

YMCA Level 2 Award in Employment
Awareness in Active Leisure and
Learning (500/6534/8)

YMCA Level 3 Award in Employment
Awareness in Active Leisure and
Learning (500/6535/X)

Qualification Specification



YMCA Awards

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YMCA Level 2 Award in Employment Awareness in Active Leisure and Learning

YMCA Level 3 Award in Employment Awareness in Active Leisure and Learning

Qualification Specification

Qualification numbers: 500/6534/8 (Level 2)

500/6535/X (Level 3)

Operational start date: 01-Jul-2009

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Introduction

About YMCA Awards

At YMCA Awards, we are passionate about learner progress. Our qualifications support every learner, whether taking their first steps into fitness or simply wishing to boost their skills. Our high quality resources and assessment materials have been created by industry experts in consultation with employers and training providers.

YMCA Awards are an internationally recognised organisation. We are highly respected in health and fitness circles, and most importantly of all, we have helped over 200,000 people launch and advance their careers.

Qualification overview

This qualification is regulated by:

- Ofqual
- CCEA (Council for Curriculum, Examinations and Assessment)
- QW (Qualifications Wales).

Qualification aim

These awards are aimed at improving a learner's knowledge of the industry they work in, or will work in on securing a role. The content reflects what an individual needs to know to function effectively as an employee as well as the knowledge to understand the wider context of their work in the Active Leisure and Learning Sector. These qualifications also form part of the Apprenticeship Framework and are designed to complement a programme of study and achievement of other qualifications which, when combined with work experience, will prepare learners for work in the industry.

Overview of knowledge, skills and understanding

These qualifications have been developed to support the Active Leisure Learning Apprenticeship Framework at Levels 2 and 3. It is designed to complement a programme of study and achievement of other qualifications which, when combined with work experience, will prepare learners for a career in the health and fitness industry.

Learners will cover:

- Employment law, industry specific legislation and procedures that apply to their jobs
- The subsectors that make up the active leisure and learning sector
- The aims, objectives and structure of their organisation and contribution that they make.

Target group and age range

These qualifications are aimed at a range of learners, including those pre-16 at Level 2 and 16 and above for Level 3.

Qualification structure

To achieve the YMCA Level 2 Award in Employment Awareness in Active Leisure and Learning, learners must achieve all 6 credits from 3 mandatory units.

Unit reference number	Unit title	Level	Credit
D/600/1735	Understanding the employing organisation	2	2
J/600/0840	Understanding employment rights and responsibilities	2	2
Y/600/1734	Understanding the active leisure and learning sector	2	2

The Total Qualification Time (TQT) for this qualification is 60. The Guided Learning Hours (GLH) assigned are 45 minimum.

To achieve the YMCA Level 3 Award in Employment Awareness in Active Leisure and Learning, learners must achieve all 8 credits from 3 mandatory units.

Unit reference number	Unit title	Level	Credit
F/600/1758	Understanding the active leisure and learning sector	3	3
J/600/0840	Understanding employment rights and responsibilities	2	2
R/600/1764	Understanding the employing organisation	3	3

The Total Qualification Time (TQT) for this qualification is 80. The Guided Learning Hours (GLH) assigned are 61 minimum.

Total Qualification Time (TQT)

This is an estimate of the total amount of time, measured in hours, that a learner would reasonably need to be able to show the level of achievement necessary for the award of a qualification.

Total Qualification Time is made up of the following two elements:

- (a) the number of hours which an awarding organisation has assigned to a qualification for Guided Learning (see below), and
- (b) an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

Guided Learning Hours (GLH)

This is:

- Face-to-face delivery (learning delivered by a lecturer, supervisor, tutor or other appropriate member of the training team)
- E-learning with a lecturer, teacher or tutor present/available in real-time (the co-presence of learner and tutor can be either remote or in the same physical place)
- Invigilated assessment (external tests sat under controlled or open-book conditions)
- Internal assessment carried out by the learner with a lecturer, teacher or tutor present/available in real-time (the co-presence of learner and tutor can be either remote or in the same physical place).

This is **not**:

Unsupervised learning such as:

- E-learning that the learner carries out unsupervised and with no real-time support from a lecturer, teacher or tutor
- Assessment internally carried out by the learner without a lecturer, teacher or tutor present/available in real-time (for example, completing a Learner Assessment Record (LAR) at home)
- Any additional further study, revision and training activities that the learner does unsupervised to support their learning.

Recommended Guided Learning Hours – our ongoing review

Your External Quality Assurer (EQA) will ask you to offer feedback on GLH annually as part of the quality assurance visit. You should base your feedback on a typical learner taking this qualification and the time spent on supervised learning (GLH). If you feel the GLH is different from the above and you wish to offer feedback before your next EQA visit, please email us: awards.products@ymca.co.uk.

Entry requirements

There are no pre-requisites for this qualification.

Opportunities for progression

Future employment possibilities

These qualifications, when combined with a suitable programme of study and achievement and experience in the workplace, will prepare learners for a career in the health and fitness industry.

Mapping to standards

These qualification are mapped to the standards outlined in the Active Leisure and Learning Apprenticeship Framework. Further information can be found on the Federation for Industry Sector Skills & Standards website: <http://www.afo.sscalliance.org/frameworkslibrary>.

Centre approval

This qualification can only be offered by centres approved by YMCA Awards to deliver it. Details of YMCA Awards approvals processes can be found on our website: www.ymcaawards.co.uk/centres/become-a-ymca-awards-centre.

Qualification approval

If your centre is already approved, you should only need to complete and submit a qualification approval form to deliver this qualification. However, you may also need to complete an additional staff approval form if the qualification is going to be delivered by staff who are not currently approved by YMCA Awards. Details of additional approvals can be found on our website: www.ymcaawards.co.uk/approvals.

Tutor, assessor and IQA approval requirements

To make sure you meet the most up-to-date requirements please see the YMCA Awards staff approval requirement document. This can be found on our website: www.ymcaawards.co.uk/centres/centre-guidance.

Registration

All learners must be registered within the first 10% of the duration of their course (eg, for a course that lasts 10 days, learners should be registered on the first day of their course at the latest). For further details on registration please go to our website: www.ymcaawards.co.uk/registration.

Qualification availability

This qualification is available in:

- England and regulated by Ofqual
- Northern Ireland and regulated by CCEA (Council for Curriculum, Examinations and Assessment)
- Wales and regulated by QW (Qualifications Wales).

Reasonable adjustments and special considerations

In making this qualification available, YMCA Awards have made every attempt to make sure that there are no unnecessary barriers to achievement. You can find full details of our reasonable adjustment and special considerations policy on our website: www.ymcaawards.co.uk/centres/policies-and-procedures.

Enquiries and appeals procedures

YMCA Awards have an appeals procedure in accordance with the regulatory arrangements in the General Conditions of Recognition. Full details of these procedures are available on our website: www.ymcaawards.co.uk/centres/policies-and-procedures.

Assessment and quality assurance

How the qualification is assessed

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

This qualification is a unit-based qualification and each unit contains learning outcomes and assessment criteria. Learning outcomes set out what the learner is expected to know, understand or be able to do as a result of the learning process. Assessment criteria detail the standards a learner is expected to meet and are broken down into what the learner 'can' do as a result of successfully achieving the unit.

The learner can be assessed holistically or individually as long as they show that the learning outcomes have been achieved.

Competency-based learning outcomes (eg, be able to) are typically assessed through direct observation and these will take place in a real work environment. Where a real work environment is not stipulated the observation can be simulated and be internally assessed.

Knowledge-based learning outcomes (eg, know or understand) can be assessed in a number of different ways such as worksheets, projects and professional discussion. The assessment method chosen should reflect the content of the unit.

This qualification must be assessed in line with YMCA Awards assessment policies and procedures

www.ymcaawards.co.uk/centres/centre-guidance

The YMCA Level 2 Award in Employment Awareness in Active Leisure and Learning and YMCA Level 3 Award in Employment Awareness in Active Leisure and Learning are assessed through internal assessment. The worksheet/workbook tasks are externally set but are also internally assessed.

Internal assessment

YMCA Awards suggest the following approaches to internal assessment:

Using a Learner Assessment Record (LAR)

This document typically contains assessment guidance and paperwork developed by YMCA Awards to support the assessment of a qualification.

To check if a Learner Assessment Record is available for this qualification, please make sure you are logged in to the centre home on the website and follow this link: www.ymcaawards.co.uk/download-resources/lars.

Creating a portfolio of evidence

If a YMCA Awards Learner Assessment Record (LAR) is not used to show evidence of internal assessment then the learner must create a portfolio of evidence. Centres must work with learners to create this portfolio and need to make sure that the learner's portfolio covers the learning outcomes and/or assessment criteria where required.

A typical portfolio of evidence could include:

- Evidence index
- Assessor observation – completed observational checklists and related action plans
- Witness testimony
- Candidate's proof of work
- Worksheets
- Assignments/projects/reports/presentations
- Record of professional discussion
- Record of oral and written questioning
- Candidate and peer reports
- Recognition of prior learning (RPL)
- Summary of achievement

Centres need to ensure assessment specifications and paperwork are signed off by the EQA before delivery.

As a guide to selecting appropriate assessment methods, see the suggested example in the 'Qualification content' section of this specification.

External assessment

There is no external assessment for this qualification.

Assessors

The role of the assessor is to make an informed judgement about the evidence a learner should provide to show they can meet the assessment criteria. For further guidance please see the 'Role of the assessor' document on the website: www.ymcaawards.co.uk/centres/centre-guidance.

Internal and external quality assurance

The role of the Internal Quality Assurer (IQA) is to make an informed judgement regarding the practice of and decisions made by the assessment team to maintain standards. They are a vital link between the assessors and the External Quality Assurer (EQA). For further information on the role of the IQA and the EQA go to the website: www.ymcaawards.co.uk/centres/centre-guidance.

Qualification content

Unit specifications and recommended assessment methods

Understanding the Employing Organisation (D/600/1735) – Level 2

Unit aim

This unit covers the knowledge and understanding that employees need concerning:

- The aims, objectives and structure of their organisation
- The contribution they can make to the organisation's objectives
- Opportunities for professional and career development in the organisation.

Unit content

The learner will:

1. Know the structure of their organisation

The learner can:

1.1 Identify the main functions in their organisation

1.2 Describe how the main functions in their organisation are staffed and organised

1.3 Describe lines of reporting in their organisation

The learner will:

2. Know key aims and objectives of their organisation

The learner can:

2.1 Identify their organisation's key aims (for example, mission, core aims and values)

2.2 Identify their organisation's targets

The learner will:

3. Understand their own contribution to the organisation's aims and objectives

The learner can:

3.1 Identify the objectives of their job role

3.2 Describe how the objectives of their job role contribute to the organisation's key aims

3.3 Describe how their own performance is evaluated and developed

3.4 Describe how they can assist the evaluation and development of their own work

The learner will:

4. Know the opportunities for entry, professional development and progression within the organisation

The learner can:

4.1 Outline the importance of continuing professional development

4.2 Describe the organisation's processes for induction

4.3 Describe the organisation's processes for training and development

4.4 Identify the opportunities and requirements for their career progression in the organisation

Assessment specification

- Worksheet/workbook

Understanding Employment Rights and Responsibilities (J/600/0840) – Level 2

Unit aim

This unit covers the knowledge and understanding that employees need concerning:

- Employment law and industry-specific legislation that applies to their jobs
- Key documents relating to their employment
- Employment procedures they should follow at work.

Unit content

The learner will:

1. Know their employment rights and responsibilities under the law

The learner can:

1.1 Describe their rights and responsibilities in terms of:

- Contracts of employment
- Anti-discrimination legislation
- Working hours and holiday entitlements
- Sickness absence and sick pay
- Data protection
- Health and safety

1.2 Outline the rights and responsibilities of the employer

1.3 Describe the health and safety legal requirements relevant to their organisation

1.4 Outline the implications of health and safety legal requirements for their own job role

The learner will:

2. Understand documents relevant to their employment

The learner can:

2.1 Explain the main terms and conditions of a contract of employment

2.2 Outline the contents and purpose of a job description

2.3 Describe the types of information held on personnel records

2.4 Describe how to update information held on personnel records

2.5 Interpret the information shown on a pay slip or other statement of earnings

The learner will:

3. Know key employment procedures at work

The learner can:

3.1 Describe the procedures to follow if someone needs to take time off

3.2 Describe the procedures to follow if there is a grievance

3.3 Describe the procedures to follow if there is evidence of discrimination or bullying

3.4 Identify sources of information and advice on employment issues:

- Internal to their organisation
- External to their organisation

Assessment specification

- Worksheet/workbook

Understanding the Active Leisure and Learning Sector (Y/600/1734) – Level 2

Unit aim

This unit covers the knowledge and understanding that learners working towards the overall qualification at Level 2 should gain relating to:

- The Active Leisure and Learning sector
- The subsectors that make up the Active Leisure and Learning sector
- Information about the subsector in which the learner works
- Career opportunities.

Unit content

The learner will:

1. Know the key features of the Active Leisure and Learning sector

The learner can:

- 1.1 Describe the size and scope of the Active Leisure and Learning sector
- 1.2 Describe the contribution to society of the Active Leisure and Learning sector
- 1.3 Outline the role of the Sector Skills Council for the Active Leisure and Learning sector
- 1.4 Identify the main subsectors within the Active Leisure and Learning sector

The learner will:

2. Know the key features of the Active Leisure and Learning subsector in which they work

The learner can:

- 2.1 Describe the composition of their subsector in terms of public, private and voluntary organisations
- 2.2 Identify the size of their subsector in terms of employment and participation
- 2.3 Outline the essential principles, values or codes of practice in their subsector
- 2.4 Identify the roles of key organisations in their subsector, including any representative and regulatory bodies, trade unions and trade associations

The learner will:

3. Know employment and career opportunities in the Active Leisure and Learning subsector in which they work

The learner can:

3.1 Identify sources of information on career progression, training and education

3.2 Identify the main job roles within their subsector

3.3 Identify potential career pathways in their subsector

3.4 Identify the key factors that help people progress in their careers in the subsector

3.5 Outline how people can transfer from one subsector to another

Assessment specification

- Worksheet/workbook

Understanding the Active Leisure and Learning Sector (F/600/1758) – Level 3

Unit aim

This unit covers the knowledge and understanding that learners working towards the overall qualification at Level 3 should gain relating to:

- The Active Leisure and Learning sector
- The subsectors that make up the Active Leisure and Learning sector
- Information about the subsector in which the learner works
- Career opportunities.

Unit content

The learner will:

1. Understand the key features of the Active Leisure and Learning sector

The learner can:

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 subsectors within the Active Leisure and Learning sector

The learner will:

2. Understand the key features of the Active Leisure and Learning subsector in which they work

The learner can:

2.1 Describe the composition of their subsector in terms of public, private and voluntary organisations

2.2 Analyse the size of their subsector in terms of employment and participation

2.3 Interpret the economic and social value of their subsector

2.4 Explain factors causing change in their subsector

2.5 Explain the essential principles, values or codes of practice in their subsector

2.6 Describe the roles of key organisations in their sector, including any representative and regulatory bodies, trade unions and trade associations

2.7 Explain the links their subsector has with other industries

The learner will:

3. Understand employment and career opportunities in the Active Leisure and Learning subsector in which they work

The learner can:

3.1 Identify sources of information on career progression, training and education

3.2 Describe the main job roles within their subsector

3.3 Describe potential career pathways in their subsector

3.4 Identify what is required to progress in their subsector in terms of qualifications, skills and knowledge, experience and personal qualities

3.5 Explain how skills and knowledge acquired in their subsector could relate to job opportunities elsewhere

Assessment specification

- Worksheet/workbook

Understanding Employment Rights and Responsibilities (J/600/0840) – Level 2

Unit aim

This unit covers the knowledge and understanding that employees need concerning:

- Employment law and industry specific legislation that applies to their jobs
- Key documents relating to their employment
- Employment procedures they should follow at work.

Unit content

The learner will:

1. Know their employment rights and responsibilities under the law

The learner can:

1.1 Describe their rights and responsibilities in terms of:

- Contracts of employment
- Anti-discrimination legislation
- Working hours and holiday entitlements
- Sickness absence and sick pay
- Data protection
- Health and safety

1.2 Outline the rights and responsibilities of the employer

1.3 Describe the health and safety legal requirements relevant to their organisation

1.4 Outline the implications of health and safety legal requirements for their own job role

The learner will:

2. Understand documents relevant to their employment

The learner can:

2.1 Explain the main terms and conditions of a contract of employment

2.2 Outline the contents and purpose of a job description

2.3 Describe the types of information held on personnel records

2.4 Describe how to update information held on personnel records

2.5 Interpret the information shown on a pay slip or other statement of earnings

The learner will:

3. Know key employment procedures at work

The learner can:

3.1 Describe the procedures to follow if someone needs to take time off

3.2 Describe the procedures to follow if there is a grievance

3.3 Describe the procedures to follow if there is evidence of discrimination or bullying

3.4 Identify sources of information and advice on employment issues:

- Internal to their organisation
- External to their organisation

Assessment specification

- Worksheet/workbook

Understanding the Employing Organisation (R/600/1764) – Level 3

Unit aim

This unit covers the knowledge and understanding that employees need concerning:

- The aims, objectives and structure of their organisation
- The contribution they can make to the organisation's objectives
- Opportunities for professional and career development in the organisation.

Unit content

The learner will:

1. Understand the structure of their organisation

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

The learner will:

2. Understand key aims and objectives of their organisation

The learner can:

2.1 Explain the importance of an organisation having a business plan

2.2 Describe their organisation's key aims and objectives (for example, mission, core aims and values)

2.3 Describe how their organisation measures the achievement of key aims and objectives

2.4 Identify their organisation's key performance indicators

The learner will:

3. Understand their own contribution to their organisation's key aims and objectives

The learner can:

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

The learner will:

4. Understand the opportunities for entry, professional development and progression within their organisation

The learner can:

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

Assessment specification

- Worksheet/workbook



YMCA Awards is one of the UK's leading health, fitness and wellbeing specific awarding organisations. It offers training centres and learners across the world a diverse suite of qualifications, from introductory (Level 1) to advanced levels (Level 4).

YMCA Awards issues over 30,500 qualification certificates a year, helping learners in the UK and overseas to launch and progress their careers in the active leisure sector.

*To view YMCA Awards' full range of qualifications please visit
www.ymcaawards.co.uk.*

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