

Cambridge TECHNICALS LEVEL 2

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SPORT AND PHYSICAL ACTIVITY

Unit 12

Assist in the maintenance and
cleaning of an active leisure facility

H/615/2396

Guided learning hours: 60

Version 2 September 2017

CAUTION



LEVEL 2

UNIT 12: Assist in the maintenance and cleaning of an active leisure facility

H/615/2396

Guided learning hours: 60

Essential resources required for this unit: Access to appropriate active leisure facilities and equipment, with a range of basic cleaning and maintenance tools and disposables.

This unit is internally assessed and externally moderated by OCR.

UNIT AIM

Active leisure organisations provide customers with a choice of sport and leisure activities. These activities often take place across different indoor and outdoor facilities, and require the provision of a wide variety of equipment. For these organisations to work properly, and for customers to take part in the activities, all of the facilities and equipment must be maintained to high standards of safety and cleanliness. This is both an operational and legal requirement.

By understanding the day to day cleaning and maintenance needs of these organisations, and being able to assist with them, you will be better equipped for future employment in the active leisure sector. You will also undertake other roles and duties associated with active leisure facilities and utilise skills in customer service and communication.

The learning objectives within this unit have been developed to reflect actual job descriptions and operating procedures that exist across a range of different employers.

TEACHING CONTENT

The unit content describes what has to be taught to ensure that learners are able to access the highest grade.

Anything which follows an i.e. details what must be taught as part of that area of content.

Anything which follows an e.g. is illustrative, it should be noted that where e.g. is used, learners must know and be able to apply relevant examples to their work though these do not need to be the same ones specified in the unit content.

Learning outcomes	Teaching content
The Learner will:	Learners must be taught:
<p>1. Know typical active leisure facilities and equipment</p>	<p>1.1 Types of facilities, i.e.</p> <ul style="list-style-type: none"> • indoor and outdoor • dry facilities (e.g. sports hall, gym, changing rooms, toilets, reception area, first aid room, storage cupboards, outdoor pitches, outdoor courts, all weather surfaces, climbing wall) • wet facilities (e.g. swimming pool, jacuzzi, boating lake) <p>1.2 Types of sports equipment, i.e.</p> <ul style="list-style-type: none"> • Personal Protective Equipment (PPE) • badminton nets • netball posts • football goals • gymnastic mats • volleyball net • cricket stumps • table tennis tables • team sports clothing • training bibs • bats and balls • pool floats and ropes <p>1.3 Types of other non-sport equipment, i.e.</p> <ul style="list-style-type: none"> • PA systems • music systems • fitness test kit • health test kit • cones and markers • pool water testing equipment
<p>2. Be able to assist with daily maintenance and cleaning duties in active leisure facilities</p>	<p>2.1 Facility cleaning duties, i.e.</p> <ul style="list-style-type: none"> • routine duties compliant with operational and supplier guidelines (e.g. floor sweeping, floor vacuuming, surface dusting, bin emptying, antiseptic surface wiping, toilet and basin cleaning, litter collection, general tidying) • periodic duties compliant with operational guidelines (e.g. mopping spillages, clearing walkways, removing breakages, clearing water leakages, dealing with accidents, cleaning blood spatter) • reporting duties (e.g. cleaning rota completion, daily maintenance sheets, accident book, damage reporting system, stock control sheets)

	<p>2.2 Equipment cleaning duties compliant with operational and manufacturer guidelines, i.e.</p> <ul style="list-style-type: none"> • sports equipment (e.g. kit laundry, post and net wiping, racket and bat cleaning, gym equipment wiping, washing outdoor equipment) • non-sport equipment (e.g. washing cones and markers, dry wiping electrical equipment, antiseptic wiping heart rate and blood pressure monitors) <p>2.3 Basic equipment maintenance compliant with operational and manufacturer guidelines, i.e.</p> <ul style="list-style-type: none"> • sports equipment (e.g. ball inflation, handle taping, lubrication, kit repairs, discontinuation of use if unsafe) • Non-sport equipment (e.g. soap dispenser refill, toilet paper refill, towel refill, minor repairs)
<p>3. Be able to assist with setting up, dismantling and storage of equipment in active leisure facilities</p>	<p>3.1 Safe and appropriate setting up of equipment, i.e.</p> <ul style="list-style-type: none"> • compliant with operational and manufacturer guidelines (e.g. safety instructions, personnel needed, manual handling, relocation and moving, adherence to sports rules and regulations, pitch and court sizes, fitness testing distances) <p>3.2 Safe and appropriate dismantling of equipment, i.e.</p> <ul style="list-style-type: none"> • compliant with operational and manufacturer guidelines (e.g. safety instructions, personnel needed, manual handling, relocation and moving, order of break down, checking for damage, use of trolleys and cages) <p>3.3 Safe and appropriate storage of equipment, i.e.</p> <ul style="list-style-type: none"> • compliant with operational and manufacturer guidelines (e.g. safety instructions, personnel needed, manual handling, storage and shelving locations, specific containers, security checks, ease of next access)
<p>4. Be able to support health and safety in active leisure facilities</p>	<p>4.1 Health and safety guidelines, i.e.</p> <ul style="list-style-type: none"> • operating procedures (e.g. What to do?, When to do?, Who to inform?) • risk assessments (e.g. hazards, who is at risk?, What could happen?, How to minimise risk?) <p>4.2 Routine health and safety duties, i.e.</p> <ul style="list-style-type: none"> • understanding and use of signage • routine cordoning of facility areas (e.g. for cleaning and maintenance) • customer awareness of risks (e.g. signage) <p>4.3 Emergency health and safety duties, i.e.</p> <ul style="list-style-type: none"> • awareness of alarm systems • evacuation processes • emergency responses • security responses • remain calm • take appropriate action

<p>5. Be able to assist with associated duties expected by active leisure facilities</p>	<p>5.1 Associated facility duties, i.e.</p> <ul style="list-style-type: none">• maintain cleaning equipment• restock cleaning materials• assist with opening and closing of facilities• accept deliveries <p>5.2 Associated reception duties, i.e.</p> <ul style="list-style-type: none">• provide staff cover• telephone answering• assist and deal with customer enquiries• selling tickets and booking reservations <p>5.3 Associated other duties, i.e.</p> <ul style="list-style-type: none">• attending relevant training sessions• update marketing displays and notice boards• move materials around the facility• restock vending machines• help catering provision
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GRADING CRITERIA

LO	Pass	Merit	Distinction
The learner will:	The assessment criteria are the Pass requirements for this unit.	To achieve a Merit the evidence must show that, in addition to the Pass criteria, the candidate is able to:	To achieve a Distinction the evidence must show that, in addition to the pass and merit criteria, the candidate is able to:
1. Know typical active leisure facilities and equipment	*P1: Describe active leisure facilities		D1: Analyse how effective maintenance, cleaning, provision of equipment and health and safety can benefit active leisure organisations
	P2: Describe a range of active leisure equipment		
2. Be able to assist with daily maintenance and cleaning duties in active leisure facilities	*P3: Conduct a range of facility cleaning duties	M1: Devise a schedule of cleaning and maintenance duties	
	*P4: Conduct a range of equipment cleaning duties		
	*P5: Conduct a range of basic equipment maintenance duties		
3. Be able to assist with setting up, dismantling and storage of equipment in active leisure facilities	*P6: Demonstrate setting up equipment	M2: Summarise operational and manufacturer instructions for setting-up, dismantling and storage of equipment	
	*P7: Demonstrate dismantling equipment		
	*P8: Demonstrate storage of equipment		
4. Be able to support health and safety in active leisure facilities	P9: Demonstrate routine health and safety duties		
	P10 Demonstrate emergency health and safety duties		
5. Be able to assist with associated duties expected by active leisure facilities	P11: Assist with a range of associated duties		

SYNOPTIC ASSESSMENT

It will be possible for learners to make connections between other units over and above the unit containing the key tasks for synoptic assessment, please see section 6 of the centre handbook for more detail. We have indicated in this unit where these links are with an asterisk and provided more detail in the next section.

Links between this unit and the Assessment Guidance.

ASSESSMENT GUIDANCE

LO1 Know typical active leisure facilities and equipment

Learners should consider a range of different active leisure organisations, to research the different indoor and outdoor facilities that can be available. The description in P1 must include both indoor/outdoor and dry/wet facilities. Learners must also describe a range of sports and non-sports equipment provided by active leisure organisations (at least three of each) in P2. Learners could benefit from visiting local active leisure organisations, especially to witness how they ensure that facilities and equipment are fit for purpose.

For this LO, learners will benefit from drawing on learning from Unit 1 Physical activity, health and wellbeing – LO4 Know trends in participation in sport and physical activity.

LO2 Be able to assist with maintenance and cleaning duties in active leisure facilities

Learners must be able to demonstrate completion of at least three different routine facility cleaning procedures, at least three periodic cleaning duties and at least three related reporting duties (P3). To satisfy P4, learners must complete at least three different cleaning duties for both sport and non-sport equipment. For P5, learners must demonstrate at least three basic maintenance duties for both sports and non-sports equipment. To assist evidence collection, signed witness statements could be considered for P3, P4 and P5. The merit criterion (M1) requires that a schedule of facility and equipment cleaning, plus basic equipment maintenance is devised by the learner for a typical active leisure organisation. This should include a rota of routine (e.g. hourly/daily/weekly) and periodic duties, the location and who is responsible.

For this LO, learners will benefit from drawing on learning from Unit 4 Leading sport and physical activity – LO3 Be able to lead a sport and physical activity session.

LO3 Be able to assist with setting up, dismantling and storage of equipment in active leisure facilities

Learners must safely and appropriately set up, dismantle and store at least two pieces of equipment from each of the types listed in the Teaching Content. To assist evidence collection, signed witness statements could be considered for P6, P7 and P8. Summarising the operational and manufacturer instructions for LO3 must be evidenced for M2.

LO4 Be able to support health and safety in active leisure facilities

Learners must demonstrate at least three routine (P9) and at least three emergency (P10) duties referencing appropriate operating procedures and risk assessments (these can be simulated).

For this, learners could link their evidence to LO5 and complete a range of assistant roles within the active leisure setting, demonstrating their compliance to health and safety within the active leisure environment. Or write a report looking at how effective equipment handling and health and safety procedures can satisfy legislative obligations on active leisure organisations.

For this LO, learners will benefit from drawing on learning from Unit 4 Leading sport and physical activity – LO3 Be able to lead a sport and physical activity session.

LO5 Be able to assist with associated duties expected by active leisure organisations

Learners must demonstrate a range (at least three) of associated duties from each of facility duties, reception duties and other duties that exist alongside the responsibilities inherent within LO2, LO3 and LO4 for P11 (these can be simulated).

The knowledge, understanding and skills gained across the LOs should be used to inform the organisational benefit analysis required for D1.

Feedback to learners: you can discuss work-in-progress towards summative assessment with learners to make sure it's being done in a planned and timely manner. It also provides an opportunity for you to check the authenticity of the work. You must intervene if you feel there's a health and safety risk.

Learners should use their own words when producing evidence of their knowledge and understanding. When learners use their own words it reduces the possibility of learners' work being identified as plagiarised. If a learner does use someone else's words and ideas in their work, they must acknowledge it, and this is done through referencing. Just quoting and referencing someone else's work will not show that the learner knows or understands it. It has to be clear in the work how the learner is using the material they have referenced **to inform their** thoughts, ideas or conclusions.

For more information about internal assessment, including feedback, authentication and plagiarism, see the centre handbook. Information about how to reference is in the OCR *Guide to Referencing* available on our website: <http://www.ocr.org.uk/i-want-to/skills-guides/>.

MEANINGFUL EMPLOYER INVOLVEMENT - a requirement for Technical Certificate qualifications

These qualifications have been designed to be recognised as Technical certificates in performance tables in England. It is a requirement of these qualifications for centres to secure employer involvement through delivery and/or assessment of these qualifications for every learner.

The minimum amount of employer involvement must relate to at least one or more of the elements of the mandatory content. This unit is mandatory in the Leisure Assistant pathway.

Eligible activities and suggestions/ideas that may help you in securing meaningful employer involvement for this unit are given in the table below.

Please refer to the Qualification Handbook for further information including a list of activities that are not considered to meet this requirement.

Meaningful employer involvement – eligible activities	Suggestion/ideas for centres when delivering this unit
1. Learners undertake structured work-experience or work-placements that develop skills and knowledge relevant to the qualification.	Learners' work-experience or work-placements could be within different employment environments, which allow them to observe and directly contribute to the specific areas covered in LO2 and LO3.
2. Learners undertake project(s), exercises(s) and/or assessments/examination(s) set with input from industry practitioner(s).	Learners could undertake survey-based projects, with input from industry specialists, to guide how best to evaluate the customer satisfaction parameters needed in D1.
3. Learners take one or more units delivered or co-delivered by an industry practitioner(s). This could take the form of master classes or guest lectures.	Learners could undertake health and safety training sessions in an employer setting, to experience and learn how this aspect of work is a core requirement across the active leisure sector.
4. Industry practitioners operating as 'expert witnesses' that contribute to the assessment of a learner's work or practice, operating within a specified assessment framework. This may be a specific project(s), exercise(s) or examination(s), or all assessments for a qualification.	Learning could take place, under initial supervision, to ensure industry practises are transferred before cleaning and maintenance duties are assessed. Witness statements could be completed and signed off by pre-authorised industry practitioners.

You can find further information on employer involvement in the delivery of qualifications in the following documents:

- [Employer involvement in the delivery and assessment of vocational qualifications](#)
- [DfE work experience guidance](#)

To find out more
ocr.org.uk/sport

or call our Customer Contact Centre on **02476 851509**

Alternatively, you can email us on **vocational.qualifications@ocr.org.uk**



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