

C242 Ensure the provision of resources for sport and physical activity

Introduction

Summary

This unit is about helping others to access the resources they need for sport and physical activity. Resources here refer to: finance, advice and information, physical resources (such as facilities and equipment) and training. This involves keeping track of organisations that may benefit from your work and the needs and resources they have, encouraging and helping them to communicate and network with each other and providing resources to them as and when required.

The unit is divided into two parts. The first part describes the three things you have to do. These are:

- C242.1 Identify the needs and resources of organisations in your sport**
- C242.2 Help organisations to share information on needs and resources**
- C242.3 Co-ordinate the provision of resources in your sport**

The second part describes the knowledge and understanding you must have.

Target Group

The unit is for you if you have some responsibility for supporting organisations within your network to access the facilities and equipment they need.

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C242.1

Identify the needs and resources of organisations in your sport

The National Standard

What you must do

To meet the national standard, you must:

- 1 identify relevant **organisations** who could benefit from your work
- 2 identify relevant **organisations** who have the resources to help those with similar **needs**
- 3 prioritise the needs of **organisations** according to agreed criteria
- 4 record these **needs and resources** clearly and accurately
- 5 keep all information up-to-date and only make it available with the approval of the **organisations** involved
- 6 deal with the **organisations** involved in a way that maintains a lasting relationship.

What you must cover

This element covers the following types of:

a organisations

- 1 departments in the same organisation
- 2 organisations within your network
- 3 other practitioners
- 4 other professionals
- 5 groups who traditionally experience barriers to access

b needs and resources

- 1 finance
- 2 advice and information
- 3 physical resources
- 4 training and development

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C242.2

Help organisations to share information on needs and resources

The National Standard

What you must do

To meet the national standard, you must:

1. **maintain** the flow of information between **organisations** efficiently and effectively as required
2. make sure the information is clear, accurate, up-to-date and in a form and style appropriate to those involved
3. take opportunities to collect and pass on relevant information to other **organisations**
4. take opportunities to bring new **organisations** into networking arrangements
5. collect feedback from the **organisations** involved and review the networking arrangements on a regular basis

What you must cover

This element covers the following ways to:

- a **maintain** the flow of information
 - 1 producing written information
 - 2 formal and informal meetings
 - 3 providing publications
 - 4 networking

and the following types of:

- a **organisations**
 - 1 departments in the same organisation
 - 2 organisations within your network
 - 3 other practitioners
 - 4 other professionals
 - 5 groups who traditionally experience barriers to access

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C242.3

Co-ordinate the provision of resources

The National Standard

What you must do

To meet the national standard, you must:

- 1 keep the relevant **organisations** informed of the **resources** that are available, any conditions attached and how they can access them
- 2 follow your organisation's procedures for allocating **resources** to **organisations**
- 3 provide help to make applications for **resources**, as required
- 4 allocate **resources** fairly, according to need and in line with agreed criteria and priorities
- 5 check that **resources** are being used as agreed and deal with any variations from agreements
- 6 monitor and evaluate feedback from users on the allocation arrangements.

What you must cover

This element covers the following types of:

a resources

- 1 finance
- 2 advice and information
- 3 physical resources
- 4 training and development

b organisations and individuals

- 1 departments in the same organisation
- 2 external organisations
- 3 other practitioners
- 4 other professionals
- 5 groups who traditionally experience barriers to access

What you must know and understand

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

- K1 the range of organisations and individuals relevant to your work
- K2 how to identify those organisations and individuals
- K3 how to identify and prioritise needs according to agreed criteria
- K4 the importance of recording needs and resources
- K5 how to keep information on the needs and resources of relevant organisations and individuals accurate and up-to-date
- K6 the importance of confidentiality and not divulging information without agreement
- K7 the importance of maintaining lasting relationships with the organisations and individuals involved and how to do this
- K8 the importance of making contact with groups who traditionally experience barriers to access and how to do so
- K9 the processes you should follow to help colleagues adjust to and develop their roles and responsibilities
- K10 the importance of maintaining the flow of information between relevant organisations and individuals
- K11 how to do this efficiently and effectively
- K12 how to keep the information clear and up-to-date
- K13 how to present information in a style and form that is appropriate for the organisations and individuals involved and why this is important
- K14 how to take opportunities as part your day-to-day work to collect and pass on information and identify new people to bring into networking arrangements
- K15 the importance of reviewing networking arrangements on a regular basis
- K16 how to enable networking that involves groups who traditionally experience barriers to access
- K17 the importance of keeping people informed of the resources available to them
- K18 organisational procedures for allocating resources, how organisations should make applications and how these applications should be judged
- K19 resources that may be needed to support the inclusion of people with special needs and how to access and provide these
- K20 the importance of monitoring how resources are being used and making sure that agreements are being kept to
- K21 the importance of regular reviews of how resources are being allocated