



Qualification
Guidance

Level 2 Award in Employment Awareness in Active Leisure and Learning

Qualification
Accreditation Number:
500/7367/9
Version AIQ004869

Active iQ

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Active IQ Level 2 Award in Employment Awareness in Active Leisure and Learning

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Introduction

The Active IQ Award in Employment Awareness in Active Leisure and Learning is at level 2 on the Regulated Qualifications Framework.

This qualification is a mandatory technical certificate in the Active Leisure Apprenticeship Framework at Level 2.

Guided learning hours: 12

Total Qualification Time: 40

Credit: 6

Minimum credit to be achieved at or above 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.

Qualification Outline

Target Learners:

- Adults (aged 16+) wishing to pursue a career in the active leisure sector.
- Adults (aged 16+) completing a level 2 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 the Level 3 Award in Employment Awareness in Active Leisure and Learning and a Level 3 full Apprenticeship.

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 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.

Qualification Structure

This qualification comprises of 3 units:

Unit	Unit title	Level	Credits	Unit accreditation number
1	Understanding Employment Rights and Responsibilities	2	2	J/600/0840
2	Understanding the Employing Organisation	2	2	D/600/1735
3	Understanding the Active Leisure and Learning Sector	2	2	Y/600/1734

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

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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • internal to their organisation • external to their organisation
Assessment	Worksheet

Learning outcomes The learner will:	Assessment criteria The learner can:
1. Know the structure of their organisation	1.1 Identify the main functions in their organisation 1.2 Describe how the main functions in their organisation are staffed and organised 1.3 Describe lines of reporting in their organisation
2. Know key aims and objectives of their organisation	2.1 Identify their organisation's key aims (for example, mission, core aims and values) 2.2 Identify their organisation's targets
3. Understand their own contribution to the organisation's aims and objectives	3.1 Identify the objectives of their job role 3.2 Describe how the objectives of their job role contribute to the organisation's key aims 3.3 Describe how their own performance is evaluated and developed 3.4 Describe how they can assist the evaluation and development of their own work
4. Know the opportunities for entry, professional development and progression within the organisation	4.1 Outline the importance of continuing professional development 4.2 Describe the organisation's processes for induction 4.3 Describe the organisation's processes for training and development 4.4 Identify the opportunities and requirements for their career progression in the organisation
Assessment	Assignment

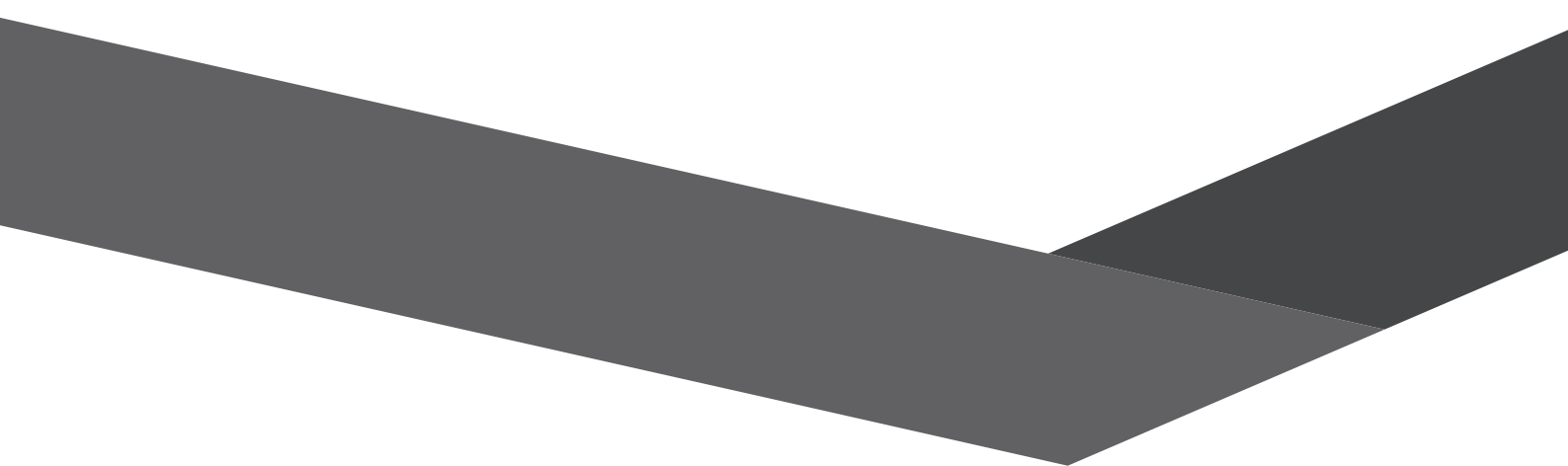
Learning outcomes The learner will:	Assessment criteria The learner can:
1. Know the key features of the Active Leisure and Learning sector	1.1 Describe the size and scope of the Active Leisure and Learning sector 1.2 Describe the contribution to society of the Active Leisure and Learning sector 1.3 Outline the role of the Sector Skills Council for the Active Leisure and Learning sector 1.4 Identify the main subsectors within the Active Leisure and Learning sector
2. Know 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 Identify the size of their subsector in terms of employment and participation 2.3 Outline the essential principles, values or codes of practice in their subsector 2.4 Identify the roles of key organisations in their subsector, including any representative and regulatory bodies, trade unions and trade associations
3. Know 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 Identify the main job roles within their subsector 3.3 Identify potential career pathways in their subsector 3.4 Identify the key factors that help people progress in their careers in the subsector 3.5 Outline how people can transfer from one subsector to another
Assessment	Worksheet

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