Sport and Enterprise in the Community

Laser Learning Awards

LASER supports its approved centres to develop flexible and responsive credit based courses. This includes those that widen access to lifelong learning, and address exclusion and participation. The structure of our qualifications enables learners to be recognised for their achievement, to accumulate credit, and use this to access further qualifications and learning over time.

LASER makes sure:

- quality assurance underpins all provision.
- only centres that meet national standards are approved (for course and qualification delivery and quality assurance).

LASER staff:

- have a wide experience of centre, course and qualification approval.
- support centres to make sure awards are valid and valued.

Contact us

🏠 www.laser-awards.org.uk

@ enquiries@laser-awards.org.uk

📞 01932 569894

🐦 @LaserAwards

f LaserLearningAwards

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Qualification Overview

OFQUAL QUALIFICATION NUMBERS

601/6058/5	LASER Level 2 Diploma in Sport and Enterprise in the Community
601/6064/0	LASER Level 3 Diploma in Sport and Enterprise in the Community

Laser Learning Awards is an awarding organisation regulated by Ofqual, the regulator of qualifications, examinations and assessments in England.

PURPOSE AND AIM OF QUALIFICATIONS	The aims of the qualification are to: • prepare learners for a role within community sport, active leisure or a relevant apprenticeship. • provide progression to the next level of vocational learning or into employment. • support learners to overcome barriers to entering work, for example due to the inclusion of a mandatory work experience unit. • provide learners with knowledge and skills to support their ability to operate independently and effectively in life, learning and work.
ENTRY REQUIREMENTS	There are no specific entry requirements. Providers are recommended to ensure learners are entered at an appropriate level.
RULES OF COMBINATION	**LASER Level 2 Diploma in Sport and Enterprise in the Community** **Qualification Number: 601/6058/5** The learner must achieve a minimum of 37 credits. 25 credits must be taken from the 6 units in the Mandatory Group. The remaining 12 credits must be from the units in the Optional Units Group. **LASER Level 3 Diploma in Sport and Enterprise in the Community** **Qualification Number: 601/6064/0** The learner must achieve a minimum of 37 credits. 25 credits must be taken from the 6 units in the Mandatory Group. The remaining 12 credits must be from the units in the Optional Units Group.
UNITS	Please follow the link to the **units list** and click on the unit titles.
ASSESSMENT	The qualification is achieved by providing evidence covering the learning outcomes and assessment criteria of each unit. Details of assessment methods are contained within each unit. There is no external assessment; evidence is assessed and internally verified by the provider, and verified externally by LASER. To help track your learners' progress, you can use our Evidence Log templates. These can be found on the **Sport and Enterprise Qualifications** page.
PRICE	For LASER's price list, please click **here**.
DATES	Operational Start Date: 1 May 2015 Operational End Date: 30 April 2024 Certification End Date: 30 April 2026
TO DELIVER	Centres must meet LASER's requirements for centre recognition and qualification approval. **Click here** for details of how to become an Approved Centre. Requirements include those around teaching and learning resources, staffing, course and venues, record keeping, delivery, assessment, and quality assurance. A 'New Programme-Provider Course Notification Form' must be completed. Once approved, centres can download necessary forms from the **Quartz Web Portal.** This resource includes a range of information and guidance as well as providing access to secure web-based functions, designed to make the administration and assessment of qualifications simple and efficient.

1. About the Qualifications

LASER's innovative Sport and Enterprise in the Community qualification suite has been designed in partnership with the Football League Trust. It is aimed at learners who are preparing for a career in the sport and leisure industry, but are not aiming to be professional sportspeople. The qualification also aims to equip learners with entrepreneurial and enterprise skills to nurture their capability to work in a community-based sport or active leisure role.

The qualifications support entry into the workplace or provide a platform for further study. Each qualification in the suite includes an element of compulsory work experience providing learners with the opportunity to experience a community sport or active leisure environment first hand. The mandatory units provide a solid grounding in sport and enterprise in the community and the inclusion of a broad range of optional units enable the qualification to be tailored to learner aspirations.

The qualification suite is available at Level 2 and Level 3. The straightforward rules of combination are the same for both levels of the qualification. Each Diploma consists of 6 mandatory units totalling 25 credits and 31 optional units from which a minimum of 12 credits must be achieved.

This qualification suite is regulated by Ofqual and sits on the Regulated Qualifications Framework (RQF).

To offer these qualifications, a centre must be approved by LASER. For further information about becoming an Approved Centre or working in partnership with an Approved Centre please visit **our website**.

Existing approved centres must complete a New Programme-Provider Course Notification Form before starting to deliver the qualification, which is available via our **Quartz Web Portal**. Full details of all LASER requirements are provided in the LASER centre handbook which is also available via our **Quartz Web Portal**.

LASER recommends that all Tutors and Assessors delivering this qualification are experienced, and have a clear and complete understanding of the subject matter. All staff involved in the delivery of the qualification should have, or be working towards, a relevant teaching/assessing/ quality assurance qualification.

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2. Offering the Qualifications

2.1 AIMS AND OBJECTIVES

The aims of the qualification are to:

- prepare learners for a role within community sport, active leisure or a relevant apprenticeship.

- provide progression to the next level of vocational learning, or into employment.

- support learners to overcome barriers to entering work due to the inclusion of a mandatory work experience unit.

- provide learners with knowledge and skills to support their ability to operate independently and effectively in life, learning and work.

2.2 TARGET GROUP

The qualification is approved for pre-16 learners – there is no upper age limit.

2.3 ENTRY REQUIREMENTS

There are no specific entry requirements. Providers are recommended to ensure learners are entered at an appropriate level.

2.4 ACHIEVING THE QUALIFICATION

LASER Level 2 Diploma in Sport and Enterprise in the Community
Qualification Number: 601/6058/5

The learner must achieve a minimum of 37 credits. 25 credits must be taken from the 6 units in the Mandatory Group. The remaining 12 credits must be from the units in the Optional Units Group.

LASER Level 3 Diploma in Sport and Enterprise in the Community
Qualification Number: 601/6064/0

The learner must achieve a minimum of 37 credits. 25 credits must be taken from the 6 units in the Mandatory Group. The remaining 12 credits must be from the units in the Optional Units Group.

To view the qualification units, please see **Appendix 2**.

Each assessment criteria must be evidenced to have been met in order for a learner to achieve a unit. For more detail, please see **Section 3.2**.

2.5 TOTAL QUALIFICATION TIME AND GUIDED LEARNING HOURS

The Total Qualification Time (TQT) is as follows, with the variations according to specific units chosen:

QUALIFICATION TITLE	CREDIT VALUE	GUIDED LEARNING HOURS (GLH)	TOTAL QUALIFICATION TIME* (TQT)
LASER Level 2 Diploma in Sport and Enterprise in the Community	37	229/292	370
LASER Level 3 Diploma in Sport and Enterprise in the Community	37	221/265	370

* Total Qualification Time represents an estimate of the total amount of time that a learner could reasonably expect to devote to successfully achieving the qualification. Total Qualification Time (TQT) is made up of Guided Learning hours (GLH) and Additional Hours (AH).

Guided Learning Hours (GLH) comprises activities completed by the learner under the direct instruction or supervision of a tutor/teacher, lecturer, supervisor, trainer etc. whether through actual attendance or via electronic means. Examples of Guided Learning activities include:

- Supervised:
  - classroom based learning
  - work-based learning
  - e-learning
- Real-time tutorials including webinars, phone, and other electronic delivery methods.
- All forms of assessment which take place under the immediate guidance or supervision of a tutor/ teacher, lecturer, supervisor, trainer or other approved/appropriate provider.

Additional Hours (AH) recognises all the other time taken in preparation that is not under the direct supervision of tutor/teacher, lecturer, supervisor, trainer etc. This time does not form part of the GLH, but does contribute to TQT. Example activities that could contribute to Additional Hours could include:

- Unsupervised:
  - independent compilation of portfolio of evidence
  - work-based learning
  - e-learning or e-assessment
  - coursework or research
  - private study time
  - viewing of a pre-recorded podcast or webinar

2.6 LANGUAGE REQUIREMENTS

These qualifications are only available in English.

2.7 PROGRESSION OPPORTUNITIES

Achieving the Level 2 Diploma in Sport and Enterprise in the Community will provide learners with the opportunity to progress into the workplace or onto further study such as the LASER Level 3 Diploma in Sport, Enterprise and the Community.

Learners completing the LASER Level 3 Diploma in Sport and Enterprise in the Community will have the opportunity of entering a range of career options in the sport and leisure industry. Alternatively learners will use the qualification as progression route into one of the many Foundation Degrees that are available in sports subjects including the Foundation Degree in Community Football Coaching and Development offered by the University of South Wales.

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3. How the Qualifications are Assessed

3.1 OVERVIEW

The qualifications are assessed by the centre and are subject to LASER's requirements for quality assurance. Once approved as a Laser Centre simply log on to the **Quartz Web Portal**[1] which offers a full resource bank of quality information, including the latest LASER Assessment Guidance.

3.2 ASSESSMENT DESIGN

These qualifications are assessed through the development of a portfolio of evidence. The portfolio should comprise a series of assessments devised by the centre, mapped to the assessment criteria.

Satisfactory completion of the assessments and compilation of the portfolio will provide evidence that the learner has met the requirements of the qualification. Evidence logs can be a useful tool in helping to track your learners's progress. Find your free copy on the **Quartz Web Portal.**

The centre must assess the learner in terms of whether they have met each unit assessment criteria. All the unit assessment criteria in a unit must be met (and evidenced) before a unit can be deemed achieved. Level Descriptors are provided in **Appendix 1**.

To view the units and assessment criteria, please click on the unit title hyperlinks within the tables in **Appendix 2**.

Assessment must be valid, reliable and sufficient to meet the outcome, and allow transparent authenticity: this means it must be apparent that evidence produced by a learner is the work of the individual learner, even if they have worked in a group. It is recommended that assessments are internally verified to meet these standards before they are implemented. Assessed work must be internally quality assured (**See Section 6**).

3.3 RECORD KEEPING

The use of a **Tutor Assessment Planning Sheet**[1] is recommended, as this helps to set out the various tasks, their assessment methods and the evidence needed to be produced, in a simple plan that can be shown to the internal quality assurer and quality and curriculum reviewer. It also allows the assessor to set out the options where more than one assessment method could be used for any one task: this information can then be transferred as required to the **Individual Learner Record** for each learner, allowing for some different methods to be used for individual learners, if individualised learning is appropriate. These planning sheets can be customised as centres prefer, as long as all essential information is included.

All assessment methods must be suitably evidenced, and **templates**[1] for assessors' use are all available in the Document section of the **Quartz Web Portal**. Note particularly the use of a group witness or individual witness statement, to be used in conjunction with a list of questions or discussion prompts, or sample recordings, when the methods 'group discussion' or 'oral question and answer' are used.

It is acceptable for the evidence to be held in a mixture of places, for example in a learner file and/or tutor

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[1] All Approved Centres have access to the **Quartz Web Portal**

file or on an intranet using a specific learner programme. If this is the case, it must be clear for each learner precisely where the information is held, by using one record sheet such as the Individual Learner Record, and that the evidence is complete. Electronic evidence must be available to LASER Quality and Curriculum Reviewers when requested.

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4. Special Arrangements for Learners with Particular Requirements

For information on special arrangements please refer to the LASER policy document **Access to Fair Assessment**[2]. This gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the achievement of the assessment criteria.

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5. Tutor/Assessor/Internal Quality Assurer Requirements

LASER recommends tutors, assessors, and internal quality assurers are appropriately qualified and experienced in line with any minimum industry requirements. It is also a requirement that all tutors, assessors, and internal quality assurers have a clear and complete understanding of the subject matter. All staff involved in the delivery of the qualification should have, or be working towards, a relevant teaching/assessing/quality assurance qualification.

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6. Quality Assurance of the Qualification(s)

Approved centres must implement the internal quality assurance arrangements detailed in the LASER Centre Handbook. To access this simply logon to the **Quartz Web Portal** and visit the Document section. The LASER Quality and Curriculum Reviewer will regularly monitor compliance with these requirements. The Quality and Curriculum Reviewer will report on the progress of any agreed actions for quality improvement.

In brief, centres delivering LASER qualifications must have internal quality assurance systems to underpin the valid delivery of the qualification. Internal quality assurance is the process by which the centre regularly samples and evaluates its assessment practices and decisions, and acts on the findings, to ensure consistency and fairness. It involves two key processes: verification and standardisation, and is done by one or more internal quality assurers.

Systems do vary between centres according to their particular situation, for example practices that work in a large centre are not necessarily effective in a smaller one. However there must be:

- an appropriate quality assurance system in place, and
- evidence the system is implemented effectively.

The outcome of the internal quality assurance process is the recommendation of award of credit to learners (RAC). There are two ways credit can be awarded to learners: by a LASER Quality and Curriculum Reviewer, or by Direct Claims Status.

6.1 DIRECT CLAIMS STATUS (DCS)

Direct Claims Status (DCS) can be awarded when a centre has one or more Approved Internal Quality Assurers (AIQA/s) for the appropriate sector or course(s). These centres can claim the award of credit directly from LASER. An application for **Direct Claims Status** must be made by the individual holding AIQA status and must show evidence of good verification practice at the centre for which the application is made. When an AIQA leaves an organisation, DCS does not automatically continue for that centre nor can it be automatically transferred for the individual to any new centre. An application must be made in conjunction with the new centre.

AIQA and DCS status is monitored by the Quality and Curriculum Reviewer and can be withdrawn by LASER at any time if quality systems are not effective.

6.2 STANDARDISATION

LASER holds regular standardisation events to make sure there is consistent application of assessment. Centres are required to contribute to LASER's programme of standardisation and also to carry out appropriate internal standardisation.

LASER holds standardisation events on a rolling basis to make sure comparable standards are being achieved year on year and there is a consistency of delivery and assessment across centres. Quality and Curriculum Reviewers will identify samples of learners' work that they want to retain for standardisation purposes during quality assurance visits. Where an AIQA is in place they will identify samples of learners' work to submit to national standardisation events. Centres are required to retain records of the assessment and internal quality assurance processes to contribute to standardisation events.

Standardisation activities also include opportunities for networking and sharing of resources, together with regular information about new or replacement units. Centres are recommended to attend these annual meetings, in addition to centre visits by Quality and Curriculum Reviewers.

6.3 RETAINING EVIDENCE

For all qualifications, centres must retain complete and accurate records for at least three years from the end of the academic year to which they relate. These records must be made available to LASER and/or Ofqual on request.

Appendix 1: Ofqual Level Descriptors – Level 2 and 3

LEVEL	KNOWLEDGE (THE HOLDER ....)	SKILLS (THE HOLDER CAN .....)
Level 2	Has knowledge and understanding of facts, procedures and ideas in an area of study or field of work to complete well-defined tasks and address straightforward problems. Can interpret relevant information and ideas. Is aware of a range of information that is relevant to the area of study or work.	Select and use relevant cognitive and practical skills to complete well-defined, generally routine tasks and address straightforward problems. Identify, gather and use relevant information to inform actions. Identify how effective actions have been.
Level 3	Has factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks and address problems that while well-defined, may be complex and non-routine. Can interpret and evaluate relevant information and ideas. Is aware of the nature of the area of study or work. Is aware of different perspectives or approaches within the area of study or work.	Identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that while well-defined, may be complex and non-routine. Use appropriate investigation to inform actions. Review how effective methods and actions have been.

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Appendix 2: Unit List

For more information on unit content, please click below:

LASER Level 2 Diploma in Sport and Enterprise in the Community	OFQUAL CODE: 601/6058/5	❯

LASER Level 3 Diploma in Sport and Enterprise in the Community	OFQUAL CODE: 601/6064/0	❯

As well as consulting this document, providers must also check LASER's essential information regarding the availability of all LASER's qualifications and units, including withdrawal notifications. LASER's 'Qualification and Unit Announcements' are available **here**.

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