

<b>Unit Title:</b>	<b>Supervise the maintenance of equipment and facilities in active leisure</b>
OCR unit number	28
Sector unit number	LM3 - 27
Level:	3
Credit value:	5
Guided learning hours:	25
Unit reference number:	K/503/0872

### Unit purpose and aim

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This unit covers the knowledge and competence that the learner needs to supervise the maintenance of equipment and facilities.

Learning Outcomes	Assessment Criteria
<p><b>The Learner will:</b></p> <p>1 Be able to supervise the maintenance of facilities and equipment in own area of responsibility</p>	<p><b>The Learner can:</b></p> <p>1.1 Ensure staff in own area of responsibility understand and support agreed standards for the condition of equipment and facilities</p> <p>1.2 Ensure staff have the necessary resources and skills to monitor and maintain the condition of facilities and equipment</p> <p>1.3 Ensure the checking and maintenance of facilities and equipment follow the agreed schedule and health and safety requirements</p> <p>1.4 Carry out spot checks to make sure that facilities and equipment are up to agreed standards</p> <p>1.5 Encourage staff to report any problems with facilities and equipment when they occur</p> <p>1.6 Deal with identified problems according to agreed procedures</p> <p>1.7 Maintain records to do with checking and maintenance and store them in the correct location</p>
<p>2 Be able to supervise repairs and improvements to facilities and equipment</p>	<p>2.1 Make sure there is a specification, schedule and plan for the work, agreed with the people carrying out the work and relevant colleagues</p> <p>2.2 Make arrangements which minimise disruption to normal and emergency operating plans and take account of possible contingencies</p> <p>2.3 Give relevant staff and users information about the work being carried out and any arrangements that affect them</p> <p>2.4 Put procedures in place to maintain the health</p>

Learning Outcomes	Assessment Criteria
	<p>and safety of staff and users when work is underway</p> <p>2.5 Monitor the work and provide support to make sure it meets the agreed specification and schedule</p> <p>2.6 Refer any problems beyond own level of responsibility to an appropriate colleague</p> <p>2.7 Check that work when completed meets the agreed specification</p> <p>2.8 Complete records of the work which has been done and store them in the correct location</p> <p>2.9 Update staff and users on the work that has been carried out</p>

## Assessment

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This qualification is internally assessed by centre staff and externally verified by OCR Assessors.

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

## Evidence requirements

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For learning outcomes 1 - 2, the evidence must be gathered by the assessor observing the learner's performance in the workplace on more than one occasion. There should be sufficient observations to ensure that the learner has met all the requirements. There should be a combination of at least two of the following:

- observation (for example of the learner checking equipment and facilities and supervising repairs and improvements)
- testimony of others (for example, line manager or internal maintenance staff or external contractor)
- products of work (for example, specifications and schedules for maintenance staff, maintenance records, records of meetings with maintenance staff/contractors, relevant correspondence, notes of team meetings)
- reflective account.

Simulations are not allowed.

## Guidance on assessment and evidence requirements

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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

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NOS can viewed at [www.ukstandards.co.uk](http://www.ukstandards.co.uk).

Occupational standards	Unit number	Title
Leisure Management NOS 2010 (SkillsActive)	C19	Supervise the maintenance of equipment and facilities.

## Functional skills signposting

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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

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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](http://www.ocr.org.uk).