



Developed in Partnership with
the Motor Sports Association

1st4sport Level 2 Certificate in Coaching Participation Motor Sport (QCF)

Qualification Specification

This document is designed to be viewed on a computer and contains hyperlinks which will not be available if printed.

This specification must be read by all relevant personnel within recognised centres approved to offer this qualification. It contains the *Qualification Approval Conditions* which must be complied with and should be read in conjunction with the *1st4sport Centre recognition Conditions*.

Tutors, assessors and verifiers should also comply with the following addendums to ensure full deployment of the standards required to be maintained:

- The Learner Pack
- The Tutor, Assessor, Verifier Guidance

© Coachwise Ltd, 2014

This document is copyright under the Berne Convention. All rights are reserved. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the Copyright, Designs and Patents Act 1998, no part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, electrical, chemical, mechanical, optical, photocopying, recording or otherwise, without the prior written permission of the copyright owner. Enquiries should be addressed to **1st4sport Qualifications**.



1st4sport Qualifications

Coachwise Ltd
Chelsea Close
Off Amberley Road
Armley
Leeds
LS12 4HP

Fax: 0113-231 9606

Email: enquiries@1st4sportqualifications.com

Website: www.1st4sportqualifications.com

The Ofqual, Welsh Government and SQA Accreditation recognised awarding organisation **1st4sport Qualifications** is a brand of **Coachwise** Ltd, the trading arm of The National Coaching Foundation (known as sports coach UK), the UK-registered charity leading the national development of coaches and the coaching system. Any proceeds go directly back to sports coach UK to help them develop and advance sport nationwide.

National/Qualification Accreditation Number: 601/1787/4

Qualification accreditation date: 01 November 2013

Specification publication date: 01 October 2014

All content rationalised and *Conditions* redeveloped to encompass evidence requirements

Contents

List of contents	Page
Introduction to 1st4sport Qualifications <ul style="list-style-type: none"> • Qualification Regulation Details and Dates • Qualification Structure and Units 	1
Qualification Purpose Statement <ul style="list-style-type: none"> • Overview • Progression • Support 	2
Qualification Approval Conditions: Section One - Qualification Resources <ul style="list-style-type: none"> • QCON 1.1 Qualification workforce capacity and ratios • QCON 1.2 Qualification administrator • QCON 1.3 Qualification coordinator • QCON 1.4 Qualification tutors • QCON 1.5 Qualification assessors • QCON 1.6 Qualification internal verifiers • QCON 1.7 Qualification delivery sites, facilities and environment • QCON 1.8 Qualification equipment and clothing • QCON 1.9 Qualification materials • QCON 1.10 Qualification fees 	3
Qualification Approval Conditions: Section Two - Administration, initial assessment and inductions <ul style="list-style-type: none"> • QCON 2.1 Course/programme administration • QCON 2.2 Learner enrolment, agreement and registration period • QCON 2.3 Learner eligibility and pre-requisites • QCON 2.4 Learner eligibility and barriers to access • QCON 2.5 Learner inductions 	10
Qualification Approval Conditions: Section Three - Training and Assessment <ul style="list-style-type: none"> • QCON 3.1 Training and Assessment Hours • QCON 3.2 Training and Assessment Programme • QCON 3.3 Assessment Specification • QCON 3.4 Assessment tools • QCON 3.5 Assessment Eligibility • QCON 3.6 Assessment process • QCON 3.7 Eligibility of learners for special consideration • QCON 3.8 Eligibility of learners for certification • QCON 3.9 Reassessments 	14
Qualification Approval Conditions: Section Four - Internal Quality Assurance <ul style="list-style-type: none"> • QCON 4.1 Internal Verification Strategy • QCON 4.2 Internal Verification Sampling • QCON 4.3 Internal Verification Interventions 	19
Communications and Contacts	20
Appendix: Level 2 Coaching Participation Motor Sport Technical Syllabus	21

Introduction to the Qualification

The 1st4sport Level 2 Certificate in Coaching Participation Motor Sport (QCF) is solely awarded by 1st4sport Qualifications and has been developed in partnership with the Motor Sports Association.

Qualification Regulation¹ Dates and Details

Qualification Title	Qualification No.	GLHs	Level	Credit
1st4sport Level 2 Certificate in Coaching Participation Motor Sport (QCF)	601/1787/4	108	2	17
Regulation Dates				
Qualification regulation start date:	01 November 2013			
Qualification review date:	30 September 2016			
Certification end date:	30 September 2017			

Qualification Structure and Units

To qualify for the 1st4sport Level 2 Certificate in Coaching Participation Motor Sport (QCF), learners must successfully achieve seventeen credits from the eight mandatory units. Achievement of the qualification is normally through attendance on a course of training and completion of the *1st4sport Learner Pack* inclusive of all assessed tasks.

The unit specifications for the 1st4sport Level 2 Certificate in Coaching Participation Motor Sport (QCF) are contained on the *Register of Regulated Qualifications*; hyperlinks are provided on the units titles listed below.

Title	Accreditation No.	Level	GLHs	Credit
201 <u>Understanding the fundamentals of coaching sport</u>	J/601/2101	2	22	3
202 <u>Understanding how to develop participant(s) through coaching sport</u>	Y/601/2104	2	12	2
203 <u>Supporting participant(s)' lifestyle through coaching sport</u>	H/601/2106	2	16	2
204 <u>Understanding the principles of safe and equitable coaching practice</u>	M/601/2108	2	13	2
205 <u>Plan a series of participation motor sport coaching sessions</u>	T/505/7069	2	9	2
206 <u>Prepare the participation motor sport coaching environment</u>	K/505/7070	2	14	2
207 <u>Deliver a series of participation motor sport coaching sessions</u>	M/505/7071	2	16	3
208 <u>Monitor and evaluate participation motor sport coaching sessions</u>	T/505/7072	2	6	2

¹ This qualification is equivalent to Level 3 on the European Qualifications Framework (EQF). Further information about the EQF can be found through [this link](#).

Qualification Purpose Statement

Overview

What does this qualification cover?

The objective of the Level 2 Certificate in Coaching Participation Motor Sport (QCF) is to provide a benefit to learners through an introduction into the principles/practice of safe, ethical and effective management and coaching of participation motor sport sessions to adults and young people in an appropriate participation based environment. This qualification does not cover how to coach children when driving karts.

Who is this qualification designed for?

This qualification is designed for individuals preparing to work in a participation motor sport coaching environment who wish to independently coach participation motor sport to young people and adults, usually within a club environment. This qualification is not designed for those wishing to coach junior drivers in a kart environment.

Progression

What could this qualification lead to?

The qualification sits within a suite of motor sport coaching qualifications and is recognised as the industry standard level 2 qualification for coaching participation motor sport in the UK. Coaches may wish to switch to the performance arena by completing the 1st4sport Level 2 Certificate in Coaching Performance Motor Sport (QCF), better preparing them for coaching in an alternative environment to that currently being operated within.

Following a period of practice as a qualified coach, learners may choose to develop their skills by progressing to the 1st4sport Level 3 Award in the Principles for Coaching Sport (QCF).

This qualification may lead to paid or voluntary roles as a participation motor sport coach or they may wish to explore other industry-relevant roles which include:

- Race marshalling
- Race stewarding/spectator safety
- Motor Sport engineering
- Sports Volunteer.

Support

Who supports this qualification?

This qualification is supported by the MSA and also by employers whom employ participation motor sport coaches.

Qualification Approval Conditions

1st4sport recognised centres are required to comply with the *1st4sport Centre Recognition Conditions*. All centres who have achieved qualification approval status for this qualification are also obliged to comply with the following *Qualification Approval Conditions*.

Failure to comply with all relevant conditions will result in sanctions being applied which may lead to qualification approval status being revoked. Centres are advised to ensure their qualification workforce is familiar with the conditions which impact upon them, their role and responsibilities.

Section One: Qualification Resources	
QCON 1.1 Qualification workforce capacity and ratios	
Conditions	Evidence: minimum workforce
<p>The recognised centre is required to have a qualified and competent qualification workforce in place which includes as a minimum²:</p> <ul style="list-style-type: none"> • a qualification administrator • a qualification coordinator • a qualified and MSA approved tutor • a qualified and MSA approved assessor • a qualified and MSA approved internal verifier (IV)³ <p>In deploying the workforce, the recognised centre must ensure that each course operates with a maximum of one tutor to twenty learners for theoretical components (including practical delivery of learning).</p> <p>The observed assessments must be conducted on a 1:1 basis.</p>	<p>Must be evidenced in the <i>Staff</i> section of <i>Athena</i>. Each member of staff must be named and linked to the qualification and role. This information must be current at all times and include as a minimum:</p> <ul style="list-style-type: none"> • a qualification administrator • a qualification coordinator • a qualified and MSA approved tutor • a qualified and MSA approved assessor • a qualified and MSA approved internal verifier <p>1st4sport will conduct a quality check on tutors, assessors and internal verifiers via <i>Athena</i> using the qualification approval criteria and MSA workforce list, specifically the workforce requirements as also detailed in this qualification specific specification (QCON 1.4, 1.5 and 1.6). All tutors, assessors and internal verifiers must be present on the current MSA workforce list in <i>Athena</i>.</p>
	Evidence: ratios
	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • course/programme attendance registers to include staff and learners • course/programme authorisation requests to 1st4sport • internal verification sampling plans and reports.

² One person may fulfil a number of the required roles.

³ Internal verifiers must not tutor or assess on a course where they are completing the internal verification.

QCON 1.2 Qualification administrator	
Conditions	Evidence: competence
<p>The recognised centre is required to recruit and deploy a qualification administrator who is responsible for the administration of this qualification via timely, accurate administration activities. These must comply with the <i>1st4sport Position Statement: Qualification Administration</i>.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • course authorisation and any related activities • learner registration and any related activities • learner certification and any related activities.
QCON 1.3 Qualification coordinator	
Conditions	Evidence: competence
<p>The recognised centre is required to recruit and deploy a qualification coordinator who is responsible for ensuring compliance with the <i>qualification approval conditions</i> outlined within this qualification specification.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • qualification resource records (staff, sites, learning and assessment materials) • qualification administration, initial assessment and induction records • training, assessment and internal quality assurance records.
QCON 1.4 Tutors	
Conditions	Evidence: initial capability and competence
<p>The recognised centre is required to recruit and deploy tutors who meet the strict tutor workforce criteria set by 1st4sport and the MSA. All tutors must be approved by the MSA prior to delivering this qualification. The tutors are responsible for the delivery of the learning programme.</p> <p>To deliver this qualifications, tutors must:</p> <ul style="list-style-type: none"> • hold a Level 2 Coaching Motor Sport qualification or recognised equivalent based on individual application • hold or be working towards the Level 3 Award in Education and Training (QCF) or higher, Level 3 Preparing to Teach in the Lifelong Learning Sector (QCF) or higher, or hold a recognised equivalent such as; the 1st4sport Certificate in Tutoring Sport (CTS), or have attended a programme of tutor training matched to national standards. 	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • 1st4sport approval of each tutor within the <i>Athena Staff</i> tab.
	Evidence: ongoing capability and competence
	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • standardisation activities • internal verification reports and action responses • external verification reports and action responses (<i>Athena</i>).

QCON 1.5 Assessors	
Conditions	Evidence: Initial capability and competence
<p>The recognised centre is required to recruit and deploy assessors who meet the strict assessor workforce criteria set by 1st4sport and the MSA. All assessors must be approved by the MSA prior to assessing this qualification. Assessors are responsible for the management of the assessment process.</p> <p>To assess this qualification, assessors must:</p> <ul style="list-style-type: none"> • hold a Level 2 Coaching Motor Sport qualification or recognised equivalent based on individual application • hold or be working towards the Level 3 Award in Assessing Competence in the Work Environment (QCF) or higher, or hold a recognised equivalent such as; Units D32/33, A1/A2, the 1st4sport Introduction to Assessment Practice in Sport (IAPS), or have attended a programme of assessor training matched to national standards. 	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • 1st4sport approval of each assessor within the <i>Athena Staff</i> tab.
	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • the assessment records • recorded standardisation activities • internal verification reports and action responses • external verification reports and action responses (<i>Athena</i>).

QCON 1.6 Internal verifiers	
Conditions	Evidence: Initial capability and competence
<p>The recognised centre is required to recruit and deploy internal verifiers who meet the strict IV workforce criteria set by 1st4sport and the MSA. All IV's must be approved by the MSA prior to conducting internal verification activities for this qualification. Internal verifiers are responsible for the internal quality assurance activities.</p> <p>To internally verify this qualification, IV's must:</p> <ul style="list-style-type: none"> • hold a Level 2 Coaching Motor Sport qualification or recognised equivalent • hold or be working towards the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (QCF) or higher, or hold a recognised equivalent; Unit D34, V1 the 1st4sport Introduction to Internal Verification Practice in Sport or have attended a programme of internal verifier training matched to national standards. 	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • 1st4sport approval of each internal verifier (field trainer) within the <i>Athena Staff</i> tab.
	<p>Evidence: ongoing capability and competence</p>

QCON 1.7 Qualification delivery sites, facilities and environment

Conditions	Evidence: sites and facilities
<p>The recognised centre is required to have one or more delivery sites which contain facilities to support the programme of learning and assessment. These must comply with accepted health and safety practices for motor sport and have in place appropriate access arrangements. All training and assessment sites must be an approved association venue, meeting the requirements of accepted safe practice in motor sport.</p> <p>For recognised centres wishing to become an approved association venue, please contact the MSA:</p> <p>Post:</p> <p>The Royal Automobile Club Motor Sports Association Limited Motor Sports House Riverside Park Colnbrook SL3 0HG</p> <p>Tel: 01753-765 000 Fax: 01753-682 938</p> <p>Email: msaacademy@msauk.org Website: https://www.msauk.org/</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • site/facility inventories and risk assessments • written approval from the MSA for the use of the venue (eg via letter or email) • internal verification reports • external verification reports (<i>Athena</i>).

QCON 1.8 Qualification equipment	
Conditions	Evidence: equipment
<p>The recognised centre is required to have equipment in place to facilitate the full programme of learning and assessment which must comply with accepted health and safety practice for participation motor sport and include as a minimum:</p> <ul style="list-style-type: none"> • white board/appropriate pens • toilets and changing facilities • audio/visual equipment. <p>The recognised centre is required is required to ensure that all learners and drivers wear appropriate sports/participation motor sport specific (where appropriate or required) apparel.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • pre-course instructions on clothing to learners • written approval from the MSA for the use of the venue (eg via letter or email) • site/equipment inventories and risk assessments • internal verification reports • external verification reports (<i>Athena</i>).
QCON 1.9 Qualification materials	
Conditions	Evidence: materials
<p>The recognised centre is required to use the teaching, learning, assessment and internal verification materials provided by 1st4sport and the MSA for participation motor sport to facilitate the full learning and assessment programme.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • a published programme of learning and assessment agreed to by the external verifier • completed 1st4sport assessment tasks annotated in accordance with the appropriate 1st4sport Tutor, Assessor, and Verifier Guidance. • internal verification reports • external verification report (<i>Athena</i>).

QCON 1.10 Qualification fees ⁴	
Conditions	Evidence: Fees and payments
<p>The recognised centre is required to pay a £90 learner registration and certification fee per registered learner when the course is authorised with 1st4sport within the appropriate timescales.</p> <p>Where recognised centres wish to authorise courses between 10 and 19 working days before the start of the course, we will automatically upgrade the course to our <i>FastTrack</i> service for additional £5 fee per learner (plus VAT where this is applicable).</p> <p>The recognised centre is required to ensure that learners are provided with information on the total cost of achieving the qualification; this should include a comprehensive package of learning and assessment and any optional costs made very clear at the point the learner enters into a contract with the centre.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • pre-course marketing tools • pre-course instructions through communications to learners • course authorisation requests to 1st4sport and related payment logs.

⁴ The fee is per learner and includes registration and certificates where this is appropriate. Standardised assessment tools are also provided and are complimentary.

Section Two: Administration, initial assessment and inductions

QCON 2.1 Course administration

Conditions	Evidence: course administration
<p>All recognised centres, including the MSA, should utilise the 1st4sport centre portal⁵ to authorise courses, register and certificate learners.</p>	<p>Must be evidenced though:</p> <ul style="list-style-type: none"> • engagement with the 1st4sport portal • course authorisation records, related updates and communications • learner registration records, related updates and communications • learner certification records, related updates and communications.

QCON 2.2 Learner enrolment and learning contracts/agreements

Conditions	Evidence: enrolment and agreements
<p>The recognised centre is required to have a fair and equitable enrolment process. In doing so relevant learner information must be collected to enable initial assessment of learner's eligibility be conducted.</p> <p>Where eligibility is confirmed, the recognised centre is required to have an agreement in place with each learner to ensure that they:</p> <ul style="list-style-type: none"> • conduct themselves accordingly in accordance with to a code of conduct • understand that the registration period for this qualification is two years in which time they must complete all aspects of their learning and assessment including reassessments. • comply with recognised centre policy and procedure • comply with the qualification conditions, 1st4sport policy, position statements and related processes. 	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • learner application forms or web based application services • signed learning agreements/contracts⁶.

⁵ To gain access to this system the centre needs register interest with 1st4sport and been issued a system access key of username and password. To obtain assistance or to requests this contact the 1st4sport Centre Support Team on: Tel: 0113 290 7610 Email: cst@1st4sportqualifications.com

⁶ It is acceptable for the learner agreement to form part of a declaration within the application/enrolment form.

QCON 2.3 Learner eligibility and pre-requisites⁷

Conditions	Evidence of pre-requisites
<p>Prior to registration learners are required to:</p> <ul style="list-style-type: none"> • be appropriately identified • hold a full valid UK driving license • at least 17 years of age • hold at least one of the following qualifications: <ul style="list-style-type: none"> - Introduction to Coaching Motor Sport Award - ARDS Grade B or above - BARS Grade A or above - ARKS Grade A or above - AHASS Instructor. • and, able to communicate effectively in English. <p>In addition to the registration pre-requisites, prior to certification learners are required to:</p> <ul style="list-style-type: none"> • 18 years of age. <p>There are no further prerequisites prior to certification other than successful completion of all related 1st4sport assessed tasks, enabling full coverage of all learning outcomes and assessment criteria for this qualification.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • learner records containing personal data including title, name, date of birth, address gender nationally, ethnicity, disability and access needs • learner identity check details containing the type of proof, the reviewer's name and the date confirmed (this must include a check of their full valid UK driving license) • records of the checks that took place to ensure that the learner has been trained in the protection of children and vulnerable adults from abuse, the type of evidence, the reviewers name and confirmation date • records of activities to check understanding of the English language (where this is deemed to be necessary).

⁷ Learners should be made aware that they will most require appropriate insurance cover before undertaking independent coaching practice. Those working towards this qualification will be required by employers to complete a self-disclosure of past convictions and cautions, and to apply for a disclosure through the DBS.

QCON 2.4 Learner eligibility and barriers to access

Conditions	Evidence
<p>The recognised centre is required to conduct an initial assessment of each learner's eligibility to consider barriers to access in accordance <i>Equality Act 2010</i>⁸ and its protected characteristics. The barriers to access to this qualification which preserve the integrity, the technical requirements and safety of learners and drivers include:</p> <ul style="list-style-type: none"> • age – individuals under the age of 17 are not permitted to attend this qualification to prevent coaching autonomously in this area without appropriate experience. As a result no adjustments to this barrier can be applied. Only those who are over 16 years of age may be submitted for certification. • race – individuals who are not English, Welsh or Irish and/or those who do not speak these as a first language may be prevented from accessing the qualification if they cannot communicate to the appropriate standard in these languages. In such cases reasonable adjustments will not be applied as the qualification is regulated in England • disability – individuals with mental or physical or learning disabilities may find some of the competencies difficult and/or dangerous to their well being. They may also not be able to hold a full valid UK driving license which is a prerequisite to register and be certificated for this qualification • pregnancy and maternity – it could be detrimental to the health of a pregnant woman and her unborn child to attempt the full extent of the competencies within this qualification. <p>Where learners have declared disability, pregnancy or maternity barriers, reasonable adjustments should be requested in accordance with the <i>1st4sport Position Statement: Access Arrangements</i>.</p>	<p>Must be evidenced though:</p> <ul style="list-style-type: none"> • learner application forms or web-based application services • reasonable adjustment requests and clearly implemented arrangements.

⁸ There are no barriers to access on the ground of marriage, race, religion or belief, sex, sexual orientation or gender transformation.

QCON 2.5 Learner inductions	
Conditions	Evidence: inductions
<p>The recognised centre is required to provide an effective qualification/course induction to all learners which introduces:</p> <ul style="list-style-type: none"> • the individual members of the centre’s workforce and what their role will be • the centre’s policies and procedures which as a minimum must cover: <ul style="list-style-type: none"> - health and safety - equality and diversity - data protection - malpractice/maladministration - appeals - complaints - child/vulnerable adult safeguarding • information on their Unique Learner Number (ULN) and the Personal Learner Record (PLR) (for centres in England only at this time). • the learning outcomes and the assessment criteria • the learning and assessment strategy and published programme • individual learning plans • links to National Occupational Standards and functional skills (where these exist) • the position of the qualification in relation to others and any progression opportunities • any quality assurance (IV or EV) activities that are scheduled. 	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • induction attendance registers and records • policy booklets or signposts • induction documentation.

Section Three: Training and Assessment

QCON 3.1 Training and Assessment Hours

Conditions	Evidence: course length
<p>The recognised centre is required to deliver the qualification in accordance with the recommended 108 guided learning hours.</p> <p>In doing so the recognised centre must ensure that the eight mandatory units are completed, giving learners 17 credits. Each credit is equivalent to 10 hours of learning time.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • marketing tools (where these exist) • a published learning and assessment programme • session plans.

QCON 3.2 Training and Assessment Programme

Conditions	Evidence: course programme
<p>In delivering the learning and assessment programme approved by the 1st4sport external verifier, the recognised centre must ensure that the following are considered:</p> <ul style="list-style-type: none"> • all learning outcomes • all assessment opportunities and the assessment criteria • learner's individual needs • the learners' registration period (24 months). 	<p>Must be evidenced through a:</p> <ul style="list-style-type: none"> • a published learning and assessment programme agreed to by the external verifier prior to the course of learning and assessment beginning • session plans • course administration records.

QCON 3.3 Assessment Specification⁹

Conditions	Evidence: Assessment
<p>The recognised centre is required to ensure this assessment specification is fully complied with without deviation. To achieve the qualification, learners are required to have, in summary, assessed evidence of:</p> <ul style="list-style-type: none"> • an outline plan for a series of five coaching sessions in participation motor sport • individual plans for each of the series of five coaching sessions in participation motor sport. These must be derived from the outline plan noted above • a log of a minimum of six planned sessions and individual plans for each session that may include the above five • a written plan/schedule that identifies the evaluation methods to be used and when feedback will be sought and from whom. This should cover the five linked sessions that learners plan • a health and safety check for each coaching venue utilised during coaching practice that contributes towards the achievement of this qualification • the delivery of a minimum of six planned sessions and individual plans for each session that may include the above five • the observation and assessment of the delivery of a minimum of two sessions by an appropriately qualified assessor. The session may be drawn from the sessions planned previously. This may be delivered in a simulated environment and will take a minimum of 20 minutes per learner • a recorded evaluation of the delivery of a series of five coaching sessions in motor sport • a recorded evaluation of a minimum of six planned and delivered sessions that may include the above five <p>All sessions must be drawn from the <i>Level 2 Participation Motor Sport Technical Syllabus</i> which is contained within the appendix of this specification.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • a record of learners attendance and achievement of each task and units, the assessor and completion dates • completed learner packs • printed evidence from the completion of any tasks online • observation checklists • internal verification reports • external verification reports and action responses (<i>Athena</i>).

⁹ The detailed unit-by-unit assessment specification and assessment guidance can be found in the qualification-specific *1st4sport Tutor, Assessor Verifier Guidance*.

QCON 3.4 Assessment tools	
Conditions	Evidence: assessment tools
<p>The recognised centre is required to use valid and reliable assessment tools which have been designed by 1st4sport in consultation with the technical development partner.</p> <p>Where a recognised centre wishes to adapt these tools or use alternative arrangements to meet the needs of a particular group of learners, they should refer to the <i>1st4sport Position Statement: Alternative Assessment Arrangements</i></p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • a completed Record of Achievement (by task and unit) • completed learner packs • printed evidence from the completion of any tasks online • observation checklists • other assessment records which support learners' achievement • internal verification reports • external verification reports and action responses (<i>Athena</i>).
	<p>Evidence: alternative assessment</p>
QCON 3.5 Assessment eligibility	
Conditions	Evidence: assessment eligibility
<p>The recognised centre is required to ensure all learners who have attended the full programme of learning are given opportunities to be assessed within their period of registration for the qualification.</p> <p>Learners must not be assessed for the final practical assessment until formal they have successfully achieved their online assessments.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • the full programme of learning must be evidenced through registers and/or records of attendance • assessment records (including the online assessment activities and the portfolio).

QCON 3.6 Assessment process	
Conditions	Evidence: assessment activities
<p>The recognised centre is required to ensure that the assessment process is managed effectively and ensures:</p> <ul style="list-style-type: none"> • assessment plans and schedules are communicated to all affected • assessment briefings are completed with reference to the format of the assessment, what is expected of learners and the assessment criteria being used • the assessment is conducted in line with the assessor guidance and any relevant invigilation conditions • assessment decisions are made in line with the principles of assessment (Validity, Authenticity, Reliability, Currency, Sufficiency of evidence) • assessment decisions are communicated via established channels • assessment decisions are recorded and shared with learners. 	<p>Must be evidenced though:</p> <ul style="list-style-type: none"> • a published learning and assessment programme and related learner communications • records of attendance and achievement per task and unit, the reviewer name and completion date • assessment plans • completed learner packs which include signatures in all required places and annotations which clearly evidence assessment activities • assessor communications to administrators • internal verification records, including: <ul style="list-style-type: none"> - sampling reports - tutor/assessor interviews - tutor/assessor observation of performance - learner interviews - desk based sampling - standardisation exercises. • external verification reports and action responses (<i>Athena</i>).
QCON 3.7 Eligibility of learners for special consideration	
Conditions	Evidence: special consideration
<p>The recognised centre is required to ensure learners who are disadvantaged, unable to complete or attend their assessment due to emotional, physical difficulties or adverse circumstances, request special consideration in accordance with the <i>1st4sport Position Statement: Access Arrangements</i>.</p>	<p>Must be evidenced through</p> <ul style="list-style-type: none"> • special consideration requests (<i>Athena</i>) • implementation of the arrangements.

QCON 3.8 Eligibility of learners for Certification	
Conditions	Evidence for certification
<p>The recognised centre is required to ensure that learners who have completed all pre-requisites and assessment requirements and who have been confirmed by the MSA approved assessor as eligible for certification are certificated.</p> <p>Where a verification sampling plan requires an intervention to be conducted, outcomes must not be confirmed to learners until the sampling and any residual actions have been completed.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • assessment tracking and records • MSA approved assessor communications to the centre administrator • administrator communications to learners • internal verification reports • certification requests to 1st4sport.
QCON 3.9 Reassessments	
Conditions	Evidence of reassessment activities
<p>The recognised centre is required to ensure that learners who are unsuccessful in any aspect of assessment are offered a maximum of two opportunities to re-sit the appropriate assessment component within their period of registration (24 months).</p> <p>Recognised centres may levy additional charges for conducting reassessments.</p> <p>All reassessments must be conducted in accordance with the assessment specification.</p>	<p>Must be evidenced though:</p> <ul style="list-style-type: none"> • assessment plans, tracking and records • completed/updated learner packs • completed <i>Record of Achievement</i>, per learner • assessor communications with administrators • internal quality assurance records: <ul style="list-style-type: none"> - sampling reports - tutor/assessor interviews - tutor/assessor observation of performance - learner interviews - desk based sampling - standardisation exercises. • external verification reports and action responses (<i>Athena</i>).

Section Four: Internal Quality Assurance

QCON 4.1 Internal Verification Strategy

Conditions	Evidence of IV strategy
<p>The recognised centre is required to have in place an internal verification strategy which includes strategic objectives which include, but are not limited to:</p> <ul style="list-style-type: none"> a selected sample across 25% of learner evidence and assessor feedback internally verified from 100% of the courses authorised all active assessors internally verified across all active assessment sites, over a twelve month period internal verification conducted in accordance with a risk based approach; tutors/assessors and assessments perceived as higher risk experience more frequent IV interventions. 	<p>Must be evidence through:</p> <ul style="list-style-type: none"> a current internal verification strategy document uploaded into the <i>Documents</i> section of <i>Athena</i> an internal verification sampling plan template implementation through reports from internal verification interventions.

QCON 4.2 Internal Verification Sampling

Conditions	Implementation of internal verification sampling evidence
<p>The recognised centre is required to develop and implement sampling plans in accordance with the interval verification strategic objectives.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> sampling plans internal verification reports.

QCON 4.3 Internal Verification Interventions

Conditions	Implementation of internal verification sampling evidence
<p>The recognised centre is required to ensure internal verification interventions across all tutors/assessors at all sites and in line with the sampling plans include:</p> <ul style="list-style-type: none"> observation performance sampling of assessment evidence learner interviews (face to face or via telephone). <p>The interventions must ensure that support and development is given to the centre, the qualification workforce and specifically to the workforce team.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> internal verification reports.

Communications and Contacts

In an effort to reduce the costs of our qualifications we aim to utilise electronic means of communication wherever possible. 1st4sport Qualification's website or e-mail should be the first port of call for organisations or individuals looking for information.

Additional important contacts	
MSA Contact Details	<p>Motor Sports Association The Royal Automobile Motor Sports Association Limited, Motor Sports House, Riverside Park, Colnbrook, SL3 0HG</p> <p>Website: msauk.org Enquiries email: msaacademy@msauk.org Telephone: 01753 765 000 Fax: 01753 682 938</p>
Skills Active The Sector Skills Council for Active leisure, Learning and Well-being	<p>Website: skillsactive.com Enquiries e-mail: skills@skillsactive.com Telephone: 020-7632 2000</p>
The Register of Regulated Qualifications:	<p>The full list of qualifications awarded by 1st4sport is either available on request or can be viewed on the Register of Regulated Qualifications following this link. The full list of regulated qualifications available from 1st4sport Qualifications is available through accessing the following this link.¹⁰</p>
The Office of the Qualifications and Examination regulator (Ofqual)	<p>Website: ofqual.gov.uk</p>
Department for Education	<p>Website: education.gov.uk</p>
The Department for Business Innovation and Skills (BIS)	<p>Website: bis.gov.uk</p>
Learning Records Service	<p>Website: learningrecordsservice.org.uk</p>

¹⁰ Any changes to qualifications will be communicated with recognised centres via various means of communications.

Technical Syllabus

This syllabus should be read in conjunction with the unit specifications of the 1st4sport Level 2 Certificate in Coaching Participation Motor Sport (QCF). To achieve the 1st4sport Level 2 Certificate in Coaching Participation Motor Sport (QCF), learners will be required to demonstrate an understanding and application of coaching the following motor sport techniques in an appropriate environment.

Practical Topics	Components of Practical Topics
Technical	<ul style="list-style-type: none"> • Seating and safety • Driving lines – cornering and entry/exit options • Application of the ‘Friction Model’ to effective driving • Appreciation and application of key concepts, such as oversteer, understeer, etc.
Tactical	<ul style="list-style-type: none"> • Use of off-track information (briefings, coaching points, data, in-car, etc.) to enhance driving performance • Coping with varied conditions
Physical	<ul style="list-style-type: none"> • Physical demands of driving: <ul style="list-style-type: none"> - Components of fitness – hygiene and performance factors - The impact of build on driving style - Importance of hydration and, to a lesser extent, nutrition - Impact of fatigue. • Prepare to perform content (warm-up/prepare to drive) • Cool-down
Mental	<ul style="list-style-type: none"> • Mental aspects of driving: <ul style="list-style-type: none"> - Attentional changes - Use of MSM - Emotional control - The impact of coach behaviour and school systems on individuals - Dealing with challenges and individual issues - Social factors – exploitation for best effect.

About us

1st4sport Qualifications is an awarding organisation recognised and regulated in England by the *Office of Qualifications and Examinations Regulation (Ofqual)*, who also regulate vocational qualifications in Northern Ireland. 1st4sport is further regulated in Wales by *The Welsh Government* and in Scotland by SQA Accreditation. We specialise in offering vocational and occupational qualifications in the active leisure, learning and well-being sector. We work in partnership with a variety of organisations, including Governing Bodies of Sport (GBS) and other organisations, to award qualifications across the following areas:

- coaching
- leadership
- spectator safety
- leisure operations and management
- education and training
- sports volunteering
- first aid and injury management
- functional skills
- physical education and school sport
- using sport to tackle youth crime
- employee rights and responsibilities
- exercise and fitness
- multi-skills development
- the outdoors
- sports performance
- sport officiating.

Our qualifications are delivered part time and full time at centres throughout the UK. Successful learners are able to prove to employers that they have practical skills and abilities, knowledge and understanding which meet industry standards.

1st4sport Qualifications is a brand of Coachwise Ltd, the trading arm of sports coach UK, the UK registered charity leading the development of coaching. Any proceeds go directly back to sports coach UK, to invest in the development of sport in the UK.

Role

We develop qualifications, support the recognised centres that deliver our qualifications to learners, and provide quality assurance in the awarding of these qualifications.

Mission

To provide the active leisure and learning industry with a quality-assured and cost effective qualification awarding service.

Values

- Quality improvement via a culture of excellence
- Governance and management by processes
- Personnel development and organisational learning
- Partnerships and innovation
- Customer satisfaction and result orientation.

1st4sport Qualifications

Coachwise Ltd
Chelsea Close
Off Amberley Road
Armley
Leeds LS12 4HP

www.1st4sportqualifications.com

enquiries@1st4sportqualifications.com
+44 (113)-290 7610