

Qualification
Guidance

Level 3 Award in Employment Awareness in Active Leisure and Learning

Qualification
Accreditation Number:
500/7410/6
Version AIQ004876

Active iQ

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Qualification Accreditation No: 500/7410/6

INTRODUCTION

The Active IQ Award in Employment Awareness in Active Leisure and Learning is at level 3 on the Regulated Qualifications Framework.

This qualification is a mandatory technical certificate in the Active Leisure Apprenticeship Framework at Level 3.

Guided learning hours: 12	Total Qualification Time: 40	Credit: 8

Minimum credit to be achieved at the level of the qualification:	6
Requirements other than the award of credit which needs to be met before the qualification is awarded:	None
Exemptions:	None

ENTRY REQUIREMENTS

There are no entry requirements for this qualification.

TARGET LEARNERS:

Adults (aged 16+) wishing to pursue a career in the active leisure sector.
Adults (aged 16+) completing a level 3 apprenticeship in the active leisure sector.

AIM:

This qualification is designed as an induction to the active leisure sector. The syllabus covers the sector and its various sub-sectors, career opportunities and employment rights and responsibilities.

OBJECTIVES:

- To develop learners' knowledge, employment rights and responsibilities and the impact of those on their role within the active leisure sector.
- To develop learners' knowledge of the sub-sectors of the active leisure sectors, the potential career pathways and qualifications and experience necessary for those roles.

PROGRESSION:

Learners may broaden their knowledge and skills by progressing to other Level 3 Active IQ qualifications.

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Tutors, Assessors and Internal Verifiers

Required Criteria

All Tutors, Assessors and Verifiers must:
- Possess a discipline specific qualification equivalent to the qualification being taught
- Have relevant industry experience
- Demonstrate active involvement in a process of industry relevant Continued Professional Development during the last two years

Tutors
Tutors must hold, or be working towards a teaching qualification.
The following are acceptable:
- Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (PTTLS)
- Level 3 Award in Education and Training
- Level 4 Award in Preparing to Teach in the Lifelong Learning Sector (PTTLS)
- Level 4 Certificate in Teaching in the Lifelong Learning Sector (CTTLS)
- Level 4 Certificate in Education and Training
- Level 5 Diploma in Teaching in the Lifelong Learning Sector (DTTLS)
- Level 5 Diploma in Education and Training
- Certificate in Education

Assessor
Assessors must hold or be working towards any of the following:
- Level 3 Award in Understanding the Principles and Practices of Assessment or
- Level 3 Award in Assessing Vocationally Related Achievement or
- Level 3 Award in Assessing Competence in the Work Environment or
- Level 3 Certificate in Assessing Vocational Achievement, or
- A1 (previously D32, D33)

Internal Verifier
Internal verifiers must hold or be working towards any of the following:
- Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice or
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (QCF) or
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice or
- V1 (previously D34)

All new assessors and quality assurance staff must be given a clear action plan for achieving the appropriate qualification(s) and should be countersigned by an appropriately qualified individual until the qualification(s) are achieved.

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QUALIFICATION STRUCTURE AND UNIT CONTENT

This qualification comprises of 3 units:

(QCF) J/600/0840 - Unit 1 Understanding Employment Rights and Responsibilities
(QCF) R/600/1764 - Unit 2 Understanding the Employing Organisation
(QCF) F/600/1758 - Unit 3 Understanding the Active Leisure and Learning Sector

Successful achievement of all three units must be achieved for the full qualification.

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Unit 1 J/600/0840 **Unit Title:** Understanding Employment Rights and Responsibilities
Level: 2 **Credit Value:** 2

Learning outcomes **The learner will:**	**Assessment criteria** **The learner can:**
1. Know their employment rights and responsibilities under the law	1.1 Describe their rights and responsibilities in terms of: • contracts of employment • anti-discrimination legislation • working hours and holiday entitlements • sickness absence and sick pay • data protection • health and safety 1.2 Outline the rights and responsibilities of the employer 1.3 Describe the health and safety legal requirements relevant to their organisation 1.4 Outline the implications of health and safety legal requirements for their own job role
2. Understand documents relevant to their employment	2.1 Explain the main terms and conditions of a contract of employment 2.2 Outline the contents and purpose of a job description 2.3 Describe the types of information held on personnel records 2.4 Describe how to update information held on personnel records 2.5 Interpret the information shown on a pay slip or other statement of earnings
3. Know key employment procedures at work	3.1 Describe the procedures to follow if someone needs to take time off 3.2 Describe the procedures to follow if there is a grievance 3.3. Describe the procedures to follow if there is evidence of discrimination or bullying 3.4 Identify sources of information and advice on employment issues: • internal to their organisation • external to their organisation
Assessment	Worksheet

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Unit 2 R/600/1764 **Unit Title:** Understanding the Employing Organisation
Level: 3 **Credit Value:** 3

Learning outcomes The learner will be able to:	Assessment Criteria The learner can:
1. Understand the structure of their organisation	1.1 Describe the main functions in their organisation 1.2 Describe how the main functions in their organisation are staffed and organised 1.3 Describe the communication channels in their organisation 1.4 Describe the lines of control and accountability in their organisation
2. Understand key aims and objectives of their organisation	2.1 Explain the importance of an organisation having a business plan 2.2 Describe their organisation's key aims and objectives (for example, mission, core aims and values) 2.3 Describe how their organisation measures the achievement of key aims and objectives 2.4 Identify their organisation's key performance indicators
3. Understand their own contribution to their organisation's key aims and objectives	3.1 Evaluate the importance of an organisation managing the performance of its staff 3.2 Describe the objectives of their job role 3.3 Explain how the objectives of their job role contribute to the organisation's key aims and objectives 3.4 Explain how their own performance is evaluated and developed 3.5 Analyse the contribution they can make to the evaluation and development of their performance
4. Understand the opportunities for entry, professional development and progression within their organisation	4.1 Explain the importance of continuing professional development 4.2 Evaluate the organisation's processes for recruitment 4.3 Evaluate the organisation's processes for induction 4.4 Evaluate the organisation's processes for training and development 4.5 Evaluate the opportunities and requirements for career progression for staff within their organisation
Assessment	Assignment

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Unit 3 F/600/1758 **Unit Title:** Understanding the Active Leisure and Learning Sector
Level: 3 **Credit Value:** 3

Learning outcomes The learner will be able to:	Assessment Criteria The learner can:
1. Understand the key features of the Active Leisure and Learning sector	1.1 Describe the Active Leisure and Learning sector's scope and size 1.2 Explain the contribution that Active Leisure and Learning makes to the economy and society 1.3 Explain the role of the Sector Skills Council responsible for Active Leisure and Learning 1.4 Define the main subsectors within the Active Leisure and Learning sector
2. Understand the key features of the Active Leisure and Learning subsector in which they work	2.1 Describe the composition of their subsector in terms of public, private and voluntary organisations 2.2 Analyse the size of their subsector in terms of employment and participation 2.3 Interpret the economic and social value of their subsector 2.4 Explain factors causing change in their subsector 2.5 Explain the essential principles, values or codes of practice in their subsector 2.6 Describe the roles of key organisations in their sector, including any representative and regulatory bodies, trade unions and trade associations 2.7 Explain the links their subsector has with other industries
3. Understand employment and career opportunities in the Active Leisure and Learning subsector in which they work	3.1 Identify sources of information on career progression, training and education 3.2 Describe the main job roles within their subsector 3.3 Describe potential career pathways in their subsector 3.4 Identify what is required to progress in their subsector in terms of qualifications, skills and knowledge, experience and personal qualities 3.5 Explain how skills and knowledge acquired in their subsector could relate to job opportunities elsewhere
Assessment	Worksheet Presentation

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