Unit Title:		**Plan, organise and evaluate active leisure services**
OCR unit number		22
Sector unit number		LM3 - 23
Level:		3
Credit value:		2
Guided learning hours:		15
Unit reference number:		H/503/0868

Unit purpose and aim

This unit covers the competence that the learner needs to plan and organise active leisure services.

Learning Outcomes	Assessment Criteria
The Learner will:	**The Learner can:**
1 Be able to plan services and operations to meet requirements and expectations	1.1 Analyse requirements for services and operations, confirming their completeness and accuracy
	1.2 Resolve any problems arising from requirements for services and operations with the relevant people
	1.3 Plan the work so that the requirements for services and operations can be met within organisational procedures, financial constraints and legal requirements
	1.4 Plan for likely contingencies
	1.5 Keep records of operational plans complete, accurate and up-to-date
2 Be able to brief team members on planned operations and services	2.1 Communicate plans and requirements to team members making clear their roles, responsibilities, targets and schedules
	2.2 Encourage team members to suggest methods of improving the planned services and operations
3 Be able to monitor and maintain services and operations	3.1 Monitor operations and services, identifying variations from plans and taking prompt corrective action
	3.2 Identify and respond to incidents, accidents and emergencies following the emergency action plan
	3.3 Make sure that equipment and facilities are checked following operations, and dealt with according to organisational and legal requirements
	3.4 Evaluate operations for effectiveness and

Learning Outcomes	Assessment Criteria
	efficiency, noting and reporting any improvements for the future
	3.5 Make sure that records of services and operations are accurate and up-to-date

Assessment

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

For learning outcomes 1 – 3, 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 <u>two</u> of the following:

- observation (for example, team briefing sessions, observing the learner monitoring their team and feeding back to them)

- testimony of others (for example, line manager or customer)

- products of work (for example, notes of team meetings, service plans, resource allocations, financial records, evaluations of events or operations)

- reflective account.

Services in this unit may include, for example, special events programmes tailored to the needs of particular customer groups or on-going operations. Questioning or simulation may be used for the following assessment criteria: 1.2 and 3.2.

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)	B229	Plan and organise services.

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 .