

Unit D42 Lead an activity within a session

Introduction

Summary

This unit is about helping to run a coaching, teaching or instructing session, by leading particular activities within it. The unit assumes you will be working under the supervision of a qualified person. The unit covers helping participants to warm up, giving them demonstrations and explanations of what you want them to do, observing them and giving feedback, ending the session and helping to evaluate what went well and what could be improved.

The unit is divided into three parts. The first part (page 2) gives some examples and explanations of some words we use in the unit. The second part (pages 3-6) describes the four things you have to do. These are:

- D42.1** **Help participants to prepare for an activity**
- D42.2** **Observe an activity and give feedback to participants**
- D42.3** **Bring an activity to an end**
- D42.4** **Help to evaluate an activity**

The third part (pages 7-8) describes the knowledge and understanding you must have.

Target Group

This unit is for people who work as assistant coaches, instructors or activity leaders.

Linked Units

This unit links closely with D41.

Place in the NVQ/SVQ Framework

This unit is a mandatory unit in the level 1 Sport and Recreation NVQ/SVQ.

Links to Key and Core Skills

This unit will provide some evidence for the following QCA Key Skills:

Communication 1.1, 1.2, 1.3
Application of Number 1.1, 1.2, 1.3
Working with Others 1.1, 1.2, 1.3
Problem Solving 1.1, 1.2, 1.3

and the following SQA Core Skills:

Communication Access 3
Numeracy Access 3
Working with Others Access 3
Problem Solving Access 3

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What We Mean By Some of the Words Used in This Unit

Activity	<i>an activity within a session – for example, showing participants how to learn and practise a particular skill or technique or use a piece of equipment</i>
Cool down	<i>activities that allow the participant/athlete to recover safely from activities undertaken in the session</i>
Evaluation	<i>discussing an activity or a session with a more experienced colleague and identifying what went well and what could have been improved</i>
Facility	<i>for example, a gym, playing field or outdoor environment where the session will take place</i>
Feedback	<i>telling the participants what they are doing well and where and how they need to improve</i>
Good working relationship	<i>a relationship that is relaxed and friendly, but maintains your control of the participants</i>
Health and safety requirements	<i>those required by law, industry codes of practice, national governing bodies (where the activity is covered by a national governing body) and those of your own organisation</i>
Participants	<i>people who will be taking part in the session</i>
Person responsible for the session	<i>this will usually be a qualified coach, instructor or activity leader</i>
Session	<i>a period during participants will take part in activities with some component of physical exertion and/or skill / problem solving; these activities may be recognised sports, such as canoeing, sailing, badminton or football or may be improvised to meet certain objectives; in the outdoor context they will almost certainly involve a component of managed risk; activities may provide a 'taster' for a sport which encourages a participant to go on to develop their performance in a coached context</i>

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D42.1

Help participants to prepare for an activity

The National Standard

What you must do

To meet the national standard, you must:

- 1 establish a good working relationship with the **participants**
- 2 make sure your own dress and equipment, and the **participants'** dress and equipment, are safe and appropriate for the activity
- 3 make sure the **participants** are warmed up and ready for the activity
- 4 demonstrate and explain the activity clearly and safely, in a way that is appropriate to the **participants**
- 5 answer **participants'** questions clearly and correctly
- 6 give the **participants** encouragement and motivation without putting them under stress

What you must cover

From your work you must show that you have prepared both of the following types of:

- a **participant**
 - 1 individual
 - 2 group

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D42.2

Observe an activity and give feedback to participants

The National Standard

What you must do

To meet the national standard, you must:

1. observe the **participants** throughout the activity
2. pay attention to the needs of all the **participants**
3. give **feedback** to the **participants** that highlights where their performance is correct and where they need to improve
4. give **feedback** which is clear and encouraging
5. give **feedback** at appropriate times during the activity
6. follow the agreed health and safety procedures
7. refer any problems you are unable to deal with correctly yourself to the person responsible for the session

What you must cover

From your work you must show that you have observed and given feedback to both of the following:

a **participants**

- 1 individual
- 2 group

giving three of the following types of:

b **feedback, covering**

- 1 health and safety
- 2 rules and codes
- 3 skills and techniques
- 4 participants' behaviour

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D42.3

Bring an activity to an end

The National Standard

What you must do

To meet the national standard, you must:

- 1 allow enough time to finish the activity
- 2 provide the **participants** with cool-down activities that are safe and appropriate
- 3 sum up for the **participants** what you feel they have achieved
- 4 encourage the **participants** to give you feedback on the activity
- 5 follow the correct procedures for putting away equipment and tidying the facility
- 6 refer any problems you should not deal with yourself to the person responsible for the session

What you must cover

From your work you must show that you have concluded an activity involving both of the following:

- a participants**
- 1 individual
 - 2 group

D42.4

Help to evaluate an activity

The National Standard

What you must do

To meet the national standard, you must:

- 1 carry out the evaluation with the person responsible for the session
- 2 compare what happened during the activity with what you planned
- 3 identify what the **participants** achieved during the activity
- 4 take account of the **participants'** feedback about the activity
- 5 provide your own ideas about what went well and what could be improved
- 6 listen to and take account of the views of the person responsible for the session
- 7 record the results of the evaluation to help you improve future activities

What you must cover

From your work you must show that you have evaluated sessions involving both of the following:

- a **participants**
 - 1 individual
 - 2 group

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What you must know and understand

To be competent in this unit, you must know and understand the following

For the whole unit

- K1 the importance of working closely with the person responsible for the session
- K2 the types of problems you should not try to deal with yourself but should refer to the responsible person
- K3 your responsibilities during the session
- K4 the health and safety requirements relevant to the activities you are leading
- K5 techniques, skills, rules and codes relevant to the activities you are leading
- K6 the importance of good communication with participants during the session
- K7 how to motivate and encourage participants without putting them under stress

For D42.1 Help participants to prepare for an activity

- K8 the importance of a good working relationship with participants and how to establish one
- K9 the requirements for dress and equipment for the activities you are leading and why these are important
- K10 how to give clear and correct demonstrations and explanations of skills, techniques, rules, codes and health and safety requirements
- K11 the importance of answering participants' questions
- K12 the types of warm-ups that are appropriate to the activities you are leading and why warm up is important

For D42.2 Observe an activity and give feedback to participants

- K13 why it is important to observe the participants at all times during the activity and pay attention to each of them
- K14 the importance of giving feedback to participants on what they are doing
- K15 how to give feedback in a way that will help the participants to improve their performance
- K16 when are the appropriate times during an activity to provide feedback

For D42.3 Bring an activity to an end

- K17 how to allow enough time to finish an activity and why this is important
- K18 the importance of cool-down and appropriate cool-down exercises for the activities you are leading
- K19 why you should sum up what the participants have achieved
- K20 why you should get feedback from the participants on the activity you have led
- K21 procedures for putting away equipment and tidying the facility
- K22 how to identify faulty equipment and what to do with it

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For D42.4 Help to evaluate an activity

K23 why evaluation is important

K24 why you should compare what happened during a session with what you planned

K25 the importance of making positive use of the feedback from others: participants and the person responsible for the session

K26 why you should record the results of your evaluation

K27 how to make use of evaluations when planning and leading future activities.