

# VTCT Level 2 Award in Employment Awareness in Active Leisure and Learning (QCF)

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Accreditation start date: **1 September 2009**  
Credit value: **6**  
Guided learning hours (GLH): **45**  
Qualification number: **500/7393/X**

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## Statement of unit achievement

By signing this statement of unit achievement you are confirming that all learning outcomes, assessment criteria and range statements have been achieved under specified conditions and that the evidence gathered is authentic.

This statement of unit achievement table must be completed prior to claiming certification.

Unit code	Date achieved	Learner signature	Assessor initials	IV signature (if sampled)
Mandatory units				
UV20317				
UV20316				
UV20318				

# The qualification

## Introduction

The VTCT Level 2 Award in Employment Awareness in Active Leisure and Learning (QCF) is a vocationally related qualification that will develop your knowledge and understanding of your employment rights and responsibilities (ERR), the sport and active leisure sector and the organisation in which you work. This qualification has been tailored to complement vocational qualifications to prepare you for a career in the sport and active leisure sector.

## National Occupational Standards (NOS)

Units in this qualification have been mapped to the relevant NOS (where applicable). This qualification is accredited on the Qualifications and Credit Framework (QCF).

This qualification is approved and supported by SkillsActive, the sector skills council for active leisure and learning.

## Apprenticeship framework mapping

This qualification satisfies mandatory ERR criteria in the new Specification of Apprenticeship Standards for England (SASE)/ Specification of Apprenticeship Standards for Wales (SASW) for all intermediate sport and active leisure frameworks.



## Progression

It is anticipated that you will complete this qualification alongside a vocational programme of study in an active leisure and learning context. This qualification supports all sport and active leisure intermediate Apprenticeship frameworks; progression opportunities therefore exist in the form of Level 3 studies, a higher apprenticeship or the workplace.

# Qualification structure

## Total credits required - 6

All mandatory units must be completed.

### Mandatory units - 6 credits

VTCT unit code	Ofqual unit reference	Unit title	Credit value	GLH
UV20317	Y/600/1734	Understanding the active leisure and learning sector	2	15
UV20316	J/600/0840	Understanding employment rights and responsibilities	2	15
UV20318	D/600/1735	Understanding the employing organisation	2	15

# Guidance on assessment

This book contains the mandatory units that make up this qualification. Optional units will be provided in additional booklets (if applicable). Where indicated, VTCT will provide assessment materials. Assessments may be internal or external. The method of assessment is indicated in each unit.

## Internal assessment

*(any requirements will be shown in the unit)*

Assessment is set, marked and internally verified by the centre to clearly demonstrate achievement of the learning outcomes. Assessment is sampled by VTCT external verifiers.

## External assessment

*(any requirements will be shown in the unit)*

Externally assessed question papers completed electronically will be set and marked by VTCT.

Externally assessed hard-copy question papers will be set by VTCT, marked by centre staff and sampled by VTCT external verifiers.

## Assessment explained

VTCT courses are assessed and verified by centre staff. Work will be set to improve your practical skills, knowledge and understanding. For practical elements, you will be observed by your assessor. All your work must be collected in a portfolio of evidence and cross-referenced to requirements listed in this record of assessment book.

Your centre will have an internal verifier whose role is to check that your assessment and evidence is valid and reliable and meets VTCT and regulatory requirements.

An external verifier, appointed by VTCT, will visit your centre to sample and quality-check assessments, the internal verification process and the evidence gathered. You may be asked to attend on a different day from usual if requested by the external verifier.

This record of assessment book is your property and must be in your possession when you are being assessed or verified. It must be kept safe. In some cases your centre will be required to keep it in a secure place. You and your course assessor will together complete this book to show achievement of all learning outcomes, assessment criteria and ranges.



## Creating a portfolio of evidence

As part of this qualification you are required to produce a portfolio of evidence. A portfolio will confirm the knowledge, understanding and skills that you have learnt. It may be in electronic or paper format.

Your assessor will provide guidance on how to prepare the portfolio of evidence and how to show practical achievement, and understanding of the knowledge required to successfully complete this qualification. It is this booklet along with the portfolio of evidence that will serve as the prime source of evidence for this qualification.

Evidence in the portfolio may take the following forms:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

All evidence should be documented in the portfolio and cross referenced to unit outcomes. Constructing the portfolio of evidence should not be left to the end of the course.

Many frequently asked questions and other useful information are detailed in the VTCT Candidate's Handbook, which is available on the VTCT website at [www.vtct.org.uk/students](http://www.vtct.org.uk/students). Other questions should be addressed to the tutor, lecturer or assessor.

# Unit assessment methods

This section provides an overview of the assessment methods that make up each unit in this qualification. Detailed information on assessment is provided in each unit.

Mandatory units				
		External	Internal	
VTCT unit code	Unit title	Question paper(s)	Observation(s)	Assignment(s)
UV20317	Understanding the active leisure and learning sector	0	✗	✓
UV20316	Understanding employment rights and responsibilities	0	✗	✓
UV20318	Understanding the employing organisation	0	✗	✓

# Unit glossary

	Description
<b>VTCT product code</b>	All units are allocated a unique VTCT product code for identification purposes. This code should be quoted in all queries and correspondence to VTCT.
<b>Unit title</b>	The title clearly indicates the focus of the unit.
<b>National Occupational Standards (NOS)</b>	NOS describe the skills, knowledge and understanding needed to undertake a particular task or job to a nationally recognised level of competence.
<b>Level</b>	Level is an indication of the demand of the learning experience, the depth and/or complexity of achievement and independence in achieving the learning outcomes. There are 9 levels of achievement within the Qualifications and Credit Framework (QCF).
<b>Credit value</b>	This is the number of credits awarded upon successful achievement of all unit outcomes. Credit is a numerical value that represents a means of recognising, measuring, valuing and comparing achievement.
<b>Guided learning hours (GLH)</b>	GLH is an estimate of the time allocated to teach, instruct, assess and support learners throughout a unit. Learner initiated private study, preparation and marking of formative assessment is not taken into account.
<b>Observations</b>	This indicates the minimum number of observations required to achieve the unit.
<b>Learning outcomes</b>	The learning outcomes are the most important component of the unit, they set out what is expected in terms of knowing, understanding and practical ability as a result of the learning process. Learning outcomes are the results of learning.
<b>Evidence requirements</b>	This section provides guidelines on how evidence must be gathered.
<b>Maximum service times</b>	The maximum time in which a particular service or practical element must be completed.
<b>Observation outcome</b>	An observation outcome details the practical tasks that must be completed to achieve the unit.
<b>Knowledge outcome</b>	A knowledge outcome details the theoretical requirements of a unit that must be evidenced through oral questioning, a mandatory written question paper or portfolio of evidence.
<b>Assessment criteria</b>	Assessment criteria set out what is required, in terms of achievement, to meet a learning outcome. The assessment criteria and learning outcomes are the components that inform the learning and assessment that should take place. Assessment criteria define the standard expected to meet learning outcomes.
<b>Range</b>	The range indicates what must be covered. Ranges must be practically demonstrated in parallel to the unit's observation outcomes.

# UV20317

## Understanding the active leisure and learning sector

The aim of this unit is to provide you with the relevant knowledge that employees in the active leisure and learning sector require. This concerns the active leisure and learning sector, the subsectors that make up active leisure and learning, information about the subsector in which you work, and career opportunities.

Level

**2**

Credit value

**2**

GLH

**15**

Observation(s)

**0**

External paper(s)

**0**



# Understanding the active leisure and learning sector

## Learning outcomes

On completion of this unit you will:

1. Know the key features of the active leisure and learning sector
2. Know the key features of the active leisure and learning subsector in which you work
3. Know employment and career opportunities in the active leisure and learning subsector in which you work

## Evidence requirements

1. *Knowledge outcomes*  
There must be evidence that you possess all the knowledge and understanding listed in the 'Knowledge' section of this unit. This evidence may include projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.
2. *Tutor/Assessor guidance*  
You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.
3. *External paper*  
There is no external paper requirement for this unit.

# Developing knowledge

## Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

# Knowledge



## Outcome 1

### Know the key features of the active leisure and learning sector

You can:	Portfolio reference / Assessor initials*
a. Describe the size and scope of the active leisure and learning sector	
b. Describe the contribution to society of the active leisure and learning sector	
c. Outline the role of the sector skills council for the active leisure and learning sector	
d. Identify the main subsectors within the active leisure and learning sector	

*\*Assessor initials to be inserted if orally questioned.*



## Outcome 2

### Know the key features of the active leisure and learning subsector in which you work

You can:	Portfolio reference / Assessor initials*
a. Describe the composition of your subsector in terms of public, private and voluntary organisations	
b. Identify the size of your subsector in terms of employment and participation	
c. Outline the essential principles, values or codes of practice in your subsector	
d. Identify the roles of key organisations in your subsector, including any representative and regulatory bodies, trade unions and trade associations	

\*Assessor initials to be inserted if orally questioned.



## Outcome 3

### Know employment and career opportunities in the active leisure and learning subsector in which you work

You can:	Portfolio reference / Assessor initials*
a. Identify sources of information on career progression, training and education	
b. Identify the main job roles within your subsector	
c. Identify potential career pathways in your subsector	
d. Identify the key factors that help people progress in their careers in the subsector	
e. Outline how people can transfer from one subsector to another	

*\*Assessor initials to be inserted if orally questioned.*

# Unit content



This section provides guidance on the recommended knowledge and skills required to enable you to achieve each of the learning outcomes in this unit. Your tutor/assessor will ensure you have the opportunity to cover all of the unit content.

## Outcome 1: Know the key features of the active leisure and learning sector

**Size and scope:** Number of employees, number of customers, number of facilities, number and range of sport and active leisure opportunities, comparison with other sectors, rate of growth.

**Contribution to society:** Key indicators, contribution of active leisure and learning and its subsectors to the UK economy, contribution to gross domestic product (GDP), number of employees, volunteering

opportunities, relationships with other industries.

**Roles of skills active:** Analyse labour market, improve qualifications and training, develop National Occupational Standards (NOS), professional development, career guidance, drive investment.

**Subsectors:** Sport and recreation, health and fitness, the outdoors, playwork, caravans.

## Outcome 2: Know the key features of the active leisure and learning subsector in which you work

**Subsector composition:** Public, private and voluntary organisations, representative, regulatory and professional bodies, trade unions, user groups.

**Subsector size:** Number of employers, number of employees, number of facilities, volunteering opportunities, number and range of sport and active leisure opportunities.

**Principles, values or codes of practice:** Subsector specific principles, values and codes of practice implemented across the subsector.

**Types of organisation:** Public, private and voluntary, trade unions, representative bodies (National Governing Bodies (NGBs) and Youth Sport Trust (YST)), regulatory bodies (Health and Safety Executive (HSE) and Office for Standards in Education

(OFSTED), Children's Services and Skills), professional bodies (Institute for Sport, Parks and Leisure (ISPAL) and the Register of Exercise Professionals (REPs)), user and consumer groups.

**Roles of key organisations:** Service provision, consumer support and protection, education, training and awarding, information and advice, setting of industry standards and law enforcement, research, inspection.



### Outcome 3: Know employment and career opportunities in the active leisure and learning subsector in which you work

**Sources of information:** Sector skills council, line manager, senior managers, career centres/advisors, awarding bodies, training providers, internet, professional bodies.

**Main job roles:** Range of job roles available within the subsector, roles and responsibilities, job specification.

**Career pathways:** Local and national career pathways within the subsector, diversity of career pathways, progression routes, qualifications required.

**Progression:** Transferable skills (interpersonal skills, communication skills, social skills, organisational skills), leadership, team work, personal qualities (honesty, enthusiasm, motivation, presentable, innovative, customer-focused), vocational qualifications and technical certificates.

**Transferring between subsectors:** Importance of transferable skills and personal qualities, qualifications and experience, the application process, references.

# Notes

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# UV20316

## Understanding employment rights and responsibilities

The aim of this unit is to provide you with the relevant knowledge and understanding that employees require concerning employment law and industry specific legislation, key documents relating to your employment, and employment procedures you should follow at work.

Level

**2**

Credit value

**2**

GLH

**15**

Observation(s)

**0**

External paper(s)

**0**



# Understanding employment rights and responsibilities

## Learning outcomes

On completion of this unit you will:

1. Know your employment rights and responsibilities under the law
2. Understand documents relevant to your employment
3. Know key employment procedures at work

## Evidence requirements

1. *Knowledge outcomes*  
There must be evidence that you possess all the knowledge and understanding listed in the 'Knowledge' section of this unit. This evidence may include projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.
2. *Tutor/Assessor guidance*  
You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.
3. *External paper*  
There is no external paper requirement for this unit.

# Developing knowledge

## Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

# Knowledge



## Outcome 1

### Know your employment rights and responsibilities under the law

You can:	Portfolio reference / Assessor initials*
a. Describe your rights and responsibilities in terms of: <ul style="list-style-type: none"><li>• Contracts of employment</li><li>• Anti-discrimination legislation</li><li>• Working hours and holiday entitlements</li><li>• Sickness absence and sick pay</li><li>• Data protection</li><li>• Health and safety</li></ul>	
b. Outline the rights and responsibilities of the employer	
c. Describe the health and safety legal requirements relevant to your organisation	
d. Outline the implications of health and safety legal requirements for your own job role	

*\*Assessor initials to be inserted if orally questioned.*



## Outcome 2

### Understand documents relevant to your employment

You can:	Portfolio reference / Assessor initials*
a. Explain the main terms and conditions of a contract of employment	
b. Outline the contents and purpose of a job description	
c. Describe the types of information held on personnel records	
d. Describe how to update information held on personnel records	
e. Interpret the information shown on a payslip or other statement of earnings	

*\*Assessor initials to be inserted if orally questioned.*



## Outcome 3

### Know key employment procedures at work

You can:	Portfolio reference / Assessor initials*
a. Describe the procedures to follow if someone needs to take time off	
b. Describe the procedures to follow if there is a grievance	
c. Describe the procedures to follow if there is evidence of discrimination or bullying	
d. Identify sources of information and advice on employment issues: <ul style="list-style-type: none"><li>• Internal to your organisation</li><li>• External to your organisation</li></ul>	

*\*Assessor initials to be inserted if orally questioned.*

# Unit content



This section provides guidance on the recommended knowledge and skills required to enable you to achieve each of the learning outcomes in this unit. Your tutor/assessor will ensure you have the opportunity to cover all of the unit content.

## Outcome 1: Know your employment rights and responsibilities under the law

**Contracts of employment:** Organisation and employee names, start date, job title, details of pay and payment periods, place of work, hours of work, holiday entitlements, maternity/paternity/adoption benefits, sickness absence and sick pay, pension rights, health and welfare schemes, benefits, reference to any internal procedures (grievance, disciplinary, discrimination), clause statements, appraisals, health and safety standards and requirements.

**Anti-discrimination legislation:** Pay, disability, sexual orientation, gender, age, race, transexualism, religion/belief, nationality, human rights, equal opportunities.

**Working hours and holiday entitlements:** Working time regulations, required hours of work, unsociable hours, flexible working, annual leave entitlement, scheduled breaks, lunch, time away from the computer.

**Sickness absence and sick pay:** Sickness and absence policy, notification of absence, self-certification, medical certificates, statutory sick pay.

**Data protection:** Data protection legislation, the importance of data protection, protecting data in sport and active leisure, requesting personal data, confidentiality.

**Health and safety employee rights and responsibilities:** Reading health and safety policy and procedures, adhering to safe working practices, reporting

accidents/faults/damage, regular checks of equipment and facility.

**Rights and responsibilities of the employer:** Expect employees to fulfil their duties as specified by contracts and legislation, duty of care to employees, induction/training/supervision/appraisal, risk assessment, maintenance of equipment and facility, safety policy, safe working practices and environment, staff welfare.

**Legal health and safety requirements:** Health and safety, management of health and safety at work, workplace regulations, manual handling, provision and use of work equipment, personal protective equipment at work, display screen equipment, control of substances hazardous to health, reporting of injuries, diseases and dangerous occurrences, first aid, working with children and vulnerable adults, working time regulations.

**Implications:** Implications of health and safety legal requirements on own job role/implications for others (disciplinary, litigation, injury, dissatisfied customers/employees, loss of business).



## Outcome 2: Understand documents relevant to your employment

**Terms and conditions:** Legally binding terms of a contract, sources from which contract terms and conditions are formed, explains the conditions of a contract of employment.

**Job description:** Purposes of a job description (list to clarify tasks, functions, responsibilities of a position), contents (job title, accountability, job summary, location, duties, roles and responsibilities, hours of work, salary and benefits).

**Personnel records:** Personal details, next of kin details, references, application information, payroll information, training records and appraisal forms, wage/salary information, holiday and sickness records, CRB checks.

**Update personnel records:** Employees' responsibility to inform human resource department of any changes, employers have a responsibility to ensure that any reported changes are updated.

**Payslip/statement of earnings:** Employee name, employer name, tax code, National Insurance (NI) contributions, gross pay, net pay, PAYE, P60, P45, tax code, pension scheme contribution, pay reference, payment date.

## Outcome 3: Know key employment procedures at work

**Taking time off:** How to apply for annual leave, taking holiday, time off in lieu (TOIL), maternity and paternity leave, time off for dependents, jury service and public duties, apply to line manager, follow company procedures.

**Grievance procedures:** Discuss with line manager (or next in command if grievance is about line manager), grievances should be set out in writing if it is not possible/appropriate for grievance to be dealt with informally, line manager will acknowledge receipt of grievance letter in writing, grievance will then be investigated, convenient date and time mutually agreed for grievance hearing, right to have a 'companion' accompany you to the meeting, right of appeal if not resolved to

your satisfaction.

**Discrimination or bullying procedures:** Seek advice, talk to employer/offender/bully, keep a written record or diary, make a formal complaint.

**Sources of information and advice:** Advisory, Conciliation and Arbitration Service (ACAS), Citizens Advice Bureau (CAB), Directgov and other websites, human resources, trade union, line manager, senior managers, staff handbook, mentor, company policies and procedures.

# Notes

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# UV20318

## Understanding the employing organisation

The aim of this unit is to provide you with the knowledge and understanding that employees require. This includes the aims, objectives and structure of your organisation, the contribution you can make to the organisation's objectives, and the opportunities for professional and career development in the organisation.

Level

2

Credit value

2

GLH

15

Observation(s)

0

External paper(s)

0

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# Understanding the employing organisation

## Learning outcomes

On completion of this unit you will:

1. Know the structure of your organisation
2. Know key aims and objectives of your organisation
3. Understand your own contribution to the organisation's aims and objectives
4. Know the opportunities for entry, professional development and progression within the organisation

## Evidence requirements

1. *Knowledge outcomes*  
There must be evidence that you possess all the knowledge and understanding listed in the 'Knowledge' section of this unit. This evidence may include projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.
2. *Tutor/Assessor guidance*  
You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.
3. *External paper*  
There is no external paper requirement for this unit.

# Developing knowledge

## Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

# Knowledge



## Outcome 1

### Know the structure of your organisation

You can:	Portfolio reference / Assessor initials*
a. Identify the main functions in your organisation	
b. Describe how the main functions in your organisation are staffed and organised	
c. Describe lines of reporting in your organisation	

*\*Assessor initials to be inserted if orally questioned.*



## Outcome 2

### Know key aims and objectives of your organisation

You can:	Portfolio reference / Assessor initials*
a. Identify your organisation's key aims (e.g. mission, core aims and values)	
b. Identify your organisation's targets	

*\*Assessor initials to be inserted if orally questioned.*



## Outcome 3

### Understand your own contribution to the organisation's aims and objectives

You can:	Portfolio reference / Assessor initials*
a. Identify the objectives of your job role	
b. Describe how the objectives of your job role contribute to the organisation's key aims	
c. Describe how your own performance is evaluated and developed	
d. Describe how you can assist the evaluation and development of your own work	

\*Assessor initials to be inserted if orally questioned.



## Outcome 4

### Know the opportunities for entry, professional development and progression within the organisation

You can:	Portfolio reference / Assessor initials*
a. Outline the importance of continuing professional development	
b. Describe the organisation's processes for induction	
c. Describe the organisation's processes for training and development	
d. Identify the opportunities and requirements for your career progression in the organisation	

\*Assessor initials to be inserted if orally questioned.

# Unit content



This section provides guidance on the recommended knowledge and skills required to enable you to achieve each of the learning outcomes in this unit. Your tutor/assessor will ensure you have the opportunity to cover all of the unit content.

## Outcome 1: Know the structure of your organisation

**Functions:** Public service provision, training and development, education, community development, health improvement/promotion, financial objectives, inclusion, health and safety.

**Staffing and organisation:** Staff organisation chart, management lines, communication lines/channels, senior management and executives, trustees, departments/teams.

**Lines of reporting:** Hierarchy, line manager, senior managers, directors, chief executive, trustees, reporting procedures.

## Outcome 2: Know key aims and objectives of your organisation

**Key aims:** Organisation's mission statement, core values/aims.

**Targets:** Consumer numbers, product sales, growth, financial, market share, increased participation, inclusion, reputation, employee and customer satisfaction.



### Outcome 3: Understand your own contribution to the organisation's aims and objectives

**Job objectives:** Job description, personal objectives and targets.

**Organisation's aims:** Job description links with organisation's objectives, linking personal objectives with those of other departments and staff members.

**Performance evaluation and development:** Regular appraisal, setting personal goals and targets, staff development opportunities (work experience, job rotation, mentoring, shadowing, training).

### Outcome 4: Know the opportunities for entry, professional development and progression within the organisation

**Continued professional development (CPD):** Importance of CPD, training methods, benefits to employees (career progression and opportunities), personal development, meeting professional requirements, benefits to employers (working environment, employee performance and retention).

**Induction:** Value of inductions, company overview, terms of employment, regulations for sickness and absence, disciplinary and grievance procedures, union information, health and safety guidance, medical and first aid information, amenities and welfare, administration and ICT.

**Training and development:** Organisation's processes, induction, ongoing training, training opportunities and methods, training frequency, structure of training, internal and external training,

funding.

**Career progression:** Internal promotion opportunities, qualifications/experience required, application process.