

Section 1:

Qualification Overview

Qualification Overview

Introduction

We want to make your experience of working with NCFE as pleasant and easy as possible. This Qualification Specification contains everything you need to know about this qualification and should be used by everyone involved in the planning, delivery and assessment of the NCFE Level 1 Award in Sport and Leisure.

The qualification has been developed in close association with sector specialists and has been endorsed by SkillsActive, the Sector Skills Council for Active Leisure and Learning.

The NCFE Level 1 Certificate in Sport and Leisure is an ideal qualification for those seeking employment within the sport and leisure industry as well as for those already working in the industry without formal qualifications. It also provides a solid basis for progression to further study.

About this qualification

The NCFE Level 1 Award in Sport and Leisure has been accredited by the qualifications regulators for England, Wales and Northern Ireland¹, and is part of the Qualifications and Credit Framework (QCF).

This qualification is eligible for funding under the Learning and Skills Act 2000 under Sections 96 and 97. For further guidance on funding, please contact your local Learning and Skills Council (LSC).

NCFE is a Component Awarding Body (CAB) for the 14-19 Diploma.

The qualification is part of the Additional Specialist Learning catalogue for the Sport and Active Leisure Diploma. For more information on the Diplomas, visit the NCFE website (www.ncfe.org.uk/diplomas)

This qualification is also part of the Foundation Learning, For more information please visit the NCFE website www.ncfe.org.uk/ft .

¹The qualifications regulators ('regulators') are Ofqual in

England, DCELLS in Wales and CCEA in Northern Ireland.

Geographical coverage

This qualification has been accredited for use in England, Wales and Northern Ireland. We're able to provide the Qualification Specification and assessment materials in the Welsh and/or Irish language where requested and appropriate.

Things you need to know

- Qualification accreditation number: 500/8059/3
- LSC learning aim code: 50080593
- Guided learning hours (GLH): 75 - 90
- QCF level: 1
- Qualification credit value: 10 -12
- Assessment requirement's : internally assessed portfolio

Aims and Objectives of the qualification

This qualification aims to:

- provide an introduction to work opportunities in the sport and leisure industry
- enhance the status of employees within the leisure industry
- promote good practice in sport and recreation by working towards a common standard which is nationally recognised
- provide a basis for further study and motivation towards career development

Entry guidance

There are no specific recommended prior learning requirements for this qualification; however, learners might find it helpful if they've already achieved a Level 1 qualification.

Centres are responsible for ensuring that this qualification is appropriate for the age and ability of learners. They need to make sure that learners can fulfil the requirements of the assessment criteria and comply with the relevant literacy, numeracy and health and safety aspects of this qualification.

Learners registered on this qualification shouldn't undertake another qualification at the same level with the same, or a

similar title, as duplication of learning may affect funding levels.

Achieving this qualification

This qualification consists of 2 mandatory units:

- Unit 01 Job opportunities in Sport and Active Leisure
- Unit 02 Working in Sport and Active Leisure

and 2 optional units:

- Unit 03 Planning and Participating in an event
- Unit 04 Assist in delivering an activity session

Learning outcomes and assessment criteria for each unit are provided in Section 3 page 14.

To be awarded the NCFE Level 1 Award in Sport and Leisure learners are required to successfully complete **2 mandatory units and one optional unit**.

To achieve the NCFE Level 1 Award in Sport and Leisure, learners must successfully demonstrate their achievement of all learning outcomes detailed in this Qualification Specification. Grades are **not** awarded.

Learners who aren't successful can resubmit work within the registration period; however, a charge may apply. A Credit and Unit Summary Certificate can be requested for learners who don't achieve the full certificate but who have achieved at least one whole unit.

Progression opportunities

Learners who achieve this qualification could progress to:

- NCFE Level 2 Certificate in Fitness Industry Studies
- NCFE Level 2 Certificate in Sports Coaching
- NCFE Level 2 Certificate in Outdoor Activity Leadership
- NCFE Level 2 Certificate in Event Planning
- NCFE Awards and Certificates in Employability Skills
- NCFE Certificates in Key Skills
- NCFE Awards in Functional Skills

Accreditation and certification end dates

All qualifications on the QCF have accreditation and certification end dates to ensure that qualifications remain current and valid. The accreditation end date is the last date we can register learner(s) on a qualification, and the certification end date is the last date that learner(s) can be certificated.

Learner(s) have up to one year after the accreditation end date, to complete this qualification and claim their certificate (unless the certification end date passes before the end of the one year period). For further information about accreditation and certification end dates please refer to the information about this qualification on our website www.ncfe.org.uk or alternatively you can check the information on the National Database of Accredited Qualifications (NDAQ) www.accreditedqualifications.org.uk

What happens at the end of an accreditation period?

We review qualifications that are near the end of their accreditation period, working with sector representatives to make any changes necessary to meet sector needs and to reflect recent developments. In most cases we'd apply to the regulators for an extension to the accreditation period. If an accreditation period is extended the certification period will also change.

We'll post information relating to changes or extensions to qualifications on our website www.ncfe.org.uk, and centres approved to offer the qualification will be kept updated.

Resource requirements

There are no specific resource requirements for this qualification.

For staffing resources required for this qualification, please refer to our Occupational Competence Guidelines, available on our website (www.ncfe.org.uk).

Support for centres

There are a number of documents available that you might find useful. These are available to download from our website www.ncfe.org.uk, or can be requested from the Centre

Support team on 0191 239 8000 or by emailing info@ncfe.org.uk.

Centre Support Guide

This explains everything you need to know, from how to apply to become an NCFE-approved centre, to registering your learners, claiming certificates for your learners and everything in between. Centres must seek approval to offer a qualification; only learners from approved centres can be certificated.

Directory of Products and Services

This provides summary information about all of NCFE's qualifications and awards including mandatory and optional units, learner registration and certification fees and assessment information.

Fees and Pricing

Published in the spring for the forthcoming academic year.

Occupational Competence Guidelines

Provides details of qualifications and experience required for Assessors and Internal Moderators/Verifiers of NCFE qualifications and awards.

Key Skills and Centre Support Packs

Available from the Centre Support team or to download from www.ncfe.org.uk. The packs contain unit specifications, tracking and guidance documents which are valuable to any centre running Key Skills.

Useful websites

Please refer to www.ncfe.org.uk for a list of websites that you might find useful for materials and resources to assist with the delivery of qualifications.

Training and support

We can provide training sessions for Assessors and Internal Moderators who may not hold the A1 and V1 Assessment and Verification units. Training is also available for bespoke subject specific training. For further information please

contact our Quality Assurance team on 0191 239 8000.

Support for learners

Candidate Learning Log (CLL)

This gives information about the qualification and can help learners keep track of their work. CLLs can be downloaded free of charge from www.ncfe.org.uk or hard copies can be supplied for a small fee. Learners don't have to use the CLL; instead you can devise your own materials.

Any materials you produce should allow learners to track their achievement against each required learning outcome and assessment criterion and include:

- information on the content, availability and location of NCFE's procedures and policies
- advice on support mechanisms for learners who are experiencing difficulties with their studies
- a mechanism for Assessors and Internal Moderators to authenticate evidence and achievement, for each unit.

Links to National Skills Standards

This qualification is mapped to the 2004 Key Skills standards. The complete standards and guidance documents are available from QCA (www.qca.org.uk/603.html).

This qualification can be used to develop learners':

- literacy skills
- language skills

The activities learners carry out whilst completing this qualification could help prepare them for their Basic Skills test.

Section 4 (page 29) shows how evidence can be generated for Key Skills through this qualification. The aim has been to target Level 1 Key Skills although work can be designed for other levels, depending on the needs of individual learners or groups.

It's not a mandatory requirement of the NCFE Level 1 Award in Sport and Leisure to complete a Key Skills portfolio. However, while completing this qualification, learners will generate

portfolio evidence which could be used towards certain components of a Key Skills qualification.

If a learner wishes to be assessed for a Key Skills qualification, they must complete a portfolio of evidence, as well as achieve the relevant Key Skills external assessment paper before applying for certification.

Once a whole Key Skills qualification has been assessed and achieved, certification can then be requested.

This section indicates where, within this qualification, opportunities exist to generate evidence for a Key Skills portfolio, indicating where each piece of evidence is intrinsic or requires some further activity.

The NCFE Key Skills Centre Support Pack is available on a CD from our Centre Support team or can be downloaded from www.ncfe.org.uk. This pack contains unit specifications, tracking and guidance documents which will be invaluable to any centre running Key Skills.

NB The following information in this section indicates where evidence is likely to occur. It is the Assessor's role to assess the Key Skills evidence against the criteria.

Mapping to National Occupational Standards

National Occupational Standards (NOS) are owned by a Sector Skills Council (SSC) or standard-setting body (SSB) and describe the skills, knowledge and understanding needed to undertake a particular task or job at different levels of competence.

The Level 1 Award in Sport and Leisure has been mapped against the relevant NOS in Sport, Recreation and Allied Occupations. More detailed mapping is provided in Section 4 (page 31). This qualification links to the Foundation Learning pathway for independent living/supported employment. For more information on Foundation Learning, visit the NCFE website at www.ncfe.org.uk/flt.

Section 2:

Assessment and Moderation

Assessment and Moderation

How is the qualification assessed?

Assessment is the process of measuring a candidate's skill, knowledge and understanding against the standards set in the qualification.

Internal Assessment

The NCFE Level 1 Award in Sport and Leisure is internally assessed.

Each candidate is required to create a portfolio of evidence which demonstrates achievement of all learning outcomes associated with each unit. Learning outcomes specify what each candidate has to achieve and are included within Section 3 of this Qualification Specification.

The main pieces of evidence for the portfolio could include:

- Assessor observation – completed observational checklists and related action plans
- witness testimony
- candidate product
- worksheets
- assignments/projects/reports
- professional discussion
- record of oral and written questioning
- candidate and peer reports
- Accreditation of Prior Achievement (APA)
- Accreditation of Prior Learning (APL)
- Evidence may be drawn from actual or simulated situations, where appropriate.
- Assessment guidance is provided for each unit. Assessors can use other methods of assessment as long as they are valid and reliable and maintain the integrity of the assessment and of the standards required of the qualification. Acceptable methods of assessment could be drawn from the list above.

- Assessors must be satisfied that candidates have achieved all learning outcomes related to the unit being assessed prior to deciding whether candidates have been successful. Assessors are also responsible for supporting candidates through the assessment process.
- For approval of methods of internal assessment other than portfolio building, please contact the Quality Assurance team on 0191 239 8000.
- The assessment arrangements for this qualification are in accordance with the criteria set out by the regulatory authorities.

Internal moderation

Internal moderation is the process of ensuring that everyone who assesses a particular unit in a centre is assessing to the same standards. It is the responsibility of Internal Moderators to ensure that Assessors' decisions are sampled and monitored to ensure consistency and fairness. Internal Moderators are also responsible for supporting Assessors by offering advice and guidance.

The Internal Moderator will follow the centre's own sampling strategy in selecting the sample to be internally moderated.

External moderation

External moderation of internal assessments is carried out to ensure that assessment decisions are in line with required standards. External moderation is carried out by External Moderators who are appointed, trained and monitored by NCFE. External Moderators are responsible for monitoring and sampling candidates' evidence to ensure that internal assessment decisions are valid, reliable, fair and consistent with national standards. Centres are notified of their External Moderator's contact details on registration of candidates with NCFE.

For further information on the responsibilities of Assessors and Internal and External Moderators, please refer to NCFE's Centre Support Guide.

Achieving the NCFE Level 1 Award in Sport and Leisure

To achieve the above qualification candidates must successfully demonstrate their achievement of all learning outcomes detailed in the Qualification Specification. Grades are not awarded.

Candidates who are unsuccessful may resubmit work within the registration period. A charge may apply. A Letter of Unit Credit may be requested for candidates not achieving the full certificate but who have achieved at least one whole unit.

The awarding and reporting arrangements for this qualification are in accordance with the criteria set out by the regulatory authorities.

Section 3:

Structure and Content

Structure and Content

This section provides details of the structure and content of this qualification.

The unit summary provides an overview of each unit including:

- the unit title
- the unit overview
- guided learning hours
- an indication of whether the unit is mandatory or optional
- credit value
- level

Following the unit summary there's detailed information for each unit containing:

- the unit number and title
- learning outcomes (the learner will) and assessment criteria (the learner can)
- suggested types of evidence for internal assessment

The regulators' accredited unit number is indicated in brackets for each unit (eg M/100/7116). However to make cross-referencing assessment and moderation easier, we've used a sequential numbering system in this document.

For further information or guidance about the qualification please contact our Research and Product Development team on 0191 239 8000.

Unit Summaries

Unit 01

Job opportunities in Sport and Active Leisure

(regulators' accredited unit no. R/501/7274)

The principal aim of this unit is for the learner to develop a plan for starting work in sport and active leisure by being given the opportunity to explore job opportunities across the sport and active leisure sectors. The learner will explore the conditions of employment and the qualifications and skills required for different jobs within sport and active leisure. The learner will be given the opportunity to set realistic short and medium-term goals for their career pathway in sport and active leisure.

Guided learning hours: 30

Credit value: 4

Level: 1

This unit is **mandatory**.

Unit 02

Working in Sport and Active Leisure

(regulators' accredited unit no. T/501/7252)

The principal aim of this unit is to help the learner develop work-related skills that are required in the sport and active leisure industry. Customer service is of primary importance in the sport and active leisure industry as virtually all personnel are required to deal with customers in some shape or form. This unit will introduce learners to the basic concepts of customer service and ensure they understand how to deliver good customer service and its importance. Most people in sport and active leisure will be required to set up and take down sporting equipment, and this unit teaches learners the principal requirements of these activities. Employees in the sport and active leisure industry need to be able to work unsociable hours so this unit helps the learner to work out how they would manage the practicalities of shift work.

Guided learning hours: 30

Credit value: 4

Level: 1

This unit is **mandatory**.

Unit 03

Planning and Participating in an Event

(regulators' accredited unit no. D/502/3708)

This unit aims to give learners the opportunity to work as a team in planning, participating in and reviewing an event, as agreed with their tutor.

Guided learning hours: 30

Credit value: 4

Level: 1

This unit is **optional**.

Unit 04

Assist in Delivering an Activity Session

(regulators' accredited unit no. M/600/2565)

The aim of this unit is to give the learners the skills to assist in the delivery of an activity session.

Guided learning hours: 15

Credit value: 2

Level: 1

This unit is **optional**.

Unit 01: Job opportunities in Sport and Active Leisure (R/501/7274)

The learner will:

1. Know about job opportunities in sport and active leisure

The learner can:

- 1.1 Identify jobs in different sectors of sport and active leisure
- 1.2 Describe the job roles in one sport and active leisure setting/department

The learner will:

2. Know about terms and conditions of employment within sport and active leisure

The learner can:

- 2.1 Describe the conditions of employment in sport and active leisure.

The learner will:

3. Know about the qualifications and skills needed for jobs in sport and active leisure

The learner can:

- 3.1 Present information about qualifications and skills required for selected jobs in sport and active leisure.

The learner will:

4. Be able to start planning own career within sport and active leisure

The learner can:

- 4.1 Produce a plan to start work within sport and active leisure.

Assessment Guidance Unit 01

Assignment, presentation

Type of evidence: assignment, presentation

Assessment Criteria: 1.1 and 1.2

Additional information: Use of newspapers, annotated job advertisements and web based research to show different job roles (one from sport and one from active leisure)

Assignment, presentation

Type of evidence: assignment, presentation

Assessment Criteria: 2.1

Additional information: Web based research to describe terms and conditions, in one sport context and one active leisure area.

Presentation, simulated activity

Type of evidence: presentation, simulated activity

Assessment Criteria: 3.1

Additional information: Assignment to show skills required for employment which are full-time, part-time and seasonal within sport & active leisure.

Plan, assignment

Type of evidence: plan, assignment

Assessment Criteria: 4.1

Additional information: Which outlines an action plan to include aims/objectives, progression route charts, hopes and aspirations.

The types of evidence listed above are for guidance purposes only. Within candidates' portfolios, other types of evidence are acceptable if all learning outcomes and assessment criteria are covered and if the evidence generated can be internally and externally moderated. For approval of methods of internal assessment other than portfolio building, please contact the Quality Assurance team at NCFE.

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Unit 02: Working in Sport and Active Leisure (T/501/7252)

The learner will:

1. Know about customer service in sport and active leisure

The learner can:

- 1.1 Describe good customer service
- 1.2 Demonstrate communication skills when dealing with customers

The learner will:

2. Be able to work as a team member to set up and take down equipment for a sport or active leisure event

The learner can:

- 2.1 Work as a team member to set up the equipment for a sport or active leisure activity
- 2.2 Work as a team member to take down the equipment from a sport or active leisure activity

The learner will:

3. Understand the work patterns for sport and active leisure

The learner can:

- 3.1 Identify the different shift patterns for two people working in sport and active leisure
- 3.2 Describe how to manage own time effectively when working in shift patterns in sport and active leisure.

Assessment Guidance Unit 02

Presentation, assignment

Type of evidence: presentation, assignment, simulated activity, observation, candidate/peer report, witness testimonies.

Assessment Criteria: 1.1

Additional information: In a workplace where candidates have the opportunity to demonstrate customer service in a sport and active leisure setting.

Simulated activity, observation, candidate/peer report, witness

Type of evidence: simulated activity, observation, candidate/peer report, witness testimonies

Assessment Criteria: 2.1 – 2.2

Additional information: Photographic evidence for the sport or active leisure activity could be used to supplement the observation records. Candidates could be observed using appropriate clothing and footwear; using equipment correctly; observing Health and Safety in relation to type of equipment, for example, trampoline.

Project

Type of evidence: project/assignment

Assessment Criteria: 3.1 and 3.2

Additional information: Write or verbally present reviews that describes the shift patterns (eg, rotating/alternate) of two different roles in sport and active leisure. Management of own time should show understanding of eating, sleeping, leisure and study.

The types of evidence listed above are for guidance purposes only. Within candidates' portfolios, other types of evidence are acceptable if all learning outcomes and assessment criteria are covered and if the evidence generated can be internally and externally moderated. For approval of methods of internal assessment other than portfolio building, please contact the Quality Assurance team at NCFE.

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Unit 03: Planning and Participating in an Event (D/502/3708)

The learner will:

1. Be able to plan for an event as a team member

The learner can:

- 1.1 Work as part of a team to plan for a chosen event to meet customer requirements

The learner will:

2. Be able to participate in the organisation of an event

The learner can:

- 2.1 Participate in the organisation of a chosen event
- 2.2 Identify risks

The learner will:

3. Be able to contribute to the running of an event

The learner can:

- 3.1 Contribute to the running of an event

The learner will:

4. Be able to review the success of the event

The learner can:

- 4.1 Review the event using feedback received
- 4.3 Outline the success of the event against the original plan

Assessment Guidance Unit 03

At the onset of this unit, guidance should be given to ensure that the planned event is appropriate to the level of candidates. The group should also be guided in areas concerning budget, facilities, staffing and the suitability of events.

At this level the following types of events would be appropriate:

- A sports event - this could involve organising a class or year event and would be suitable for 5-a-side football, table tennis, swimming etc
- A charity event - this could involve organising a class or year event and could include a range of activities. Such activities could include bring and buy sales, raffles, cake sales, car washing, quizzes or any such appropriate activity to raise money for a local or national charity
- A karaoke or X Factor contest - this could involve organising a class or year event involving a singing contest. After auditions the final ten acts could be staged as the main event
- A school/college trip - this could involve the candidates organising a class day trip to a theme park, zoo or show etc
- A charity ball or disco - this could involve the candidates organising an end of term ball or disco to include music, drinks and snacks.

Simulated activity, observation, candidate/peer report

Type of evidence: simulated activity, observation, candidate/peer report, witness testimonies

Assessment Criteria: 1.1 and 2.1

Additional information: Assessor observation records should include the date the Assessor observed the candidate, a record of the assessment criteria observed and comments on the candidate performance. Several assessment criteria may be observed and recorded on one observation record.

Observation should show participation of candidates in all stages of the event. At the planning stage candidates should be observed contributing to meetings, comparing events, assessing suitability of events, and defining tasks and allocating tasks and roles. Also at the planning stage the

candidates should consider, as a group, how the event will be evaluated and observation records should record this. Candidates should be observed using skills, appropriate to the event and dealing with problems. Health and Safety and maintaining a clean and tidy environment, even at the clearing up stage should form part of the observation assessment.

Presentation, simulated activity, observation, candidate/peer report

Type of evidence: presentation, observation, candidate/peer report, witness testimonies/a completed risk assessment assessment covering all risks related to the event.

Assessment Criteria: 2.2

Additional information: At all stages of the event the candidates will be required to include some evidence by report or on specially designed worksheets. At the planning stage this will include outlining the event that could be planned and indicating how the event will be evaluated. At the event itself or just prior to the event candidates will report on the tasks to be completed at the event and identify who is responsible for the tasks.

Simulated activity, observation, candidate/peer report

Type of evidence: observation, candidate/peer report, witness testimonies

Assessment Criteria: 3.1

Additional information: When the event takes place the candidates should be observed participating in the event. Photographic evidence at the event could be used to supplement the observation records.

Project/assignment, report

Type of evidence: project/assignment, report that examines the strengths and areas for improvement of your sport or active leisure activity

Assessment Criteria: 4.1 and 4.2

Additional information: At the evaluation stage the candidates will cover criteria to show whether the event was a success and outline any problems that could be overcome at

future events. At the evaluation stage observation records should show candidates using questionnaires with their customers.

The types of evidence listed above are for guidance purposes only. Within candidates' portfolios, other types of evidence are acceptable if all learning outcomes and assessment criteria are covered and if the evidence generated can be internally and externally moderated. For approval of methods of internal assessment other than portfolio building, please contact the Quality Assurance team at NCFE.

Unit 04 Assist in Delivering an Activity Session (M/600/2565)

The learner will:

1 Prepare for the activity session

The learner can:

1.1 Assist in preparing the equipment and facilities for the planned activity session

The learner will:

2 Demonstrate assisting in the delivery of a safe and effective activity session

The learner can:

2.1 Assist in leading a safe and effective warm up for the activity session

2.2 Communicate clearly with the participants during the activity session

2.3 Assist with leading a safe and effective main component of the activity session

2.4 Motivate participants appropriately

2.5 Assist with leading a safe and effective cool down for the activity session

2.6 Utilise facilities and/or equipment safely during the activity session

The learner will:

3 Conclude the activity session

The learner can:

3.1 Assist with putting equipment away safely following the activity session

3.2 Ensure facilities are left in good working order

Assessment guidance Unit 04

Observation, candidate/peer report, witness testimonies

Type of evidence: observation, candidate/peer report, witness testimonies

Assessment criteria: 1.1 - 3.2

Additional information: A record of attendance and punctuality, maintaining standards of appropriate clothing and footwear; use equipment correctly; observe Health and Safety; emphasise any Health and Safety issues; demonstrate activity requirements

The types of evidence listed above are for guidance purposes only. Within candidates' portfolios, other types of evidence are acceptable if all learning outcomes and assessment criteria are covered and if the evidence generated can be internally and externally moderated. For approval of methods of internal assessment other than portfolio building, please contact the Quality Assurance team at NCFE.

Section 4:

Links to National Skills Standards

Links to National Skills Standards

The information below shows where evidence for Key Skills can be gained.

We've also highlighted where learning opportunities for the Key Skills and Basic Skills qualifications may be found. The activities learners carry out whilst completing this qualification could help prepare them for their Basic Skills assessments. We've also highlighted which of the PLTS links into the units of the qualifications

The mapping is only at the level of the unit eg Level 1. For further information please contact a member of the Research and Product Development team.

Communication/English

Units 2, 3 and 4

Application of Number/Maths

No explicit opportunities to develop this skill

ICT

No explicit opportunities to develop this skill

Working with others

Units 3 and 4

Improving own learning and performance

Units 3 and 4

Problem solving

Competence in this unit could be demonstrated throughout this qualification by planning, implementing and evaluating.

PTLS Independent Enquirers

Unit 3

PTLS Reflective Learners

Unit 3

PTLS Team Workers

Unit 2

Section 5:

Links to National Occupational Standards

Links to National Occupational Standards

Links

This qualification has been mapped against a range of National Occupational Standards (NOS) for Sport, Recreation and Allied Occupations. This means that by studying this qualification learners may be able to gather evidence which can be used towards the knowledge requirements of a particular NVQ/SVQ or other qualification as appropriate.

NB Accreditation of Prior Learning is entirely at the discretion of the NVQ/SVQ awarding centre which must be satisfied that the evidence meets the requirements of the NVQ/SVQ. Where APL is to be used extensively (ie for a whole unit or more) centres must ensure that advice is given by a qualified APL Advisor.

SkillsActive Level 1 Standards for Sport, Recreation and Allied Occupations

Unit 02 Working in Sport and Active Leisure

Unit D15 Help to give good levels of service to participants and customers

Unit 03 Planning and Participating in an Event

Unit D41 Help to plan and prepare a session

Unit D42 Lead an activity within a session

Unit 04 Assist in Delivering an Activity Session

Unit D41 Help to plan and prepare a session

Unit D42 Lead an activity within a session

Unit C11 Help to set up, take down and store equipment