

Level 2 Award Working with Participants with Disabilities in Sport and Active Leisure (603/1414/X)

Qualification Specification



YMCA Awards

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YMCA Level 2 Award Working with Participants with Disabilities in Sport and Active Leisure

Qualification Specification

Qualification number (603/1414/X)

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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 leading 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.

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Qualification overview

This qualification is regulated by:

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

Qualification aim

This qualification is aimed at those who work/wish to work with disabled participants within the Sport and Active Leisure industry. This qualification is specifically designed to enhance individual skills and knowledge, providing confidence to provide an inclusive environment when delivering sporting activities, and ultimately improving the performance of disabled athletes

Overview of knowledge, skills and understanding

Learners will cover:

- The key issues which affect participants with disabilities.
- How to work safely.
- How to lead sport and leisure activities for participants with disabilities.

Target group and age range

This qualification is aimed at learners that are 16 who currently in employment or looking to seek employment working with participants with disabilities in the sport and active leisure sector.

Qualification structure

To achieve the Level 2 Award in Working with Participants with Disabilities in Sport and Active Leisure, learners must achieve 7 credits from the mandatory unit.

Mandatory

| Unit reference number | Unit title | Level | Credit |
|-----------------------|---|-------|--------|
| K/615/6885 | Working with participants with disabilities in sport and active leisure | 2 | 7 |

The Total Qualification Time (TQT) for the Award is 70. The Guided Learning Hours (GLH) assigned are 60.

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 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 feedback before your next EQA visit, please email us: awards.products@ymca.co.uk.

Entry requirements

There are no formal entry requirements for candidates undertaking these qualifications.

Opportunities for progression

On completion of these qualifications candidates may progress into employment or to the following qualifications:

- Level 2 NVQ in Activity Leadership
- Level 2 NVQ in Instructing Exercise and Fitness
- Level 3 NVQ in Instructing Exercise and Fitness
- Level 3 NVQ in Leisure Management
- Progression routes through to Spectator Safety qualifications
- Level 2/3 Award, Certificate and Diploma in Sport
- Level 2/3 Award, Certificate and Diploma in Increasing Participation in Sport and Active Leisure in Community Settings

Mapping to standards

The National Occupational Standards represented in the units of these qualification are:

- D24 – Enable people with disabilities to take part in activities
- D442 – Adapt a physical activity programme to the needs of disabled clients.

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 requirements

Staff carrying out the delivery, assessment and internal quality assurance of these qualifications must be able to demonstrate that they meet the requirements listed below.

Centres are expected to support their staff in ensuring that their knowledge remains current for the occupational area and that staff maintain best practice in delivery, mentoring, training, assessment and verification, taking account of any national or legislative developments.

Tutors

Tutors must:

- be technically competent in the areas for which they are delivering training. This competence must be at least to the same level as the training being delivered
- have recent relevant experience in the specific area they will be delivering
- be occupationally knowledgeable in the areas of Sport and Active Leisure for which they are delivering training. This knowledge must be at least to the same level as the training being delivered
- have credible experience of providing training.

Tutors should ideally hold, or be working towards, one of the following qualifications:

- Level 3 Award, Level 4 Certificate or Level 5 Diploma in Education and Training
- Bachelor of Education (BEd)
- Certificate in Education (Cert Ed)
- Preparing to Teach in the Lifelong Learning Sector (PTLLS)
- Certificate in Teaching in the Lifelong Learning Sector (CTLLS)
- Diploma in Teaching in the Lifelong Learning Sector (DTLLS)
- City & Guilds Further and Adult Education Teaching Certificate
- Postgraduate Certificate in Education (PGCE)
- SVQ Learning and Development [units should relate to provision of learning and development]

If none of the above are held, the centre's YMCA Awards External Quality Assurer will discuss appropriate timescales by which tutors may achieve a recognised teaching qualification.

Assessors

Assessors must:

- be technically competent in the areas for which they are assessing. This competence must be at least to the same level as the assessment
- have recent relevant experience in the specific area they will be assessing
- be occupationally knowledgeable in the areas of Sport and Active Leisure for which they are carrying out assessment. This knowledge must be at least to the same level as the assessment
- have credible experience of providing training and assessment.

Assessors should ideally hold, or be working towards, one of the following qualifications:

- Level 3 Certificate in Assessing Vocational Achievement
- Level 3 Award in Assessing Competence in the Work Environment
- Assessor unit A1 Assess Candidates Using a Range of Methods
- D32/33 Assess Candidate Performance Using Differing Sources of Evidence

Note: holders of A1 and D32/33 qualifications must work to the reviewed National Occupational Standards for Learning and Development which can be found on the NOS Database:

www.ukstandards.org.uk

If none of the above are held, the centre's YMCA Awards External Quality Assurer will discuss appropriate timescales by which assessors may achieve a recognised assessor qualification.

The assessor may be the tutor. However, the assessor cannot be the internal verifier.

Internal verifiers

Internal verifiers must:

- be technically competent in the areas for which they are carrying out internal verification. This competence must be at least to the same level as the qualification
- be occupationally knowledgeable in the areas of Sport and Active Leisure for which they are carrying out internal verification. This knowledge must be at least to the same level as the qualification
- have credible experience of internal quality assurance.

Internal verifiers should ideally hold, or be working towards, one of the following qualifications:

- Level 4 Award in Internal Quality Assurance
- Level 4 Certificate in Leading Internal Quality Assurance
- SVQ Learning and Development Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment
- V1 Conduct Internal Quality Assurance of the Assessment Process
- D34 Internally Verify the Assessment Process

Note: holders of V1 and D34 qualifications must work to the reviewed National Occupational Standards for Learning and Development which can be found on the NOS Database:

www.ukstandards.org.uk

If none of the above are held, the centre's YMCA Awards External Quality Assurer will discuss appropriate timescales by which internal verifiers may achieve a recognised internal quality assurance qualification.

It is also recommended that internal verifiers hold a recognised assessing qualification.

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 the Curriculum, Examinations and Assessment)
- Wales and regulated by QW (Qualifications Wales).

Reasonable adjustments and special considerations

In making this qualification available, YMCA Awards has 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.

Enquires and appeals procedures

YMCA Awards has 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, professional discussion etc. 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 assessment for these qualifications will be through assignments which will be externally set, internally assessed and externally verified.

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.

A learner assessment record (LAR) 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 LAR is not used to evidence 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 shows coverage of 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 make sure assessment specifications and paperwork are signed off by the EQA before delivery.

As a guide to selecting appropriate assessments methods see the suggested example in the ‘Qualification content’ section of this specification. We also have a selection of word template documents that you might find useful when creating your learners portfolios of evidence, to access this go to www.ymcaawards.co.uk.

External assessment

This qualification has no external assessment.

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(s) 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

Working with participants with disabilities in sport and active leisure (K/615/6885)

Unit aim

This unit is aimed at those who work/wish to work with disabled participants within the sport and active leisure industry. This qualification is specifically designed to enhance individual skills and knowledge, providing confidence to provide an inclusive environment when delivering sporting activities, and ultimately improving the performance of disabled athletes

Unit content

The learner will:

1 Describe the key issues which affect participants with disabilities

The learner can:

1.1 Outline key considerations when working with participants with disabilities/impairments

1.2 Describe the models of disability

1.3 Outline barriers to participation for people with disabilities

1.4 Describe the pathways in which participants with disabilities can be included in sport and leisure activities

1.5 Describe examples of sport and leisure activities that can be accessed by participants with disabilities

1.6 Outline the purpose of key organisations associated with disability in Sport and Active Leisure in the UK

1.7 Outline the main acts of parliament and practices that relates to working with participants with disabilities

1.8 Explain how facilities may be adapted for participants with disabilities in the Sport and Active Leisure Industry

The learner will:

2 Review safe working practices

The learner can:

2.1 Follow health and safety procedures

2.2 Carry out risk assessments

2.3 Review EOPs/NOPs (Emergency Operational Procedures/Normal Operational Procedures)

2.4 Identify potential additional health and safety issues for working with participants with disabilities

2.5 Identify additional hazards that may need to be considered when working with participants with disabilities

2.6 Explain the importance of carrying out a risk assessment

2.7 Outline the key stages of a risk assessment

2.8 Describe procedures for controlling the risk arising from hazards

2.9 Identify key features of EOPs/NOPs (Emergency Operational Procedures/Normal Operating Procedures)

2.10 Describe the types of specialist equipment that may be required for participants with disabilities

2.11 Explain the importance of reviewing health and safety practices

The learner will:

3 Lead sport and leisure activities for participants with disabilities

The learner can:

3.1 Prepare to deliver sport and leisure activities to participants with disabilities

3.2 Deliver sport and leisure activities to participants with disabilities

3.3 Communicate effectively with participants with disabilities

3.4 Use resources effectively with participants with disabilities

3.5 Review sport and leisure activities

3.6 Outline the considerations when preparing to deliver sport and leisure activities for participants with disabilities

3.7 Outline the importance of profiling

3.8 Outline communication issues that may arise when working with participants with disabilities

3.9 Identify communication skills and methods that may be required to work effectively with participants with disabilities

3.10 Describe types of resources that may be required to deliver effective sport and leisure activities for participants with disabilities

3.11 Outline the importance of feedback and evaluation

3.12 Outline key features of an effective session

| | |
|--------------------------|---|
| Assessment specification | Produce a guide, carryout a risk assessment, plan, lead and review sport and leisure activities, short answer questions |
|--------------------------|---|



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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