



Planning and leading sports activities

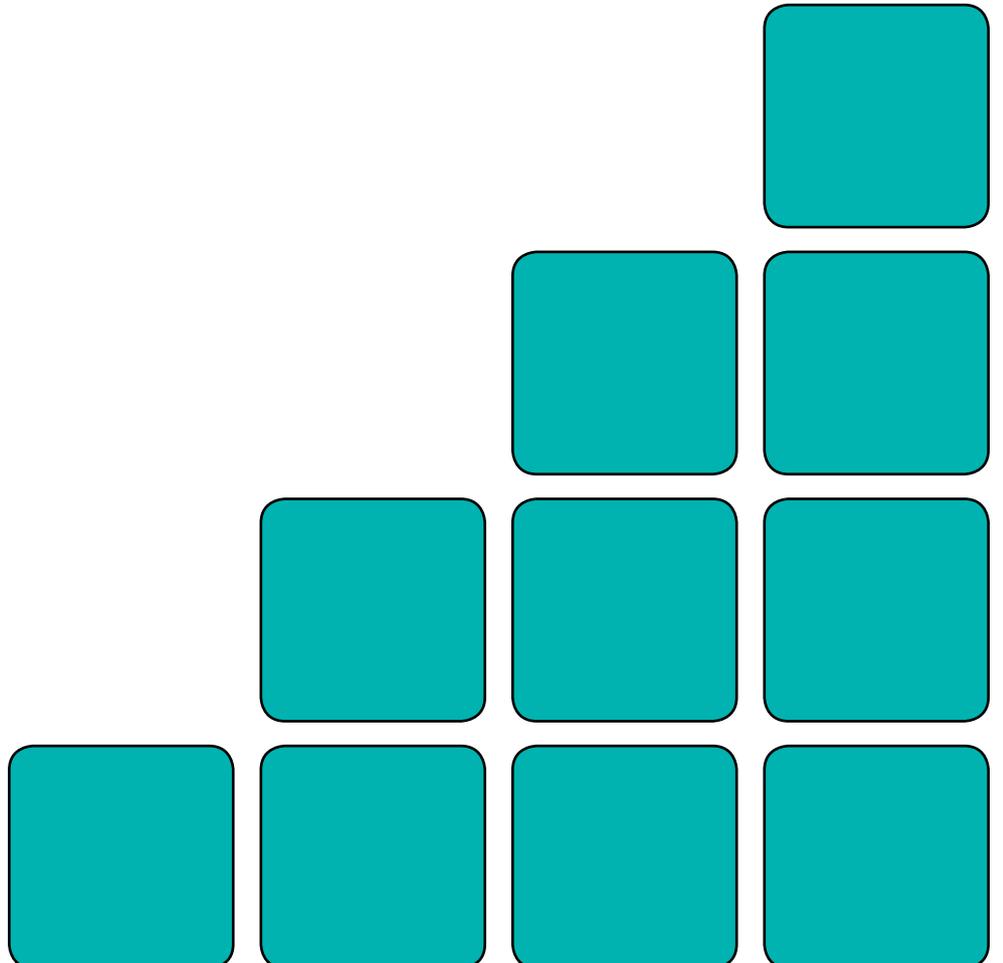
UV21529

T/502/5481

Learner name:

Learner number:

VRQ



UV21529

Planning and leading sports activities

The aim of this unit is to develop the knowledge, understanding and skills required for successful planning and leading of sports activity sessions and events. You will learn how to review your own performance, identifying your strengths and areas for improvement.

Level

2

Credit value

10

GLH

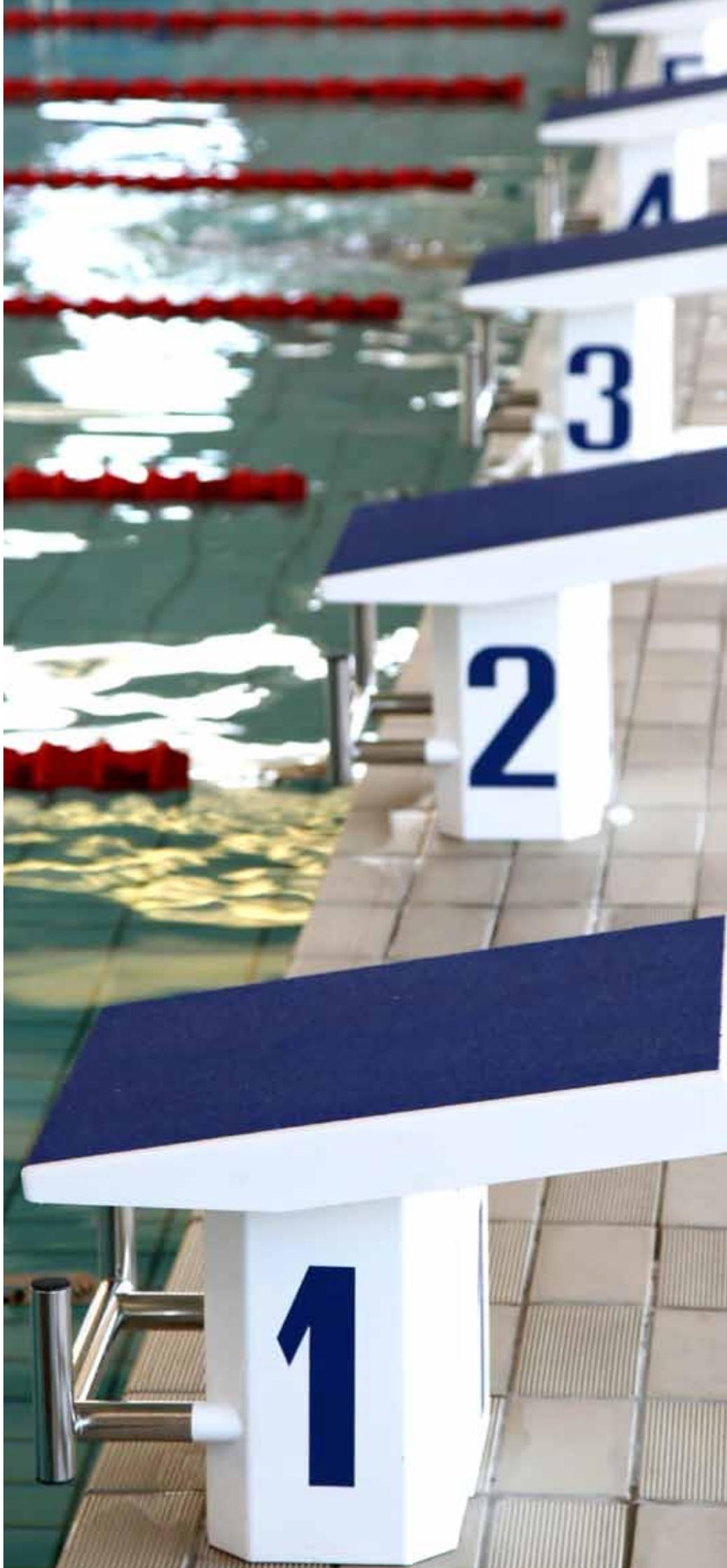
60

Observation(s)

1

External paper(s)

0



Planning and leading sports activities

Learning outcomes

On completion of this unit you will:

1. Be able to plan and lead an activity session
2. Be able to assist in the planning and leading of a sports event
3. Be able to review your planning and leadership of a sports event
4. Be able to review your planning and leadership of a sports activity
5. Know the skills, qualities and responsibilities associated with successful sports leadership

Evidence requirements

1. *Environment*
Evidence for this unit may be gathered within the workplace or realistic working environment (RWE).
2. *Simulation*
Simulation is not allowed in this unit.
3. *Observation outcomes*
Competent performance of Observation outcomes must be demonstrated on **at least one occasion**. Assessor observations, witness testimonies and products of work are likely to be the most appropriate sources of performance evidence. Professional discussion may be used as supplementary evidence for those criteria that do not naturally occur.
4. *Knowledge outcomes*
There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.
5. *Tutor/Assessor guidance*
You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.
6. *External paper*
There is no external paper requirement for this unit.

Achieving observations and range

Achieving observation outcomes

Your assessor will observe your performance of practical tasks. The minimum number of competent observations required is indicated in the Evidence requirements section of this unit.

Criteria may not always naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your competence in this area. Your assessor will document the criteria that have been achieved through professional discussion and/or oral questioning. This evidence will be recorded by your assessor in written form or by other appropriate means.

Your assessor will sign off a learning outcome when all criteria have been competently achieved.

Achieving range

There is no range section that applies to this unit.



Observations

Learning outcome 1

Be able to plan and lead an activity session

You can:

- a. Plan and lead a sports activity, with tutor support

** May be assessed by supplementary evidence.*

Observation	1	Optional	Optional
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			



Learning outcome 2

Be able to assist in the planning and leading of a sports event

You can:

- a. Contribute to the planning and leading of a sports event

*May be assessed by supplementary evidence.

Observation	1	Optional	Optional
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			

Developing knowledge

Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

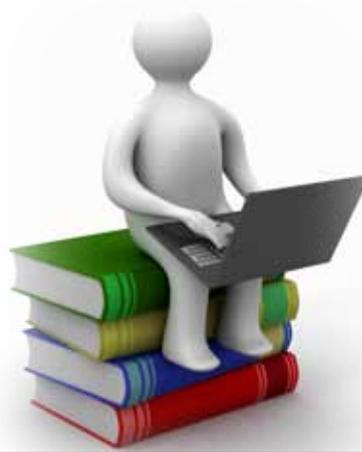
Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

**This is not an exhaustive list.*

Knowledge



Outcome 3

Be able to review your planning and leadership of a sports event

You can:

Portfolio reference

- a. Review own performance whilst assisting with the planning and leading of a sports event, identifying strengths and areas for improvement



Learning outcome 4

Be able to review your planning and leadership of a sports activity

You can:

Portfolio reference

- a. Review the planning and leading of a sports activity, identifying strengths and areas for improvement



Learning outcome 5

Know the skills, qualities and responsibilities associated with successful sports leadership

You can:

Portfolio reference

- a. Describe the skills, qualities and responsibilities associated with successful sports leadership, using two examples of successful sports leaders

Unit content



This section provides guidance on the recommended knowledge and skills required to enable you to achieve each of the learning outcomes in this unit. Your tutor/assessor will ensure you have the opportunity to cover all of the unit content.

Learning outcome 1: Be able to plan and lead an activity session

Plan: Date and time, location and venue, participant information (age, ability, gender, numbers, medical history, specific needs), session aims and objectives, resources (facility, equipment, staff), risk assessment, timings and structure of session content (warm-up, skill development, game-related activity, cool down), coaching and teaching points, contingency planning.

Lead: Deliver the planned session, adapt the session if required, demonstrate the skills, qualities and responsibilities of a leader (communication, organisation, motivation, health and safety), work effectively with a tutor or supervisor.

Learning outcome 2: Be able to assist in the planning and leading of a sports event

Sports events: Coaching day, taster day, competition or tournament, training camp, charity fundraiser.

Planning: Type of event, size and scope, aims and objectives, location, target audience, date and timings, facilities and resources, staffing, budget, costs, proposed activities, contingency plans, constraints, risk assessment, insurance, informed consent, first aid procedures, methods for reviewing the event.

Organisation: Own roles and responsibilities, contributing (e.g. perform own tasks, team work, communication), arranging facilities and resources (e.g. booking venue, sourcing equipment, staff, transport), contingencies, health and safety, advertising and promotion, team meetings to monitor progress.

Leading the event: Setting up (signage, registration, activity areas, equipment, service areas, seating areas), delivering the event (following the event plan, making changes to the plan if required, following contingencies if required), demonstrate the skills, qualities and responsibilities of a leader (communication, organisation, motivation, health and safety), ending the event (presentation ceremony, collecting participant feedback, tidying away equipment, taking down signage).



Learning outcome 3: Be able to review your planning and leadership of a sports event

Review own performance: Methods of feedback (questionnaires, comment cards, verbal feedback, video, observation records, witness statements), sources of feedback (participants, self, peers, tutor, supervisor), strengths and areas for improvement (planning, organisation,

communication, health and safety), setting SMART (Specific, Measurable, Achievable, Realistic, Time-bound) targets for improvement, future opportunities for development (training courses, leadership experience).

Learning outcome 4: Be able to review your planning and leadership of a sports activity

Review: Methods of feedback (questionnaires, verbal feedback, video, observation records, witness statements), sources of feedback (participants, self, peers, tutor, supervisor), strengths and areas for improvement (planning,

organisation, communication, health and safety), setting SMART (Specific, Measurable, Achievable, Realistic, Time-bound) targets for improvement, future opportunities for development (training courses, leadership experience).

Learning outcome 5: Know the skills, qualities and responsibilities associated with successful sports leadership

Sports leaders: P.E. teacher, community sports leader, school or college coach, club coach.

Skills: Leadership, organisation, planning, time management, communication.

Qualities: Appearance, confidence, initiative, enthusiasm, motivation, positive attitude, adaptable.

Responsibilities: Coaching ethics and values, rules and regulations, health and safety, equality and diversity, child protection, legal obligations, professional conduct.