

1st4sport Level 3 Certificate in Managing Sports Volunteers (QCF)



Facts and Figures

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|----------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Qualification Number | 600/0374/1 |
| Credit Value (Guided Learning Hours) | 14 (75) |
| SFA/LAD Funding Code | 600/0374/1 |
| Entry age | 16 |
| National Diploma in Sport and Active Leisure | Expected to be included in Additional and specialist learning (ASL) catalogue at next submission date |
| Qualification Operational Start Date | 04/01/2011 |
| Qualification Operational End Date | 31/12/2015 |
| Certification End Date | 31/12/2018 |
| Qualification Structure | See the units of this qualification |
| Supporting Materials | See the supporting materials |

[Find out how to apply to deliver this qualification.](#)
There are no costs involved in applying or becoming a 1st4sport recognised centre.

Developed in partnership with [runningsports](#)¹, the 1st4sport Level 3 Certificate in Managing Sports Volunteers (QCF) is for anyone over 16 years old who manages sports volunteers (directly or indirectly) and is responsible for club development, volunteer management and support; for example:

- governing body of sport volunteer managers
- county sports partnership managers
- local authority sports development officers
- further education/higher education volunteer managers.

The qualification explores the principles of managing volunteers in sport. As a result, learners will be able to make a more positive contribution to their organisation by being able to:

- develop sports volunteers, including managing other people and overcoming the challenges this can create
- monitor and evaluate services, understand budgeting and funding, use policy and law
- assess/improve clubs' engagement with their community.

This qualification is part of a suite professionally recognised by the [Chartered Institute for the Management of Sport and Physical Activity \(CIMPSA\)](#), ideal in supporting an individual's personal and professional development within the industry.

¹[runningsports](#) is the programme funded by Sport England to support sports volunteers and the people who manage them.

Frequently asked questions

[What are the learner prerequisites?](#)

[How is the qualification structured?](#)

[What are the supporting materials?](#)

[What are the fees?](#)

[How do I apply?](#)

[The Qualifications and Credit Framework \(QCF\)](#)

[Other qualifications you may be interested in](#)

What are the Learner Prerequisites?

Learners are required to be a minimum of 16 years of age and have experience of working with volunteers, or as a volunteer, prior to attending the learning programme.

How is the Qualification Structured?

The qualification is divided into the following units:

| Unit Title | Recognition No. | GLH | Credit |
|------------------------------------------------------|-----------------|-----|--------|
| 1 Managing Your Role as a Sports Volunteer Manager | M/502/8525 | 18 | 3 |
| 2 Managing Sports Volunteers | A/502/8530 | 25 | 5 |
| 3 Managing Resources in Support of Sports Volunteers | H/502/8537 | 20 | 4 |
| 4 Managing a Sports Volunteers Community | K/502/8538 | 12 | 2 |

[^ Back to Top](#)

What are the Supporting Materials?

Unlike many other awarding bodies, who just supply you with the basic qualification standards, we go that extra mile to support you by providing:

- full and comprehensive Learner Packs, which include a full set of structured learning and assessment tasks to help you deliver the qualification
- tutor/assessor guidance notes, which include sample answers to support you when assessing your learners
- online qualification administration, enabling you to process learners quickly and effectively, and making the records we hold on your learners accessible to you at the click of a mouse.

For recognised centres and tutors, the qualification is supported by the following resources:

- generic administrative guidance and tools for recognised centres
- Qualification Specification outlining the requirements of delivering and assessing the qualification
- 1st4sport Level 3 Certificate in Managing Sports Volunteers (QCF) Tutor/Assessor/Verifier Guidance
- 1st4sport Level 3 Certificate in Managing Sports Volunteers (QCF) Tutor/Assessor/Verifier Guidance to Assessment
- internal assessment tools.

For learners, the qualification is supported by the following resources:

- 1st4sport Level 3 Certificate in Managing Sports Volunteers (QCF) Learner Pack
- internal assessment tools.

[^ Back to Top](#)

What are the Fees?

Fees are charged per learner and provide registration and certification for the qualification, as well as a 1st4sport Learner Pack, learning resources and certificate. There are no costs involved in applying or becoming a 1st4sport recognised centre. Further information on fees is available in your qualification application pack.

How do I Apply?

Non-1st4sport recognised centres

If you are not already a 1st4sport recognised centre, you need to apply to become one by completing a Centre Recognition Application Form. You can now do this online through Athena, the 1st4sport online Quality Assurance System where you can also apply to become approved for the qualifications that interest you. To access Athena, simply call us on 0113-290 7610 to receive a unique access code or fill in the [Request for Centre Recognition Application Form](#) and we will send you one.

Existing 1st4sport recognised centres

If you are already a 1st4sport recognised centre and would like to seek approval to deliver the 1st4sport Level 3 Certificate in Managing Sports Volunteers (QCF), please access Athena and complete the qualification approval process. If you cannot remember your username and password, please contact us at gmt@1st4sportqualifications.com

The Qualifications and Credit Framework (QCF)

This qualification sits on the new QCF. Further information about the benefits of the new framework can be found by visiting www.ofqual.gov.uk.

All learners being registered for QCF qualifications are required to have a Unique Learner Number (ULN) issued by the Learner Register. To be approved to offer this QCF qualification, you will need to demonstrate that you can access and verify learners' ULNs with the Learner Register. For more information about this process, please visit www.learningrecordsservice.org.uk/products/uln/.

[^ Back to Top](#)

Other Qualifications you may be Interested in

- [1st4sport Principles of Coaching Sport Suite](#)
- [1st4sport Diploma in Sport and Active Leisure ASL provision](#)
- [1st4sport Level 2 Award in Coordinating Sports Volunteers \(QCF\)](#)
- [1st4sport Entry Level Award in Preparation for Event Volunteering \(QCF\)](#)

- [1st4sport Level 1 Award in Preparation for Event Volunteering \(Personal Best\) \(OCF\)](#)

Developed in partnership with:



The qualification is based on the Excellence in Volunteer Management Endorsed Programme, which was created by, and is the intellectual property of, Volunteering England.

Professionally recognised by:



Shop for [volunteering books and resources](#) at [1st4sport.com](#).

- [Five reasons to choose 1st4sport](#)
 - [Become a recognised centre](#)
 - [Deliver this qualification](#)

 - [Learner Information](#)
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