

Unit Title:	Understanding how to deliver objectives through the work of an active leisure team
OCR unit number	13
Sector unit number	LM3 - 13
Level:	3
Credit value:	2
Guided learning hours:	10
Unit reference number:	A/503/0777

Unit purpose and aim

This unit covers the knowledge and understanding that a learner needs in relation to planning, allocating and monitoring the work of a team and to provide feedback to team members and improve their work.

Learning Outcomes	Assessment Criteria
<p>The Learner will:</p> <p>1 Understand how to plan and delegate work for a team in active leisure</p>	<p>The Learner can:</p> <p>1.1 Explain why it is important to be clear about objectives before planning work for an active leisure team</p> <p>1.2 Describe a range of different methods of planning and scheduling work for an active leisure team so that objectives can be achieved</p> <p>1.3 Describe the types of issues to consider when planning and allocating work to members of an active leisure team</p> <p>1.4 Explain why it is important to consult team members when planning their work</p> <p>1.5 Explain why it is important to be flexible when planning and allocating work for an active leisure team</p> <p>1.6 Describe how to reallocate work, people and resources when circumstances change, including communicating changes to those affected</p>
<p>2 Understand how to brief a team in active leisure</p>	<p>2.1 Explain why it is important to brief team members on planned work</p> <p>2.2 Describe the key points that should be covered in a team and individual briefing</p> <p>2.3 Explain why it is important to show individuals how their work fits into team and organisational objectives</p> <p>2.4 Explain how to help team members feel comfortable about asking questions and making</p>

Learning Outcomes	Assessment Criteria
	<p>suggestions when being briefed on planned work</p> <p>2.5 Compare different methods of motivating and supporting team members to achieve their objectives</p>
<p>3 Understand how to monitor team members' work</p>	<p>3.1 Explain why it is important to monitor team members' work</p> <p>3.2 Evaluate different ways of monitoring team members' work</p>
<p>4 Understand how to support an active leisure team in its work</p>	<p>4.1 Describe the types of problems and unforeseen events in active leisure for which team members may need support</p> <p>4.2 Describe the types of support and additional resources team members may need to complete planned work</p> <p>4.3 Explain how to provide constructive and prompt feedback to team members about their work</p> <p>4.4 Explain how to log and make use of information on team members' performance</p>

Learning Outcomes	Assessment Criteria
5 Understand how to help team members improve their work	5.1 Explain why it is important to try to improve team members' work 5.2 Explain why it is important to celebrate achievement by team members and to address poor performance 5.3 Describe how to identify team members' learning and support needs 5.4 Describe different ways in which team members' work can be improved

Assessment

All learning outcomes in this unit must be assessed using methods appropriate to the assessment of the knowledge and understanding.

Candidates must provide all of the evidence identified below. All evidence must be produced independently.

Learning outcomes 1 - 5 can be assessed by one or a mixture of:

- Written questions and answers
- Projects
- Assignments.

Evidence requirements

There must be valid, authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Guidance on assessment and evidence requirements

This section provides guidance for tutors on the types of assessment activities that can be used and evidence to be produced that will ensure coverage of the learning outcomes and related assessment criteria.

Evidence can be generated in a variety of ways – through completion of OCR-devised workbooks, through centre-devised assignments, projects or tasks or through naturally occurring work-based activities. Any centre-devised assignments, projects or tasks must be cross-referenced to the appropriate learning outcomes and assessment criteria to ensure that full coverage can be achieved.

Portfolios of evidence must be produced independently and centres must confirm to OCR that the evidence is the original work of the candidate. Recording documents are provided on the website for this purpose.

National Occupational Standards (NOS) mapping/signposting

NOS can viewed at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Leisure Management NOS 2010 (SkillsActive)	A320	Allocate and monitor the progress and quality of work in own area of responsibility.

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Functional Skills Standards					
English		Mathematics		ICT	
Speaking and Listening		Representing		Use ICT systems	✓
Reading	✓	Analysing	✓	Find and select information	✓
Writing	✓	Interpreting	✓	Develop, present and communicate information	✓

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website www.ocr.org.uk .