

Qualification Specification

Focus Awards Level 3 NVQ Diploma in Leisure Management (RQF)

601/4889/5



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Contents

Qualification Details.....	Page 3
Qualification Purpose.....	Page 3
Learner Entry Requirements.....	Page 3
Age Ranges.....	Page 3
Geographical Coverage.....	Page 3
Reasonable Adjustments and Special Considerations.....	Page 4
Assessment Methods.....	Page 4
Progression Routes.....	Page 4
Useful websites and supporting materials.....	Page 4
Qualification Structure/Rules of Combination.....	Page 4
Requirements for Tutors.....	Page 6
Requirements for assessors.....	Page 7
Requirements for Internal Quality Assurers (IQA).....	Page 7

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Qualification Details

QRN: 601/4889/5

Credit: 41

GLH: 234

TQT: 410

Qualification Purpose

The Focus Awards Level 3 NVQ Diploma in Leisure Management (RQF) is aimed at those learners working in a supervisory role within the leisure industry such as leisure centres, swimming pools and caravan sites. The qualification will provide learners with the necessary skills, knowledge and competence across areas such as health and safety, employer rights and responsibilities, marketing and customer care.

Learner Entry Requirements

- Prior to enrolling on the Level 3 NVQ Diploma in Leisure Management (RQF), learners must have the necessary underpinning knowledge at level 2.
- The qualification requires physical exertion and individual participation is essential, therefore a degree of physical fitness is necessary.
- There is an element of communication (discussing, presenting, reading and writing) and application of number involved, and learners should have basic skills in communication and application of number at levels 3 and 2 respectively

Age Ranges

Entry is at the discretion of the centre; however learners should be 16 to undertake the qualification.

Geographical Coverage

This qualification has been accredited for use in England and Northern Ireland.

Reasonable Adjustments and Special Considerations

Please refer to the Focus Awards 'Focus Awards Reasonable Adjustments and Special Consideration Policy'.

Assessment Methods

The Level 3 NVQ Diploma in Leisure Management (RQF) is internally assessed.

Each learner is required to create a portfolio of evidence which demonstrates achievement of all the learning outcomes and assessment criteria associated with each unit.

The main pieces of evidence for the portfolio could include;

- Assessor observation – completed observational checklists on related action plans
- Witness Testimony
- Learner product
- Worksheets
- Assignments/projects/reports
- Record of oral and written questioning
- Learner and peer reports
- Recognition of prior learning (RPL)

Evidence may be drawn from actual or simulated situations where appropriate.

Progression Routes

Learners wishing to progress from this qualification can undertake the following qualifications:

- NVQ Level 4 in Operations and Development
- Level 3 Preparing to Teach in the Lifelong Learning Sector
- Level 4 Preparing to Teach in the Lifelong Learning Sector

Useful websites and supporting materials

- www.focusawards.org.uk/supportingmaterials
- <https://focusexerciseprofessionals.uk/>

Qualification Structure/Rules of Combination

Learners must achieve a total of **41 credits**, **34 credits** from the **11 mandatory units**, a minimum of **2 credits** from optional unit group **A** and **5 credits** from optional group **B**.

Unit Title	Unit Ref	Level	GLH	Credit
Mandatory Units				

Understanding how to lead a team in active leisure	F503/0778	3	17	3
Promoting customer care in active leisure	K/503/0774	3	18	3
Understanding how to manage health, safety and welfare in active leisure	A/503/0780	3	20	3
Understanding the Active Leisure and Learning Sector	F/600/1758	3	23	3
Understanding Employment Rights and Responsibilities	J/600/0840	2	15	2
Continuing professional development in active leisure	J/503/0782	3	8	2
Understanding the Employing Organisation	R/600/1764	3	23	3
Manage own professional development within an active leisure organisation	Y/503/0866	3	20	4
Set objectives and provide support for an active leisure team	H/503/0871	3	25	5
Ensure the health, safety, welfare and security of customers and staff in an active leisure environment	M/503/0873	3	15	3
Improve the customer's experience in active leisure	R/503/0865	3	15	3
Optional Units				
Group A – learners must achieve a minimum of 2 credits from this section				
Understanding financial procedures in active leisure	T/503/0776	3	20	3
Understanding how to deliver objectives through the work of an active leisure team	A/503/0777	3	10	23
Understanding how to supervise facility maintenance in active leisure	Y/503/0771	3	13	2

Marketing in active leisure	D/503/2772	3	30	6
Understanding how to sell services and products to customers in active leisure	Y/503/0783	3	20	4
Operating swimming pool plant	F/503/0988	3	25	4
Group B – learners must achieve a minimum of 5 credits from this section				
Address performance problems affecting team members	J/503/0868	3	15	3
Promote learning and development in active leisure	K/503/0869	4	25	5
Manage physical resources in active leisure	D/503/0867	4	15	3
Implement financial procedures in active leisure	L/503/0864	3	15	3
Plan, organise and evaluate active leisure services	H/503/0868	3	15	2
Contribute to marketing in active leisure	F/503/0862	3	15	3
Operate swimming pool plant	M/503/0985	3	10	2
Sell active leisure services and products to customers	D/503/0870	3	15	3
Contribute to the prevention and management of abusive and aggressive behaviour	T/601/11668	3	20	4
Develop productive working relationships with colleagues	K/502/8426	3	16	4
Supervise the maintenance of equipment and facilities in active leisure	K/506/0872	3	15	5

Requirements for Tutors

Tutors delivering the qualification will be required to hold or be working towards a teaching qualification. This may include qualifications such as the Levels 3, 4 or 5 in Education and Training, or a Certificate in Education. Focus Awards will however; consider other teaching qualifications upon

submission. Tutors must also be able to demonstrate that they are occupationally competent within the sector area.

Requirements for assessors:

Assessors will be required to hold, or be working towards a relevant assessing qualification. This may include qualifications such as the Level 3 Certificate in Assessing Vocational Achievement, or the Level 3 Award in Assessing Competence in the Work Environment. Focus Awards will however; consider other relevant assessing qualifications upon submission. Trainee assessors who do not hold an assessment qualification will require their decisions to be countersigned by a suitably qualified assessor. Assessors must also be able to show they are occupationally competent within the sector area.

Requirements for Internal Quality Assurers (IQA):

Internal Quality Assurers should hold or be working towards the following an IQA qualification. This may include qualifications such as the V1 (previously D34), or the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice. Focus Awards will however; consider other relevant IQA qualifications upon submission. Trainee IQAs who do not hold an IQA qualification will require their decisions to be countersigned by a suitably qualified IQA. IQAs must be able to demonstrate occupational competence.