

OCR LEVEL 3 NVQ DIPLOMA IN LEISURE MANAGEMENT

Record of Achievement

Candidate name: _____

UNIT TITLES		Date	Assessor signature
Mandatory units (Group A)			
1	Understanding how to lead a team in active leisure		
2	Promoting customer care in active leisure		
3	Understanding how to manage health, safety and welfare in active leisure		
4	Understanding the Active Leisure and Learning sector		
5	Understanding Employment Rights and Responsibilities		
6	Continuing professional development in active leisure		
7	Understanding the Employing Organisation		
8	Manage own professional development within active leisure		
9	Set objectives and provide support for an active leisure team		
10	Ensure the health, safety, welfare and security of customers and staff in an active leisure environment		
11	Improve the customer's experience in active leisure		
Optional units (Group B)			
12	Understanding financial procedures in active leisure		
13	Understanding how to deliver objectives through the work of an active leisure team		
14	Understanding how to supervise facility maintenance in active leisure		
15	Marketing in active leisure		
16	Understanding how to sell services and products to customers in active leisure		
17	Operating swimming pool plant		
Optional units (Group C)			
18	Address performance problems affecting team members		

19	Promote learning and development in active leisure		
20	Manage physical resources in active leisure		
21	Implement financial procedures in active leisure		
22	Plan, organise and evaluate active leisure services		
23	Contribute to marketing in active leisure		
24	Operate swimming pool plant		
25	Sell active leisure services and products to customers		
26	Contribute to the prevention and management of abusive and aggressive behaviour		
27	Develop productive working relationships with colleagues		
28	Supervise the maintenance of equipment and facilities in active leisure		