
S/NVQ STRUCTURES

Listed below are the Scottish/National Vocational Qualifications Structures that accompany the National Occupational Standards. These Structures will tell you the mandatory and optional units for a particular qualification.

LEVEL 1

Qualification Structure, Approved by PSAG July 16th 2002

This NVQ/SVQ consists of six mandatory units.

Mandatory Units

1. C11 Help to set up take down and store equipment
2. C21 Help to maintain facility areas
3. D15 Help to give good levels of service to participants and customers
4. D41 Help to plan and prepare a session
5. D42 Lead an activity within a session
6. C35 Deal with accidents and emergencies

LEVEL 2

Coaching, Teaching and Instructing S/NVQ

Qualification Structure, Approved by PSAG July 16th 2002

This NVQ/SVQ consists of five mandatory units.

Mandatory Units

1. D43 Plan and prepare a series of coaching sessions
2. D44 Maintain an environment in which participants can improve their performance
3. D45 Coach participants to improve their performance
4. D416 Evaluate coaching sessions and develop personal coaching practice
5. C35 Deal with accidents and emergencies

Additional Unit

6. C36 Support the protection of children from abuse

Instructing Exercise and Fitness S/NVQ

Qualification Structure, Approved by PSAG November 2002

This NVQ/SVQ consists of three mandatory units and one optional pair of two units

Mandatory Units

1. C35 Deal with accidents and emergencies
2. D416 Evaluate coaching sessions and develop personal coaching practice
3. D417 Support participants in developing and maintaining fitness

Optional Units

Candidates should choose one of the following three optional pairings

Optional Pair A: Group exercise with music

4. D414 Plan and prepare a group exercise with music session
5. D415 Instruct a group exercise with music session

Optional Pair B: Gym-based exercise

6. D410 Plan and prepare a gym-based exercise session
7. D411 Instruct a gym-based exercise session

Optional Pair C: Water-based exercise

8. D412 Plan and prepare a water-based exercise session
9. D413 Instruct a water-based exercise session

Operational Services S/NVQ

Qualification Structure, Approved by PSAG July 16th 2002

This NVQ/SVQ consists of three mandatory units and four optional units.

Mandatory Units

1. C22 Promote safety in the sport and activity environment
2. C32 Give customers a positive impression of yourself and your organisation
3. A52 Contribute to the work of your team

Optional Units

Equipment

4. C12 Set up, take down and store equipment
5. C16 Maintain sport and recreation equipment
6. C15 Site caravans on parks

Facilities

7. C23 Tidy and clean sport and recreation areas
8. C228 Maintain site security (CSSNTO)
9. C226 Maintain grounds (CSSNTO)
10. C227 Carry out basic repairs to electrical and plumbing services (CSSNTO)
11. C222 Carry out basic glazing and carpentry repairs (CSSNTO)
12. C223 Prepare hard standings and paths for caravans
13. C224 Use and maintain equipment and machines (LANTRA)
14. C24 Operate plant to maintain levels of heating and ventilation
15. C25 Operate plant to maintain the quality of pool water
16. C26 Operate plant to provide and maintain an ice surface
17. C225 Present, maintain and repair artificial playing surfaces for play

Customer care

18. C34 Resolve customer service problems (ICS)
19. C31 Provide a centre reception service
20. B223 Process payments for purchases
21. C28 Maintain the safety of swimming pool users

Team Leading

22. A317 Help your team members to develop their performance (MCI)
23. A317 Help your team members to develop their performance (MCI)

Playwork S/NVQ

Qualification Structure, Approved by PSAG July 16th 2002

This NVQ/SVQ consists of six mandatory units

Mandatory Units

1. PW1 Contribute to positive relationships in the play setting
2. PW2 Support children and young people's play
3. PW3 Contribute to the health and safety of the play environment
4. C35 Deal with accidents and emergencies
5. C36 Support the protection of children from abuse
6. A52 Contribute to the work of your team

Additional Units

7. PW4 Contribute to children and young people's healthy eating and personal hygiene
8. PW5 Escort and supervise children outside the play setting

Note: Additional units do not form part of the requirements for the achievement of this S/NVQ

Activity Leadership S/NVQ

Qualification Structure, Approved by PSAG July 16th 2002

This NVQ/SVQ consists of five mandatory and two optional units.

Mandatory Units

1. D21 Prepare for a session
2. D22 Lead a session
3. D23 Conclude and review a session
4. A52 Contribute to the work of your team
5. C22 Promote safety in the sport and activity environment

Optional Units

Candidates should select two of the following:

6. A51 Administer finance and information

7. A54 Contribute to joint working with other organisations
8. B11 Support the development of the sport or activity
9. C12 Set up, take down and store equipment
10. C16 Maintain sport and recreation equipment
11. C312 Develop customer relationships
12. C32 Give customers a positive impression of yourself and your organisation (ICS)
13. C36 Support the protection of children from abuse
14. C37 Look after participants who are away from home
15. D24 Enable people with disabilities to take part in activities
16. D25 Contribute to adventurous activities
17. D31 Contribute to participants' personal and social development
18. D32 Contribute to participants' exploration and understanding of the natural Environment

LEVEL 3

Instructing Physical Activity and Exercise S/NVQ

Qualification Structure 2004

This NVQ/SVQ consists of six mandatory units.

Mandatory Units

All candidates must successfully complete the following units:

1. D437 Collect and analyse information to plan a progressive physical activity programme
2. D438 Plan, review and adapt a progressive physical activity programme
3. D439 Plan and instruct specific physical activities
4. C313 Provide motivation and support to clients during a progressive physical activity programme
5. D440 Apply the principles of nutrition and weight management to a progressive physical activity programme
6. A318 Manage, evaluate and improve own performance in providing physical activity

Additional Units

The following units are additional to the NVQ/SVQ in Level 3 Instructing Physical Activity and Exercise and do not need to be completed in order to achieve the qualification:

7. D442 Adapt a physical activity programme to the needs of disabled clients
8. D443 Adapt a physical activity programme to the needs of pre- and post-natal clients
9. D444 Integrate core stability and flexibility exercises into a physical activity programme
10. D445 Design and implement a physical activity programme for children and young people
11. D446 Adapt a physical activity programme to a specific sport
12. D447 Plan and deliver personal training
13. B224 Plan, market and sell services

Coaching Teaching Instructing S/NVQ

Approved Qualification Structure

This NVQ/SVQ consists of six mandatory units and four optional units

Mandatory Units

1. B27 Analyse information and identify goals
2. B28 Plan a programme to achieve goals
3. B29 Manage and evaluate a programme to achieve goals
4. D45 Coach participants to improve their performance
5. D13 Establish and maintain relationships which support the coaching process
6. C35 Deal with accidents and emergencies

Optional units

7. A21 Support the efficient use of resources (MCI)
8. A31 Manage yourself (MCI)
9. A32 Create effective working relationships (MCI)
10. A33 Lead the work of teams and individuals to achieve their objectives (MCI)
11. A34 Contribute to the development of teams and individuals (MCI)
12. A35 Respond to poor performance in the team (MCI)
13. A41 Manage information for action (MCI)
14. B12 Promote the adoption and maintenance of regular physical activity
15. B13 Promote active living and healthy eating
16. B21 Plan and organise services and operations to meet expectations and requirements
17. B210 Manage contributions to the programme
18. C36 Support the protection of children from abuse
19. C38 Solve problems on behalf of customers (CSLB)
20. D24 Enable people with disabilities to take part in activities
21. D28 Apply rules/ regulations of the sport in a competitive environment
22. D29 Enable participants with physical limitations to take part in programmes of physical activity
23. D46 Apply basic principles of nutrition to enhance performance and recovery
24. D47 Apply basic sports psychology to enhance performance
25. D48 Apply biomechanical principles to performance
26. D49 Plan, manage and evaluate a basic physical conditioning programme

Coaching Teaching and instructing S/NVQ

Qualification Structure, Approved by PSAG 2003

This NVQ/SVQ consists of five mandatory units.

Mandatory Units

1. B28 Plan a coaching programme
2. D418 Implement a coaching programme
3. D419 Develop participant performance through progressive sessions
4. D420 Establish and maintain an environment that will assist participant progression
5. D421 Evaluate a coaching programme and continuously develop own practice

Additional Units

6. B14 Assist athletes to plan and manage their lifestyle
7. B15 Assist athletes to plan and manage their own career
8. B16 Manage relationships with the media
9. B225 Plan a long term coaching programme
10. B422 Assist athletes to develop their decision making skills
11. D423 Apply the principles of recovery training to a coaching programme
12. D424 Apply the principles of periodisation to a coaching programme
13. D425 Apply the principles of skill acquisition to a coaching programme
14. D427 Implement a long term coaching programme
15. D428 Apply performance analysis techniques to a coaching programme
16. D429 Apply the principles of endurance training to a coaching programme
17. D430 Coach athletes in the fundamentals stage
18. D431 Coach athletes in the learning to train stage
19. D432 Coach athletes in the training to train stage
20. D433 Coach athletes in training to compete stage
21. D434 Coach athletes in the training to win stage
22. D435 Apply behaviour management strategies to a coaching programme
23. D436 Apply the principles of nutrition to a coaching programme
24. D511 Assist athletes to prevent and manage injury
25. D512 Apply the principles of flexibility to a coaching programme

Note: **Additional Units** do not form part of the requirements for the achievement of this NVQ/SVQ

Coaching Teaching and instructing S/NVQ

Qualification Structure, Approved by PSAG 2003

This NVQ/SVQ consists of five mandatory units.

Mandatory Units

1. B28 Plan a coaching programme
2. D418 Implement a coaching programme
3. D419 Develop participant performance through progressive sessions
4. D420 Establish and maintain an environment that will assist participant progression
5. D421 Evaluate a coaching programme and continuously develop own practice

Additional Units

6. B14 Assist athletes to plan and manage their lifestyle
7. B15 Assist athletes to plan and manage their own career
8. B16 Manage relationships with the media
9. B225 Plan a long term coaching programme
10. B422 Assist athletes to develop their decision making skills
11. D423 Apply the principles of recovery training to a coaching programme
12. D424 Apply the principles of periodisation to a coaching programme
13. D425 Apply the principles of skill acquisition to a coaching programme
14. D427 Implement a long term coaching programme

15. D428 Apply performance analysis techniques to a coaching programme
16. D429 Apply the principles of endurance training to a coaching programme
17. D430 Coach athletes in the fundamentals stage
18. D431 Coach athletes in the learning to train stage
19. D432 Coach athletes in the training to train stage
20. D433 Coach athletes in training to compete stage
21. D434 Coach athletes in the training to win stage
22. D435 Apply behaviour management strategies to a coaching programme
23. D436 Apply the principles of nutrition to a coaching programme
24. D511 Assist athletes to prevent and manage injury
25. D512 Apply the principles of flexibility to a coaching programme

Note: **Additional Units** do not form part of the requirements for the achievement of this NVQ/SVQ

Excellence in Sport

Qualification Structure

This S/NVQ consists of eight mandatory units

Mandatory Units

1. ES1 Plan, develop and apply your technical Skills
2. ES2 Plan and develop your own physical conditioning
3. ES3 Plan, develop and apply your tactical Skills
4. ES4 Develop the attitudes and mental skills necessary for excellent performance
5. ES5 Manage own lifestyle
6. ES6 Manage your own career
7. ES7 Communicate and work effectively with others
8. ES8 Maintain the health and safety of self and others

Operations and Development S/NVQ

Approved Qualification Structure

This NVQ/SVQ consists of six mandatory units and four optional units

Mandatory Units

1. A21 Support the efficient use of resources (MCI)
2. A31 Manage yourself
3. A32 Create effective working relationships (MCI)
4. B21 Plan and organise services and operations to meet expectations and requirements
5. C214 Promote a culture of health and safety
6. C38 Solve problems on behalf of customers (CSLB)

Optional Units

7. A33 Lead the work of teams and individuals to achieve their objectives (MCI)
8. A34 Contribute to the development of teams and individuals (MCI)
9. A35 Respond to poor performance in the team (MCI)
10. A36 Contribute to the selection of personnel for activities (MCI)

11. A41 Manage information for action (MCI)
12. B211 Contribute to marketing, developing and promoting services
13. B212 Develop opportunities in the community
14. B213 Maximise product sales (DNTO)
15. B214 Help customers choose between products (DNTO)
16. B215 Maintain reliable customer service (CSLB)
17. B26 Organise travel for participants and equipment
18. C13 Maintain sport and recreation equipment and facilities
19. C215 Promote the conservation of the environment
20. C24 Operate plant to maintain levels of heating and ventilation
21. C25 Operate plant to maintain the quality of pool water
22. C26 Operate plant to provide and maintain an ice surface
23. C36 Support the protection of children from abuse
24. C39 Supervise residential experiences
25. D24 Enable people with disabilities to take part in activities

Outdoor Education, Development Training, Recreation S/NVQ

Approved Qualification Structure

This NVQ/SVQ consists of five mandatory units **plus either** all three units from Outdoor Education **or** all three units from Outdoor Development Training **or** at least two units from Outdoor Recreation **plus one** or two optional units to make a total of nine.

Mandatory Units

1. A55 Contribute to improving personal and organisational performance
2. B25 Organise people and resources for outdoor programmes
3. C214 Promote a culture of health and safety
4. C215 Promote the conservation of the environment
5. D14 Establish and maintain effective working relationships

Choose one set from the following endorsements

Outdoor Education

(All must be completed)

6. B22 Design outdoor education programmes
7. D33 Deliver education in the outdoors
8. D35 Promote the transfer of learning from outdoor contexts

Outdoor Development Training

(All must be completed)

9. B23 Design outdoor development training programmes
10. D34 Deliver development training in the outdoors
11. D35 Promote the transfer of learning from outdoor experiences

Outdoor Recreation

(At least 2 must be completed)

- 12. B24 Plan outdoor recreation programmes
- 13. D26 Deliver recreation in the outdoors
- 14. A33 Lead the work of teams and individuals to achieve their objectives

Optional Units

(Choose 1 or 2 to make a total of 9 units)

- 15. A21 Support the efficient use of resources (MCI)
- 16. A33 Lead the work of teams and individuals to achieve their objectives (MCI)
- 17. B26 Organise travel for participants and equipment
- 18. C36 Support the protection of children from abuse
- 19. C39 Supervise residential experiences
- 20. D24 Enable people with disabilities to take part in activities
- 21. D27 Facilitate adventurous experiences
- 22. D36 Facilitate participant's investigation and understanding of the environment

Playwork S/NVQ

Qualification Structure 2004

This NVQ/SVQ consists of five mandatory units and four optional units.

Mandatory Units

All candidates must successfully complete the following units:

- 1. PW6 Contribute to an organisational framework that reflects the needs and protects the rights of children and young people
- 2. PW7 Develop and maintain a healthy and safe environment for children (Common Unit with Early Years)
- 3. PW8 Develop and promote positive relationships (Common Unit with Early Years)
- 4. PW9 Plan and support self-directed play
- 5. PW10 Reflect on and develop practice (Common Unit with Early Years)

Optional Units

- 6. PW11 Work with colleagues in a team
- 7. PW12 Respond to concerns about possible abuse
- 8. PW13 Contribute to children's health and well being
- 9. PW14 Work with parents and carers
- 10. PW15 Administer Playwork provision
- 11. B226 Develop opportunities in the community
- 12. B227 Contribute to evaluating, developing and promoting services
- 13. B228 Organise and supervise travel
- 14. A27 Manage a budget (Generic Management and Leadership Unit E1)
- 15. A319 Recruit, select and keep colleagues (Generic Management and Leadership Unit D3)
- 16. A321 Provide learning opportunities for colleagues (generic Management and Leadership Unit D7)
- 17. A320 Allocate and monitor the progress and quality of work in your area of

responsibility (Generic Management and Leadership Unit D6)

Spectator Control S/NVQ

This NVQ/SVQ consists of five mandatory units and three optional units

Mandatory Units

1. A32 Create effective working relationships
2. C211 Monitor crowds and deal with problems and emergencies
3. C212 Prepare stewards and venues for events
4. C213 Maintain stewarding in designated areas and deal with referred problems and emergencies
5. C310 Provide emergency aid

Optional units

6. A21 Support the efficient use of resources (MCI)
7. A31 Manage yourself (MCI)
8. A34 Contribute to the development of teams and individuals (MCI)
9. A35 Respond to poor performance in the team (MCI)
10. A36 Contribute to the selection of personnel for activities (MCI)
11. A37 Assess candidate performance (ENTO)
12. A38 Assess candidates using different sources of evidence (ENTO)
13. A41 Manage information for action (MCI)
14. B215 Maintain reliable customer service
15. C210 Control the entry, movement and exit of people at events
16. C38 Solve problems on behalf of customers (CSLB)