

1st4sport Level 3 NVQ Diploma in Sports Development



Qualification Specification

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Qualification Overview:	The 1st4sport Level 3 NVQ Diploma in Sports Development is to provide a benefit to learners through an operational level of knowledge and competence to the required standard working within a relevant Sports Development role.						
Qualification Code:	600/4301/5	Level:	3	Age:	16+	Registration Period:	3 Years
Guided Learning (GL):	277 hours	Total Qualification Time (TQT):	640 hours	Credit Value:	64	Operational From:	19 December 2011
Progression Opportunities:	This qualification can lead to paid or voluntary employment in Sports Development in a sports or community setting.						

Qualification Objective
What does this qualification cover?
This qualification provides learners with an operational level of knowledge and competence for role on sports development.
Who is the qualification for?
The qualification is aimed at learners who are already employed or in a long term work placement as an Assistant Sports Development Officer, Sports Development Officer, or relevant associated role. They might be new members of staff who require an induction into the job role, or existing members of staff who need further training and development.
Who supports this qualification?
This qualification has been developed by SkillsActive, the Sector Skills Council for Active Leisure, Learning and Well-being, in consultation from industry experts in the area of sport and active leisure. This qualification is part of a suite professionally recognised by the Chartered Institute for the Management of Sport and Physical Activity (CIMSPA), which supports an individual's personal and professional development within the industry.
Qualification Progression
What future education could this qualification lead to?
The skills and knowledge developed through this qualification may also be used to progress to other industry-relevant qualifications in coaching sport, activity leadership, supporting PE in school sport or sports development.
What future employment could this qualification lead to?
This qualification can lead to paid or voluntary employment in Sports Development in a sports or community setting. Learners operating in a role at this level, can access CPD opportunities through CIMSPA.
Other roles that the learner may consider exploring to include:
<ul style="list-style-type: none"> • Duty Officer, Shift Supervisor, Assistant Manager • Sports/Leisure Centre General Manager

Qualification Achievement
Entry Requirements for the Qualification
Prior to registration learners are required to:
<ul style="list-style-type: none"> • be accurately identified • be 16 years of age or over • be able to communicate effectively in English (this includes listening, speaking, reading and writing)
How is the Qualification Achieved?
Recognised centres are required to ensure this assessment specification is fully complied with, without any deviation. This may involve:
<ul style="list-style-type: none"> • oral and written questions • assignments • projects • case studies • observation in the work environment • simulations (including role play) where permitted • skills tests
What will be assessed?
Learners must gather evidence from within or beyond the workplace which meets all assessment criteria within each mandatory and selected unit.

How will it be assessed?	
<p>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.</p> <p>Learning Outcomes that begin 'The learner will understand...' will be assessed through theory based activities.</p> <p>Learning Outcomes that begin 'The learner will be able to...' are assessed through practical activities.</p> <p>For example:</p>	
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 to conduct training (only if learning programme is classroom sessions) • an appropriately qualified assessor to conduct assessment • an appropriately qualified internal quality assurer (IQA) <p>Further information on workforce requirements is 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 reflecting the expectations of the context and the sport and active leisure industry. These must comply with accepted health and safety practices and have in place appropriate access arrangements.</p> <p>If the practical assessments are carried out in the learners own work environment, they must also comply with accepted health and safety practices.</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 reflecting the expectations of the context and the sport and active leisure industry, which must comply with accepted health and safety practice.</p>

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 the <i>1st4sport Level 3 NVQ Diploma in Sports Development</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.
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 NVQ Diploma in Sports Development</i>.</p> <p>Tel: 0113 290 7610 Email: enquiries@1st4sportqualifications.com Website: www.1st4sportqualifications.com</p>

Contacts
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UK Coaching
<p>Tel: 0113 274 4802 Email: via www.ukcoaching.org/contact Website: www.ukcoaching.org</p>
SkillsActive
<p>Tel: 0330 004 0005 Website: www.skillsactive.com</p>
CIMSPA (Chartered Institute for the Management of Sport and Physical Activity)
<p>Tel: 01509 226474 Email: info@cimspa.co.uk Website: www.cimspa.co.uk</p>
Ofqual
<p>Tel: 0300 303 3344 Email: public.enquiries@ofqual.gov.uk Website: www.gov.uk/government/organisations/ofqual</p>

Qualification Structure (Rule of Combination)

To qualify for the 1st4sport Level 3 NVQ Diploma in Sports Development learners must successfully achieve all five mandatory units (Group A) plus four optional units. At least one optional unit must come from Group B, and at least two optional units must come from Group C. The remaining optional unit can be drawn from Group B or Group C.

Mandatory Units – Group A

Unit Title	Level	Credit	GL	Reference	Assessment Method(s)
Manage own resources and professional development	4	5	20	M/502/8458	Evidence generated in or beyond the workplace
Contribute to strategic development in sport and active leisure	3	7	23	M/503/0534	Evidence generated in or beyond the workplace
Provide leadership in sport and active leisure	5	9	60	K/502/9690	Evidence generated in or beyond the workplace
Promote equality and diversity in sport and physical activity	3	15	51	T/503/0535	Evidence generated in or beyond the workplace
Ensure the health, safety, welfare and security of customers and staff	3	4	23	A/503/0651	Evidence generated in or beyond the workplace

Optional Units - Group B

Unit Title	Level	Credit	GL	Reference	Assessment Method(s)
Facilitate community-based sport and physical activity	3	16	73	F/503/0652	Evidence generated in or beyond the workplace
Support the development of sport and physical activity in education	4	13	43	J/503/0653	Evidence generated in or beyond the workplace

Optional Units - Group C					
Unit Title	Level	Credit	GL	Reference	Assessment Method(s)
Lead and motivate volunteers	3	10	59	K/503/0645	Evidence generated in or beyond the workplace
Recruit, select and keep colleagues	5	12	85	H/602/1842	Evidence generated in or beyond the workplace
Involve, motivate and retain volunteers	3	10	60	Y/503/0656	Evidence generated in or beyond the workplace
Develop productive working relationships with colleagues	3	4	22	A/502/9287	Evidence generated in or beyond the workplace
Allocate and monitor the progress and quality of work in own area of responsibility	4	14	95	M/602/1844	Evidence generated in or beyond the workplace
Provide learning opportunities for colleagues	4	11	85	K/602/1843	Evidence generated in or beyond the workplace
Contribute to the prevention and management of abusive and aggressive behaviour	3	4	20	T/601/1168	Evidence generated in or beyond the workplace
Recognise indications of substance misuse and refer individuals to specialists	3	4	24	M/601/0648	Evidence generated in or beyond the workplace
Support the efficient use of resources	4	5	19	H/502/8456	Evidence generated in or beyond the workplace
Apply for external funding for sport and physical activity	3	11	58	R/503/0655	Evidence generated in or beyond the workplace
Manage information for action	3	6	24	K/502/8457	Evidence generated in or beyond the workplace
Contribute to evaluating, developing and promoting services	4	11	85	H/602/1839	Evidence generated in or beyond the workplace
Plan and organise services	3	3	15	D/502/9685	Evidence generated in or beyond the workplace
Manage a project	4	6	26	J/502/9678	Evidence generated in or beyond the workplace
Work with others to improve customer service	3	8	53	D/601/1553	Evidence generated in or beyond the workplace

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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.