

Qualification Specification

Focus Awards Level 3 NVQ Diploma in Sports
Development (RQF)

601/5373/8



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Focus Awards Level 3 NVQ Diploma in Sports Development (RQF)

Qualification Details

QRN: 601/5373/8

Credit: 64

GLH: 281

TQT: 640

Qualification Purpose

The Focus Awards Level 3 NVQ Diploma in Sports Development aims to recognise competence within the workplace for learners in a sports development role within the active leisure sector.

This qualification is aimed at:

- Learners aged 16+ who have the opportunity to pursue a career in the active leisure industry as a sports development officer.
- Activity leaders that would like a qualification to help them progress to the next level as a sports development officer (learners must be given sufficient responsibilities in order to generate the necessary evidence for their chosen units).
- Current sports development officers that would like a nationally recognised qualification to formalise their experience and skills within their current role.

Active leisure facilities (leisure centre, local councils etc...) that require their existing sports development staff to hold a nationally recognised qualification to improve their overall management of staff, improve links in the community and general customer service across their establishment(s).

Learner Entry Requirements

There are no specific entry requirements for this qualification.

Age Ranges

Entry is at the discretion of the centre; however learners should be 16 to undertake this qualification. Learners aged between 16 – 18 may need to be supervised during and on completion of this 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 Focus Awards Level 3 NVQ Diploma in Sports Development (RQF) is internally assessed.

Each learner is required to create a portfolio of evidence which demonstrates achievement of all the learning outcomes and the 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 and where permitted by the relevant Sector Skills Council or Sector Skills Body.

Progression Routes

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

- Generic NVQ's in Management at Levels 3 to 5
- Level 3 certificate in personal training

Useful websites and supporting materials

You will find useful websites and supporting materials here:

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

Qualification Structure/Rules of Combination

The learner must achieve all **40 credits** from the **5 mandatory units**, plus a minimum of **4 optional units**, at least **1 unit** of which must come from **Option Group 1**, at least **2 units** of which must come from **Option Group 2**, and the remaining **1 unit** can come from **Option Group 1 or Option Group 2**.
Totalling 64 Credits

Unit Title	Unit Ref	Level	GLH	Credit
Mandatory units				
Manage own resources and professional development	M/502/8458	4	5	20
Contribute to strategic development in sport and active leisure	M/503/0534	3	7	23
Provide leadership in sport and active leisure	K/502/9690	5	9	60
Promote equality and diversity in sport and physical activity	T/503/0535	3	15	51
Ensure the health, safety, welfare and security of customers and staff	A/503/0651	3	4	23
Optional 1				
Facilitate community-based sport and physical activity	F/503/0652	3	16	73
Support the development of sport and physical activity in education	J/503/0653	4	13	43
Optional 2				
Lead and motivate volunteers	K/503/0645	3	10	59
Recruit, select and keep colleagues	H/602/1842	5	12	85
Involve, motivate and retain volunteers	Y/503/0656	3	10	60
Develop productive working relationships with colleagues and stakeholders	A/502/9287	3	4	22
Allocate and monitor the progress and quality of work in own area of responsibility	M/602/1844	4	14	95

Provide learning opportunities for colleagues	K/602/1843	4	11	85
Contribute to the prevention and management of abusive and aggressive behaviour	T/601/1168	3	4	20
Recognise indications of substance misuse and refer individuals to specialists	M/601/0648	3	4	24
Support the efficient use of resources	H/502/8756	4	5	19
Apply for external funding for sport and physical activity	R/503/0655	3	11	58
Manage information for action	K/502/8457	3	6	24
Contribute to evaluating, developing and promoting services	H/602/1839	4	11	85
Plan and organise services	D/502/9685	3	3	15
Manage a project	J/502/9678	4	6	26
Work with others to improve customer service	D/601/1553	3	8	53

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.