

Assignment Pack for BTEC National in Sport

Unit 3: Professional Development in the Sports Industry

For Pearson BTEC Level 3 National:

Extended Certificate in Sport (601/7218/6)

Foundation Diploma in Sport (601/7220/4)

Diploma in Sport (603/0460/1)

Extended Diploma in Sport (603/0459/5)

Diploma in Fitness Services (601/7215/0)

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Teacher's Introduction

This resource is made up of three progressive sections designed to prepare and support students for completing their assignments for **Unit 3: Professional Development in the Sports Industry** of the BTEC Nationals (Level 3) in Sport.

Sections 1 and 2 contain **practice assignments** that are designed to be used to fully prepare students before starting their live assignment. **Section 3** contains a **real assignment** which can be used for internal assessment.

- **Section 1** is made up of **direct practice tasks** which are designed to test and strengthen knowledge around the different learning outcomes. **Worksheets** are included as supporting material and are intended to help students organise their ideas and make notes when completing the practice assignments.
- **Section 2** consists of **scenario practice tasks** that are intended for students to apply their knowledge and understanding to the learning outcomes. These practice tasks are similar to the real assignment, but they include structured support so that students know what to include for each task.

By completing the practice tasks throughout the learning phase, students will cover the kinds of things they will be asked to do in their actual assessment. Alternatively, by setting a 'mock assignment', you can prepare your students for the scale and experience of completing an actual assignment. You may wish to mix these approaches, e.g. by taking the first approach through the first Learning Aim, and setting a mock assignment later on for others; or vice versa, so that when students do their very first assessment they already have some experience of assignments.

- **Section 3** contains the **real assignments** for both sets of Learning Outcomes. These have been carefully modelled on *endorsed resources* and the *BTEC Assignment Brief Template*, found on the BTEC forms and guides page ([zzed.uk/12614-BTEC-forms](https://www.zzed.co.uk/12614-BTEC-forms)). Furthermore, they address the criteria outlined in the *BTEC Centre Guide to Assignment Writing* ([zzed.uk/12614-BTEC-Writing](https://www.zzed.co.uk/12614-BTEC-Writing)), highlighting their alignment with BTEC's established standards and guidelines.

Please refer to the **IMPORTANT DISCLAIMER REGARDING ASSESSMENT** below.

IMPORTANT DISCLAIMER REGARDING ASSESSMENT: If you choose to use the assignments in this resource for assessed work, it is your responsibility to internally verify them and to check that the material you use is suitable. This includes the requirement from September 2014 not to conduct 'interim assessment' within a Learning Aim. You should **not** use the material in this resource for actual assignments unless you have checked its suitability.

The awarding body specifies the level of support that students can be given, and you **must** check that the level of support given in this pack is appropriate to meet these needs and (as necessary) **adjust and use the resource appropriately to meet these requirements**. Please check for the most up-to-date information from Edexcel at: <http://qualifications.pearson.com/en/about-us/qualification-brands/btec.html>

Note that relevant paperwork for practical work, such as observation sheets, should also be obtained from Edexcel. Assignment details and requirements from the awarding bodies sometimes change after their initial published requirements, and therefore you must check that the resource material here is in line with the latest requirements **before use**.

September 2024

Action Words for Students

The following command words are used throughout this component of the course briefs. Having an awareness of each word will help you to gain the best possible grade.

Command word	Description of command word	Example
Analyse	Presenting findings following a methodical and thorough investigation that breaks down a topic to interpret and study the interrelationships.	Analyse personal skill outcomes to determine of a career in the sports industry.
Assess	Considering a range of factors that apply to a topic, or identifying those which are the most relevant, before arriving at a conclusion.	Assess the communication skills of a candidate being interviewed in the sports industry.
Demonstrate	Showing knowledge and understanding (can be through practical skills).	Demonstrate the ability to give analytical responses to an interview.
Evaluate	Drawing on a range of information to weigh up strengths or weaknesses, advantages or disadvantages, etc. to come to a supported judgement.	Evaluate your performance from the interview for a job in the sports industry.
Explain	Demonstrating understanding by linking a point / statement with a justification / expansion.	Explain the development of a career within a specific career path.
Justify	Giving reasons and evidence to support opinions or prove something right.	Justify how personal skill outcomes align with a career path.
Review	Going back over a process to learn new knowledge or skills.	Review your performance from the interview using a SWOT analysis.

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Section 1A: Direct Practice



DIRECT PRACTICE

Learner's name:	Start date:
Class:	Deadline:
Criteria covered: B.P2, B.P3, B.P4, A.M1, B.M2, B.M3, AB.D1	
Learning outcomes covered:	
Understand the career and job opportunities in the sports industry Explore own skills using a skills audit to inform a career development plan	

Vocational scenario / context:

You are a Year 11 student who is set on a career within the sports industry. You are aware of the jobs available in sport, so you decide to research different types of career pathways available.

When looking at the different career pathways, you must consider the skills, qualifications and type of career. From here, you will be able to put in place a plan for you to work towards the career.

You are going to write information sheets on the requirements of different types of jobs in the sports industry.

- Choose two different types of jobs in the sporting industry that interest you and research the pathway that leads to each. You will then write this down for the first section of your assignment.

For this task, make sure you:

- Explain the career and development pathways, so that you meet **A.P1** and **A.P2**
- Analyse the professional development requirements and progression routes for the career

Use the list below for the different aspects to consider when researching the career pathways:

- ☐ The breadth of career pathways, both **locally and nationally**
- ☐ The **different sectors** that are available to go into
- ☐ The types of **employment contracts** that are usually offered
- ☐ Sources of information, such as **careers websites** (e.g. Careers in Sport) or **vacancy pages** on specific websites (e.g. governing bodies, clubs, colleges)
- ☐ **Progression routes** within the same pathway (e.g. assistant, senior and head of department roles)
- ☐ Opportunities for **specialism** within the career (e.g. physiology, nutrition, psychology in sports science, or disability sport in coaching)
- ☐ **Continuing professional development** (e.g. required updates to first aid, membership of professional bodies)

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- 2 Next, research the person specification for one of your chosen jobs, and add it

Tick off the different aspects to consider as you research the person specification

- ☐ **Qualifications** and any other **accomplishments**
- ☐ **Qualities** (e.g. reliability, organisation, punctuality)
- ☐ **General skills** (e.g. teamwork, communication, problem-solving)
- ☐ **Basic skills** (e.g. literacy, numeracy, IT)
- ☐ **Specific techniques** for the job, usually through previous experience (e.g. instructing for a gym instructor)
- ☐ Memberships with **professional bodies** (e.g. Chartered Institute for the Management of Sport and Physical Activity (CIMSPA))
- ☐ **Safeguarding** if necessary (e.g. DBS check)

- 3 Now create an action plan as though you were the Year 11 student about to start in sport. You should conduct a personal skills audit against the person specification and what you need to do to work towards your chosen career.

For this task, try to:

- **Analyse** your personal skills audit outcomes against the person specification
- Make sure your career development action plan has **specific relevance** to your chosen career to meet **B.M3**.

Tick off the following aspects to cover in your career development action plan

- ☐ **SWOT analysis** (strengths, weaknesses, opportunities, threats)
- ☐ **Training** educational and **experiential aims** at different points in time
- ☐ **Professional development** activities (e.g. workshop attendance, conferences)
- ☐ **Support** available (e.g. careers guidance, significant figures)

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LEADER
KNOWLEDGE
QUALIFICATIONS
EDUCATION
CREATED
TEAM PL
STRENGTHS
EXPERIENCED
CONFLICT
EXAMPLES

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Learner's name:	Start date:	Assignment:
Learner's declaration: I certify that the work submitted for this assignment is my own. I have clearly referenced all work. I understand that false declaration is a form of malpractice.		
Learner's comments for the assessor:		

Teacher's/assessor's name:			
Marking Criteria			
Assignment:	Criteria:	Learner must:	Evidence:
1	A.P1	Explain the different career pathways, the associated job opportunities and their requirements in the sports industry.	
	A.P2	Explain the development pathway into a selected career in the sports industry.	
	B.P3	Explain how selected sports industry career matches own personal skills audit outcomes.	
	B.P4	Develop a career development action plan; to meet the requirements of intended sports career using skills audit outcomes.	
	A.M1	Analyse the professional development requirements and opportunities for specialism or promotion of different career pathways and their associated job opportunities in the sports industry.	
	B.M2	Justify how own personal skills audit outcomes against a selected career in the sports industry.	
	B.M3	Develop a career development action plan that has specific relevance to the requirements of intended sports career and skills audit outcomes.	
	AB.D1	Justify how own skills audit outcomes and development action plan align to chosen career pathway, based on a comprehensive knowledge and understanding of the career.	
Final deadline:			
Summative feedback (think about these points when you come to do your re...			

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DIRECT PR

Learner's name:	Start date:
Class:	Deadline:
Criteria covered: C.P5, C.P6, D.P7, C.M4, D.M5, C.D2, CD.D3	
Learning aims covered: C: Undertake a recruitment activity to demonstrate the processes that lead to a successful job offer on a selected career pathway D: Reflect on the recruitment and selection process and your individual contribution	

Vocational scenario / context:

You work for the university's Career Networks department. Part of the service is to offer support regarding jobs and work experience placements in the sporting industry, both during and after university.

As part of the Career Networks service, the department provides a mock application process that shows what is required of them from the real thing, as well as an appraisal once they have completed it and an action plan to address weaknesses in future applications.

You are going to create exemplar application packs to demonstrate 'best practice' when applying for jobs within the sports industry.

- 1 To begin with, you are going to introduce students to the different types of job advertisements and applications. Prepare a sample application pack that could be used to apply for one job within the sports industry.
(This will ensure that you meet **C.P5**.)

Use the checklist below to ensure that your application pack includes different types of documentation to include:

- ☐ Job description and analysis
- ☐ Person specification
- ☐ Application form
- ☐ Curriculum vitae (CV)
- ☐ Covering letter

- 2 Next, you will prepare exemplar materials for the day of the interview and/or presentation, along with an application.

Part 1: Write an example interview transcript for one of the jobs selected in the application pack.
(Make sure you provide **analytical** responses to questions to meet **D.M5**.)

Part 2: Provide two short videos (each less than 5 minutes) to demonstrate your presentation and delivery skills, including this be required as part of the application process.

The videos should focus on:

- Microteaching a topic relevant to the job you have chosen
- Microcoaching a group of peers in a practical activity relevant to your chosen job

Make some notes on the procedures of microteaching and microcoaching at www.btec.co.uk/12614

Or watch an example session to get an idea of what is required.

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- 3 Lastly, you will provide an example review of the whole application process and job application skills for future, whether successful or not.

Make sure you:

- **Analyse** the process so that you meet **D.M5**.
- **Evaluate** how well the documentation and performance in the interview and application process so that you meet **CD.D3**.

Tick off the different aspects to complete when evaluating a job application

- ☐ Self-critique of documentation
- ☐ Organisational skills
- ☐ Communication skills when presenting
- ☐ SWOT analysis and action plan to address weaknesses

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Learner's name:	Start date:	Assign
Learner's declaration: I certify that the work submitted for this assignment is my own. I have clearly referred to sources of information used in my work. I understand that false declaration is a form of malpractice.		
Learner's comments for the assessor:		

Teacher's/assessor's name:			
Marking Criteria			
Assignment:	Criteria:	Learner must:	Evidence:
2	C.P5	Prepare appropriate documentation for use in selection and recruitment activities.	
	C.P6	Participate in the selection interviews and activities, as an interviewee.	
	D.P7	Review own performance in role in the interviewing activities, supported by an updated SWOT analysis.	
	C.M4	In interviews and activities demonstrate analytical responses and questioning and activities to allow assessment of skills and knowledge.	
	D.M5	Analyse the results of the process and how your own skills development will contribute to your future success.	
	CD.D2	Demonstrate individual responsibility and effective self-management during the recruitment activity.	
	CD.D3	Evaluate how well the documents prepared, and your own performance in the interview activities supported, the process for accessing the selected career pathway.	
Final deadline:			
Summative feedback (think about these points when you come to do your reflection)			

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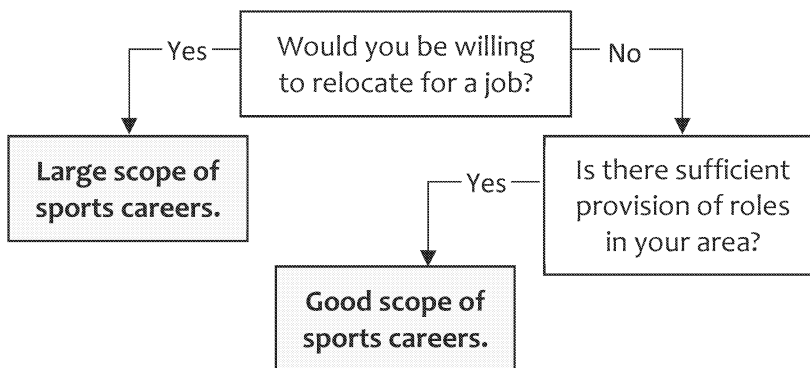
Section 1B: Worksheets

LEARNING AIMS A–B

To complete your assignment for Learning Aims A–B, you will have to gather a lot of information about the career pathways you have chosen to focus on. This section contains a range of worksheets that will help you to do this research so that you are able to meet the assignment criteria.

WORKSHEET 1: CAREERS AND JOBS IN THE SPORTS INDUSTRY

Before you start the quest on your sporting career, you should consider the scope of the career pathways you offer yourself. Complete the short decision tree below to determine the scope of your career pathways.



Now you are ready to select your jobs. Choose **one** specific job that would interest you from each of the career pathways below:

- Coaching
- Sports development
- Education
- Sports science
- Leisure management
- Sports journalism

You can use the following websites, or any other specific websites, to help you:

- UK Sports Jobs – uk.sportsjobs.co.uk/12614-UK-Sport
- Global Sports Jobs – global.sportsjobs.co.uk/12614-Global-Sports
- National Careers Service – nationalcareers.service.gov.uk/12614-NCS

Enter the details about your two chosen jobs in the table below.

	Job 1	Job 2
Title		
Career pathway		
Sectors you can work in (with examples of employers)		
Job description		

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WORKSHEET 2: PROGRESSION ROUTES AND SOURCES OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

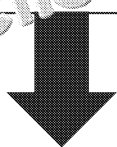
For each of your chosen careers, plan the progression route and job opportunities and sources of continuing professional development (CPD) that you will need to progress.

Career pathway 1

Entry level role:

Sources of continuing professional development:

You may wish to research the sources of continuing professional development for your chosen pathways.



Intermediate roles / job opportunities:

Sources of continuing professional development:

End goal:

Career pathway 2

Entry level role:

Sources of continuing professional development:

Intermediate roles / job opportunities:

Sources of continuing professional development:

End goal:

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WORKSHEET 3: PERSONAL SKILLS AUDIT

Now you will turn your focus to the career pathway you would most like to go down. Identify the different skills, qualifications and experience that will be needed for, or that would benefit performance in, a chosen job within that pathway, and explain how they would be used.

Then, tick the boxes to show whether you fit the criteria for the role. This will allow you to create an action plan in aspects of career development that you would need to focus on.

You provide an

		Explanation of how it would be used
Qualifications / accomplishments		
Qualities		
General skills		

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		Explanation of how it would be used
Basic skills		
Technical skills		
Professional membership		
Other		

A cross-comparison of the requirements and the checklist of whether you meet them will allow you to perform a SWOT analysis. Complete the SWOT analysis using your personal skills audit outcomes.

		Helpful	
Internal origin	Strengths:		Weaknesses:
External origin	Opportunities:		Threats:

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WORKSHEET 4: CAREER DEVELOPMENT ACTION

Now that you have completed a SWOT analysis of your personal skills audit out an action plan of what would be needed should you progress down that career

Immediate actions:



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Next year:

Two years:



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Five years:

Ten years:



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WORKSHEET 5: MAINTAINING A PERSONAL PORTFOLIO

List the different records of achievement that you will keep to maintain your personal portfolio. These will normally be updated on your CV as you progress with your career.

Research the different records of achievement that you are likely to come across on your career journey with you.

e.g. Educational certificates



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LEARNING AIMS C-D

To complete your assignment for Learning Aims C-D, you will need to gather a range of evidence required for a job application process. This section contains a range of worksheets that will provide you with the evidence so that you are able to meet the assignment criteria.

WORKSHEET 6A: JOB APPLICATIONS (JOB DESCRIPTION AND ANALYSIS)

Use the vacancy web page provided in Worksheet 1 to find an example job advertisement and understand the different documentation used when applying for jobs.

Use this worksheet to write a sample **job description** and **analysis** about your chosen job. Use this same job in all the other documentation for the application.

Job title:	
Reports to:	
Location:	
Contracted hours:	
Salary:	

About us:

--

Job purpose:

--

Key duties and responsibilities:

--

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WORKSHEET 6B: JOB APPLICATIONS (PERSON SPECIFICATION)

Use this worksheet to write a **person specification** for the same job. Again, use search for an example of the information included in the person specification.

	Requirements	
	Essential	
Qualifications		
Experience		
Skills		
Qualities		
Professional membership		
Other		

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WORKSHEET 7: INTERVIEWS

Interview prep might involve anticipating the types of questions you might get and preparing example responses or bullet-pointing aspects that you want to refer to. Use this worksheet with an example interview transcript.



1.



2.



3.



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4.



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5.



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6.



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WORKSHEET 8: REVIEW AND EVALUATION OF THE RECRUITMENT PROCESS

Create a list of questions that you could use to conduct a self-appraisal of your application process as a whole.

Self-appraisal of performance	
e.g. Was my communication clear in my responses to the questions, and did I answer the question without going off topic?	Score

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WORKSHEET 9: UPDATED SWOT AND ACTION

Use the self-appraisal form in Worksheet 8 to update your SWOT analysis upon application process.

	Helpful	
Internal origin	S trengths: 	W eaknesses:
External origin	O pportunities:	T hreats:

Use your SWOT analysis to develop a firm plan to address the weaknesses and success in future interviews.

Weakness	How I am going to address it

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Section 2: Scenario Practice



SCENARIO PRACTICE

Learner's name:	Start date:
Class:	Deadline:
Criteria covered: A.P1, A.P2, B.P3, B.P4, A.M1, B.M2, B.M3, AB.D1	
Learning aims covered:	
A: Understand the career and job opportunities in the sports industry	
B: Explore own skills using a skills audit to inform a career development plan	

Vocational scenario / context:

You are a teacher on the BTEC Level 3 Sport programme who is giving their students a feel for what they could go into with a career in sport. To do this, you are going to deliver a presentation on the different career pathways.

In your presentation, you will cover the specific skills, qualifications and training required for each career. You will then have a go at developing a career development action plan for one of these career pathways.

- Choose **two** different careers in the sports industry from the options below:
 - Coaching
 - Sports science (e.g. physiologist, sports psychologist, nutritionist, sports scientist)
 - Sports development (e.g. sports administrator, sports development officer, sports body officer)
 - Leisure management (e.g. facilities manager, groundskeeper, activity coordinator)
 - Education (e.g. PE teacher, university lecturer)
 - Sports marketing

Research the career pathway for each to include as the opening of your presentation.

Make sure you:

- Explain** the career and development pathways, so that you meet **A.P1** and **A.P2**
- Analyse** the professional development requirements and progression routes for each career

Use the checklist below for the different aspects to consider when researching a career pathway:

- ☐ The **different sectors** that are available to go into (private, public, voluntary)
- ☐ The types of **employment contracts** that are usually offered (e.g. full-time, part-time, apprenticeship)
- ☐ **Progression routes** (e.g. assistant, senior and head of department roles)
- ☐ **Continuing professional development** (e.g. required updates to first aid certificates, professional bodies)
- ☐ Factors that affect **access, provision and employment opportunities**

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- 2 Next, you are going to include the requirements for each career pathway, within a separate section of your presentation.

Tick off the different aspects to cover as you research the requirements for each career pathway:

- ☐ **Qualifications** and any other **accomplishments**
- ☐ Qualities (e.g. reliability, commitment, resilience, or empathy)
- ☐ General skills (e.g. teamwork, communication, cooperation)
- ☐ Basic skills (e.g. literacy, numeracy, and IT)
- ☐ Specific **technical** skills for the job, usually through previous **experience**
- ☐ Membership of **professional bodies** (e.g. Adventure Activities Licensing)
- ☐ Industry standards / regulatory bodies (e.g. safeguarding – DBS check, code of conduct for Exercise Professionals)

- 3 Now it's over to the student to conduct a personal skills audit.

For this task, ensure you:

- **Explain** how your selected sports industry career matches your own personal skills and how it will meet **B.P3**.

This should include the following (tick off as you go):

- ☐ Your **qualifications** and **accomplishments** to date (and working towards)
- ☐ Your qualities
- ☐ Your general skills
- ☐ Basic skills that you possess
- ☐ Any specific **technical** skills that you have acquired (e.g. through courses)
- ☐ Your **experience** to date (e.g. leadership, sporting achievements, work experience)

- 4 Use your personal skills audit outcomes to create a career development action plan that most interests you.

For this task, try to:

- **Analyse** your personal skills audit outcomes against the person specification for your chosen career pathway
- Make sure your career development action plan has **specific relevance** to your chosen career pathway to meet **B.M3**.

Tick off the following aspects to cover in your career development action plan:

- ☐ **SWOT analysis** (strengths, weaknesses, opportunities, threats) against your chosen career pathway
- ☐ **Training, educational** and **experiential aims** at different points in time
- ☐ **Professional development** activities (e.g. conferences, job shadowing)
- ☐ **Career guidance** and support available (e.g. from mentors, professional bodies)

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Learner's name:	Start date:	Assign
Learner's declaration: I certify that the work submitted for this assignment is my own. I have clearly referred to sources of information used in my work. I understand that false declaration is a form of malpractice.		
Learner's comments for the assessor:		

Teacher's/assessor's name:			
Marking Criteria			
Assignment:	Criteria:	Learner must:	Evidence:
1	A.P1	Explain the different career pathways, the associated job opportunities and their requirements in the sports industry.	
	A.P2	Explain the development pathway into a selected career in the sports industry.	
	B.P3	Explain how selected sports industry career matches own personal skills audit outcomes.	
	B.P4	Develop a career development action plan; to meet the requirements of intended sports career using skills audit outcomes.	
	A.M1	Analyse the professional development requirements and opportunities for specialism or promotion of different career pathways and the associated job opportunities in the sports industry.	
	B.M2	Justify how own personal skills audit outcomes against a selected career in the sports industry.	
	B.M3	Develop a career development action plan that has specific relevance to the requirements of intended sports career and skills audit outcomes.	
	AB.D1	Justify how own skills audit outcomes and development action plan align to chosen career pathway, based on a comprehensive knowledge and understanding of the career.	
Final deadline:			
Summative feedback (think about these points when you come to do your re			

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SCENARIO PR

Learner's name:	Start date:
Class:	Deadline:
Criteria covered: C.P5, C.P6, D.P7, C.M4, D.M4, D2, CD.D3	
Learning aims covered: C: Undertake a recruitment activity to demonstrate the processes that lead to a successful job offer on a selected career pathway D: Reflect on the recruitment and selection process and your individual contribution	

Vocational scenario / context:

You are a BTEC Sport student who is looking for a summer job to gain some experience work. You have identified a range of jobs that you are going to apply for. Your teacher has offered to read over your applications, required for the jobs, as well as giving you a mock interview and assessment to help you practice.

You and your teacher will record the mock interview and assessment and play it back to review your performance. Then create an action plan to apply so that you are ready if your applications are successful.

- 1 To begin with, you are going to complete the relevant documentation for each job you are applying for.

This should include (tick off as you go):

- ☐ Application form
- ☐ Curriculum vitae (CV)
- ☐ Covering letter

- 2 Next, you will write a job description, a job analysis and a person specification for each type of job you are applying for, and so that they can review your documents.

The **job description** should include **key responsibilities and duties**.

The job analysis should include (tick off as you go):

- ☐ Job title
- ☐ Who you will be reporting to
- ☐ Contracted hours
- ☐ Location
- ☐ Salary
- ☐ Information about the employer
- ☐ Purpose of the job

The person specification should include essential and desirable criteria for the job:

- ☐ Qualifications
- ☐ Experience
- ☐ Skills
- ☐ Qualities
- ☐ Professional memberships

By completing tasks 1 and 2 you will meet **C.P5**.

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- 3 Now that your teacher is familiar with the job requirements, it is time for them to

Provide **two** short videos (each around 10 minutes long) on:

- Interview for the job position
- Demonstration of skills in a role play for the job, or presentation to the client, which is suited to the job

Make sure you focus on:

- **Analytical responses** to the questions in the interview to meet **C.M4**
- Demonstrate **individual responsibility** and **effective self-management** to meet **C.M5**

Tick off the different aspects to focus on:

- ☐ Good **communication** skills (e.g. body language, formal language, dress and appearance)
- ☐ Good **presentation** ability (microcoaching and microteaching)
- ☐ **Career-specific knowledge** (e.g. use of technical equipment, coaching techniques)

By completing this task you will meet **C.P6**.

- 4 Lastly, you will review your whole application process to improve your chances of

Make sure you:

- **Analyse** the process and how your skill development will contribute to your success to meet **D.M5**.
- **Evaluate** how well the documentation and performance in the interview and application process so that you meet **CD.D3**.

Tick off the different aspects to include when evaluating your application:

- ☐ Self-critique of **documentation**
- ☐ **Communication** skills when presenting
- ☐ Assessment of **skills acquired** could benefit **future employability**
- ☐ **SWOT** analysis and **action plan** to address weaknesses

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Learner's name:	Start date:	Assign
Learner's declaration: I certify that the work submitted for this assignment is my own. I have clearly referred to my own work. I understand that false declaration is a form of malpractice.		
Learner's comments for the assessor:		

Teacher's/assessor's comments:			
Marking Criteria			
Assignment:	Criteria:	Learner must:	Evidence
2	C.P5	Prepare appropriate documentation for use in selection and recruitment activities.	
	C.P6	Participate in the selection interviews and activities, as an interviewee.	
	D.P7	Review own performance in role in the interviewing activities, supported by an updated SWOT analysis.	
	C.M4	In interviews and activities demonstrate analytical responses and questioning and activities to allow assessment of skills and knowledge.	
	D.M5	Analyse the results of the process and how your skills development will contribute to your future success.	
	CD.D2	Demonstrate individual responsibility and effective self-management during the recruitment activity.	
	CD.D3	Evaluate how well the documents prepared, and your own performance in the interview activities supported, the process for accessing the selected career pathway.	

Final deadline:

Summative feedback (think about these points when you come to do your reflection)

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Section 3: Real Assignment

ASSIGNMENT 1

Learner's name:	Sta
Class:	De
Criteria covered:	A.P1, A.P2, A.P3, A.P4, A.M1, B.M2, B.M3, AB.D1
Learning aims:	<p>A: Understand the career and job opportunities in the sports industry</p> <p>B: Develop their own skills using a skills audit to inform a career development plan</p>

Vocational scenario / context:

You are a teacher on the BTEC Level 3 Sport programme who is giving their students a feel for what it is like to go into with a career in sport. To do this, you are going to deliver a presentation on two different careers in the sports industry.

In your presentation, you will cover the specific skills, qualifications and training required for each career. You will then have a go at developing a career development action plan for one of these careers.

Task 1	<p>Produce two pages of a brochure that focus on contrast between two careers in the sports industry.</p> <p>You should include:</p> <ul style="list-style-type: none"> The development pathway that leads to each job Progression routes from each job
Task 2	<p>Research the needs specification for one of your chosen careers and add this to your information sheet.</p> <p>You should include an analysis of the skills, training and qualifications required for both careers.</p>
Task 3	<p>Create an action plan as though you were the student at one of your chosen career in sport.</p> <p>You should conduct a personal skills audit against the personal skills required for the career you identify what you need to do to work towards your chosen career.</p>
Checklist of evidence required	Two pages for a brochure

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Learner's name:	Start date:	Assigner:
Learner's declaration: I certify that the work submitted for this assignment is my own. I have clearly referred to all sources of work. I understand that false declaration is a form of malpractice.		
Learner's signature:		Date:
Learner's comments for the assessor: 		

Teacher's/assessor's name:			
Marking Criteria			
Assignment:	Criteria:	Learner must:	Evidence:
1	A.P1	Explain the different career pathways, the associated job opportunities and their requirements in the sports industry.	
	A.P2	Explain the development pathway into a selected career in the sports industry.	
	B.P3	Explain how selected sports industry career matches own personal skills audit outcomes.	
	B.P4	Develop a career development action plan; to meet the requirements of intended sports career using skills audit outcomes.	
	A.M1	Analyse the professional development requirements and opportunities for specialism or promotion in different career pathways and the associated job opportunities in the sports industry.	
	B.M2	Analyse own personal skills audit outcomes against a selected career in the sports industry.	
	B.M3	Develop a career development action plan that has specific relevance to the requirements of intended sports career and skills audit outcomes.	
	AB.D1	Justify how own skills audit outcomes and development action plan align to chosen career pathway, based on a comprehensive knowledge and understanding of the career.	

Final deadline:	
Summative feedback:	
Date assessed:	

Internal verifier's name:
Internal verifier's feedback:
Date:

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ASSIGNMENT 2

Learner's name:	Start
Class:	Deac
Criteria covered: C.P5, C.P6, D.P7, C.M4, D.M.1, D2, CD.D3	
Learning aims covered:	
C: Undertake a recruitment activity to demonstrate the processes that lead to a successful job offer in a selected career pathway	
D: Reflect on the recruitment and selection process and your individual	

Vocational scenario / context:

You are a BTEC Sport student who is looking for a summer job to gain some experience work. You have identified a range of jobs that you are going to apply for. Your teacher has offered you the documentation required for the jobs, as well as giving you a mock interview and assessment of a real thing.

You and your teacher will record the mock interview and assessment and play it back to review. You will then create an action plan to apply so that you are ready if your applications are successful.

Task 1	<p>Prepare the appropriate documentation to apply for the job.</p> <p>This should include:</p> <ul style="list-style-type: none"> • Job description • Job analysis • Person specification • Application form • Curriculum Vitae (CV) • Covering letter
Task 2	<p>Record an interview for one of the jobs.</p> <p>You should:</p> <ul style="list-style-type: none"> • Dress appropriately for the interview • Act professionally throughout • Provide analytical responses to questions • Prepare questions to ask the interviewer
Task 3	<p>The final part involves providing an example review of the whole process to help develop job application skills for the future. You should include:</p> <ul style="list-style-type: none"> • Self-critique of documentation • Communication skills when presenting • SWOT analysis and action plan to address weaknesses
Checklist of evidence required	<p>Portfolio of application documents</p> <p>Video of interview</p> <p>Reflective memo</p>

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Learner's name:	Start date:	Assigner's name:
Learner's declaration: I certify that the work submitted for this assignment is my own. I have clearly referred to all sources used in my work. I understand that false declaration is a form of malpractice.		
Learner's signature:		Date:
Learner's comments for the assessor: <div style="text-align: center; opacity: 0.5; font-size: 2em; transform: rotate(-15deg); pointer-events: none;"> PROTECTION COPY </div>		

Teacher's/assessor's name: _____			
Marking Criteria			
Assignment:	Criteria:	Learner must:	Evidence:
2	C.P5	Prepare appropriate documentation for use in selection and recruitment activities.	
	C.P6	Participate in the selection interviews and activities, as an interviewee.	
	D.P7	Review own performance in role in the interviewing activities, supported by an updated SWOT analysis.	
	C.M4	In interviews and activities demonstrate analytical responses and questioning and activities to allow assessment of skills and knowledge.	
	D.M5	Analyse the results of the process and how your skills development will contribute to your future success.	
	CD.D2	Demonstrate individual responsibility and effective self-management in the recruitment activity.	
	CD.D3	Evaluate own performance in the interview activities supported, the process for accessing the selected career pathway.	

Final deadline: _____

Summative feedback:

Internal verifier's name:	
Internal verifier's feedback:	

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