

Pearson BTEC Level 1 Award and Certificate in Supporting Activities and Events for Sport and Active Leisure

Specification

BTEC Specialist qualification

For first teaching September 2010

Issue 2

Edexcel, BTEC and LCCI qualifications

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This specification is Issue 2. Key changes are listed in the summary table on the next page. We will inform centres of any changes to this issue. The latest issue can be found on the Pearson website: qualifications.pearson.com

These qualifications were previously known as:

Pearson BTEC Level 1 Award in Supporting Activities and Events for Sport and Active Leisure (QCF)

Pearson BTEC Level 1 Certificate in Supporting Activities and Events for Sport and Active Leisure (QCF)

The QNs remain the same.

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All information in this specification is correct at time of publication.

ISBN 9781446956212

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Summary of Pearson BTEC Level 1 Award and Certificate in Supporting Activities and Events for Sport and Active Leisure specification Issue 2 changes

Summary of changes made between previous issue and this current issue	Page number
All references to QCF have been removed throughout the specification	
Definition of TQT added	1
Definition of sizes of qualifications aligned to TQT	1
TQT value added	6
GLH range for the Certificate size qualification removed and replaced with lowest GLH value for the shortest route through the qualification	6 and 9
Guided learning definition updated	17

Earlier issue(s) show(s) previous changes.

If you need further information on these changes or what they mean, contact us via our website at: qualifications.pearson.com/en/support/contact-us.html.

Welcome to the Pearson BTEC Level 1 Award and Certificate in Supporting Activities and Events for Sport and Active Leisure

We are delighted to introduce our new qualifications, which will be available for teaching from September 2010.

Focusing on the Pearson BTEC Level 1 Award and Certificate in Supporting Activities and Events for Sport and Active Leisure

These qualifications, in order to meet the specific needs of learners, employers or higher education institutions, can be used as stand alone. These qualifications offer broad progression opportunities meeting individual needs, interests and aspirations. The sector specific nature of these qualifications will also enable learners to gain a more in-depth knowledge of a chosen sector.

Straightforward to implement, teach and assess

Implementing BTECs couldn't be easier. They are designed to easily fit into your curriculum and can be studied independently or alongside existing qualifications, to suit the interests and aspirations of learners. The clarity of assessment makes grading learner attainment simpler.

Engaging for everyone

Learners of all abilities flourish when they can apply their own knowledge, skills and enthusiasm to a subject. BTEC qualifications make explicit the link between theoretical learning and the world of work by giving learners the opportunity to apply their research, skills and knowledge to work-related contexts and case studies. These applied and practical BTEC approaches give all learners the impetus they need to achieve and the skills they require for workplace or education progression.

Recognition

BTECs are understood and recognised by a large number of organisations in a wide range of sectors. BTEC qualifications are developed with key industry representatives and Sector Skills Councils (SSC) to ensure that they meet employer and learner needs — **in this case the SkillsActive SSC**. Many industry and professional bodies offer successful BTEC learners exemptions for their own accredited qualifications.

All you need to get started

To help you off to a flying start, we've developed an enhanced specification that gives you all the information you need to start teaching BTEC. This includes:

- a framework of equivalencies, so you can see how these qualifications compare with other Pearson vocational qualifications
- information on rules of combination, structures and quality assurance, so you can deliver the qualification with confidence
- explanations of the content's relationship with the learning outcomes
- guidance on assessment, and what the learner must produce to achieve the unit.

Don't forget that we're always here to offer curriculum and qualification updates, local training and network opportunities, advice, guidance and support.

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What are BTEC Level 1 Specialist qualifications?

BTEC Specialist qualifications are work-related qualifications available from Entry to Level 3 in a range of sectors. They give learners the knowledge, understanding and skills they need to prepare for employment in a specific occupational area. The qualifications also provide career development opportunities for those already in work. The qualifications may be offered as full-time or part-time courses in schools or colleges. Training centres and employers may also offer these qualifications.

Sizes of Specialist qualifications

For all regulated qualifications, Pearson specify a total number of hours that it is estimated learners will require to complete and show achievement for the qualification – this is the Total Qualification Time (TQT). The TQT value indicates the size of a qualification.

Within the TQT, Pearson identifies the number of Guided Learning Hours (GLH) that we estimate a centre delivering the qualification might provide. Guided learning means activities, such as lessons, tutorials, online instruction, supervised study and giving feedback on performance, that directly involve tutors and assessors in teaching, supervising and invigilating learners. Guided learning includes the time required for learners to complete external assessment under examination or supervised conditions.

In addition to guided learning, other required learning directed by tutors or assessors will include private study, preparation for assessment and undertaking assessment when not under supervision, such as preparatory reading, revision and independent research.

As well as TQT and GLH, qualifications can also have a credit value – equal to one tenth of TQT, rounded to the nearest whole number.

TQT and credit values are assigned after consultation with users of the qualifications.

BTEC Specialist qualifications are generally available in the following sizes:

- Award – a qualification with a TQT value of 120 or less (equivalent to a range of 1–12 credits)
- Certificate – a qualification with a TQT value in the range of 121–369 (equivalent to a range of 13–36 credits)
- Diploma – a qualification with a TQT value of 370 or more (equivalent to 37 credits and above).

Pearson BTEC Level 1 Award

The Pearson BTEC Level 1 Award provides an introduction to the skills, qualities and knowledge that may be required for employment in a particular vocational sector.

Pearson BTEC Level 1 Certificate

The Pearson BTEC Level 1 Certificate extends the work-related focus from the Pearson BTEC Level 1 Award and covers some of the knowledge and practical skills required for a particular vocational sector.

The Pearson BTEC Level 1 Certificate offers an engaging programme for those who are clear about the vocational area they want to learn more about. These learners may wish to extend their programme through the study of a related GCSE, a complementary NVQ or other related vocational or personal and social development qualification. These learning programmes can be developed to allow learners to study complementary qualifications without duplication of content.

For adult learners the Pearson BTEC Level 1 Certificate can extend their knowledge and understanding of work in a particular sector. It is a suitable qualification for those wishing to change career or move into a particular area of employment following a career break.

Key features of the Pearson BTEC Level 1 qualifications in Supporting Activities and Events for Sport and Active Leisure

The Pearson BTEC Level 1 Award and Certificate in Supporting Activities and Events for Sport and Active Leisure have been developed to give learners the opportunity to:

- develop specialist skills in supporting activities and events in the sport and active leisure sector
- achieve a stand alone qualification in supporting activities and events in the sport and active leisure sector
- achieve a nationally recognised Level 1 vocationally-related qualification
- progress to related general and/or vocational qualifications
- engage in learning that is relevant to them and which will provide opportunities to develop a range of skills and techniques, personal skills and attributes essential for successful performance in working life.

National Occupational Standards

Where relevant, Pearson BTEC Level 1 qualifications are designed to provide some of the underpinning knowledge and understanding for the National Occupational Standards (NOS), as well as developing practical skills in preparation for work and possible achievement of NVQs in due course. NOS form the basis of National Vocational Qualifications (NVQs). Pearson BTEC Level 1 (QCF) qualifications do not purport to deliver occupational competence in the sector, which should be demonstrated in a work context.

The Pearson BTEC Level 1 Award and Certificate in Supporting Activities and Events for Sport and Active Leisure (QCF) relate to the following NOS:

- Level 1 National Occupational Standards in Active Leisure and Learning
- Level 1 Sport, Recreation and Allied Occupations
- Level 1 Active Leisure and Learning
- SkillsActive Spectator Safety NOS 2006: C35 Deal with accidents and emergencies
- Children's Workforce Development Council Induction Standards
- Asset Skills Employability Matrix
- CBI employment competencies.

Pearson BTEC Specialist qualification titles covered by this specification

Pearson BTEC Level 1 Award in Supporting Activities and Events for Sport and Active Leisure

Pearson BTEC Level 1 Certificate in Supporting Activities and Events for Sport and Active Leisure

Qualifications eligible and funded for post-16-year-olds can be found on the funding Hub. The Skills Funding Agency also publishes a funding catalogue that lists the qualifications available for 19+ funding.

The Qualification Number (QN) should be used by centres when they wish to seek public funding for their learners. Each unit within a qualification will also have a unit code.

The qualification and unit codes will appear on learners' final certification documentation.

The Qualification Numbers for the qualifications in this publication are:

Pearson BTEC Level 1 Award in Supporting Activities and Events for Sport and Active Leisure 500/9518/3

Pearson BTEC Level 1 Certificate in Supporting Activities and Events for Sport and Active Leisure 500/9517/1

These qualification titles will appear on learners' certificates.

Learners need to be made aware of this when they are recruited by the centre and registered with Pearson.

Rules of combination

The rules of combination specify the credits that need to be achieved, through the completion of particular units, for the qualification to be awarded. All accredited qualifications have rules of combination.

Rules of combination for the Pearson BTEC Level 1 qualifications

When combining units for a Pearson BTEC Level 1 qualification in Supporting Activities and Events for Sport and Active Leisure, it is the centre's responsibility to ensure that the following rules of combination are adhered to.

Pearson BTEC Level 1 Award in Supporting Activities and Events for Sport and Active Leisure

1. The Total Qualification Time (TQT) for this qualification is 70.
2. The Guided Learning Hours (GLH) for this qualification is 60.
3. Qualification credit value: a minimum of 7 credits.
4. Minimum credit to be achieved at, or above, the level of the qualification: 4 credits.

All credits must be achieved from the units listed in this specification.

Pearson BTEC Level 1 Certificate in Supporting Activities and Events for Sport and Active Leisure

1. The Total Qualification Time (TQT) for this qualification is 180.
2. The Guided Learning Hours (GLH) for this qualification is 125
3. Qualification credit value: a minimum of 18 credits.
4. Minimum credit to be achieved at, or above, the level of the qualification: 14 credits.

All credits must be achieved from the units listed in this specification.

Pearson BTEC Level 1 Award in Supporting Activities and Events for Sport and Active Leisure

The Pearson BTEC Level 1 Award in Supporting Activities and Events for Sport and Active Leisure is a 7 credit and 60 guided learning hours (GLH) qualification that consists of optional units. Learners must achieve a minimum of 7 credits, including at least 4 credits at Level 1.

Please note certain unit combinations are barred, as detailed below.

Pearson BTEC Level 1 Award in Supporting Activities and Events for Sport and Active Leisure				
Unit code	Optional units	Credit	GLH	Level
D/502/3708	Planning and Participating in an Event <i>Barred unit: D/501/7245 - Assisting at a Sport or Active Leisure Event</i>	4	30	1
K/501/5904	Developing Personal Skills For Leadership <i>Barred unit: M/501/5869 - Developing Personal Skills For Leadership</i>	2	20	2
M/501/5869	Developing Personal Skills For Leadership <i>Barred unit: K/501/5904 - Developing Personal Skills For Leadership</i>	2	20	1
D/501/7245	Assisting at a Sport or Active Leisure Event <i>Barred unit: D/502/3708 - Planning and Participating in an Event</i>	3	30	Entry level
J/501/6042	Working as a Volunteer <i>Barred unit: K/501/5806 - Working as a Volunteer</i>	2	10	2
K/501/5806	Working as a Volunteer <i>Barred unit: J/501/6042 - Working as a Volunteer</i>	2	10	1

For further information about these units, please refer to the Register of Regulated Qualifications (www.ofqual.gov.uk).

Note: The units in this qualification are drawn from the qualification in the table below without any change.

Units	Source specification	QAN
All units	Pearson BTEC Level 1 Certificate in Supporting Activities and Events for Sport and Active Leisure (QCF) (from the BTEC Introductory suite of qualifications for first teaching from September 2010)	500/9517/1

Pearson BTEC Level 1 Certificate in Supporting Activities and Events for Sport and Active Leisure

The Pearson BTEC Level 1 Certificate in Supporting Activities and Events for Sport and Active Leisure is a 18 credit and 125 guided learning hours (GLH) qualification. Learners must achieve a minimum of 18 credits including at least 14 credits at Level 1. A minimum of 5 credits must be taken from Group A, and the remaining credits may be taken from Group A or B.

Please note certain unit combinations are barred, as detailed below.

Pearson BTEC Level 1 Certificate in Supporting Activities and Events for Sport and Active Leisure				
Unit code	Group A units	Credit	GLH	Level
D/502/3708	Planning and Participating in an Event <i>Barred unit: D/501/7245 - Assisting at a Sport or Active Leisure Event</i>	4	30	1
K/501/5904	Developing Personal Skills For Leadership <i>Barred unit: M/501/5869 - Developing Personal Skills For Leadership</i>	2	20	2
M/501/5869	Developing Personal Skills For Leadership <i>Barred unit: K/501/5904 - Developing Personal Skills For Leadership</i>	2	20	1
D/501/7245	Assisting at a Sport or Active Leisure Event <i>Barred unit: D/502/3708 - Planning and Participating in an Event</i>	3	30	Entry level
J/501/6042	Working as a Volunteer <i>Barred unit: K/501/5806 - Working as a Volunteer</i>	2	10	2
K/501/5806	Working as a Volunteer <i>Barred unit: J/501/6042 - Working as a Volunteer</i>	2	10	1

Person BTEC Level 1 Certificate in Supporting Activities and Events for Sport and Active Leisure				
Unit code	Group B units			
R/502/3382	Physical Activities for Children	4	30	1
M/502/0473	Community action	2	20	1
D/502/4177	Assist with the Maintenance of Grass Surfaces	3	27	1
D/501/8959	How to respond to injuries, illnesses and other emergencies in active leisure and learning	1	5	2
D/501/5916	Practising Leadership Skills with Others <i>Barred unit: T/501/5808 - Practising Leadership Skills with Others.</i>	2	20	2
T/501/5808	Practising Leadership Skills with Others <i>Barred unit: D/501/5916 - Practising Leadership Skills with Others.</i>	2	20	1
R/501/6058	Working in a Team <i>Barred unit: L/501/5832 - Working in a Team.</i>	3	30	2
D/600/2402	Introduction to Expedition Skills	4	36	1
L/501/5832	Working in a Team <i>Barred unit: R/501/6058 - Working in a Team.</i>	3	30	1
R/501/6397	Safe Learning in the Workplace	1	10	1
F/501/5827	Being Responsible for Other People's Money	1	10	1
J/502/3833	Exploring Dance Skills	4	30	1

For further information about these units, please refer to the Register of Regulated Qualifications (www.ofqual.gov.uk).

Note: The units in this qualification are drawn from the qualification in the table below without any change.

Units	Source specification	QAN
All units	Pearson BTEC Level 1 Certificate in Supporting Activities and Events for Sport and Active Leisure (QCF) (from the BTEC Introductory suite of qualifications for first teaching from September 2010)	500/9517/1

Assessment and grading

All units within these qualifications are internally assessed. The qualifications are criterion referenced, based on the achievement of all the specified learning outcomes.

Each of the units within the qualifications have specified assessment criteria and grading criteria which must be used. A summative unit grade can be awarded at pass, merit or distinction.

- To achieve a 'pass' a learner must have successfully completed **all** the assessment criteria
- To achieve a 'merit' a learner must **additionally** have successfully completed **all** the merit grading criteria
- To achieve a 'distinction' a learner must **additionally** have successfully completed **all** the distinction grading criteria.

Guidance

The purpose of assessment is to ensure that effective learning has taken place to give learners the opportunity to:

- meet the standard determined by the assessment and grading criteria and
- achieve the learning outcomes.

All the assignments created by centres should be reliable and fit for purpose, and should be built on the unit assessment and grading criteria. Assessment tasks and activities should enable learners to produce valid, sufficient and reliable evidence that relates directly to the specified criteria. Centres should enable learners to produce evidence in a variety of different forms, including performance observation, presentations and posters, along with projects, or time-constrained assessments.

Centres are encouraged to emphasise the practical application of the assessment and grading criteria, providing a realistic scenario for learners to adopt, and making maximum use of practical activities. The creation of assignments that are fit for purpose is vital to achievement and their importance cannot be over-emphasised.

The assessment and grading criteria must be clearly indicated in the assignment briefs. This gives learners focus and helps with internal verification and standardisation processes. It will also help to ensure that learner feedback is specific to the assessment and grading criteria.

When designing assignment briefs, centres are encouraged to identify common topics and themes. A central feature of vocational assessment is that it allows for assessment to be:

- current, ie to reflect the most recent developments and issues
- local, ie to reflect the employment context of the delivering centre
- flexible to reflect learner needs, ie at a time and in a way that matches the learner's requirements so that they can demonstrate achievement.

Qualification grade

Learners who achieve the minimum eligible credit value specified by the rule of combination will achieve the qualification at pass grade.

In the Pearson BTEC Level 1 Specialist qualifications each unit has a credit value which specifies the number of credits that will be awarded to a learner who has achieved the learning outcomes of the unit. This has been based on:

- one credit for those learning outcomes achievable in 10 hours of learning time
- learning time being defined as the time taken by learners at the level of the unit, on average, to complete the learning outcomes of the unit to the standard determined by the assessment and grading criteria
- the credit value of the unit remaining constant regardless of the method of assessment used or the qualification to which it contributes.

Quality assurance of centres

Pearson BTEC Level 1 qualifications provide a flexible structure for learners enabling programmes of varying credits and combining different levels. For the purposes of quality assurance, all individual qualifications and units are considered as a whole.

Centres delivering Pearson BTEC Level 1 must be committed to ensuring the quality of the units and qualifications they deliver, through effective standardisation of assessors and verification of assessor decisions. Centre quality assurance and assessment is monitored and guaranteed by Pearson.

The Pearson quality assurance processes will involve:

- centre approval for those centres not already recognised as a centre for BTEC qualifications
- approval for the Pearson BTEC Level 1 qualifications and units
- **compulsory** Pearson-provided training and standardisation for internal verifiers and assessors leading to the accreditation of lead internal verifiers via the OSCA system
- quality review of the centre verification practice
- centre risk assessment by Pearson of overarching processes and quality standards
- remedial training and/or assessment sampling for centres identified through standardisation or risk assessment activities as having inadequate quality, assessment or internal verification processes.

Approval

Centres are required to declare their commitment to ensuring the quality of the programme of learning and providing appropriate assessment opportunities for learners that lead to valid and accurate assessment outcomes. In addition, centres will commit to undertaking defined training and online standardisation activities.

Centres already holding BTEC approval are able to gain qualification approval online. New centres must complete a centre approval application.

Quality Assurance Guidance

Details of quality assurance for the Pearson BTEC Level 1 qualifications are set out in centre guidance which is published on our website (qualifications.pearson.com).

Programme design and delivery

Mode of delivery

Pearson does not define the mode of delivery for Pearson BTEC Level 1 qualifications. Centres are free to offer the qualifications using any mode of delivery (such as full-time, part-time, evening only, distance learning) that meets their learners' needs. Whichever mode of delivery is used, centres must ensure that learners have appropriate access to the resources identified in the specification and to the subject specialists delivering the units. This is particularly important for learners studying for the qualification through open or distance learning.

Learners studying for the qualification on a part-time basis bring with them a wealth of experience that should be utilised to maximum effect by tutors and assessors. The use of assessment evidence drawn from learners' work environments should be encouraged. Those planning the programme should aim to enhance the vocational nature of the qualification by:

- liaising with employers to ensure a course relevant to learners' specific needs
- accessing and using non-confidential data and documents from learners' workplaces
- including sponsoring employers in the delivery of the programme and, where appropriate, in the assessment
- linking with company-based/workplace training programmes
- making full use of the variety of experience of work and life that learners bring to the programme.

Resources

Pearson BTEC Level 1 qualifications are designed to give learners an understanding of the skills needed for specific vocational sectors. Physical resources need to support the delivery of the programme and the assessment of the learning outcomes, and should therefore normally be of industry standard. Staff delivering programmes and conducting the assessments should be familiar with current practice and standards in the sector concerned. Centres will need to meet any specific resource requirements to gain approval from Pearson.

Where specific resources are required these have been indicated in individual units in the *Essential resources* sections.

Delivery approach

It is important that centres develop an approach to teaching and learning that supports the vocational nature of Pearson BTEC Level 1 qualifications and the mode of delivery. Specifications give a balance of practical skill development and knowledge requirements, some of which can be theoretical in nature. Tutors and assessors need to ensure that appropriate links are made between theory and practical application and that the knowledge base is applied to the sector. This requires the development of relevant and up-to-date teaching materials that allow learners to apply their learning to actual events and activity within the sector. Maximum use should be made of learners' experience.

Access and recruitment

Pearson's policy regarding access to its qualifications is that:

- they should be available to everyone who is capable of reaching the required standards
- they should be free from any barriers that restrict access and progression
- there should be equal opportunities for all wishing to access the qualifications.

Centres are required to recruit learners to BTEC qualifications with integrity. This will include ensuring that applicants have appropriate information and advice about the qualifications and that the qualification will meet their needs. Centres should take appropriate steps to assess each applicant's potential and make a professional judgement about their ability to successfully complete the programme of study and achieve the qualification. This assessment will need to take account of the support available to the learner within the centre during their programme of study and any specific support that might be necessary to allow the learner to access the assessment for the qualification. Centres should consult Pearson's policy on learners with particular requirements.

Centres will need to review the entry profile of qualifications and/or experience held by applicants, considering whether this profile shows an ability to progress to a higher level qualification.

Restrictions on learner entry

The Pearson BTEC Level 1 qualifications in Supporting Activities and Events for Sport and Active Leisure are accredited for learners aged 14 and above.

Access arrangements and special considerations

Pearson's policy on access arrangements and special considerations for BTEC and Pearson NVQ qualifications aims to enhance access to the qualifications for learners with disabilities and other difficulties (as defined by the Equality Act 2010) without compromising the assessment of skills, knowledge, understanding or competence.

Further details are given in the policy document *Access Arrangements and Special Considerations for BTEC and Edexcel NVQ Qualifications*, which can be found on the Pearson website (qualifications.pearson.com). This policy replaces the previous Pearson policy (Assessment of Vocationally Related Qualifications: Regulations and Guidance Relating to Learners with Special Requirements, 2002) concerning learners with particular requirements.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a method of assessment (leading to the award of credit) that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and so do not need to develop through a course of learning.

Pearson encourages centres to recognise learners' previous achievements and experiences in and outside the workplace, as well as in the classroom. RPL provides a route for the recognition of the achievements resulting from continuous learning.

RPL enables recognition of achievement from a range of activities using any valid assessment methodology. If the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable for accrediting a unit, units or a whole qualification. Evidence of learning must be sufficient, reliable and valid.

Further guidance is available in our policy document *Recognition of Prior Learning Policy and Process*, available on our website, qualifications.pearson.com

Unit format

All units in the Pearson BTEC Level 1 Specialist qualifications have a standard format. The unit format is designed to give guidance on the requirements of the qualification for learners, tutors, assessors and those responsible for monitoring national standards.

Each unit has the following sections.

Unit title

This is the formal title of the unit that will appear on the learner's certificate.

Unit reference number

Each unit is assigned a unit reference number that appears with the unit title on the Register of Regulated Qualifications.

Level

All units and qualifications have a level assigned to them. The level assigned is informed by the level descriptors defined by Ofqual, the qualifications regulator.

Credit value

When a learner achieves a unit, they gain the specified number of credits.

Guided learning hours

Guided Learning Hours (GLH) is the number of hours that a centre delivering the qualification needs to provide. Guided learning means activities that directly or immediately involve tutors and assessors in teaching, supervising, and invigilating learners, for example lectures, tutorials, online instruction and supervised study.

Unit aim and purpose

The aim provides a clear summary of the purpose of the unit and is a succinct statement that summarises the learning outcomes of the unit.

Unit introduction

The unit introduction gives the reader an appreciation of the unit in the vocational setting of the qualification, as well as highlighting the focus of the unit. It gives the reader a snapshot of the unit and the key knowledge, skills and understanding gained while studying the unit. The unit introduction also highlights any links to the appropriate vocational sector by describing how the unit relates to that sector.

Learning outcomes

The learning outcomes of a unit set out what a learner is expected to know, understand or be able to do as the result of a process of learning.

Assessment and grading criteria

The assessment and grading criteria of a unit specify the standard a learner is expected to meet to demonstrate that a learning outcome, or set of learning outcomes, has been achieved. The learning outcomes and assessment and grading criteria clearly articulate the learning achievement for which the credit will be awarded at the level assigned to the unit.

Unit content

The unit content identifies the breadth of knowledge, skills and understanding needed to design and deliver a programme of learning to achieve each of the learning outcomes. This is informed by the underpinning knowledge and understanding requirements of the related National Occupational Standards (NOS), where relevant. The content provides the range of subject material for the programme of learning and specifies the skills, knowledge and understanding required for achievement of the unit.

Each learning outcome is stated in full and then the key phrases or concepts related to that learning outcome are listed in italics followed by the subsequent range of related topics.

Relationship between content and assessment and grading criteria

The learner should have the opportunity to cover all of the unit content.

It is not a requirement of the unit specification that all of the content is assessed. However, the indicative content will need to be covered in a programme of learning in order for learners to be able to meet the standard determined in the assessment and grading criteria.

Content structure and terminology

The information below shows the unit content is structured and gives the terminology used to explain the different components within the content.

- Learning outcome: this is shown in bold at the beginning of each section of content.
- Italicised sub-heading: it contains a key phrase or concept. This is content which must be covered in the delivery of the unit. Colons mark the end of an italicised sub-heading.

- Elements of content: the elements are in plain text and amplify the sub-heading. The elements must be covered in the delivery of the unit. Semi-colons mark the end of an element.
- Brackets contain amplification of content which must be covered in the delivery of the unit.
- 'eg' is a list of examples, used for indicative amplification of an element (that is, the content specified in this amplification could be covered or could be replaced by other, similar material).

Essential guidance for tutors

This section gives tutors additional guidance and amplification to aid understanding and a consistent level of delivery and assessment. It is divided into the following sections.

- *Delivery* – explains the content's relationship to the learning outcomes and offers guidance about possible approaches to delivery. This section is based on the more usual delivery modes but is not intended to rule out alternative approaches.
- *Assessment* – gives amplification about the nature and type of evidence that learners need to produce in order to achieve the unit. This section should be read in conjunction with the assessment and grading criteria.
- *Essential resources* – identifies any specialist resources needed to allow learners to generate the evidence required for each unit. The centre will be asked to ensure that any requirements are in place when it seeks approval from Pearson to offer the qualification.
- *Indicative resource materials* – gives a list of learner resource material that benchmarks the level of study.

Units

- D/502/3708 - Planning and Participating in an Event
- K/501/5904 - Developing Personal Skills For Leadership
- M/501/5869 - Developing Personal Skills For Leadership
- D/501/7245 - Assisting at a Sport or Active Leisure Event
- J/501/6042 - Working as a Volunteer
- K/501/5806 - Working as a Volunteer
- R/502/3382 - Physical Activities for Children
- M/502/0473 - Community action
- D/502/4177 - Assist with the Maintenance of Grass Surfaces
- D/501/8959 - How to respond to injuries, illnesses and other emergencies in active leisure and learning
- D/501/5916 - Practising Leadership Skills with Others
- T/501/5808 - Practising Leadership Skills with Others
- R/501/6058 - Working in a Team
- L/501/5832 - Working in a Team
- D/600/2402 - Introduction to Expedition Skills
- R/501/6397 - Safe Learning in the Workplace
- F/501/5827 - Being Responsible for Other People's Money
- J/502/3833 - Exploring Dance Skills

Further information

To get in touch with us visit our 'Contact us' pages:

- Edexcel, BTEC and Pearson Work Based Learning contact details: qualifications.pearson.com/en/support/contact-us.html
- books, software and online resources for UK schools and colleges: www.pearsonschoolsandfecolleges.co.uk

Key publications:

- *Adjustments for candidates with disabilities and learning difficulties, Access and Arrangements and Reasonable Adjustments, General and Vocational qualifications* (Joint Council for Qualifications (JCQ))
- *Supplementary guidance for reasonable adjustments and special consideration in vocational internally assessed units* (Pearson)
- *General and Vocational qualifications, Suspected Malpractice in Examination and Assessments: Policies and Procedures* (JCQ)
- *Equality Policy* (Pearson)
- *Recognition of Prior Learning Policy and Process* (Pearson)
- *UK Information Manual* (Pearson)
- *BTEC UK Quality Assurance Centre Handbook*

All of these publications are available on our website.

Publications on the quality assurance of BTEC qualifications are also available on our website.

Our publications catalogue lists all the material available to support our qualifications. To access the catalogue and order publications, please visit our website.

Additional resources

If you need further learning and teaching materials to support planning and delivery for your learners, there is a wide range of BTEC resources available.

Any publisher can seek endorsement for their resources and, if they are successful, we will list their BTEC resources on our website.

How to obtain National Occupational Standards

Contact:

SkillsActive
Castlewood House
77-91 New Oxford Street
London WC1A 1DG

Telephone: 020 7632 2000

Fax: 020 7632 2001

Website: www.skillsactive.com

Email: skills@skillsactive.com

Professional development and training

Pearson supports UK and international customers with training related to BTEC qualifications. This support is available through a choice of training options offered on our website.

The support we offer focuses on a range of issues, such as:

- planning for the delivery of a new programme
- planning for assessment and grading
- developing effective assignments
- building your team and teamwork skills
- developing learner-centred learning and teaching approaches
- building in effective and efficient quality assurance systems.

The national programme of training we offer is on our website. You can request centre-based training through the website or you can contact one of our advisers in the Training from Pearson UK team via Customer Services to discuss your training needs.

BTEC training and support for the lifetime of the qualifications

Training and networks: our training programme ranges from free introductory events through sector-specific opportunities to detailed training on all aspects of delivery, assignments and assessment. We also host some regional network events to allow you to share your experiences, ideas and best practice with other BTEC colleagues in your region.

Regional support: our team of Curriculum Development Managers and Curriculum Support Consultants, based around the country, are responsible for providing advice and support in centres. They can help you with planning and curriculum developments.

To get in touch with our dedicated support teams please visit our website.

Your Pearson support team

Whether you want to talk to a sector specialist, browse online or submit your query for an individual response, there's someone in our Pearson support team to help you whenever – and however – you need:

- **Subject Advisors:** find out more about our subject advisor team – immediate, reliable support from a fellow subject expert
- **Ask the Expert:** submit your question online to our Ask the Expert online service and we will make sure your query is handled by a subject specialist.
- Please visit our website at qualifications.pearson.com/en/support/contact-us.html

November 2017

For information about Edexcel, BTEC or LCCI qualifications visit qualifications.pearson.com

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