



Developed in Partnership with
Parkour UK

1st4sport Level 1 Award in Coaching Parkour/Freerunning (QCF)

Qualification Specification

Version 5: 13 October 2016

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

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V4 1 November 2014: All content rationalised and *Conditions* redeveloped to encompass evidence requirements

V5 13 October 2016: Qualification review date updated, unit specification inserted into appendices

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Introduction to the Qualification

The 1st4sport Level 1 Award in Coaching Parkour/Freerunning (QCF) is solely awarded in England by 1st4sport Qualifications and has been developed in partnership with the technical experts Parkour UK (PKUK). It is recognised as the industry standard level 1 qualification for coaching Parkour/Freerunning within the United Kingdom.

Qualification Regulation¹ Details and Dates

Qualification Title	Qualification No.	GLHs	Level	Credit
1st4sport Level 1 Award in Coaching Parkour/Freerunning (QCF)	600/4092/7	21	1	7

Regulation Dates	
Qualification regulation start date	04 April 2011
Qualification review date	31 December 2017
Certification end date	31 December 2018

Qualification Structure and Units

To qualify for the 1st4sport Level 1 Award in Coaching Parkour/Freerunning (QCF), learners must successfully achieve seven credits from the seven mandatory units. Achievement of the qualification is normally through attendance on *Parkour UK Programme of Learning and Assessment* which ensures completion of the *1st4sport Learner Pack* inclusive of all assessed tasks.

The unit specifications for the 1st4sport Level 1 Award in Coaching Parkour/Freerunning (QCF) are contained within Appendix 2 of this Qualification Specification.

Title		Accreditation No.	GLHs	Level	Credit
101	Understanding the fundamentals of coaching sport	D/601/3531	6	1	1
102	Understanding the principles of planning coaching activities in sport	H/601/3532	10	1	1
103	Understanding the principles of conducting coaching activities in sport	K/601/3533	10	1	1
104	Understanding the principles of evaluating coaching activities in sport	M/601/3534	7	1	1
105	Planning Parkour/Freerunning coaching activities	K/502/9057	6	1	1
106	Conducting Parkour/Freerunning coaching activities	M/502/9058	7	1	1
107	Evaluating Parkour/Freerunning coaching activities	T/502/3059	3	1	1

¹ This qualification is equivalent to Level 2 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 1st4sport Level 1 Award in Coaching Parkour/Freerunning (QCF) is to provide a benefit to learners through an introduction into the principles and practice of safe, ethical and effective management of coaching Parkour/Freerunning sessions to adults and young people in an appropriate environment.

Who is this qualification designed for?

This qualification is designed for aspiring Parkour/Freerunning coaches to be supported in the development of their knowledge of how to effectively coach a local club or participants of all ages.

Progression

What could this qualification lead to?

Learners achieving this qualification might consider progression to the following qualifications:

- 1st4sport Level 2 Certificate in Coaching Parkour/Freerunning (QCF)
- Level 1 NVQ Award in Sport and Active Leisure (QCF).

Successful learners who are under 16 years of age may gain paid or voluntary employment as an assistant Parkour/Freerunning coach operating under the supervision of a Level 2 qualified Parkour/Freerunning coach.

The skills and knowledge developed through this qualification may also be used enable learners to progress to other industry relevant qualifications in coaching Parkour/Freerunning or other related areas. Other roles that the learner may consider exploring to include:

- sports volunteer.
- fitness instructor

Support

Who supports this qualification?

This qualification is supported by Parkour UK whom the technical experts are providing the technical advice in the development of this qualification.

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 • an approved Parkour UK tutor to conduct training and assessment • an approved Parkour UK internal verifier to conduct internal verification (IV)³ <p>In deploying the workforce, the recognised centre must ensure that each course operates with a maximum of 16 learners to one Parkour UK tutor.</p> <p>The observed assessments must be conducted on a 1:1 basis with a maximum of 16 learners per assessor per assessment day.</p>	<p>Must be evidenced in the <i>Staff</i> section of <i>Athena</i>, the 1st4sport Quality Assurance System⁴. 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 • an approved Parkour UK tutor to conduct training and assessment • an approved Parkour UK internal verifier (IV) <p>1st4sport will conduct a quality check on tutor/assessors and internal verifiers against the Parkour UK master workforce list.</p>
	Evidence: ratios
	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • course/programme attendance registers for staff and learners • course/programme authorisation requests to 1st4sport • IV sampling plans and reports.

² One person may fulfil a number of the required roles. The tutor and assessor is often the same person

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

⁴ To gain access to *Athena*, please request this via qmt@1st4sportqualifications.com

QCON 1.2 Qualification administrator	
Conditions	Evidence: competence
The recognised centre is required to recruit and deploy a qualification administrator responsible for timely, accurate qualification administration activities. All administration activities must comply with the <i>1st4sport Position Statement: Qualification Administration</i> .	<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
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>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 Tutor/Assessors	
Conditions	Evidence: initial competence
<p>The recognised centre is required to recruit and deploy a minimum of one approved Parkour UK tutor/assessor.</p> <p>Parkour UK tutors are responsible for the delivery of the <i>Learning and Assessment Programme for Parkour/Freerunning</i>. In doing they are required to conduct of valid and reliable assessments in accordance with the <i>1st4sport Tutor, Assessor and Verifier Guidance</i>.</p> <p>Parkour UK tutors are required to attend a minimum of one Parkour UK standardisation day per year.</p>	Evidence: ongoing competence
	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • 1st4sport approval of each Parkour UK Tutor listed as a tutor and an assessor via the <i>Athena Staff</i> tab. <p>Must be evidenced through:</p> <ul style="list-style-type: none"> • standardisation attendance and activities • assessment records • internal verification reports and action responses • external verification reports and action responses (<i>Athena</i>).

QCON 1.6 Internal verifiers	
Conditions	Evidence: initial competence
<p>The recognised centre is required to recruit and deploy an approved Parkour UK internal verifier.</p> <p>Parkour UK interval verifiers are responsible for the conduct of valid and reliable internal quality assurance activities in accordance with the <i>1st4sport Tutor, Assessor and Verifier Guidance</i>.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> 1st4sport approval of each for Parkour UK internal verifier within the master workforce list supplied by the Parkour UK and <i>Athena Staff</i> tab.
	<p>Evidence: ongoing competence</p> <p>Must be evidenced through:</p> <ul style="list-style-type: none"> recorded standardisation activities internal verification records (implementation of sampling and reports) external verification reports and action responses (<i>Athena</i>)
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 health and safety regulations and have in place appropriate access arrangements. All training and/or assessment sites must include the following facilities:</p> <ul style="list-style-type: none"> an area suitable in size and of safe construction for a maximum of 16 learners a theory space for up to 16 learners which includes multimedia facilities, flip charts and flip chart pens. The area must have moveable furniture (no fixed chairs/tables) and is safe free from obstruction. <p>The weather and environment must be conducive to learning; lighting and temperature appropriate to the participant and learner needs.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> inventories and risk assessments internal verification reports external verification reports (<i>Athena</i>).

QCON 1.8 Qualification equipment	
Conditions	Evidence: equipment
<p>When using indoor facilities 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 Parkour/Freerunning and must include:</p> <ul style="list-style-type: none"> • 2 x horses • 1 x large horse • 12 mats (approx. 2m x 1m) • 2 x floor beams/fenders • or a Parkour UK mobile Parkour park. <p>The recognised centre must ensure that all learners and persons being coached wear appropriate sports apparel.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • pre-course instructions on clothing to learners • 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 ensure that the Parkour UK Tutor/Assessors have available for use during sessions the:</p> <ul style="list-style-type: none"> • <i>Parkour UK Learning and Assessment Programme</i> • <i>1st4sport Qualification Specification</i> • <i>1st4sport Tutor, Assessor, Verifier Guidance</i> <p>The recognised Centre is also required to ensure that learners are provided with the a <i>1st4sport Learner Pack</i> which includes the:</p> <ul style="list-style-type: none"> • 1st4sport assessment tasks • 1st4sport folder 	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • pre-course instructions to learners • inventories • <i>Parkour UK Learning and Assessment Programme</i> per course⁵ • 1st4sport assessment tasks which are assessed and annotated in accordance with the <i>1st4sport Tutor, Assessor, and Verifier Guidance</i> • internal verification reports and action responses • external verification reports and action responses (<i>Athena</i>).

⁵ *Parkour UK Learning and Assessment Programme* is a pre-standardised tool which centres must apply to each course; publishing dates and records of when each aspect was delivered

QCON 1.10 Qualification fees ⁶	
Conditions	Evidence: fees
<p>The recognised centre is required to pay a £101 learner registration and certification fee per registered learner when the course is authorised with 1st4sport within the appropriate timescales.</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

⁶ 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 *FastTrack* service for additional £5 fee per learner (plus VAT where this is applicable).

Section Two: Administration, initial assessment and inductions	
QCON 2.1 Course/programme administration	
Conditions	Evidence: course programme
<p>Recognised centres should utilise the 1st4sport centre portal⁷ to authorise courses, register and certificate learners.</p> <p>All qualification administration activities must be conducted in accordance with the <i>1st4sport position Statement: Qualifications Administration</i></p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • 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, agreement and registration period	
Conditions	Evidence: enrolment process
<p>The recognised centre is required to have a fair and equitable enrolment process. In doing so relevant learner information must be collected and initial assessment of learner's eligibility be conducted. 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 the <i>Learner Agreement/Contract</i> sportscoach UK code of conduct • make all relevant payments • understand that the registration period for this qualification is 12 months in which time they must complete all aspects of their learning and assessment including reassessments. • attend all components of the learning and assessment programme (unless other arrangements have been made related to RPL) • 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/contracts⁸

⁷ 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

⁸ 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-requisites	
Conditions	Evidence: pre-requisites
<p>The recognised centre is required to conduct an initial assessment of learners to ensure that the pre-requisites to registration and certification are considered and the outcome recorded during the application process.</p> <p>Prior to registration learners are required to:</p> <ul style="list-style-type: none"> • be 16 years of age or over • be accurately identified • be able to communicate effectively in English⁹ (this includes listening, speaking, reading and writing). <p>Prior to certification learners must be:</p> <ul style="list-style-type: none"> • hold an emergency aid certificate (minimum of 3 hours and must include CPR) • have attended a Child Protection/Safeguarding workshop recognised by sportscoach UK 	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • learner records containing personal data which includes their title, name, date of birth, address, gender, nationality, ethnicity, disability and access needs • learner identity check details containing the type of proof, the reviewer's name and the date confirmed • records of activities to check understanding of the England language (where this is deemed to be necessary).

⁹ Learners must be able to understand the requirements of the qualification and the information within the qualification materials in English without assistance. Where there is demand, this qualification may also be available in Welsh or Irish

QCON 2.4 Learner Eligibility and Barriers to Access	
Conditions	Evidence: access arrangements
<p>The recognised centre is required to conduct an initial assessment of learners to consider barriers to access in accordance <i>Equality Act 2010</i>¹⁰¹⁰ and its protected characteristics. The barriers to access to this qualification which preserve the integrity, the technical requirements and safety of learners and participants include:</p> <ul style="list-style-type: none"> • age – individuals under the age of 16 are not permitted to attend this qualification. This serves to prevent inexperienced coaches working. As a result no adjustments to this barrier can be applied. • 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. • disability – individuals with mental or physical or learning disabilities may find some of the competencies difficult and/or dangerous to their well being • 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 through:</p> <ul style="list-style-type: none"> • learner application forms or web-based application services • reasonable adjustment requests (<i>Athena</i>) and clearly implemented arrangements.

¹⁰ 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: access arrangements
<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 child/vulnerable adult safeguarding appeals complaints malpractice/maladministration 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: inductions
<p>The recognised centre is required to deliver the qualification in accordance with the <i>Parkour UK Learning and Assessment Programme</i> in its entirety. This is aligned to the recommended guided learning hours for the qualification which range from 24-76 hours depending upon learners' needs.</p> <p>In doing so the recognised centre must ensure that the seven mandatory units are completed, giving learners 7 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) <i>Parkour UK Learning and Assessment Programme</i> per course
QCON 3.2 The Training and Assessment Programme	
Conditions	Evidence: course length
<p>The recognised centre is required to deliver the <i>Parkour UK Learning and Assessment Programme</i> adapting this only where necessary to meet the specific needs of individual learners.</p> <p>In delivering the programme the following must be 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 (12 months). 	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> <i>Parkour UK Learning and Assessment Programme</i> per course course administration records

QCON 3.3 Assessment Specification	
Conditions	Evidence: assessment
<p>Centres are required to ensure this assessment specification is fully complied with without any deviation. To achieve the qualification, learners are required to have, in summary, assessed evidence of:</p> <ul style="list-style-type: none"> an appropriate comprehension understanding of the Level 1 knowledge units and the specific technical knowledge underpinning the coaching of Parkour/Freerunning at this level, which will be assessed via performance, simulation, tasks and assignments 	<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 assessed and annotated learner assessment tasks contained within the <i>1st4sport Learner Packs</i> in line with the <i>1st4sport Tutor, Assessor, Verifier</i> <i>Guidance</i> observation checklists internal verification reports external verification reports and action responses (<i>Athena</i>).
To complete the coaching Parkour/Freerunning units, learners are required to evidence:	
<ul style="list-style-type: none"> a collection of information needed to plan activities on a minimum of two types of participants (including type, ability and specific needs). The production of pre-prepared or personal plans for a minimum of two coaching activities from different parkour/freerunning coaching sessions. The planned activities must be of a minimum of 15 minutes in duration. the delivery of one planned parkour/freerunning coaching session observed by an appropriately qualified assessor and drawn from the Level 1 technical syllabus developed for parkour/freerunning. production of a recorded evaluation of the delivery of a minimum of one planned activity session. the assisting of the delivery of eight x one hour sessions with a qualified level 2 parkour/freerunner coach in their own coaching environment, with real participants the assisting of the delivery of two x one hour sessions with a qualified level 2 parkour/freerunner coach in their own coaching environment, with real participants <p>All sessions must be drawn from the <i>Level 1 Parkour/Freerunning Technical Syllabus</i> which is contained within the appendix to this specification.</p>	

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. These are contained within the <i>1st4sport Learner Pack</i>.</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 record of learners attendance and achievement of each task and units, the tutor/assessor and completion dates • assessed and annotated learner assessment tasks contained within the <i>1st4sport Learner Packs</i> in line with the <i>1st4sport Tutor, Assessor, Verifier Guidance</i> • observation checklists • internal verification reports • external verification reports and action responses (<i>Athena</i>).
	<th>Evidence: alternative arrangements</th>
	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • an alternative assessment arrangements request (only where alternative assessment arrangements are needed) • the completion of agreed alternative assessment tools (including electronic platforms) where these are agreed
QCON 3.5 Assessment Eligibility	
Conditions	Evidence: eligibility for assessment
<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>Must be evidenced through:</p> <ul style="list-style-type: none"> • <i>Parkour UK Programme of Learning and Assessment</i> • registers and/or records of attendance

QCON 3.6 Assessment Process	
Conditions	Evidence: assessment process
<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 <i>1st4sport Tutor, Assessor, Verifier Guidance</i> 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"> <i>Parkour UK Programme of Learning and Assessment</i> per course records of attendance and achievement per task and unit, the assessor who conducted the assessment and completion date assessed and annotated learner packs completed observation checklists assessor communications to administrators internal verification reports and action responses external verification reports and action responses (<i>Athena</i>).
QCON 3.7 Eligibility of Learners for Special Consideration	
Conditions	Evidence: access arrangements
<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: certification
<p>The recognised centre is required to ensure that learners who have successfully completed all pre-requisites, assessment requirements and who have been confirmed by the Parkour UK tutor/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 • the assessor communications to the qualification administrator • administrator communications to learners • internal verification reports and action responses • external verification reports and action responses (<i>Athena</i>). • certification requests to 1st4sport.
QCON 3.9 Reassessments	
Conditions	Evidence: 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 (12 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 through:</p> <ul style="list-style-type: none"> • re-assessment plans, tracking and records • <i>Parkour UK Programme of Learning and Assessment</i> per course • records of attendance and achievement per task and unit, the assessor who conducted the assessment and completion date • assessed and annotated learner packs • completed observation checklists • assessor communications to administrators • internal verification reports and action responses • external verification reports and action responses (<i>Athena</i>).

Section Four: Internal Quality Assurance

QCON 4.1 Internal Verification Strategy

Conditions	Evidence: 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 of evidence across 25% of learners and assessor feedback is internally verified from 75% of the courses authorised all active assessors internally verified across all active assessment sites, over a twelve month period one standardisation activities conducted annually and focussed on assessment and internal verification 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 internal verification report templates external verification reports and action responses (Athena).

QCON 4.2 Internal Verification Sampling

Conditions	Evidence: sampling activities
<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"> internal verification sampling plans external verification reports and action responses (Athena).

QCON 4.3 Internal Verification Interventions

Conditions	Evidence: internal verification reports
<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 and specifically to the qualification workforce.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> internal verification reports and action responses external verification reports and action responses (Athena).

Communications and Contacts

In an effort to reduce the costs of qualifications 1st4sport 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	
Parkour UK Contact Details	Website: Parkour UK Enquiries e-mail: info@parkouruk.org Address: Parkour UK 4 th Floor Burnwood House 14-16 Caxton Street London SW1H 0QT
Skills Active The Sector Skills Council for Active leisure, Learning and Well- being	Website: skillsactive.com Enquiries e-mail: skills@skillsactive.com Telephone: 0330 004 0005
The Register of Regulated Qualifications:	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 . ¹¹
The Office of the Qualifications and Examination regulator (Ofqual)	Website: ofqual.gov.uk
Department for Education	Website: education.gov.uk
Learning Records Service	Website: learningrecordsservice.org.uk

¹¹ Any changes to qualifications will be communicated with recognised centres via various means of communications

Appendix 1: Level 1 Parkour/Freerunning Technical Syllabus

This Technical Syllabus should be read in conjunction with the practical units of the 1st4sport Level 1 Award in Coaching Parkour/Freerunning (QCF). To achieve Units 5 - 7 of the 1st4sport Level 1 Award in Coaching Parkour/Freerunning (QCF), learners will be required to demonstrate an understanding and application of coaching the following Parkour/Freerunning skills and techniques.

Practical Topics	Components of Practical Topics
Techniques	
Running/Courir	Sprinting Distance Approach Exit
Jumping/Sauter	Running Standing Precision Drop
Passing/Passement	Vaults Wall-Run
Arm Jump/Saut de Bras	Straight Return Level Up
Climbing/Grimper	Traversing
Through movement	Underbars Dives
Rolling/Roulade	Drop Breakfall Diving
Stepping	Wall-Run Balancing Tic-Tac

Appendix 2: Unit Specifications for the 1st4sport Level 1 Award in Coaching Parkour/Freerunning (QCF)

Title:	Understanding the fundamentals of coaching sport
Level:	1
Credit value:	1
Unit Aim:	This unit assesses the coach's understanding of their role and the fundamentals of coaching.
Learning outcomes <i>The learner will:</i>	Assessment criteria <i>The learner can:</i>
1 know how to establish and maintain an effective, fair and equitable coaching environment	1.1 outline why it is important to communicate clearly with participant(s) and colleagues
	1.2 outline what might happen if communication is not clear
	1.3 outline why equality and diversity are important in working with participant(s) and colleagues
	1.4 state how to treat people equally and respect their individuality
	1.5 identify how to dress and present self at work
	1.6 identify examples of positive behaviour when coaching participant(s)
	1.7 outline why dress, appearance and behaviour are important at work
2 understand the principles of coaching	2.1 outline why teamwork is important in providing good levels of service
	2.2 outline why it is important to always try to improve own work
	2.3 outline why feedback from colleagues and participant(s) is important
	2.4 identify how to use feedback from colleagues and participant(s) to improve own work

Learning outcomes <i>The learner will:</i>	Assessment criteria <i>The learner can:</i>
3 know how to establish and maintain a safe coaching environment	3.1 outline why safeguarding children and vulnerable people is important
	3.2 identify the procedures to follow for safeguarding children and vulnerable people
	3.3 describe the values or codes of practice relevant to own work
	3.4 explain the importance of dealing with accidents and emergencies promptly, calmly and correctly
	3.5 identify the types of injuries and illnesses that may occur in own area of work
Assessment guidance	This unit will be assessed through a portfolio of evidence and observation of coaching practice.

Title:	Understanding the principles of planning coaching activities in sport
Level:	1
Credit value:	1
Unit Aim:	This unit assesses the coach's understanding of how to plan and prepare activities within coaching sessions.
Learning outcomes <i>The learner will:</i>	Assessment criteria <i>The learner can:</i>
1 understand how to plan coaching activities	1.1 outline why it is important to plan and prepare for coaching sessions
	1.2 describe how to identify who has responsibility for different aspects of sessions
	1.3 outline why it is important to work closely with the person with overall responsibility for sessions
	1.4 identify the types of information needed to plan an activity within sessions
	1.5 outline the types of information that may be confidential
	1.6 outline how to deal with confidential information
	1.7 outline why it is important to use evaluations of other activities when planning new activities
	1.8 outline why it is important to make sure the planned activities meet the overall aims of the sessions
2 understand how to plan for a safe coaching environment	2.1 state why health, safety, cleanliness and tidiness are important in a coaching facility
	2.2 identify the procedures which must be followed for checking coaching facility areas and dealing with any problems found
	2.3 outline the types of problems which may be found in a coaching facility area
	2.4 outline the types of problems allowed to be dealt with by self
	2.5 describe the types of problems which should not be dealt with by self
	2.6 indicate who problems should be reported to
	2.7 outline health and safety requirements that cover own area of responsibility

Learning outcomes <i>The learner will:</i>	Assessment criteria <i>The learner can:</i>
3 understand how to prepare facilities and equipment for coaching activities	3.1 identify the types of equipment which might be used in coaching sessions
	3.2 outline the main health and safety requirements for different items of coaching equipment
	3.3 outline safe manual lifting and handling procedures
	3.4 describe why safe manual lifting and handling procedures are important
	3.5 identify the types of faults and/or hazards which may occur with coaching equipment
	3.6 outline how to identify and report problems with coaching equipment
	3.7 identify correct ways of setting up a range of coaching equipment
	3.8 outline why it is important to check with a more senior colleague that coaching equipment has been set up correctly
4 understand how to prepare participants for coaching activities	4.1 state the procedures to follow when arranging coaching facilities and equipment and giving information to participants
	4.2 identify the requirements for dress and equipment for the activities being coached
	4.3 outline how to give clear and correct demonstrations and explanations of skills, techniques, rules, codes and health and safety requirements
	4.4 outline why it is important to answer participant(s)' questions
	4.5 outline why warm ups are important
	4.6 outline the types of warm up that are appropriate to activities being coached
Assessment guidance	This unit will be assessed through a portfolio of evidence and observation of coaching practice.

Title:	Understanding the principles of conducting coaching activities in sport.
Level:	1
Credit value:	1
Unit Aim:	This unit assesses the coach's understanding of how to conduct activities, conclude activities and support participant behaviour and performance during a coaching session.
Learning outcomes <i>The learner will:</i>	Assessment criteria <i>The learner can:</i>
1 understand how to conduct planned coaching activities	1.1 describe own responsibilities during sessions
	1.2 state the health and safety requirements relevant to the activities being coached
	1.3 identify sport-specific techniques, skills, rules and codes of behaviour relevant to the activities being coached
	1.4 outline how to select appropriate equipment for different participants
	1.5 describe the procedures for reporting accidents, injuries and illnesses
	1.6 describe own responsibilities for reporting accidents, injuries and illnesses
2 understand how to support participant(s)' behaviour and performance	2.1 outline the importance of good communication with participant(s) during sessions
	2.2 outline how to motivate and encourage participant(s) without putting them under stress
	2.3 describe ways in which participant(s)' behaviour can be managed during sessions
	2.4 outline the coaching process as it applies to the improvement of participant performance
	2.5 outline the importance of giving feedback to participant(s) on what they are doing
	2.6 outline how to give feedback in a way that will help participant(s) to improve their performance
	2.7 identify appropriate times during an activity to provide feedback

Learning outcomes <i>The learner will:</i>	Assessment criteria <i>The learner can:</i>
3 understand how to conclude coaching activities	3.1 outline why it is important to allow enough time to finish an activity as planned
	3.2 outline why it is important to cool down
	3.3 outline types of appropriate cool down exercises for the activities being coached
	3.4 outline why it is important to get feedback from participant(s) at the end of sessions
	3.5 identify procedures for putting away equipment and tidying the coaching facility
	3.6 outline how to identify faulty equipment and what to do with it
	3.7 outline why it is important to store equipment in the right place
	3.8 outline why it is important that storage areas should be clean, tidy and secure
Assessment guidance	This unit will be assessed through a portfolio of evidence and observation of coaching practice.

Title:	Understanding the principles of evaluating coaching activities in sport
Level:	1
Credit value:	1
Unit Aim:	This unit assesses the coach's understanding of how to evaluate activities within coaching sessions and how to use evaluations to improve their own coaching
Learning outcomes <i>The learner will:</i>	Assessment criteria <i>The learner can:</i>
1 understand how to evaluate coaching activities	1.1 outline why evaluating activity sessions is important
	1.2 describe why it is important to compare what happened during a session with what was planned
	1.3 outline the importance of making positive use of the feedback from others, including participants and the person responsible for sessions
	1.4 outline why it is important to record the results of the evaluation
	1.5 outline how to complete evaluation forms
	1.6 state how to make use of past evaluations when planning and conducting future activities
2 understand how to develop own coaching practice	2.1 outline why it is important to always try to improve own coaching
	2.2 identify how to ask colleagues for feedback on own work
	2.3 outline why feedback from colleagues is important
	2.4 identify how to use feedback from colleagues to improve own coaching
	2.5 outline why it is important to take part in training and education
	2.6 outline the sources of training and education available to improve coaching practice
Assessment guidance	This unit will be assessed through a portfolio of evidence and observation of coaching practice.

Title:	Planning parkour/freerunning coaching activities
Level:	1
Credit value:	1
Unit Aim:	This unit assesses the assistant coach's ability to plan and prepare activities within a parkour/freerunning coaching session.
Learning outcomes <i>The learner will:</i>	Assessment criteria <i>The learner can:</i>
1 plan parkour/freerunning coaching activities	1.1 collect information needed to plan activities
	1.2 deal with confidential information correctly
	1.3 produce plans for parkour/freerunning activities that meet the session's aims
	1.4 use evaluations of previous activities to help the plan
	1.5 make sure the planned parkour/freerunning activities fit into the time available
	1.6 check the details of plans with the person responsible for the session
	1.7 identify own responsibilities of the session
2 plan for a safe parkour/freerunning environment	2.1 take account of health and safety requirements when planning parkour/freerunning activities
	2.2 check the facility following the correct procedures
	2.3 identify possible problems with facilities
	2.4 take correct action to deal with any problems, according to instructions
	2.5 report any problems clearly and accurately to a more senior colleague

Learning outcomes <i>The learner will:</i>	Assessment criteria <i>The learner can:</i>
3 prepare facilities and equipment for parkour/freerunning coaching activities	3.1 identify equipment needed to deliver planned parkour/freerunning activities
	3.2 find the equipment to set up
	3.3 lift and handle equipment safely and without causing damage
	3.4 follow instructions for setting up and laying out the equipment
	3.5 make sure equipment is ready when needed
	3.6 check with a senior colleague that the set up is correct
	3.7 identify and report any problems to a more senior colleague
Assessment guidance	<p>Learners need to produce evidence of:</p> <ul style="list-style-type: none"> collecting information needed to plan activities on a minimum of two types of participants (including type, ability and specific needs). the production of pre-prepared or personal plans for a minimum of two coaching activities from different parkour/freerunning coaching sessions. The planned activities must be of a minimum of 15 minutes in duration. <p>All sessions must be drawn from the Level 1 Parkour/Freerunning Technical Syllabus.</p>

Title:	Conducting parkour/freerunning coaching activities
Level:	1
Credit value:	1
Unit Aim:	This unit assesses the assistant coach's ability to conduct and conclude activities within parkour/freerunning coaching sessions
Learning outcomes <i>The learner will:</i>	Assessment criteria <i>The learner can:</i>
1 conduct planned parkour/freerunning coaching activities	1.1 follow agreed health and safety procedures
	1.2 refer any problems which cannot be dealt with correctly to the person responsible for a session
	1.3 communicate with participant(s) and colleagues clearly
	1.4 provide participant(s) with information they need throughout sessions
	1.5 follow the correct procedures for safeguarding children and vulnerable people
	1.6 deal with accidents, injuries and illnesses following the correct procedures
	1.7 report accidents, injuries and illnesses following the correct procedures
2 support participant(s)' behaviour and performance	2.1 demonstrate how to observe participant(s)' performance throughout activities
	2.2 pay attention to the needs of all the participant(s)
	2.3 give feedback to participant(s) at appropriate times during activities
	2.4 make sure that feedback highlights good performance and where participant(s) need to improve
	2.5 ensure that feedback is clear and encouraging

Learning outcomes <i>The learner will:</i>	Assessment criteria <i>The learner can:</i>
3 conclude parkour/freerunning coaching activities	3.1 allow enough time to finish activities
	3.2 help participant(s) to cool down safely
	3.3 provide participant(s) with feedback on what has been achieved
	3.4 encourage participant(s) to give their own feedback on activities
	3.5 follow the correct procedures for putting away equipment and tidying the coaching facility
	3.6 refer any problems which cannot be dealt with correctly to the person responsible for the session
Assessment guidance	<p>Learners need to produce evidence of the:</p> <ul style="list-style-type: none"> the delivery of one planned parkour/freerunning coaching session <p>The planned session/activities must be of a minimum of 15 minutes in duration and be observed being coached by an appropriately qualified assessor.</p> <p>All sessions must be drawn from the Level 1 Parkour/Freerunning Technical Syllabus.</p>

Title:	Evaluating parkour/freerunning coaching activities
Level:	1
Credit value:	1
Unit Aim:	This unit assesses the assistant coach's ability to conduct and conclude activities within parkour/freerunning coaching sessions
Learning outcomes <i>The learner will:</i>	Assessment criteria <i>The learner can:</i>
1 evaluate parkour/freerunning coaching activities	1.1 carry out evaluations with the person responsible for sessions
	1.2 compare what happened during the activity with what was planned
	1.3 identify what the participant(s) achieved during activities
	1.4 take account of participant(s)' feedback about activities
	1.5 provide own ideas about what went well and what could be improved
	1.6 listen to and take account of the views of the person responsible for the session
	1.7 record the results of evaluations to help improve future activities
2 develop own netball coaching practice	2.1 seek feedback on own coaching from colleagues
	2.2 work with a relevant colleague to: <ul style="list-style-type: none"> identify the things done well and areas which could be done better identify the new things needed to learn
	2.3 identify training that would help to improve own coaching.
Assessment guidance	<p>Learners need to produce evidence of:</p> <ul style="list-style-type: none"> the production of a recorded evaluation of the delivery of a minimum of one planned parkour/freerunning activity session. <p>The activities delivered must be of a minimum of 15 minutes in duration in total.</p> <p>A minimum of one of the sessions evaluated must be observed being coached by an appropriately qualified assessor.</p> <p>All sessions must be drawn from the Level 1 Parkour/Freerunning Technical Syllabus.</p>

