



FOCUS AWARDS

Focus Awards Level 3 Certificate
in Leisure Management (RQF)

601/5377/5

Silicon House, Farfield Park, Manvers, Rotherham S63 5DB

Qualification Summary

Key Information

Level	Sector	Qualification Type
3	Sport, Leisure and Recreation	Occupational Qualification
Total Qualification Time	Credit Value	Guided Learning Hours
180	18	111
Status	Methods of Assessment	Minimum Age
Available to Learners	Portfolio of Evidence	16



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Focus Awards Level 3 Certificate in Leisure Management (RQF)

QRN: 601/5377/5

GLH: 111

TQT: 180

Credit: 18

Qualification Purpose:

The Focus Awards Level 3 Certificate in Leisure Management (RQF) aims to provide learners with the knowledge and skills to competently work as a leisure manager within an active leisure environment.

Age Ranges

Entry is at the discretion of the centre. However, learners should be aged 16 to undertake this qualification.

Geographical Coverage

This qualification is available in England and Northern Ireland.

Learner Entry Requirements

Focus Awards does not set any other entry requirements, but additional criteria may be requested or specified by the centre.

Reasonable Adjustments and Special Considerations

Please refer to the Focus Awards 'Reasonable Adjustments and Special Considerations Policy'. A copy is available for download from the Focus Awards website at the following url:

<https://www.focusawards.org.uk/wp-content/uploads/2016/08/Reasonable-Adjustments.pdf>



Assessment Methods

This qualification is Internally Assessed. Each learner must create a portfolio of evidence that demonstrates achievement of all the learning outcomes and assessment criteria associated with each unit.

The main pieces of evidence for the portfolio could include some or all of the following:

- Assessor observation
- Witness testimony
- Learner product
- Worksheets
- Assignments/projects/reports
- Record of oral and written questioning
- Learner and peer reports
- Recognition of prior learning (RPL)

Progression Routes

Learners seeking progress from this qualification can advance their skills further through the following:

- Focus Award Level 3 NVQ Diploma in Leisure Management (RQF)
- Focus Award Level 3 Certificate in Personal Training (RQF)
- Focus Awards Level 4 Diploma Master Practitioner in Personal Training (RQF)
- Focus Awards Level 4 Certificate for Advanced Personal Trainers (RQF)

Supporting Material and Useful Websites

- <https://focusawards.org.uk/supportingmaterials>
- <https://ofqual.gov.uk>



Qualification Structure

The learner must complete all 6 mandatory units achieving 16 credits, plus a minimum of 2 credits from any optional unit(s) totalling 18 credits.

Mandatory Units

Unit Title	Unit Reference	Level	Credit	Guided Learning Hours
Understanding how to lead a team in active leisure	F/503/0778	3	3	17
Promoting customer care in active leisure	K/503/0774	3	3	18
Understanding how to manage health, safety and welfare in active leisure	A/503/0780	3	3	20
Understanding the active leisure and learning sector	F/600/1758	3	3	23
Understanding employment rights and responsibilities	J/600/0840	2	2	15
Continuing professional development in active leisure	J/503/0782	3	2	8

Optional Units

Unit Title	Unit Reference	Level	Credit	Guided Learning Hours
Understanding financial procedures in active leisure	T/503/0776	3	3	20
Understanding how to deliver objectives through the work of an active leisure team	A/503/0777	3	2	10
Understanding how to supervise facility maintenance in active leisure	Y/503/0771	3	2	13
Marketing in active leisure	D/503/0772	3	6	30
Understanding how to sell services and products to customers in active leisure	L/503/0783	3	4	20
Operating swimming pool plant	F/5030988	3	4	25

Staff Requirements

Requirements for Tutors/Instructors

Tutors delivering the qualification will be required to hold or be working towards a teaching qualification. This may include qualifications such as the Levels 3, 4 or 5 in Education and Training, or a Certificate in Education. Focus Awards will however; consider other teaching qualifications upon submission. Tutors must also be able to demonstrate that they are occupationally competent within the sector area.

Requirements for Assessors

Assessors will be required to hold, or be working towards a relevant assessing qualification. This includes qualifications such as:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally-Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement

Focus Awards will however; consider other relevant assessing qualifications upon submission.

Assessors who only hold the Level 3 Award in Understanding the Principles and Processes of Assessment will be required to complete an additional programme of study to achieve the relevant competency units required for one of the qualifications listed above.

Trainee assessors who do not hold an assessment qualification will require their decisions to be countersigned by a suitably qualified assessor.

Assessors must also be able to show they are occupationally competent within the sector area

Requirements for Internal Quality Assurers (IQA)

Internal Quality Assurers should hold or be working towards the following IQA qualification. This may include qualifications such as the V1 (previously D34), or the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice. Focus Awards will however; consider other relevant IQA qualifications upon submission.

Trainee IQAs who do not hold an IQA qualification will require their decisions to be countersigned by a suitably qualified IQA. IQAs must be able to demonstrate occupational competence.

