

# 1st4sport Level 3 Award in Employment Awareness in Active Leisure and Learning

Qualification Specification



## About Us

Welcome to 1st4sport, established in 2000, 1st4sport are an industry specialist recognised awarding organisation regulated in England by the Office of the Qualifications and Examinations Regulator (Ofqual), in Wales by Qualifications Wales, and in Northern Ireland by the Council for the Curriculum, Examination and Assessment (CCEA) Regulation.

Serving the needs of the sport, physical activity and active leisure industry; our niche status is emphasised through our accomplished people, network of esteemed industry partnerships and our culture of excellence. We have an outstanding reputation; evidenced through the loyalty we receive from our trusted partners, recognised centres and most importantly our learners.

We have a proven track record; offering of valid, value-added, educational solutions and services and outstanding customer care. Our offer includes sector specific qualifications and pathways, and a range of relevant high-performing educational services; underpinned by leading digital solutions. The majority of these are developed and deployed in partnership with governing bodies of sport and other sector specific professional organisations. More than any other awarding organisation, our knowledge of the industry and our continuous cross-sector network enables us to understand the direction of our sector.

Our involvement in shaping our sector has been significant and we continue to be the awarding organisation that partner and representative organisations turn to for guidance on the direction of travel, as appropriate to the needs of our partners, centres, industry employers and learners.

**Our Mission:** To deliver excellent educational solutions and value-added services to sport, physical activity and the active leisure industry.

**Our Direction:** We aim to support the ongoing professionalisation of our industry; supporting employment, growth, sustainability and success. We embrace performance, participation and health agendas. Our objective is to continue to support our respected partners, providers and learners.

## Qualification Specification

Title:	1st4sport Level 3 Award in Employment Awareness in Active Leisure and Learning
Qualification Overview:	Provides industry-related knowledge in preparation for working in the active leisure and learning sector.
Qualification Code:	L3EAALL
Qualification Regulation Number:	500/7423/4
Guided Learning Hours (GLH):	61
Total Qualification Time (TQT):	80
Credit Value (if applicable):	8
Operational Start Date:	01/09/2009
Qualification Review Date:	31/08/2025
Learner Registration Period:	2 years
Qualification Objective:	This qualification qualifies learners to progress onto further learning or training relating to the active leisure and learning industry.
Qualification Purpose:	Prepare for further learning or training.

### Who is this qualification for?

The qualification is designed as an enhancement of the introduction to the industry found within the Level 2 Employment Awareness in Active Leisure and Learning qualification. It is an integral part of Advanced Apprenticeships in the Active Leisure, Learning and Wellbeing sector

### Qualification Progression

The skills and knowledge developed through this qualification may also be used to enable learners to progress to other industry-relevant qualifications in coaching, activity leadership, supporting Physical Education in school sport and sports development.

This qualification may lead to paid or voluntary roles within the industry should the learner wish to complete other industry/ role-specific qualifications. Such roles they may look to take up could include:

- Official
- Coach
- Sports Volunteer.

## Entry Requirements

Learners must be a minimum of 16 years old at registration and 16 years old at certification.

## Pre-requisite(s) or other entry requirements

The recognised centre is required to conduct an initial assessment of learners to ensure that pre-requisites to registration and certification and any barriers that may disadvantage a learner under the Equality Act 2010 are considered and outcomes recorded during the application process.

Prior to registration learners are required to:

- be accurately identified
- be at least 16 years of age
- be able to undertake this assessment in English or Welsh (if available)

## Assessment Methods

The assessment methods used in this qualification are:

- Coursework (in 3 of 3 mandatory units),
- Task-based Controlled Assessment (in 3 of 3 mandatory units)

Reasonable adjustments can be applied to these assessments in line with 1st4sport Policy Statement: Access Arrangements.

## Grading Methods

This qualification will be graded Pass / Fail.

## Qualification Structure

Learners must successfully complete all mandatory units to achieve this qualification.

### Mandatory Units

Unit ID	Unit Title	GLH
J/600/0840	Understanding Employment Rights and Responsibilities	15
F/600/1758	Understanding the Active Leisure and Learning Sector	23
R/600/1764	Understanding the Employing Organisation	23

### Optional Units

There are no optional units in this qualification

### Pathway Units (where applicable)

There are no pathway units in this qualification

<b>Unit Title</b>	Understanding Employment Rights and Responsibilities
<b>Unit Aim</b>	This unit aims to develop the knowledge and understanding that employees require concerning; (i) employment law and industry-specific legislation that apply to their jobs, (ii) key documents relating to their employment, (iii) employment procedures they should follow at work.
<b>Unique Unit Number</b>	J/600/0840
<b>Unit Assessment Method(s)</b>	- Coursework - Task-based Controlled Assessment
<b>Assessment Specification</b>	There are no additional assessment requirements.

### Learning Outcome: 1. know their employment rights and responsibilities under the law

Assessment Criteria The learner can:	Indicative Delivery Content
1.1 describe their rights and responsibilities in terms of: <ul style="list-style-type: none"> <li>• contracts of employment</li> <li>• anti-discrimination legislation</li> <li>• working hours and holiday entitlements</li> <li>• sickness absence and sick pay</li> <li>• data protection</li> <li>• health and safety</li> </ul>	There is no mandatory content for this criteria
1.2 outline the rights and responsibilities of the employer	There is no mandatory content for this criteria
1.3 describe the health and safety legal requirements relevant to their organisation	There is no mandatory content for this criteria
1.4 outline the implications of health and safety legal requirements for their own job role	There is no mandatory content for this criteria

### Learning Outcome: 2. understand documents relevant to their employment

Assessment Criteria The learner can:	Indicative Delivery Content
2.1 explain the main terms and conditions of a contract of employe	There is no mandatory content for this criteria
2.2 outline the contents and purpose of a job description	There is no mandatory content for this criteria
2.3 describe the types of information held on personnel records	There is no mandatory content for this criteria
2.4 describe how to update information held on personnel records	There is no mandatory content for this criteria
2.5 interpret the information shown on a payslip or other statement of earnings	There is no mandatory content for this criteria

## Learning Outcome: 3. know key employment procedures at work

Assessment Criteria	Indicative Delivery Content
The learner can:	
3.1 describe the procedures to follow if someone needs to take time off	There is no mandatory content for this criteria
3.2 describe the procedures to follow if there is a grievance	There is no mandatory content for this criteria
3.3 describe the procedures to follow if there is evidence of discrimination or bullying	There is no mandatory content for this criteria
3.4 identify sources of information and advice on employment issues: <ul style="list-style-type: none"> <li>• internal to their organisation</li> <li>• external to their organisation</li> </ul>	There is no mandatory content for this criteria

<b>Unit Title</b>	Understanding the Active Leisure and Learning Sector
<b>Unit Aim</b>	This unit assesses the learner's knowledge and understanding of the active leisure and learning sector, the sub sectors that within it and information about the sub sector in which the learner works and the career opportunities.
<b>Unique Unit Number</b>	F/600/1758
<b>Unit Assessment Method(s)</b>	- Coursework - Task-based Controlled Assessment
<b>Assessment Specification</b>	There are no additional assessment requirements.

**Learning Outcome: 1. the key features of the Active Leisure and Learning Sector**

<b>Assessment Criteria</b> The learner can:	<b>Indicative Delivery Content</b>
1.1 describe the Active Leisure and Learning Sector's scope and size	
1.2 explain the contribution that Active Leisure and Learning makes to the economy and society	
1.3 explain the role of the Sector Skills Council responsible for Active Leisure and Learning	
1.4 define the main sub-sectors within the Active Leisure and Learning Sector	



**Learning Outcome: 2. the key features of the Active Leisure and Learning sub-sector in which they work**

Assessment Criteria	Indicative Delivery Content
The learner can:	
2.01 describe the composition of their sub-sector in terms of public, private and voluntary organisations	
2.02 analyse the size of their sub-sector in terms of employment and participation	
2.03 interpret the economic and social value of their sub-sector	
2.04 explain factors causing change in their sub-sector	
2.05 explain the essential principles, values or codes of practice in their sub-sector	
2.06 describe the roles of key organisations in their sub-sector, including any representative and regulatory bodies, trade unions and trade associations	
2.07 explain the links their sub-sector has with other industries	

**Learning Outcome: 3. employment and career opportunities in the Active Leisure and Learning sub-sector in which they work.**

Assessment Criteria The learner can:	Indicative Delivery Content
3.1 identify sources of information on career progression, training and education	
3.2 describe the main job roles within their sub-sector	
3.3 describe potential career pathways in their sub-sector	
3.4 identify what is required to progress in their sub-sector in terms of qualifications, skills and knowledge, experience and personal qualities	
3.5 explain how skills and knowledge acquired in their sub-sector could relate to job opportunities elsewhere.	

<b>Unit Title</b>	Understanding the Employing Organisation
<b>Unit Aim</b>	This unit assesses the learner's knowledge and understanding of the aims, objectives and structure of their organisation, the contribution they can make to their organisation's objectives and opportunities for professional and career development in the organisation.
<b>Unique Unit Number</b>	R/600/1764
<b>Unit Assessment Method(s)</b>	- Coursework - Task-based Controlled Assessment
<b>Assessment Specification</b>	There are no additional assessment requirements.

**Learning Outcome: 1. the structure of their organisation**

Assessment Criteria	Indicative Delivery Content
The learner can:	
1.1 describe the main functions in their organisation	
1.2 describe how the main functions in their organisation are staffed and organised	
1.3 describe the communication channels in their organisation	
1.4 describe the lines of control and accountability in their organisation	

### Learning Outcome: 2. key aims and objectives of their organisation

Assessment Criteria The learner can:	Indicative Delivery Content
2.01 explain the importance of an organisation having a business plan	
2.02 describe their organisation's key aims and objectives (eg mission, core aims and values)	
2.03 describe how their organisation measures the achievement of key aims and objectives	
2.4 identify their organisation's key performance indicators	

### Learning Outcome: 3. their own contribution to their organisation's key aims and objectives

Assessment Criteria The learner can:	Indicative Delivery Content
3.1 evaluate the importance of an organisation managing the performance of its staff	
3.2 describe the objectives of their job role	
3.3 explain how the objectives of their job role contribute to the organisation's key aims and objectives	
3.4 explain how their own performance is evaluated and developed	
3.5 analyse the contribution they can make to the evaluation and development of their performance	

**Learning Outcome: 4. the opportunities for entry, professional development and progression within their organisation**

Assessment Criteria The learner can:	Indicative Delivery Content
4.1 explain the importance of continuing professional development	
4.2 evaluate the organisation's processes for recruitment	
4.3 evaluate the organisation's processes for induction	
4.4 evaluate the organisation's processes for training and development	
4.5 evaluate the opportunities and requirements for career progression for staff within their organisation.	

## Qualification Conditions: Delivery and assessment requirements

To complete the delivery, assessment, and internal quality assurance of the qualification, providers will be required to adhere to the guidance set out in the Recognised Centre Handbook.

## Qualification Approval Conditions: Workforce requirements

In addition to the workforce requirements stated in the Recognised Centre Handbook, the following qualification specific requirements must be met and evidenced.

### Tutor(s):

For this qualification, the minimum requirements stated in the centre handbook do not apply. Centres must ensure that all workforce meet the requirements stated below.

- hold a recognised teaching qualification
- have experience of teaching
- be able to demonstrate occupational knowledge or have recent experience of working in at least one of the following sub-sectors:
  - Sport
  - Fitness
  - Outdoors
  - Playwork
  - Caravans
  - Hair and Beauty
    - Be able to demonstrate delivery skills appropriate to the recognised centre's learners

### Assessor(s):

For this qualification, the minimum requirements stated in the centre handbook do not apply. Centres must ensure that all workforce meet the requirements stated below.

- hold a recognised assessing qualification
- have experience of assessing
- be able to demonstrate occupational knowledge or have recent experience of working in at least one of the following sub-sectors:
  - Sport
  - Fitness
  - Outdoors
  - Playwork
  - Caravans
  - Hair and Beauty
    - Be able to demonstrate delivery skills appropriate to the recognised centre's learners

### Internal Verifier(s) and Quality Assurer(s):

For this qualification, the minimum requirements stated in the centre handbook do not apply. Centres must ensure that all workforce meet the requirements stated below.

- hold or be working towards a recognised internal quality assurance qualification
- be able to demonstrate occupational knowledge or have recent experience of working in at least one of the following sub-sectors:
  - Sport
  - Fitness
  - Outdoors
  - Playwork
  - Caravans
  - Hair and Beauty

### Additional Qualification Requirements

The minimum venue, facility and requirements stated in the centre handbook apply.

This qualification is regulated by Ofqual (500/7423/4) and CCEA .

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