

1st4sport Level 3 Certificate in Managing Sports Volunteers



Qualification Specification

Qualification Overview:	This qualification develops in the learner an understanding of the principles of managing volunteers in sport and enables them to study both the theoretical and technical aspects of managing sports volunteers. The qualification is composed of four mandatory units.						
Qualification Code:	600/0374/1	Level:	3	Age:	16+	Registration Period:	3 Years
Guided Learning (GL):	75 hours	Total Qualification Time (TQT):	140 hours	Credit Value:	14	Operational From:	01 January 2011
Progression Opportunities:	This qualification may lead to further learning or training in the area of sports volunteering. 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 schools sport and sports development.						

Qualification Objective
What does this qualification cover?
This qualification provides learners with an opportunity to develop knowledge and understanding of the principles of managing volunteers in sport and enable them to study both the theoretical and technical aspects of managing sports volunteers
Who is the qualification for?
The qualification primary target group is people working with volunteers in a sporting context operating in a paid/professional capacity or volunteering in a more senior role.
Who supports this qualification?
The qualification is recognised as the industry standard level 3 qualification for managing sports volunteers. It is also recognised by and has the support of a range of providers including FE colleges. This qualification is recognised a suitable qualification as part of the Advanced Apprenticeship in Sport Development.
Qualification Progression
What future education could this qualification lead to?
This qualification may lead to further learning or training in the area of sports volunteering. This is likely to be in a non-regulated, continued professional development (CPD) context.
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 schools sport and sports development.
What future employment could this qualification lead to?
This qualification may lead to employment, paid or voluntary, in a role managing sports volunteers.

Qualification Achievement
Entry Requirements for the Qualification
The recognised centre is required to conduct an initial assessment of learners to ensure that the pre-requisites to registration are considered and the outcome recorded during the application process. Prior to registration learners are required to: <ul style="list-style-type: none"> • be accurately identified • be at least 16 years of age • be able to communicate effectively in English (this includes listening, speaking, reading and writing).
How is the Qualification Achieved?
This qualification is normally achieved through attendance on a structured programme of learning and assessment. Alternatively, learners may achieve the qualification through workplace learning.
What will be assessed?
Learners must: <ul style="list-style-type: none"> • complete a series of written tasks <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • provide evidence that all assessment criteria have been met
How will it be assessed?
This qualification contains a range of units to be completed by the learner. Each unit is comprised of a number of learning outcomes and identified assessment criteria to be completed.
Learning Outcomes that begin ‘The learner will understand... ’ will be assessed through theory based activities.
Learning Outcomes that begin ‘The learner will be able to... ’ are assessed through practical activities.
An example can be seen over the page.

Learning outcomes The learner will:	Assessment criteria The learner can:
1 understand how to ensure participants' safety during sport specific coaching sessions	1.1 describe the health and safety requirements that are relevant to planned sport-specific activities and competition. 1.2 describe how to structure coaching sessions to minimise the risk of injury to participants.
2 be able to prepare resources for the coaching session	2.1 ensure that the identified resources meet the requirements of the activity.
Qualification Delivery	
What workforce is needed to be able to deliver this qualification?	
<p>The recognised centre is required to have a qualified and competent qualification workforce in place which includes as a minimum.</p> <ul style="list-style-type: none"> • a qualification administrator • a qualification coordinator • an appropriately qualified tutor/assessor: • an appropriately qualified internal quality assurer (IQA) <p>Further information on workforce requirements are available from 1st4sport Qualifications on request.</p>	
What facilities are needed to be able to deliver this qualification?	
<p>The recognised centre is required to have one or more delivery sites which contain facilities to support the programme of learning and assessment. All training and/or assessment sites must include the following facilities:</p> <ul style="list-style-type: none"> • a classroom facility with adequate number of chairs for all learners • toilet and changing facilities for both male and female participants. <p>Further information on facility requirements are available from 1st4sport Qualifications in request.</p>	

What equipment is needed to be able to deliver this qualification?
<p>The recognised centre is required to have equipment in place to facilitate the full programme of learning and assessment which must include:</p> <ul style="list-style-type: none"> • Flip chart • A selection of coloured pens • An overhead projector • A laptop/ computer.
What qualification materials support this qualification?
<p>This qualification is supported by a number of additional documents which must be read by all relevant personnel within recognised centres approved to offer this qualification. These include <i>1st4sport Level 3 Certificate in Managing Sports Volunteers</i>:</p> <ul style="list-style-type: none"> • <i>Qualification Handbook</i>, detailing the 1st4sport Qualification Approval Conditions and the Delivery, Assessment and Quality Assurance Approach for this qualification • <i>Unit Specifications</i>, detailing the Learning Outcomes and Assessment criteria for the qualification • <i>Learner Portfolio</i>, containing a series of pre-standardised assessment tools and templates to support the learner's achievement of the qualification. • <i>Delivery, Assessment and Quality Assurance Approach</i>, detailing the recommended learning programme, exemplar assessment answers and levels of attainment and guidance to the internal quality assurance
How much does this qualification cost?
<p>Qualification registration and certification fees are available from 1st4sport Qualifications on request. Centres need to factor in facility and workforce costs in order to determine a Qualification Fee for learners.</p>
How to apply to deliver this qualification
<p>Contact 1st4sport Qualifications, requesting qualification approval for the <i>1st4sport Level 3 Certificate in Managing Sports Volunteers</i>:</p> <p>Tel: 0113 290 7610 Email: centreservices@1st4sportqualifications.com Website: www.1st4sportqualifications.com</p>

Contacts
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SkillsActive
Tel: 0330 004 0005 Website: www.skillsactive.com
Ofqual
Tel: 0300 303 3344 Email: public.enquiries@ofqual.gov.uk Website: www.gov.uk/government/organisations/ofqual

Qualification Structure (Rule of Combination)						
Learners must successfully achieve the four mandatory units to be awarded the qualification.						
Mandatory Units						
Unit Title	Level	Credit	GL	Reference	Assessment Method(s)	
Managing Your Role as a Sports Volunteer Manager	3	3	18	M/502/8525	Written tasks, generating evidence	
Managing Sports Volunteers	3	5	25	A/502/8530	Written tasks, generating evidence	
Managing Resources in Support of Sports Volunteers	3	4	20	H/502/8537	Written tasks, generating evidence	
Managing a Community of Sports Volunteers	3	2	12	K/502/8538	Written tasks, generating evidence	

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Developing and awarding qualifications for the active learning and leisure industry

1st4sport Qualifications is an awarding organisation recognised and regulated by the Office of the Qualifications and Examinations Regulation (Ofqual) in England, Council for the Curriculum, Examinations and Assessment (CCEA) Regulation in Northern Ireland, and Qualifications Wales in Wales, and was created with the aim of offering vocational and occupational qualifications in areas of sport, recreation and allied occupations. 1st4sport Qualifications is a division of Coachwise Ltd, the trading arm of The National Coaching Foundation (known as UK Coaching), the UK-registered charity leading the national development of coaches and the coaching system. Any proceeds go directly back to UK Coaching to help them develop and advance sport nationwide.