

# Unit D23 Conclude and review a session

## Introduction

### Summary

This unit is about finishing a session – for example, an outdoor activity session, or a recreational 'taster' session for a particular sport or activity. The unit also covers reviewing the session with the participants.

The purpose of the session could be to:

- give people an introduction to a sport or activity
- offer people fun and enjoyable recreational activities
- help them to grow as individuals
- develop their social skills
- provide them with the potential for further involvement in a sport or activity
- meet certain curriculum requirements – for example the national curriculum or a curriculum designed by a national governing body of sport.

The unit is divided into three parts. The first part (page 2) gives examples and explanations of some of the words we use in the unit. The second part (pages 3-5) describes the three things you have to do. These are:

- D23.1**      **Bring the session to an end**
- D23.2**      **Review the session with participants**
- D23.3**      **Deal with equipment, clothing and facilities following the session**

The third part (page 6) covers the knowledge and understanding you must have.

### Target Group

This unit is for people who are involved in leading participants in activity sessions under limited supervision, typically in a controlled environment.

### Linked Units

This unit links closely with units D21 and D22.

### Place in the NVQ/SVQ Framework

This unit is a core unit in the level 2 Activity Leadership NVQ/SVQ.

### Links to Key and Core Skills

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

Communication 2.1a, 2.1b, 2.2, 2.3  
Application of Number 1.1, 1.2, 1.3  
Working with Others 2.1, 2.2, 2.3  
Problem Solving 2.1, 2.2, 2.3

*and the following SQA Core Skills:*

Communication Intermediate 1  
Numeracy Access 3  
Working with Others Intermediate 1  
Problem Solving Intermediate 1

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## What We Mean by Some of the Words Used in this unit

Curriculum based	<i>in an educational context, this may refer to the requirements of the national curriculum; in a coaching context it may refer to requirements laid down by the national governing body of the sport or activity</i>
Encouraging future participation and progress in the sport or activity	<i>giving the participants the opportunity to pursue the activity further at a later stage</i>
Environment	<i>the area in which the activity will take place; this could be an indoor facility or a natural outdoor environment</i>
Feedback	<i>comments from the participants on their feelings about the session</i>
National requirements for the activity	<i>those laid down by relevant national governing bodies where these apply</i>
Participants	<i>the people you will be leading during the activity</i>
People with particular needs	<i>people for whom the session may be more than normally challenging, for example people with medical conditions, people who are overweight, unusually shy or nervous, pregnant women; this unit does not cover disabled participants</i>
Personal and social development	<i>enabling people to improve their own personal abilities in areas such as self-confidence, self-esteem, self-reliance, self-control and problem solving as well as their ability to work with and relate to other people</i>
Physically and mentally prepared	<i>participants being able to complete the activity without unnecessary physical or emotional stress or risk of injury</i>
Recreation	<i>pleasurable, fun leisure experiences, often delivered in the context of an activity holiday or holiday scheme</i>
Review	<i>the process of going over the session with the participants, helping them to reflect on their experiences and facilitating further learning; the review should add value to the session and be carried out for the benefit of the participants; however, the outcomes of the review may be used to improve future sessions for others</i>
Sense of achievement	<i>participants feeling good about what they have done and learnt during the session</i>
Session	<i>a period during which you will lead participants 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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## D23.1

### Bring the session to an end

#### The National Standard

##### What you must do

*To meet the national standard, you must:*

- 1 manage your time effectively to bring the session to an end
- 2 prepare the **participants** emotionally and physically to finish the activities safely
- 3 encourage and help the **participants** to clear up at the end of the session
- 4 give the **participants** any further information they may need
- 5 make sure the **participants** leave the session in a safe and orderly manner
- 6 follow your organisation's procedures for reporting and recording incidents during the session

##### What you must cover

*From your work you must show that you have finished sessions involving two of the following:*

- a **participant**
  - 1 adults
  - 2 children and young people
  - 3 people with particular needs

*However, you must also show that you have the necessary knowledge and skills to cover all the types of context listed above.*

## D23.2

### Review the session with participants

#### The National Standard

##### What you must do

*To meet the national standard, you must:*

1. choose an appropriate time and place for the review
2. help each **participant** to take part in the review as fully as possible
3. make sure the review takes full account of the **participants'** experiences during the **session**
4. help the **participants** to identify and celebrate what they have achieved during the **session**
5. help the **participants** to learn from their experiences and achievements
6. explore with the **participants** how learning can be applied in the future
7. summarise with the **participants** how well the session achieved its planned aims and met their needs and expectations
8. discuss the outcomes of the review with the colleague responsible for the programme and agree future actions

##### What you must cover

*From your work you must show that you have reviewed at least two of the following types of:*

###### **a session**

- 1 recreation
- 2 curriculum-based
- 3 personal and social development
- 4 encouraging future participation and progress in the sport or activity

*with at least two of the following types of:*

###### **b participant**

- 1 adults
- 2 children and young people
- 3 people with particular needs

*However, you must also show that you have the necessary knowledge and skills to cover all the types of context listed above.*

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## D23.3

### Deal with equipment, clothing and facilities following the session

#### The National Standard

##### What you must do

*To meet the national standard, you must:*

- 1 follow the correct procedures for checking equipment, clothing and facilities following the session
- 2 identify and remove any unsafe or unserviceable equipment and clothing from use and report them to the responsible colleague
- 3 make sure equipment, clothing and facilities are in a condition fit for future use
- 4 make sure equipment is returned to the correct storage area

##### What you must cover

*You must show that you meet the requirements shown opposite.*

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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 values or codes of practice relevant to the work you are carrying out
- K2 the importance of concluding a session carefully and with sufficient time
- K3 the requirements for health and safety that are relevant to the activities you are planning, for example: your organisation's health and safety policies and procedures, the Health and Safety at Work Act, requirements for activities in the scope of National Governing Bodies, requirements for activities in the scope of the Activity Centres (Young Person's Safety) Act where these are relevant
- K4 other national requirements that govern the activities and the equipment and facilities that have been used
- K5 the aims of the programme that you are helping to deliver
- K6 the needs, potential and expectations of the participants
- K7 the types of special needs that participants may have and how you may have to adjust your plans for concluding and reviewing the session to take account of these needs

### For D23.1 Bring the session to an end

- K8 the importance of preparing participants to finish their activities and why you should allocate sufficient time for this
- K9 what is meant by preparing the participants emotionally and physically to finish their activities and why this is important
- K10 the types of information that participants may need at the end of a session
- K11 why participants should be encouraged and helped to deal with equipment and facilities following use
- K12 why the participants' departure should be safe and orderly and the hazards that may be present when they are leaving the session
- K13 your organisation's procedures for recording and reporting incidents

### For D23.2 Review the session with participants

- K14 the importance and purpose of reviewing the session with the participants
- K15 why participants should give open and honest feedback – both negative and positive – on the session
- K16 the techniques you can use to encourage and facilitate feedback
- K17 why it is important to measure how well the session has achieved its aims and how to do so
- K18 the types of unmet needs and expectations that participants may have at the end of a session and how to deal with these
- K19 the importance of identifying and acknowledging achievement and learning
- K20 why it is important to share the outcomes of the review with the colleague responsible for the programme and what future actions may arise

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## For D23.3 Deal with equipment, clothing and facilities following the session

- K21 organisational, legal and national governing body requirements for the equipment, clothing and facilities you are using
- K22 the importance of checking equipment, clothing and facilities following use and what to look for
- K23 the correct storage areas for the equipment and clothing you use