



# Specification

## Level 2 Qualification in Community Sports Leadership (CSL2)



**Sports  
Leaders**



## Introducing the specification

Following a year of temporary adaptations to the specifications in 2020/21, the specification has been reviewed to be more relevant to the challenges that Level 2 Sports Leaders are likely to face. The qualification also aligns with professional standards for sport and physical activity leadership.

|   |  |
|---|--|
| <p>Definition of community</p>                                    | <p>The definition of community has evolved over the past year and remains true for the future. For the purpose of sports leadership community is defined as:</p> <ul style="list-style-type: none"> <li>• Education provider</li> <li>• Social bubble</li> <li>• Home environment</li> <li>• Social media/digital environment</li> <li>• The community local to the learner (e.g. at sports clubs, youth clubs, etc.)</li> </ul> <p>When a learner is asked to deliver an activity within their community this can be done for any of the above.</p>   |
| <p>Demonstration of leadership</p>                                | <p>5 hours sports leadership sessions as part of Unit 4 within their community.</p> <p>This must be completed in at least two different community settings (see Unit 4 for guidance)</p>   |
| <p>Responsibility of leading safe sessions as a Sports Leader</p> | <p>A Level 2 Sports Leader during training is required to be supported and guided at all times by their tutor/assessor or person in charge of the organisation they are leading in.</p> <p>The responsible person will be required to advise the learner on risk assessments and the interventions required to put in place in line with the organisation's safeguarding and safety guidance.</p> <p>Once qualified the Sports Leader will be able to lead with indirect supervision and will be responsible for maintaining the safety of a session.</p>  |
| <p>Learner Support Challenges</p>                                 | <p>The aim of these challenges is to support the Sports Leader to deliver safe and inclusive sport/physical activity sessions. They will guide the learner to recognise the skills that are being developed and guide them to implement them effectively in an ever changing environment.</p> <p>These are learner facing resources and are available to access, as part of your registration fees, as part of home learning or within face to face sessions.</p> <p>The six challenges for to support your delivery of this qualification are:</p> <ol style="list-style-type: none"> <li>1) Valuing Learning Challenge - Engaging with learning and your community</li> <li>2) Skills for Progression Challenge - The personal skills you need to progress</li> <li>3) Believe in Yourself Challenge - Building confidence to succeed</li> <li>4) Safety First Challenge - Leading activities safely</li> <li>5) Adapting Activities Challenge - Developing activities for a changing environment</li> <li>6) Virtual Leading Challenge - Using technology for leading activities</li> </ol> <p>The support challenges are referenced throughout the tutor resources and the Learner Evidence Records as 'Power Up Opportunities'.</p> |

## Qualification information

### Objective:

CSL2 is nationally recognised qualification that enables successful learners to lead safe, purposeful and enjoyable sport/physical activity, under indirect supervision.

|                                     |  |
|-------------------------------------|--|
| Minimum age on course start date    | 13 years old   |
| Pre-requisites                      | None   |
| Level of supervision during course  | Direct supervision   |
| Level of supervision once qualified | Direct supervision when Sports Leaders are 13-15 years old<br>Indirect supervision when Sports Leaders are 16+/turn 16 years old |
| Total Qualification Time (TQT)      | 48 hours   |
| Tutored time (GL)                   | 24 hours   |
| Demonstration of leadership         | 5 hours (see the demonstration of leadership section below for more information on this)   |
| Credits                             | 5 credits  |
| Qualification number (Quan code)    | 601/8584/3   |

### Demonstration of Leadership Hours – Reviewed for 2021/22

| Unit   | Leadership hours required for courses with start dates from 1 September 2021 |
|--|--|
| Unit 4 – Lead sport/physical activity sessions in your community | 5 hours of leadership in at least two different settings                     |

### Assessment

SLQ Sports Leaders have provided an easy to use Learner Evidence Record (LER) for this qualification. The LER is mandatory and uses the following assessments:

- Practical observation – with additional guidance of how to use videos and conferencing apps to support assessment decisions
- Assessment of written tasks (task worksheets provided in the LER)
- Plans and evaluations completed during the course

\* Reasonable adjustments can be made for learners who are unable to complete the LER

### Resources – Reviewed for 2021/22

To assist you with the delivery and assessment of this qualification SLQ Sports Leaders will provide you with access to the following documents electronically:

- This qualification specification – [reviewed for 2021/22](#)
- Learner Evidence Record – [reviewed for 2021/22](#)
- A series of Learner Support Challenges - to support learners to be adaptable to the changing safety needs of their community
- Tutor Resource presentation slides for each unit – [reviewed for 2021/22](#)
- Quality Assurance Review Checklist
- Internal Verification forms – [reviewed for 2021/22](#)
- Internal Assessment Record – [reviewed for 2021/22](#)

### Training requirements for your Centre

Tutor Training is mandatory for Centres planning to deliver SLQ Sports Leaders qualifications. A minimum of one person per Centre must undertake Tutor Training which gives ‘Trained Tutor/Assessor’ status lasting for two years.

Centre Course Manager (CCMs) e-training and Internal Verification e-training are also mandatory for those that are performing the roles at a Centre. Visit [LEAP](#) to complete the training.

### **Policies**

When agreeing to the Terms and Conditions, all Qualification Centres have acknowledged that the following policies are in place and accessible to both learners and tutors as required:

- Malpractice and maladministration policy
- Appeals and complaints policy
- Equal opportunities policy

Our Quality Assurance reviews will check these are in place and whether these have been accessed in the last 12 months. If you have any questions regarding this requirement, please contact your Senior Quality Assurance Officer or email [qa@sportsleaders.org](mailto:qa@sportsleaders.org).

### **Progression**

This qualification has a progression pathway to the next level of Sports Leadership qualification. This qualification is the Level 3 Qualification in Sports Leadership.

### **Price**

The price list for all SLQ Sports Leaders qualifications, awards and additional resources can be found [here](#).

# Specification

## Level 2 Qualification in Community Sports Leadership (CSL2)

### *What has changed for 2021-22?*

#### **Unit Overview**

Reduction in demonstration of leadership hours from 10 to 5.

The 5 hours demonstration of leadership must be undertaken across at least two settings (e.g. in school to peers, in an extra-curricular club, at a sports club). A minimum of 1 hour per setting (so a learner could do 4 hours in school and 1 hour at a sports club).

#### **Unit 1**

In Unit 1, there have been no changes to the Assessment Criteria or the Tasks that need to be completed.

#### **Unit 2**

In Unit 2, learners are now required to lead a minimum of 2 x 20 minutes sport/physical activity sessions rather than 2 x 15 minutes. This allows the learner to lead a complete session and reflects the time needed to lead a warm-up, a main activity and a cool down or closing activity.

#### **Unit 3**

In Unit 3, there have been no changes to the Assessment Criteria or the Tasks that need to be completed

#### **Unit 4**

In Unit 4, the number of demonstration of leadership hours is now 5. It was 10 hours in previous specifications.

The 5 hours must be made up of session led in at least two different settings

A witness statement is now required for one session that the learner leads as part of their 5 hours

# SLQ Level 2 Qualification in Community Sports Leadership (CSL2)

Specification from 1st September 2021

## Unit Overview

### What has changed?

Reduction in demonstration of leadership hours from 10 to 5. The 5 hours demonstration of leadership must be undertaken across at least two settings (e.g. in school to peers, in an extra-curricular club, at a sports club). A minimum of 1 hour per setting (so a learner could do 4 hours in school and 1 hour at a sports club).

| Units<br>All units are mandatory  | Guided Learning<br>(Tutor time) | Directed study | Total Qualification Time (TQT) |
|---|---------------------------------|----------------|--------------------------------|
| Unit 1 - Building leadership skills   | 3                               | 3              | 6                              |
| Unit 2 - Plan, lead and evaluate sport/physical activity sessions   | 10                              | 5              | 15                             |
| Unit 3 - Assist in planning and leading a sports/physical activity event  | 10                              | 8              | 18                             |
| Unit 4 - Lead sport/physical activity sessions in your community  | 1                               | 8*             | 11                             |
|   | <b>24</b>                       | <b>24</b>      | <b>48</b>                      |
|   |                                 |                | <b>5 credits</b>               |
| <p>* Includes 5 hours demonstration of leadership to complete in Unit 4. The 5 hours demonstration of sport/physical activity session leadership must include sessions in at least two different settings (see Unit 4 for guidance)</p> <p>Note: The learner needs to be assessed for and pass all assessment criteria from Units 1 and 2 before leading any of the 5 hours leadership required for this unit</p> |                                 |                |                                |

## What has changed?

In Unit 1, there have been no changes to the Assessment Criteria or the Tasks that need to be completed.

| Unit 1 – Building leadership skills   |   |   |
|---|---|---|
| Assessment Criteria   | Minimum action required   | What needs to be completed  |
| <b>Learning Outcome 1 – Understand the skills and behaviours needed for effective leadership</b>  |   |   |
| 1.1 Describe the skills that an effective leader will need  | Describe the five skills (Communication, Self-belief, Teamwork, Self-management, Problem solving) that an effective leader needs and explain why they are necessary | <b>Task 1.1 – Leadership skills and behaviours</b><br>Complete task worksheet                             |
| 1.2 Explain why the identified skills will be necessary for effective, successful leadership  |   |   |
| 1.3 Describe the effect that behaviours can have on effective leadership  |   |   |
| <b>Learning Outcome 2 – Understand the importance of leadership skills and behaviours in a range of situations</b>                      |   |   |
| 2.1 Explain the positive impact that the identified skills and behaviours might have on employability and success in a work environment | Explain the positive impact the five skills might have on employability and success in a work environment   | <b>Task 1.2 – Using leadership skills and behaviours in other environments</b><br>Complete task worksheet |
| <b>Learning Outcome 3 – Be able to manage the development of own leadership skills</b>  |   |   |
| 3.1 Audit own leadership skills   | Carry out an audit of and create an action plan to develop own leadership skills  | <b>Task 1.3 – Reflecting on the leadership skills you have used</b><br>Complete task worksheet            |
| 3.2 Create an action plan for developing leadership skills  |   |   |
| 3.3 Reflect on the development of own leadership skills against an action plan  |   |   |
| <b>Learning Outcome 4 – Be able to take on the roles and responsibilities of a Sports Leader</b>  |   |   |
| 4.1 Act as an official  | Take on the role of a selected official for a minimum of 10 minutes – (i.e. Referee/umpire, Safety officer, Scorer, Timekeeper, Coach, Manager/organiser)           | <b>Task 2.1 – Plan, lead and evaluate sport/physical activity sessions</b><br>Practical observation Form  |

## What has changed?

In Unit 2, learners are now required to lead a minimum of 2 x 20 minutes sport/physical activity sessions rather than 2 x 15 minutes. This allows the learner to lead a complete session and reflects the time needed to lead a warm-up, a main activity and a cool down or closing activity.

| Unit 2 - Plan, lead and evaluate sport/physical activity sessions   |   |   |
|---|---|---|
| Assessment Criteria   | Minimum action required   | What needs to be completed  |
| <b>Learning Outcome 1 - Be able to plan structured, inclusive and safe sport/physical activity sessions</b> |   |   |
| 1.1 Plan sport/physical activity sessions   | Plan a minimum of two sport/physical activity sessions. Each session must have a different purpose and be selected from the list below: <ul style="list-style-type: none"> <li>• Skill development</li> <li>• Fitness based</li> <li>• SAQ/multi-skills</li> <li>• Playground games</li> <li>• Parachute games</li> <li>• Sports day/mini athletics</li> <li>• Taster session</li> <li>• Disability sport</li> <li>• Teambuilding activities</li> </ul> | <b>Task 2.1 - Plan, lead and evaluate sport/physical activity sessions</b><br>Complete session plans for two sessions |
| 1.2 Identify how to make sport/physical activity sessions inclusive for participants                        | Identify at least two ways that the session can be made inclusive for participants with different needs   |   |
| <b>Learning Outcome 2 - Be able to lead structured, inclusive and safe sport/physical activity sessions</b> |   |   |
| 2.1 Use effective communication skills when leading sport/physical activity sessions                        | Use at least three different verbal and at least three non-verbal communication methods effectively   | <b>Task 2.1 - Plan, lead and evaluate sport/physical activity sessions</b><br>Practical Observation Form              |
|   | Demonstrate active listening on at least one occasion   |   |
| 2.2 Use effective motivation methods when leading sport/physical activity sessions                          | Use at least three motivational methods effectively   |   |
| 2.3 Adapt the leading of a session to make it inclusive to the participant(s)                               | Adapt the leading of a session to make it inclusive to participant(s) on at least two occasions   |   |
| 2.4 Use ground rules as part of a sport/physical activity session   | Set and enforce at least three ground rules   |   |



|  |  |   |
|--|--|---|
| 2.5 Give feedback to participants in a sport/physical activity session           | Give feedback to participants as part of a sport/physical activity session, to outline: <ul style="list-style-type: none"> <li>• Two things participants did well</li> <li>• One thing that can be improved</li> </ul>   |   |
| 2.6 Complete a risk assessment for a sport/physical activity session             | Complete a risk assessment for at least one sport/physical activity session  | <b>Task 2.2 - Completing a risk assessment for a sport/physical activity session</b><br>Complete the risk assessment for one planned session                    |
| 2.7 Lead sport/physical activity sessions  | Lead a minimum of 2 x 20 minutes sport/physical activity sessions. Each session must have a different purpose from the list provided above   | <b>Task 2.1 - Plan, lead and evaluate sport/physical activity sessions</b><br>Practical Observation Form  |
| <b>Learning Outcome 3 - Be able to evaluate sport/physical activity sessions</b> |  |   |
| 3.1 Evaluate sport/physical activity sessions                                    | Evaluate the sessions delivered to include: <ul style="list-style-type: none"> <li>• Aspects of the session that went well</li> <li>• Aspects of the session that require improvement</li> <li>• An explanation of how the evaluation will be used to improve the future sessions</li> </ul> | <b>Task 2.1 - Plan, lead and evaluate sport/physical activity sessions</b><br>Complete evaluation sections of session plans for at least two different sessions |

## What has changed?

In Unit 3, there have been no changes to the Assessment Criteria or the Tasks that need to be completed

| Unit 3 - Assist in planning and leading a sports/physical activity event                                     |   |  |
|--|---|--|
| Assessment Criteria  | Minimum action required   | What needs to be completed   |
| <b>Learning Outcome 1 - Understand the different types of sports/physical activity event</b>                 |   |  |
| 1.1 Describe different types of sports/physical activity events  | Describe at least five different types of sport/physical activity events. Description to include: <ul style="list-style-type: none"> <li>• Key Features</li> <li>• Main uses</li> <li>• Pros and cons</li> <li>• Famous examples</li> </ul> | <b>Task 3.1 - Types of sports/physical activity events</b><br>Complete the task worksheet  |
| <b>Learning Outcome 2 - Be able to assist in planning a sports/physical activity event</b>                   |   |  |
| 2.1 Take part in the planning of a sports/physical activity event  | Work as part of a group to plan at least one sports/physical activity event   | <b>Task 3.2 - Plan, lead and evaluate a sports/physical activity event</b><br>Complete the event plan template for one event                       |
| <b>Learning Outcome 3 - Be able to assist in leading a sports/physical activity event</b>                    |   |  |
| 3.1 Take part in the leading of a sports/physical activity   | Take part in the leading of at least one sports/physical activity event   | <b>Task 3.2 - Plan, lead and evaluate a sports/physical activity event</b><br>Practical Observation Form   |
| <b>Learning Outcome 4 - Be able to evaluate a sports/physical activity event</b>                             |   |  |
| 4.1 Select and use appropriate methods and tools to evaluate the success of a sports/physical activity event | Evaluate at least one sports/physical activity event  | <b>Task 3.2 - Plan, lead and evaluate a sports/physical activity event</b><br>Complete evaluation section of the event planning template one event |

## What has changed?

In Unit 4, the number of demonstration of leadership hours is now 5. It was 10 hours in previous specifications.

The 5 hours must be made up of session led in at least two different settings  
A witness statement is now required for one session that the learner leads as part of their 5 hours

| Unit 4 – Lead sport/physical activity sessions in your community   |  |   |
|--|--|---|
| Assessment Criteria  | Minimum action required  | What needs to be completed  |
| Learning Outcome 1 – Be able to lead sport/physical activity sessions in your community                                      |  |   |
| 1.1 Identify a range of leadership opportunities that are available within the centre  | Identify a minimum of four leadership opportunities within the centre and four in your local community   | <b>Task 4.1 – Leadership opportunities linked with your centre and in your community</b><br>Complete the task worksheet                                   |
| 1.2 Identify a range of leadership opportunities that are available in the local community                                   |  |   |
| 1.3 Describe how selected leadership skills and behaviours will be used to lead successfully within the selected environment | Describe how each of the five identified skills will be best used to lead successfully in your community   |   |
| 1.4 Lead sport/physical activity sessions in the community   | <p>Lead a minimum of 5 hours* sport/physical activity sessions in your community.</p> <p>The 5 hours must be made up sports/physical activity sessions that are led in two different settings. These could include:</p> <ul style="list-style-type: none"> <li>• To peers in the Centre/school in curriculum time</li> <li>• At an extra-curricular setting</li> <li>• At a sports club</li> <li>• At a youth club</li> <li>• Or any other community setting where there is a responsible adult supervising</li> </ul> | <b>Task 4.2 – Leadership Log</b><br>Complete the Leadership Log and get at least one Witness Statement from a responsible person, participant or observer |