical participation		
<p>C.P5 Participate in three different outdoor activities, demonstrating relevant skills and techniques.</p> <p>C.P6 Review the benefits of taking part in three different activity sessions.</p>	<p>C.M3 Assess the benefits of participation in three different outdoor activities through developing skills and techniques.</p>	
		<p>A.D1 Evaluate the factors affecting the development of the outdoor sector.</p> <p>B.D2 Evaluate the roles and responsibilities of outdoor leaders through promoting best practice in the industry.</p> <p>C.D3 Evaluate the benefits of taking part in three different outdoor activities through developing skills and techniques.</p>

Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of two summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aims: A and B (A.P1, A.P2, B.P3, B.P4, A.M1, B.M2, A.D1, B.D2)

Learning aim: C (C.P5, C.P6, C.M3, C.D3)

Further information for teachers and assessors

Resource requirements

For this unit, delivery centres will need access to a minimum of three different outdoor adventurous activities.

Essential information for assessment decisions

Learning aims A and B

For distinction standard, learners will evaluate the factors affecting the development of the outdoor sector, including references to organisations and legislation. Learners will deliver a detailed evaluation of the roles and responsibilities of an outdoor leader, making specific references to personal observations. They will provide links to concepts in learning in the industry and enabling best practice in the delivery of different outdoor and adventurous activities.

For merit standard, learners will assess three different outdoor and adventurous activities. They will explain development of the outdoor sector, including the factors and legislation affecting its development, with reference to organisations. Learners will provide a clear analysis of concepts used to promote learning in the outdoor industry. These will be linked to an explanation of the roles and responsibilities of an outdoor leader, making specific references to different activities. Learners will study practices designed to keep participants safe in outdoor activities, explaining both similarities and differences between specific activities.

For pass standard, learners will explain three different outdoor and adventurous activities. They will make specific observations on each activity, and where possible, identify similarities and differences between them. They will describe the development of the outdoor sector, making relevant references to the impact of organisations' factors and legislation. Learners will describe concepts used to promote learning in the outdoor industry. They will provide a description of the roles and responsibilities of an outdoor leader, making specific references to different activities. They will describe safety practices designed to keep participants safe, linking them to examples from specific activities.

Learning aim C

For distinction standard, learners must take part in three different outdoor and adventurous activities, developing both skills and techniques. They will evaluate their participation, the associated benefits with each specific activity and how their skills and techniques have developed.

For merit standard, learners must take part in three different outdoor and adventurous activities, developing both skills and techniques. They will explain the personal benefits that they experienced as an individual or as part of the group and how their skills and techniques have developed.

For pass standard, learners must take part in three different outdoor and adventurous activities, developing both skills and techniques. They will review the benefits of taking part in these activities as both an individual and as part of a group, and how their skills and techniques have developed.

Links to other units

This unit links to:

- Unit 4: Sports Leadership
- Unit 23: Skill Acquisition in Sport
- Unit 28: Environmental Sustainability for Outdoor and Adventurous Activities.

Employer involvement

This unit would benefit from employer involvement in the form of:

- workplace observations and industry visits
- guest speakers.

Unit 28: Environmental Sustainability for Outdoor and Adventurous Activities

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

Unit in brief

Learners study the impact of recreational activity on the environment and how to encourage sustainability.

Unit introduction

Participation in outdoor and adventurous activities are completely reliant on the environment. For many, the primary reason for participation in these activities is to enjoy the experience of interacting with nature. It is in the interest of participants in outdoor and adventurous activities to protect the environment now and for future generations. Without unified efforts and clear strategies for ensuring sustainability, the environment could be irreversibly damaged and our natural resources destroyed.

In this unit, you will develop your own knowledge of the damage that can be caused by outdoor and adventurous activities. You will look at the benefits of safeguarding sustainability and strategies that might be used to promote it. You will research legislation and organisations that are vital for ensuring sustainability. You will plan, prepare and carry out a sustainability project so that you might understand the large amount of work that goes into protecting the environment. On completion of the project, you will review your own performance and the success of the project. Understanding the importance of, and being able to develop strategies and projects that might help protect the environment, could lead you to further study of environmental impact in higher education.

Learning aims

In this unit you will:

- A** Explore the impact of recreational use on the environment and the benefits of a sustainable approach
- B** Investigate the organisations and legislation associated with protecting the countryside for recreational use
- C** Carry out an environmental sustainability project to help protect the countryside from outdoor and adventurous activity use.

Summary of unit

Learning aim	Key content areas	Recommended assessment approach
A Explore the impact of recreational use on the environment and the benefits of a sustainable approach	A1 Effects of recreational use on the environment A2 Benefits of adopting a sustainable approach A3 Strategies for encouraging sustainability	A written document giving examples of the effects of recreational use on the countryside, the organisations and legislation involved in protecting our countryside, and the benefits of adopting a sustainable approach, including strategies for encouraging it.
B Investigate the organisations and legislation associated with protecting the countryside for recreational use	B1 Organisations involved in conserving the countryside B2 Legislation designed to help conserve the countryside	
C Carry out an environmental sustainability project to help protect the countryside from outdoor and adventurous activity use	C1 Planning and preparing for an environmental sustainability project C2 Undertaking an environmental sustainability project C3 Reviewing an environmental sustainability project	A written review of the effectiveness of an environmental sustainability project, including learners' role in the project.

Content

Learning aim A: Explore the impact of recreational use on the environment and the benefits of a sustainable approach

A1 Effects of recreational use on the environment

- Erosion of terrain.
- Damage to flora.
- Disruption to wildlife (visual, by sound, by smell).
- Pollution to the water.
- Waste left behind.
- Development of facilities to service recreational activities.

A2 Benefits of adopting a sustainable approach

- Physical benefits to countryside: less erosion, less pollution, less disturbance of plants and wildlife.
- Increased economic benefits to surrounding areas.
- Increased capacity for activity.
- Social benefits associated with continued access.

A3 Strategies for encouraging sustainability

- Education of recreational users.
- Erosion prevention (reinforced footpaths, reinforced river banks).
- Signs and notices.
- Restricted access (by number of persons or seasonal).
- Replanting of plants and trees.

Learning aim B: Investigate the organisations and legislation associated with protecting the countryside for recreational use

B1 Organisations involved in conserving the countryside

- Statutory: local authorities, National Park authorities, English Heritage, Scottish National Heritage, Countryside Council for Wales, Natural England.
- Voluntary: National Trust, The Conservation Volunteers (TCV), Royal Society for the Protection of Birds (RSPB), Friends of the Earth, Greenpeace.
- Private: water authorities, landowners.

B2 Legislation designed to help conserve the countryside

- Legislation relating to: national parks and access to countryside, wildlife and countryside act, environment, criminal justice and public order, countryside and rights of way.
- Classification orders: Area of Outstanding Natural Beauty (AONB), Site of Specific Scientific Interest (SSSI), National Nature Reserves (NNRs), Department for Environment, Food and Rural Affairs (Defra) initiatives (countryside stewardship schemes), National Parks.
- Public Rights of Way (PROW).

Learning aim C: Carry out an environmental sustainability project to help protect the countryside from outdoor and adventurous activity use

C1 Planning and preparing for an environmental sustainability project

- Aims and objectives.
- Constraints: budget, resource, personnel, time, prevailing conditions.
- Responsibilities of team members.
- Safety considerations.
- Managing progress and ensuring completion.
- Contingency plans.

C2 Undertaking an environmental sustainability project

- Demonstrate skills associated with working with others: teamwork, communication, cooperation, patience, motivation, listening, negotiation.
- Demonstrate task-orientated skills: planning, organisation, budget control, safety awareness.

C3 Reviewing an environmental sustainability project

- SWOT (strengths, weaknesses, opportunities, threats) analysis.
- Aims and objectives.
- Personal responsibilities.
- Gathering feedback: teachers, peers, third parties.
- Identifying strengths and areas for improvement.
- SMARTER (specific, measurable, achievable, realistic, timed, enthusiastic, recordable) targets.

Assessment criteria

Pass	Merit	Distinction	
Learning aim A: Explore the impact of recreational use on the environment and the benefits of a sustainable approach			
A.P1 Explain the effects of recreational usage on the environment. A.P2 Outline the benefits of a sustainable approach to recreational use of the environment.	A.M1 Assess strategies that could be used to encourage recreational users of the environment to act in a sustainable manner.		A.D1 Evaluate the benefits of a sustainable approach to recreational use of the environment. B.D2 Evaluate the work of organisations and legislation that encourage environmental sustainability during recreational use.
Learning aim B: Investigate the organisations and legislation associated with protecting the countryside for recreational use			
B.P3 Outline organisations that encourage environmental sustainability during recreational use. B.P4 Explain legislation designed to encourage environmental sustainability during recreational use.	B.M2 Assess the effectiveness of organisations and legislation that encourage environmental sustainability during recreational use.		
Learning aim C: Carry out an environmental sustainability project to help protect the countryside from outdoor and adventurous activity use		C.D3 Evaluate your project in encouraging environmental sustainability during outdoor and adventurous activities, including strengths and areas for improvement.	
C.P5 Plan and prepare for a project in encouraging sustainable environmental use during outdoor and adventurous activities. C.P6 Undertake and review your project in encouraging sustainable environmental use during outdoor and adventurous activities.	C.M3 Assess your performance individually and as part of a team during your project in encouraging environmental sustainability during outdoor and adventurous activities.		

Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of two summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aims: A and B (A.P1, A.P2, B.P3, B.P4, A.M1, B.M2, A.D1, B.D2)

Learning aim: C (C.P5, C.P6, C.M3, C.D3)

Further information for teachers and assessors

Resource requirements

For this unit, learners must have access to opportunities to plan, prepare and carry out an environmental sustainability project safely.

Essential information for assessment decisions

Learning aims A and B

For distinction standard, learners will evaluate the benefits associated with a sustainable approach and strategies designed to ensure sustainability. These strategies might be found on a local, national or worldwide level. Strategies might form the basis of legislation, education or physical intervention. Learners will discuss both strengths and areas of improvement found in these strategies. They should make suggestions on how they might be improved in the future.

For merit standard, learners will assess the way that the physical environment is managed to ensure sustainability. They will look at this both locally, nationally and worldwide. They will use a minimum of three clear examples of environmental management at this level. Learners will assess the effectiveness of organisations and legislation in ensuring sustainability of the environment. They will use examples of at least three organisations and two pieces of legislation in their assignment.

For pass standard, learners will explain the effects of recreational use on the environment. They must discuss a wide range of examples and directly link them to the activities that cause them. They will clearly outline the benefits of ensuring sustainability and give a variety of examples to illustrate their points. Learners will investigate a minimum of three organisations that promote sustainability of the environment in relation to recreational activities. They will explain a minimum of two pieces of legislation designed to protect the environment from unsustainable usage.

Learning aim C

For distinction standard, learners will evaluate their project in environmental sustainability. They will discuss both strengths and areas for improvement in the project. They will make suggestions on how they could improve the project in the future.

For merit standard, learners will assess their performance as an individual and as part of a project team. They should use a SWOT analysis to give an overview of performance, highlighting clear strengths and areas for improvement. They should set a minimum of three SMARTER targets for further development.

For pass standard, learners will plan, prepare and carry out an environmental sustainability project. Assistance from teachers or leaders will be limited to ensuring safety considerations. On completion of the project, they will review their performance as an individual and as part of a project group, and the overall success of the project. Strengths and areas for improvement must be covered.

Links to other units

This unit links to:

- Unit 22: Investigating Business in the Sport and Active Leisure Industry
- Unit 27: Principles and Practices for Outdoor and Adventurous Activities.

Employer involvement

Centres can involve employers in the delivery of this unit if there are local opportunities to do so. There is no specific guidance related to this unit.

4 Planning your programme

How do I choose the right BTEC National qualification for my learners?

BTEC Nationals come in a range of sizes, each with a specific purpose. You will need to assess learners very carefully to ensure that they start on the right size of qualification to fit into their 16–19 study programme, and that they take the right pathways or optional units that allow them to progress to the next stage.

If a learner is clear that they want to progress to the workplace they should be directed towards an occupationally-specific qualification, such as a BTEC National Diploma in Fitness Services from the outset.

Some learners may want to take a number of complementary qualifications or keep their progression options open. These learners may be suited to taking a BTEC National Certificate or Extended Certificate. Learners who then decide to continue with a fuller vocational programme can transfer to a BTEC National Diploma or Extended Diploma, for example for their second year.

Some learners are sure of the sector they want to work in and are aiming for progression into that sector via higher education. These learners should be directed to the two-year BTEC National Extended Diploma as the most suitable qualification.

As a centre, you may want to teach learners who are taking different qualifications together. You may also wish to transfer learners between programmes to meet changes in their progression needs. You should check the qualification structures and unit combinations carefully as there is no exact match among the different sizes. You may find that learners need to complete more than the minimum number of units when transferring.

When learners are recruited, you need to give them accurate information on the title and focus of the qualification for which they are studying.

Is there a learner entry requirement?

As a centre it is your responsibility to ensure that learners who are recruited have a reasonable expectation of success on the programme. There are no formal entry requirements but we expect learners to have qualifications at or equivalent to Level 2.

Learners are most likely to succeed if they have:

- five GCSEs at good grades and/or
- BTEC qualification(s) at Level 2
- achievement in English and mathematics through GCSE or Functional Skills.

Learners may demonstrate ability to succeed in various ways. For example, learners may have relevant work experience or specific aptitude shown through diagnostic tests or non-educational experience.

What is involved in becoming an approved centre?

All centres must be approved before they can offer these qualifications – so that they are ready to assess learners and so that we can provide the support that is needed. Further information is given in *Section 8*.

What level of sector knowledge is needed to teach these qualifications?

We do not set any requirements for teachers but recommend that centres assess the overall skills and knowledge of the teaching team to ensure that they are relevant and up to date. This will give learners a rich programme to prepare them for employment in the sector.

What resources are required to deliver these qualifications?

As part of your centre approval you will need to show that the necessary material resources and work spaces are available to deliver BTEC Nationals. For some units, specific resources are required. This is indicated in the units.

How can myBTEC help with planning for these qualifications?

myBTEC is an online toolkit that supports the delivery, assessment and quality assurance of BTECs in centres. It supports teachers with activities, such as choosing a valid combination of units, creating assignment briefs and creating assessment plans. For further information see *Section 10*.

Which modes of delivery can be used for these qualifications?

You are free to deliver BTEC Nationals using any form of delivery that meets the needs of your learners. We recommend making use of a wide variety of modes, including direct instruction in classrooms or work environments, investigative and practical work, group and peer work, private study and e-learning.

What are the recommendations for employer involvement?

BTEC Nationals are vocational qualifications and, as an approved centre, you are encouraged to work with employers on the design, delivery and assessment of the course to ensure that learners have a programme of study that is engaging and relevant and that equips them for progression. There are suggestions in many of the units about how employers could become involved in delivery and/or assessment but these are not intended to be exhaustive and there will be other possibilities at local level.

What support is available?

We provide a wealth of support materials, including curriculum plans, delivery guides, authorised assignment briefs, additional papers for external assessments and examples of marked learner work.

You will be allocated a Standards Verifier early on in the planning stage to support you with planning your assessments. There will be extensive training programmes as well as support from our Subject Advisor team.

For further details see *Section 10*.

How will my learners become more employable through these qualifications?

All BTEC Nationals are mapped to relevant occupational standards (see *Appendix 1*).

Employability skills, such as team working and entrepreneurialism, and practical hands-on skills have been built into the design of the learning aims and content. This gives you the opportunity to use relevant contexts, scenarios and materials to enable learners to develop a portfolio of evidence that demonstrates the breadth of their skills and knowledge in a way that equips them for employment.

5 Assessment structure and external assessment

Introduction

BTEC Nationals are assessed using a combination of *internal assessments*, which are set and marked by teachers, and *external assessments* which are set and marked by Pearson:

- mandatory units have a combination of internal and external assessments
- all optional units are internally assessed.

We have taken great care to ensure that the assessment method chosen is appropriate to the content of the unit and in line with requirements from employers and higher education.

In developing an overall plan for delivery and assessment for the programme, you will need to consider the order in which you deliver units, whether delivery is over short or long periods and when assessment can take place. Some units are defined as synoptic units (see *Section 2*). Normally, a synoptic assessment is one that a learner would take later in a programme and in which they will be expected to apply learning from a range of units. Synoptic units may be internally or externally assessed. Where a unit is externally assessed you should refer to the sample assessment materials (SAMs) to identify where there is an expectation that learners draw on their wider learning. For internally-assessed units, you must plan the assignments so that learners can demonstrate learning from across their programme. A unit may be synoptic in one qualification and not another because of the relationship it has to the rest of the qualification.

We have addressed the need to ensure that the time allocated to final assessment of internal and external units is reasonable so that there is sufficient time for teaching and learning, formative assessment and development of transferable skills.

In administering internal and external assessment, the centre needs to be aware of the specific procedures and policies that apply, for example to registration, entries and results. An overview with signposting to relevant documents is given in *Section 7*.

Internal assessment

Our approach to internal assessment for these qualifications will be broadly familiar to experienced centres. It offers flexibility in how and when you assess learners, provided that you meet assessment and quality assurance requirements. You will need to take account of the requirements of the unit format, which we explain in *Section 3*, and the requirements for delivering assessment given in *Section 6*.

External assessment

A summary of the external assessment for this qualification is given in *Section 2*. You should check this information carefully, together with the unit specification and the sample assessment materials, so that you can timetable learning and assessment periods appropriately.

Learners must be prepared for external assessment by the time they undertake it. In preparing learners for assessment you will want to take account of required learning time, the relationship with other external assessments and opportunities for retaking. You should ensure that learners are not entered for unreasonable amounts of external assessment in one session. Learners may resit an external assessment to obtain a higher grade of near pass or above. If a learner has more than one attempt, then the best result will be used for qualification grading, up to the permitted maximum. It is unlikely that learners will need to or benefit from taking all assessments twice so you are advised to plan appropriately. Some assessments are synoptic and learners are likely to perform best if these assessments are taken towards the end of the programme.

Key features of external assessment in Sport

In sport, after consultation with stakeholders, we have developed the following.

- *Unit 1: Anatomy and Physiology*
This will contain short- and long-answer questions that will assess learners' understanding of anatomy and physiology and how the different systems of the body can affect sports performance.
- *Unit 2: Fitness Training and Programming for Health, Sport and Well-being I*
Learners will interpret lifestyle factors and health screening data to create and justify a fitness training programme based on these interpretations. The task will require learners to develop and justify a training programme that meets the needs of a specific client.
- *Unit 22: Investigating Business in the Sport and Active Leisure Industry*
Learners will investigate how business operates in the sport and active leisure industry and how it responds to trends and other influences to meet the needs of clients and benefit the business.

Units

The externally-assessed units have a specific format which we explain in *Section 3*. The content of units will be sampled across external assessments over time through appropriate papers and tasks. The ways in which learners are assessed are shown through the assessment outcomes and grading descriptors. External assessments are marked and awarded using the grade descriptors. The grades available are Distinction (D), Merit (M), Pass (P) and Near Pass (N). The Near Pass (N) grade gives learners credit below a Pass, where they have demonstrated evidence of positive performance which is worth more than an unclassified result but not yet at the Pass standard.

Sample assessment materials

Each externally-assessed unit has a set of sample assessment materials (SAMs) that accompanies this specification. The SAMs are there to give you an example of what the external assessment will look like in terms of the feel and level of demand of the assessment. In the case of units containing synoptic assessment, the SAMs will also show where learners are expected to select and apply from across the programme.

The SAMs show the range of possible question types that may appear in the actual assessments and give you a good indication of how the assessments will be structured. While SAMs can be used for practice with learners, as with any assessment the content covered and specific details of the questions asked will change in each assessment.

A copy of each of these assessments can be downloaded from our website. An additional sample of each of the Pearson-set units will be available before the first sitting of the assessment to allow your learners further opportunities for practice.

6 Internal assessment

This section gives an overview of the key features of internal assessment and how you, as an approved centre, can offer it effectively. The full requirements and operational information are given in the *Pearson Quality Assurance Handbook*. All members of the assessment team need to refer to this document.

For BTEC Nationals it is important that you can meet the expectations of stakeholders and the needs of learners by providing a programme that is practical and applied. Centres can tailor programmes to meet local needs and use links with local employers and the wider vocational sector.

When internal assessment is operated effectively it is challenging, engaging, practical and up to date. It must also be fair to all learners and meet national standards.

Principles of internal assessment

Assessment through assignments

For internally-assessed units, the format of assessment is an assignment taken after the content of the unit, or part of the unit if several assignments are used, has been delivered. An assignment may take a variety of forms, including practical and written types. An assignment is a distinct activity completed independently by learners that is separate from teaching, practice, exploration and other activities that learners complete with direction from, and formative assessment by, teachers.

An assignment is issued to learners as an assignment brief with a defined start date, a completion date and clear requirements for the evidence that they need to provide. There may be specific observed practical components during the assignment period. Assignments can be divided into tasks and may require several forms of evidence. A valid assignment will enable a clear and formal assessment outcome based on the assessment criteria.

Assessment decisions through applying unit-based criteria

Assessment decisions for BTEC Nationals are based on the specific criteria given in each unit and set at each grade level. To ensure that standards are consistent in the qualification and across the suite as a whole, the criteria for each unit have been defined according to a framework. The way in which individual units are written provides a balance of assessment of understanding, practical skills and vocational attributes appropriate to the purpose of qualifications.

The assessment criteria for a unit are hierarchical and holistic. For example, if an M criterion requires the learner to show 'analysis' and the related P criterion requires the learner to 'explain', then to satisfy the M criterion a learner will need to cover both 'explain' and 'analyse'. The unit assessment grid shows the relationships among the criteria so that assessors can apply all the criteria to the learner's evidence at the same time. In *Appendix 2* we have set out a definition of terms that assessors need to understand.

Assessors must show how they have reached their decisions using the criteria in the assessment records. When a learner has completed all the assessment for a unit then the assessment team will give a grade for the unit. This is given simply according to the highest level for which the learner is judged to have met all the criteria. Therefore:

- to achieve a Distinction, a learner must have satisfied all the Distinction criteria (and therefore the Pass and Merit criteria); these define outstanding performance across the unit as a whole
- to achieve a Merit, a learner must have satisfied all the Merit criteria (and therefore the Pass criteria) through high performance in each learning aim
- to achieve a Pass, a learner must have satisfied all the Pass criteria for the learning aims, showing coverage of the unit content and therefore attainment at Level 3 of the national framework.

The award of a Pass is a defined level of performance and cannot be given solely on the basis of a learner completing assignments. Learners who do not satisfy the Pass criteria should be reported as Unclassified.

The assessment team

It is important that there is an effective team for internal assessment. There are three key roles involved in implementing assessment processes in your centre, each with different interrelated responsibilities, the roles are listed below. Full information is given in the *Pearson Quality Assurance Handbook*.

- The Lead Internal Verifier (the Lead IV) has overall responsibility for the programme, its assessment and internal verification to meet our requirements, record keeping and liaison with the Standards Verifier. The Lead IV registers with Pearson annually. The Lead IV acts as an assessor, supports the rest of the assessment team, makes sure that they have the information they need about our assessment requirements and organises training, making use of our guidance and support materials.
- Internal Verifiers (IVs) oversee all assessment activity in consultation with the Lead IV. They check that assignments and assessment decisions are valid and that they meet our requirements. IVs will be standardised by working with the Lead IV. Normally, IVs are also assessors but they do not verify their own assessments.
- Assessors set or use assignments to assess learners to national standards. Before taking any assessment decisions, assessors participate in standardisation activities led by the Lead IV. They work with the Lead IV and IVs to ensure that the assessment is planned and carried out in line with our requirements.

Effective organisation

Internal assessment needs to be well organised so that the progress of learners can be tracked and so that we can monitor that assessment is being carried out in line with national standards. We support you through, for example, providing training materials and sample documentation. Our online myBTEC service can help support you in planning and record keeping. Further information on using myBTEC can be found in *Section 10* and on our website.

It is particularly important that you manage the overall assignment programme and deadlines to make sure that learners are able to complete assignments on time.

Learner preparation

To ensure that you provide effective assessment for your learners, you need to make sure that they understand their responsibilities for assessment and the centre's arrangements.

From induction onwards, you will want to ensure that learners are motivated to work consistently and independently to achieve the requirements of the qualifications. Learners need to understand how assignments are used, the importance of meeting assignment deadlines, and that all the work submitted for assessment must be their own.

You will need to give learners a guide that explains how assignments are used for assessment, how assignments relate to the teaching programme, and how learners should use and reference source materials, including what would constitute plagiarism. The guide should also set out your approach to operating assessment, such as how learners must submit work and request extensions.

Setting effective assignments

Setting the number and structure of assignments

In setting your assignments, you need to work with the structure of assignments shown in the *Essential information for assignments* section of a unit. This shows the structure of the learning aims and criteria that you must follow and the recommended number of assignments that you should use. For some units we provide authorised assignment briefs, for all the units we give you suggestions on how to create suitable assignments. You can find these materials along with this specification on our website. In designing your own assignment briefs you should bear in mind the following points.

- The number of assignments for a unit must not exceed the number shown in *Essential information for assignments*. However, you may choose to combine assignments, for example to create a single assignment for the whole unit.
- You may also choose to combine all or parts of different units into single assignments, provided that all units and all their associated learning aims are fully addressed in the programme overall. If you choose to take this approach, you need to make sure that learners are fully prepared so that they can provide all the required evidence for assessment and that you are able to track achievement in the records.
- A learning aim must always be assessed as a whole and must not be split into two or more tasks.
- The assignment must be targeted to the learning aims but the learning aims and their associated criteria are not tasks in themselves. Criteria are expressed in terms of the outcome shown in the evidence.
- You do not have to follow the order of the learning aims of a unit in setting assignments but later learning aims often require learners to apply the content of earlier learning aims and they may require learners to draw their learning together.
- Assignments must be structured to allow learners to demonstrate the full range of achievement at all grade levels. Learners need to be treated fairly by being given the opportunity to achieve a higher grade if they have the ability.
- As assignments provide a final assessment, they will draw on the specified range of teaching content for the learning aims. The specified content is compulsory. The evidence for assessment need not cover every aspect of the teaching content as learners will normally be given particular examples, case studies or contexts in their assignments. For example, if a learner is carrying out one practical performance, or an investigation of one organisation, then they will address all the relevant range of content that applies in that instance.

Providing an assignment brief

A good assignment brief is one that, through providing challenging and realistic tasks, motivates learners to provide appropriate evidence of what they have learned.

An assignment brief should have:

- a vocational scenario, this could be a simple situation or a full, detailed set of vocational requirements that motivates the learner to apply their learning through the assignment
- clear instructions to the learner about what they are required to do, normally set out through a series of tasks
- an audience or purpose for which the evidence is being provided
- an explanation of how the assignment relates to the unit(s) being assessed.

Forms of evidence

BTEC Nationals have always allowed for a variety of forms of evidence to be used, provided that they are suited to the type of learning aim being assessed. For many units, the practical demonstration of skills is necessary and for others, learners will need to carry out their own research and analysis. The units give you information on what would be suitable forms of evidence to provide learners with the opportunity to apply a range of employability or transferable skills. Centres may choose to use different suitable forms for evidence to those proposed. Overall, learners should be assessed using varied forms of evidence.

Full definitions of types of assessment are given in *Appendix 2*. These are some of the main types of assessment:

- written reports
- projects
- time-constrained practical assessments with observation records and supporting evidence
- recordings of performance
- sketchbooks, working logbooks, reflective journals
- presentations with assessor questioning.

The form(s) of evidence selected must:

- allow the learner to provide all the evidence required for the learning aim(s) and the associated assessment criteria at all grade levels
- allow the learner to produce evidence that is their own independent work
- allow a verifier to independently reassess the learner to check the assessor's decisions.

For example, when you are using performance evidence, you need to think about how supporting evidence can be captured through recordings, photographs or task sheets.

Centres need to take particular care that learners are enabled to produce independent work.

For example, if learners are asked to use real examples, then best practice would be to encourage them to use their own or to give the group a number of examples that can be used in varied combinations.

Making valid assessment decisions

Authenticity of learner work

Once an assessment has begun, learners must not be given feedback on progress towards fulfilling the targeted criteria.

An assessor must assess only learner work that is authentic, i.e. learners' own independent work. Learners must authenticate the evidence that they provide for assessment through signing a declaration stating that it is their own work.

Assessors must ensure that evidence is authentic to a learner through setting valid assignments and supervising them during the assessment period. Assessors must take care not to provide direct input, instructions or specific feedback that may compromise authenticity.

Assessors must complete a declaration that:

- the evidence submitted for this assignment is the learner's own
- the learner has clearly referenced any sources used in the work
- they understand that false declaration is a form of malpractice.

Centres can use Pearson templates or their own templates to document authentication.

During assessment, an assessor may suspect that some or all of the evidence from a learner is not authentic. The assessor must then take appropriate action using the centre's policies for malpractice. Further information is given in *Section 7*.

Making assessment decisions using criteria

Assessors make judgements using the criteria. The evidence from a learner can be judged using all the relevant criteria at the same time. The assessor needs to make a judgement against each criterion that evidence is present and sufficiently comprehensive. For example, the inclusion of a concluding section may be insufficient to satisfy a criterion requiring 'evaluation'.

Assessors should use the following information and support in reaching assessment decisions:

- the *Essential information for assessment decisions* section in each unit gives examples and definitions related to terms used in the criteria
- the explanation of key terms in *Appendix 2*
- examples of assessed work provided by Pearson
- your Lead IV and assessment team's collective experience, supported by the standardisation materials we provide.

Pass and Merit criteria relate to individual learning aims. The Distinction criteria as a whole relate to outstanding performance across the unit. Therefore, criteria may relate to more than one learning aim (for example A.D1) or to several learning aims (for example DE.D3). Distinction criteria make sure that learners have shown that they can perform consistently at an outstanding level across the unit and/or that they are able to draw learning together across learning aims.

Dealing with late completion of assignments

Learners must have a clear understanding of the centre policy on completing assignments by the deadlines that you give them. Learners may be given authorised extensions for legitimate reasons, such as illness at the time of submission, in line with your centre policies.

For assessment to be fair, it is important that learners are all assessed in the same way and that some learners are not advantaged by having additional time or the opportunity to learn from others. Therefore, learners who do not complete assignments by your planned deadline or the authorised extension deadline may not have the opportunity to subsequently resubmit.

If you accept a late completion by a learner, then the assignment should be assessed normally when it is submitted using the relevant assessment criteria.

Issuing assessment decisions and feedback

Once the assessment team has completed the assessment process for an assignment, the outcome is a formal assessment decision. This is recorded formally and reported to learners.

The information given to the learner:

- must show the formal decision and how it has been reached, indicating how or where criteria have been met
- may show why attainment against criteria has not been demonstrated
- must not provide feedback on how to improve evidence
- must be validated by an IV before it is given to the learner.

Resubmission of improved evidence

An assignment provides the final assessment for the relevant learning aims and is normally a final assessment decision, except where the Lead IV approves one opportunity to resubmit improved evidence based on the completed assignment brief.

The Lead IV has the responsibility to make sure that resubmission is operated fairly. This means:

- checking that a learner can be reasonably expected to perform better through a second submission, for example that the learner has not performed as expected
- making sure that giving a further opportunity can be done in such a way that it does not give an unfair advantage over other learners, for example through the opportunity to take account of feedback given to other learners
- checking that the assessor considers that the learner will be able to provide improved evidence without further guidance and that the original evidence submitted remains valid.

Once an assessment decision has been given to the learner, the resubmission opportunity must have a deadline within 15 working days in the same academic year.

A resubmission opportunity must not be provided where learners:

- have not completed the assignment by the deadline without the centre's agreement
- have submitted work that is not authentic.

Retake of internal assessment

A learner who has not achieved the level of performance required to pass the relevant learning aims after resubmission of an assignment may be offered a single retake opportunity using a new assignment. The retake may only be achieved at a pass.

The Lead Internal Verifier must only authorise a retake of an assignment in exceptional circumstances where they believe it is necessary, appropriate and fair to do so. For further information on offering a retake opportunity, you should refer to the *BTEC Centre Guide to Assessment*. We provide information on writing assignments for retakes on our website (www.btec.co.uk/keydocuments).

Planning and record keeping

For internal processes to be effective, an assessment team needs to be well organised and keep effective records. The centre will also work closely with us so that we can quality assure that national standards are being satisfied. This process gives stakeholders confidence in the assessment approach.

The Lead IV must have an assessment plan, produced as a spreadsheet or using myBTEC. When producing a plan, the assessment team may wish to consider:

- the time required for training and standardisation of the assessment team
- the time available to undertake teaching and carry out assessment, taking account of when learners may complete external assessments and when quality assurance will take place
- the completion dates for different assignments
- who is acting as IV for each assignment and the date by which the assignment needs to be verified
- setting an approach to sampling assessor decisions through internal verification that covers all assignments, assessors and a range of learners
- how to manage the assessment and verification of learners' work so that they can be given formal decisions promptly
- how resubmission opportunities can be scheduled.

The Lead IV will also maintain records of assessment undertaken. The key records are:

- verification of assignment briefs
- learner authentication declarations
- assessor decisions on assignments, with feedback given to learners
- verification of assessment decisions.

Examples of records and further information are given in the *Pearson Quality Assurance Handbook*.

7 Administrative arrangements

Introduction

This section focuses on the administrative requirements for delivering a BTEC qualification. It will be of value to Quality Nominees, Lead IVs, Programme Leaders and Examinations Officers.

Learner registration and entry

Shortly after learners start the programme of learning, you need to make sure that they are registered for the qualification and that appropriate arrangements are made for internal and external assessment. You need to refer to the *Information Manual* for information on making registrations for the qualification and entries for external assessments.

Learners can be formally assessed only for a qualification on which they are registered. If learners' intended qualifications change, for example if a learner decides to choose a different pathway specialism, then the centre must transfer the learner appropriately.

Access to assessment

Both internal and external assessments need to be administered carefully to ensure that all learners are treated fairly, and that results and certification are issued on time to allow learners to progress to chosen progression opportunities.

Our equality policy requires that all learners should have equal opportunity to access our qualifications and assessments, and that our qualifications are awarded in a way that is fair to every learner. We are committed to making sure that:

- learners with a protected characteristic are not, when they are undertaking one of our qualifications, disadvantaged in comparison to learners who do not share that characteristic
- all learners achieve the recognition they deserve for undertaking a qualification and that this achievement can be compared fairly to the achievement of their peers.

Further information on access arrangements can be found in the Joint Council for Qualifications (JCQ) document *Access Arrangements, Reasonable Adjustments and Special Consideration for General and Vocational Qualifications*.

Administrative arrangements for internal assessment

Records

You are required to retain records of assessment for each learner. Records should include assessments taken, decisions reached and any adjustments or appeals. Further information can be found in the *Information Manual*. We may ask to audit your records so they must be retained as specified.

Reasonable adjustments to assessment

A reasonable adjustment is one that is made before a learner takes an assessment to ensure that they have fair access to demonstrate the requirements of the assessments. You are able to make adjustments to internal assessments to take account of the needs of individual learners. In most cases this can be achieved through a defined time extension or by adjusting the format of evidence. We can advise you if you are uncertain as to whether an adjustment is fair and reasonable. You need to plan for time to make adjustments if necessary.

Further details on how to make adjustments for learners with protected characteristics are given on our website in the document *Supplementary guidance for reasonable adjustment and special consideration in vocational internally-assessed units*.

Special consideration

Special consideration is given after an assessment has taken place for learners who have been affected by adverse circumstances, such as illness. You must operate special consideration in line with our policy (see previous paragraph). You can provide special consideration related to the period of time given for evidence to be provided or for the format of the assessment if it is equally valid. You may not substitute alternative forms of evidence to that required in a unit, or omit the application of any assessment criteria to judge attainment. Pearson can consider applications for special consideration in line with the policy.

Appeals against assessment

Your centre must have a policy for dealing with appeals from learners. These appeals may relate to assessment decisions being incorrect or assessment not being conducted fairly. The first step in such a policy could be a consideration of the evidence by a Lead IV or other member of the programme team. The assessment plan should allow time for potential appeals after assessment decisions have been given to learners. If there is an appeal by a learner, you must document the appeal and its resolution. Learners have a final right of appeal to Pearson but only if the procedures that you have put in place have not been followed. Further details are given in the document *Enquiries and appeals about Pearson vocational qualifications and end point assessment policy*.

Administrative arrangements for external assessment

Entries and resits

For information on the timing of assessment and entries, please refer to the annual examinations timetable on our website.

Access arrangements requests

Access arrangements are agreed with Pearson before an assessment. They allow students with special educational needs, disabilities or temporary injuries to:

- access the assessment
- show what they know and can do without changing the demands of the assessment.

Access arrangements should always be processed at the time of registration. Learners will then know what type of arrangements are available in place for them.

Granting reasonable adjustments

For external assessment, a reasonable adjustment is one that we agree to make for an individual learner. A reasonable adjustment is defined for the individual learner and informed by the list of available access arrangements.

Whether an adjustment will be considered reasonable will depend on a number of factors, to include:

- the needs of the learner with the disability
- the effectiveness of the adjustment
- the cost of the adjustment; and
- the likely impact of the adjustment on the learner with the disability and other learners.

Adjustment may be judged unreasonable and not approved if it involves unreasonable costs, timeframes or affects the integrity of the assessment.

Special consideration requests

Special consideration is an adjustment made to a student's mark or grade after an external assessment to reflect temporary injury, illness or other indisposition at the time of the assessment. An adjustment is made only if the impact on the learner is such that it is reasonably likely to have had a material effect on that learner being able to demonstrate attainment in the assessment.

Centres are required to notify us promptly of any learners who they believe have been adversely affected and request that we give special consideration. Further information can be found in the special requirements section on our website.

Conducting external assessments

Centres must make arrangements for the secure delivery of external assessments. External assessments for BTEC qualifications include examinations, set tasks and performance.

Each external assessment has a defined degree of control under which it must take place. Some external assessments may have more than one part and each part may have a different degree of control. We define degrees of control as follows.

High control

This is the completion of assessment in formal invigilated examination conditions.

Medium control

This is completion of assessment, usually over a longer period of time, which may include a period of controlled conditions. The controlled conditions may allow learners to access resources, prepared notes or the internet to help them complete the task.

Low control

These are activities completed without direct supervision. They may include research, preparation of materials and practice. The materials produced by learners under low control will not be directly assessed.

Further information on responsibilities for conducting external assessment is given in the document *Instructions for Conducting External Assessments*, available on our website.

Dealing with malpractice in assessment

Malpractice means acts that undermine the integrity and validity of assessment, the certification of qualifications, and/or that may damage the authority of those responsible for delivering the assessment and certification.

Pearson does not tolerate actions (or attempted actions) of malpractice by learners, centre staff or centres in connection with Pearson qualifications. Pearson may impose penalties and/or sanctions on learners, centre staff or centres where incidents (or attempted incidents) of malpractice have been proven.

Malpractice may arise or be suspected in relation to any unit or type of assessment within the qualification. For further details regarding malpractice and advice on preventing malpractice by learners please see Pearson's *Centre guidance: Dealing with malpractice and maladministration in vocational qualifications*, available on our website.

The procedures we ask you to adopt vary between units that are internally-assessed and those that are externally assessed.

Internally-assessed units

Centres are required to take steps to prevent malpractice and to investigate instances of suspected malpractice. Learners must be given information that explains what malpractice is for internal assessment and how suspected incidents will be dealt with by the centre. The *Centre Guidance: Dealing with Malpractice* document gives full information on the actions we expect you to take.

Pearson may conduct investigations if we believe that a centre is failing to conduct internal assessment according to our policies. The above document gives further information, examples and details the penalties and sanctions that may be imposed.

In the interests of learners and centre staff, centres need to respond effectively and openly to all requests relating to an investigation into an incident of suspected malpractice.

Externally-assessed units

External assessment means all aspects of units that are designated as external in this specification, including preparation for tasks and performance. For these assessments, centres must follow the JCQ procedures set out in the latest version of *JCQ Suspected Malpractice in Examinations and Assessments Policies and Procedures* (www.jcq.org.uk).

In the interests of learners and centre staff, centres need to respond effectively and openly to all requests relating to an investigation into an incident of suspected malpractice.

Learner malpractice

Heads of Centres are required to report incidents of any suspected learner malpractice that occur during Pearson external assessments. We ask that centres do so by completing a *JCQ Form M1* (available at www.jcq.org.uk/exams-office/malpractice) and emailing it and any accompanying documents (signed statements from the learner, invigilator, copies of evidence, etc.) to the Investigations Team at candidatemalpractice@pearson.com. The responsibility for determining appropriate sanctions or penalties to be imposed on learners lies with Pearson.

Learners must be informed at the earliest opportunity of the specific allegation and the centre's malpractice policy, including the right of appeal. Learners found guilty of malpractice may be disqualified from the qualification for which they have been entered with Pearson.

Teacher/centre malpractice

Heads of Centres are required to inform Pearson's Investigations Team of any incident of suspected malpractice by centre staff, before any investigation is undertaken. Heads of centres are requested to inform the Investigations Team by submitting a *JCQ Form M2(a)* (available at www.jcq.org.uk/exams-office/malpractice) with supporting documentation to pqsmalpractice@pearson.com. Where Pearson receives allegations of malpractice from other sources (for example Pearson staff or anonymous informants), the Investigations Team will conduct the investigation directly or may ask the head of centre to assist.

Incidents of maladministration (accidental errors in the delivery of Pearson qualifications that may affect the assessment of learners) should also be reported to the Investigations Team using the same method.

Heads of centres/Principals/Chief Executive Officers or their nominees are required to inform learners and centre staff suspected of malpractice of their responsibilities and rights; see Section 6.15 of the *JCQ Suspected Malpractice in Examinations and Assessments Policies and Procedures* document.

Pearson reserves the right in cases of suspected malpractice to withhold the issuing of results and/or certificates while an investigation is in progress. Depending on the outcome of the investigation, results and/or certificates may be released or withheld.

You should be aware that Pearson may need to suspend certification when undertaking investigations, audits and quality assurances processes. You will be notified within a reasonable period of time if this occurs.

Sanctions and appeals

Where malpractice is proven we may impose sanctions or penalties.

Where learner malpractice is evidenced, penalties may be imposed such as:

- mark reduction for external assessments
- disqualification from the qualification
- being barred from registration for Pearson qualifications for a period of time.

If we are concerned about your centre's quality procedures we may impose sanctions such as:

- working with you to create an improvement action plan
- requiring staff members to receive further training
- placing temporary blocks on your certificates
- placing temporary blocks on registration of learners
- debarring staff members or the centre from delivering Pearson qualifications
- suspending or withdrawing centre approval status.

The centre will be notified if any of these apply.

Pearson has established procedures for centres that are considering appeals against penalties and sanctions arising from malpractice. Appeals against a decision made by Pearson will normally be accepted only from Heads of Centres (on behalf of learners and/or members of staff) and from individual members (in respect of a decision taken against them personally). Further information on appeals can be found in our *Enquiries and appeals about Pearson vocational qualifications and end point assessment policy*, which is on our website. In the initial stage of any aspect of malpractice, please notify the Investigations Team by email via pqsmalpractice@pearson.com who will inform you of the next steps.

Certification and results

Once a learner has completed all the required components for a qualification, even if final results for external assessments have not been issued, then the centre can claim certification for the learner, provided that quality assurance has been successfully completed. For the relevant procedures please refer to our *Information Manual*. You can use the information provided on qualification grading to check overall qualification grades.

Results issue

After the external assessment session, learner results will be issued to centres. The result will be in the form of a grade. You should be prepared to discuss performance with learners, making use of the information we provide and post-results services.

Post-assessment services

Once results for external assessments are issued, you may find that the learner has failed to achieve the qualification or to attain an anticipated grade. It is possible to transfer or reopen registration in some circumstances. The *Information Manual* gives further information.

Changes to qualification requests

Where a learner who has taken a qualification wants to resit an externally-assessed unit to improve their qualification grade, you firstly need to decline their overall qualification grade. You may decline the grade before the certificate is issued. For a learner receiving their results in August, you should decline the grade by the end of September if the learner intends to resit an external assessment.

Additional documents to support centre administration

As an approved centre you must ensure that all staff delivering, assessing and administering the qualifications have access to this documentation. These documents are reviewed annually and are reissued if updates are required.

- *Pearson Quality Assurance Handbook*: this sets out how we will carry out quality assurance of standards and how you need to work with us to achieve successful outcomes.
- *Information Manual*: this gives procedures for registering learners for qualifications, transferring registrations, entering for external assessments and claiming certificates.
- *Lead Examiners' Reports*: these are produced after each series for each external assessment and give feedback on the overall performance of learners in response to tasks or questions set.
- *Instructions for the Conduct of External Assessments (ICEA)*: this explains our requirements for the effective administration of external assessments, such as invigilation and submission of materials.
- *Regulatory policies*: our regulatory policies are integral to our approach and explain how we meet internal and regulatory requirements. We review the regulated policies annually to ensure that they remain fit for purpose. Policies related to this qualification include:
 - adjustments for candidates with disabilities and learning difficulties, access arrangements and reasonable adjustments for general and vocational qualifications
 - age of learners
 - centre guidance for dealing with malpractice
 - recognition of prior learning and process.

This list is not exhaustive and a full list of our regulatory policies can be found on our website.

8 Quality assurance

Centre and qualification approval

As part of the approval process, your centre must make sure that the resource requirements listed below are in place before offering the qualification.

- Centres must have appropriate physical resources (for example, equipment, IT, learning materials, teaching rooms) to support the delivery and assessment of the qualification.
- Staff involved in the assessment process must have relevant expertise and/or occupational experience.
- There must be systems in place to ensure continuing professional development for staff delivering the qualification.
- Centres must have in place appropriate health and safety policies relating to the use of equipment by learners.
- Centres must deliver the qualification in accordance with current equality legislation.
- Centres should refer to the teacher guidance section in individual units to check for any specific resources required.

Continuing quality assurance and standards verification

On an annual basis, we produce the *Pearson Quality Assurance Handbook*. It contains detailed guidance on the quality processes required to underpin robust assessment and internal verification.

The key principles of quality assurance are that:

- a centre delivering BTEC programmes must be an approved centre, and must have approval for the programmes or groups of programmes that it is delivering
- the centre agrees, as part of gaining approval, to abide by specific terms and conditions around the effective delivery and quality assurance of assessment; it must abide by these conditions throughout the period of delivery
- Pearson makes available to approved centres a range of materials and opportunities, through online standardisation, intended to exemplify the processes required for effective assessment, and examples of effective standards. Approved centres must use the materials and services to ensure that all staff delivering BTEC qualifications keep up to date with the guidance on assessment
- an approved centre must follow agreed protocols for standardisation of assessors and verifiers, for the planning, monitoring and recording of assessment processes, and for dealing with special circumstances, appeals and malpractice.

The approach of quality-assured assessment is through a partnership between an approved centre and Pearson. We will make sure that each centre follows best practice and employs appropriate technology to support quality-assurance processes, where practicable. We work to support centres and seek to make sure that our quality-assurance processes do not place undue bureaucratic processes on centres. We monitor and support centres in the effective operation of assessment and quality assurance.

The methods we use to do this for BTEC Level 3 include:

- making sure that all centres complete appropriate declarations at the time of approval
- undertaking approval visits to centres
- making sure that centres have effective teams of assessors and verifiers who are trained to undertake assessment
- assessment sampling and verification, through requested samples of assessments, completed assessed learner work and associated documentation
- an overarching review and assessment of a centre's strategy for delivering and quality assuring its BTEC programmes, for example making sure that synoptic units are placed appropriately in the order of delivery of the programme.

Centres that do not fully address and maintain rigorous approaches to delivering, assessing and quality assurance cannot seek certification for individual programmes or for all BTEC Level 3 programmes. An approved centre must make certification claims only when authorised by us and strictly in accordance with requirements for reporting.

Centres that do not comply with remedial action plans may have their approval to deliver qualifications removed.

9 Understanding the qualification grade

Awarding and reporting for the qualification

This section explains the rules that we apply in awarding a qualification and in providing an overall qualification grade for each learner. It shows how all the qualifications in this sector are graded.

The awarding and certification of these qualifications will comply with regulatory requirements.

Eligibility for an award

In order to be awarded a qualification, a learner must complete all units, achieve a Near Pass (N) or above in all external units and a pass or above in all mandatory units unless otherwise specified. Refer to the structure in *Section 2*.

To achieve any qualification grade, learners must:

- complete and **have an outcome** (D, M, P, N or U) for all units within a valid combination
- achieve the **required units at Pass or above** shown in *Section 2*, and for the Extended Diploma achieve a minimum 900 GLH at Pass or above (or N or above in external units)
- achieve the **minimum number of points** at a grade threshold.

It is the responsibility of a centre to ensure that a correct unit combination is adhered to. Learners who do not achieve the required minimum grade (N or P) in units shown in the structure will not achieve a qualification.

Learners who do not achieve sufficient points for a qualification or who do not achieve all the required units may be eligible to achieve a smaller qualification in the same suite provided they have completed and achieved the correct combination of units and met the appropriate qualification grade points threshold.

Calculation of the qualification grade

The final grade awarded for a qualification represents an aggregation of a learner's performance across the qualification. As the qualification grade is an aggregate of the total performance, there is some element of compensation in that a higher performance in some units may be balanced by a lower outcome in others.

In the event that a learner achieves more than the required number of optional units, the mandatory units along with the optional units with the highest grades will be used to calculate the overall result, subject to the eligibility requirements for that particular qualification title.

BTEC Nationals are Level 3 qualifications and are awarded at the grade ranges shown in the table below.

Qualification	Available grade range
Certificate, Extended Certificate, Foundation Diploma	P to D*
Diploma	PP to D*D*
Extended Diploma	PPP to D*D*D*

The *Calculation of qualification grade* table, shown further on in this section, shows the minimum thresholds for calculating these grades. The table will be kept under review over the lifetime of the qualification. The most up to date table will be issued on our website.

Pearson will monitor the qualification standard and reserves the right to make appropriate adjustments.

Learners who do not meet the minimum requirements for a qualification grade to be awarded will be recorded as Unclassified (U) and will not be certificated. They may receive a Notification of Performance for individual units. The *Information Manual* gives full information.

Points available for internal units

The table below shows the number of **points** available for internal units. For each internal unit, points are allocated depending on the grade awarded.

	Unit size	
	60 GLH	90 GLH
U	0	0
Pass	6	9
Merit	10	15
Distinction	16	24

Points available for external units

Raw marks from the external units will be awarded **points** based on performance in the assessment. The table below shows the **minimum number of points** available for each grade in the external units.

	Unit size	
	90 GLH	120 GLH
U	0	0
Near Pass	6	8
Pass	9	12
Merit	15	20
Distinction	24	32

Pearson will automatically calculate the points for each external unit once the external assessment has been marked and grade boundaries have been set. For more details about how we set grade boundaries in the external assessment please go to our website.

Claiming the qualification grade

Subject to eligibility, Pearson will automatically calculate the qualification grade for your learners when the internal unit grades are submitted and the qualification claim is made. Learners will be awarded qualification grades for achieving the sufficient number of points within the ranges shown in the relevant *Calculation of qualification grade* table for the cohort.

Calculation of qualification grade

Applicable for registration from December 2016.

Certificate		Extended Certificate		Foundation Diploma		Diploma		Extended Diploma	
180 GLH		360 GLH		540 GLH		720 GLH		1080 GLH	
Grade	Points threshold	Grade	Points threshold	Grade	Points threshold	Grade	Points threshold	Grade	Points threshold
U	0	U	0	U	0	U	0	U	0
Pass	18	P	36	P	54	PP	72	PPP	108
						MP	88	MPP	124
								MMP	140
Merit	26	M	52	M	78	MM	104	MMM	156
						DM	124	DMM	176
								DDM	196
Distinction	42	D	74	D	108	DD	144	DDD	216
						D*D	162	D*DD	234
								D*D*D	252
Distinction*	48	D*	90	D*	138	D*D*	180	D*D*D*	270

The table is subject to review over the lifetime of the qualification. The most up-to-date version will be issued on our website.

Examples of grade calculations based on table applicable to registrations from December 2016

Example 1: Achievement of a Diploma with a PP grade

	GLH	Type (Int/Ext)	Grade	Unit points
Unit 1	120	Ext	Pass	12
Unit 2	120	Ext	Pass	12
Unit 22	90	Ext	Near Pass	6
Unit 23	90	Int	Pass	9
Unit 3	60	Int	Pass	6
Unit 4	60	Int	Merit	10
Unit 5	60	Int	U	0
Unit 6	60	Int	Merit	10
Unit 7	60	Int	Distinction	16
Totals	720		PP	81

The learner has achieved a Near Pass or above in Units 1, 2 and 3, and Pass or above in Units 22, 23, 3, 4, 6 and 7.

The learner has sufficient points for a PP grade.

Example 2: Achievement of a Diploma with a DD grade

	GLH	Type (Int/Ext)	Grade	Unit points
Unit 1	120	Ext	Distinction	32
Unit 2	120	Ext	Merit	20
Unit 22	90	Ext	Pass	9
Unit 23	90	Int	Distinction	24
Unit 3	60	Int	Distinction	16
Unit 4	60	Int	Merit	10
Unit 5	60	Int	Merit	10
Unit 6	60	Int	Distinction	16
Unit 7	60	Int	Merit	10
Totals	720		DD	147

The learner has sufficient points for a DD grade.

Example 3: An Unclassified result for a Diploma

	GLH	Type (Int/Ext)	Grade	Unit points
Unit 1	120	Ext	Pass	12
Unit 2	120	Ext	U	0
Unit 22	90	Ext	U	0
Unit 23	90	Int	Pass	9
Unit 3	60	Int	Distinction	16
Unit 4	60	Int	Distinction	16
Unit 5	60	Int	Pass	6
Unit 6	60	Int	Merit	10
Unit 7	60	Int	Pass	6
Totals	720		U	75

The learner has a U in Units 2 and 22.

The learner has sufficient points for a PP grade but has not met the minimum requirement for a Near Pass or above in Units 1, 2 and 22, and Pass or above in Units 23, 3 and 4.

10 Resources and support

Our aim is to give you a wealth of resources and support to enable you to deliver BTEC National qualifications with confidence. On our website you will find a list of resources to support teaching and learning, and professional development.

Support for setting up your course and preparing to teach

Specification

This **specification** (for teaching from December 2016) includes details on the administration of qualifications and information on all the units for the qualification.

Delivery Guide

This free guide gives you important advice on how to choose the right course for your learners and how to ensure you are fully prepared to deliver the course. It explains the key features of BTEC Nationals (for example employer involvement and employability skills). It also covers guidance on assessment (internal and external) and quality assurance. The guide tells you where you can find further support and gives detailed unit-by-unit delivery guidance. It includes teaching tips and ideas, assessment preparation and suggestions for further resources.

Schemes of work

Free sample schemes of work are provided for each mandatory unit. These are available in Word™ format for ease of customisation.

Curriculum models

These show how the BTECs in the suite fit into a 16–19 study programme, depending on their size and purpose. The models also show where other parts of the programme, such as work experience, maths and English, tutorial time and wider study, fit alongside the programme.

Study skills activities

A range of case studies and activities is provided; they are designed to help learners develop the study skills they need to successfully complete their BTEC course. The case studies and activities are provided in Word™ format for easy customisation.

myBTEC

myBTEC is a free, online toolkit that lets you plan and manage your BTEC provision from one place. It supports the delivery, assessment and quality assurance of BTECs in centres and supports teachers with the following activities:

- checking that a programme is using a valid combination of units
- creating and verifying assignment briefs (including access to a bank of authorised assignment briefs that can be customised)
- creating assessment plans and recording assessment decisions
- tracking the progress of every learner throughout their programme.

To find out more about myBTEC, visit the myBTEC page on the support services section of our website. We will add the new BTEC National specifications to myBTEC as soon as possible.

Support for teaching and learning

Pearson Learning Services provides a range of engaging resources to support BTEC Nationals, including:

- textbooks in e-book and print formats
- revision guides and revision workbooks in e-book and print formats
- teaching and assessment packs, including e-learning materials via the Active Learn Digital Service.

Teaching and learning resources are also available from a number of other publishers. Details of Pearson's own resources and of all endorsed resources can be found on our website.

Support for assessment

Sample assessment materials for externally-assessed units

Sample assessments are available for the Pearson-set units. One copy of each of these assessments can be downloaded from the website/available in print. For each suite an additional sample for one of the Pearson-set units is also available, allowing your learners further opportunities for practice.

Further sample assessments will be made available through our website on an ongoing basis.

Sample assessment materials for internally-assessed units

We do not prescribe the assessments for the internally-assessed units. Rather, we allow you to set your own, according to your learners' preferences and to link with your local employment profile.

We do provide a service in the form of Authorised Assignment Briefs, which are approved by Pearson Standards Verifiers. They are available via our website or free on myBTEC.

Sample marked learner work

To support you in understanding the expectation of the standard at each grade, examples of marked learner work at PM/MD grades are linked to the Authorised Assignment Briefs.

Training and support from Pearson

People to talk to

There are many people who are available to support you and provide advice and guidance on delivery of your BTEC Nationals. These include:

- Subject Advisors – available for all sectors. They understand all Pearson qualifications in their sector and so can answer sector-specific queries on planning, teaching, learning and assessment
- Standards Verifiers – they can support you with preparing your assignments, ensuring that your assessment plan is set up correctly, and support you in preparing learner work and providing quality assurance through sampling
- Curriculum Development Managers (CDMs) – they are regionally based and have a full overview of the BTEC qualifications and of the support and resources that Pearson provides. CDMs often run network events
- Customer Services – the ‘Support for You’ section of our website gives the different ways in which you can contact us for general queries. For specific queries, our service operators can direct you to the relevant person or department.

Training and professional development

Pearson provides a range of training and professional development events to support the introduction, delivery, assessment and administration of BTEC National qualifications. These sector-specific events, developed and delivered by specialists, are available both face to face and online.

‘Getting Ready to Teach’

These events are designed to get teachers ready for delivery of the BTEC Nationals. They include an overview of the qualifications’ structures, planning and preparation for internal and external assessment, and quality assurance.

Teaching and learning

Beyond the ‘Getting Ready to Teach’ professional development events, there are opportunities for teachers to attend sector- and role-specific events. These events are designed to connect practice to theory; they provide teacher support and networking opportunities with delivery, learning and assessment methodology.

Details of our training and professional development programme can be found on our website.

Appendix 1 Links to industry standards

BTEC Nationals have been developed in consultation with industry and appropriate sector bodies to ensure that the qualification content and approach to assessment aligns closely to the needs of employers. Where they exist, and are appropriate, National Occupational Standards (NOS) and professional body standards have been used to establish unit content.

Appendix 2 Glossary of terms used for internally-assessed units

This is a summary of the key terms used to define the requirements in the units.

Term	Definition
Analyse	Learners present the outcome of methodical and detailed examination either: <ul style="list-style-type: none"> • breaking down a theme, topic or situation in order to interpret and study the interrelationships between the parts and/or • of information or data to interpret and study key trends and interrelationships. Analysis can be through activity, practice, written or verbal presentation.
Assess	Learners present a careful consideration of varied factors or events that apply to a specific situation, or identify those which are the most important or relevant and arrive at a conclusion.
Compare	Learners identify the main factors relating to two or more items/situations or aspects of a subject that is extended to explain the similarities, differences, advantages and disadvantages. This is used to show depth of knowledge through selection of characteristics.
Create/construct	Skills to make or do something, e.g. a display or set of accounts.
Discuss	Learners consider different aspects of: <ul style="list-style-type: none"> • a theme or topic; • how they interrelate; and • the extent to which they are important. A conclusion is not required.
Demonstrate	To show knowledge and understanding.
Evaluate	Learners' work draws on varied information, themes or concepts to consider aspects such as: <ul style="list-style-type: none"> • strengths or weaknesses • advantages or disadvantages • alternative actions • relevance or significance. Learners' inquiries should lead to a supported judgement showing relationship to its context. This will often be in a conclusion. Evidence will often be written but could be through presentation or activity.
Examine	Knowledge with application where learners are expected to select and apply knowledge to less familiar contexts.
Explore	Skills and/or knowledge involving practical testing or trialling.
Identify	Learners indicate the main features or purpose of something by recognising it and/or being able to discern and understand facts or qualities.

Term	Definition
Interpret	Learners state the meaning, purpose or qualities of something through the use of images, words or other expressions.
Investigate	Knowledge based on personal research and development.
Justify	Learners give reasons or evidence to: <ul style="list-style-type: none"> • support an opinion; or • prove something right or reasonable.
Manage	Learners engage with and influence an activity or process.
Report	Learners adhere to protocols, codes and conventions where findings or judgements are set down in an objective way.
Research	Learners proactively seek information from primary and secondary sources.
Review	Process for learning (knowledge or skills).
Stage and manage	Organisation and management skills, for example running an event or a business pitch.
Undertake/carry out/develop	Skills. Often referring to given processes or techniques.

This is a key summary of the types of evidence used for BTEC Nationals.

Type of evidence	Definition and purpose
Case study	A specific example to which all learners must select and apply knowledge.
Group task	Learners work together to show skills in defining and structuring an activity as a group.
Independent research	An analysis of substantive research organised by learners from secondary and, if applicable, primary sources.
Poster/leaflet	Documents providing well-presented information for a given purpose.
Presentation	Oral or through demonstration.
Production of plan/business plan	Learners produce a plan as an outcome related to a given or limited task.
Project	A large-scale activity requiring self-direction of selection of planning, research, exploration, outcome and review.
Proposal	A detailed description of aims, performance indicators, proposed activities and resources aimed at developing sport.
Reflective journal	Completion of a journal from work experience detailing skills acquired for employability.
Simulated activity/role play	A multi-faceted activity mimicking realistic work situations.
Written task or report	Individual completion of a task in a work-related format, e.g. a report, marketing communication, set of instructions, giving information.

Pearson BTEC Level 3 Nationals in Sport

Certificate in Sport

Extended Certificate in Sport

Foundation Diploma in Sport

Diploma in Sport

Diploma in Fitness Services

Extended Diploma in Sport

For more information about Edexcel, BTEC or LCCI qualifications
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