

Learner Evidence Record

Level 1 Qualification in Sports Leadership (SL1)

The Learner Evidence Record (LER) is a mandatory document.

All work within this should be that of the learner.

Tutor/Assessors must assess using this document to evidence the assessment.

Learner name	[[]]
Centre name	[[]]
Course number	[[]]

Sample LER - Do not use

Introduction

Congratulations! You are now studying the Level 1 Qualification in Sports Leadership. This qualification will give you the opportunity to develop transferrable skills which will be of use to you, both in a sporting environment and in preparing you for further education and/or employment.

To make the most of your sports leadership journey you should register now at sportsleaders.org for tips, resources and advice.

How to use your LER

This LER gives you all you need to gather evidence of your learning and assessment throughout the course. This is a mandatory document that must be successfully completed for you to gain your qualification.

Course content

The course is combines both theory and practical elements which will enable you to become Sports Leader. To gain the Level 1 Qualification in Sports Leadership you must complete the mandatory Units 1-2.

Demonstration of Leadership

As part of the course you will need to complete a minimum of 1 hour demonstration of leadership. This can only be completed once you have successfully met all assessment criteria from Units 1 and 2.

Spirit of Leadership Award

Your Tutor/Assessor can nominate you for the Sports Leaders UK Spirit of Leadership Award if they feel you

have gone above and beyond what is expected. You can use the Sports Leaders UK app to submit your volunteering log and will be awarded additional certificates when you complete additional volunteering hours:

- 50 hours – Bronze Spirit of Leadership
- 100 hours – Silver Spirit of Leadership
- 200 hours – Gold Spirit of Leadership

Make sure you mention Spirit of Leadership to your Tutor/Assessor. We'll ask your Tutor to verify your leadership hours.

Appeals procedure

If you have any queries about an assessment decision speak to your Tutor/Assessor about it. If this does not solve the issue then contact Sports Leaders UK who will investigate. See the [Appeals Policy](#) for more information.

Accident Responsibility

Sports Leaders UK does not accept responsibility or liability for any injury or loss sustained by you, your Tutor/Assessor(s) or any other person during any part of the course. For more details, visit sportsleaders.org.

After completing the course

Sports Leaders UK is highly regarded in Higher and Further Education and it is recommended you mention your sports leadership qualification and volunteering when applying for courses, in job applications and interviews.

What you and your Tutor/Assessor need to complete

Unit	Unit title	For you to complete		For your Tutor/Assessor to completion	Done?
		Tasks	Done?		
1	Establishing leadership skills	1.1, 1.2, 1.3	<input type="checkbox"/>	Sign off Tasks 1.1, 1.2, 1.3	<input type="checkbox"/>
2	Plan, assist in leading and review sports/physical activity	2.1, 2.2	<input type="checkbox"/>	Sign off Task 2.1 Sign off Leadership Log	<input type="checkbox"/>
				Complete Practical Observation Form	<input type="checkbox"/>

Practical Observation Form – to be completed by the Tutor/Assessor(s)

For Tasks 1.1, 1.2, 1.4 and 2.1

Learner name	[]		
Assessment Criteria (AC)/Action required	Date AC met	Notes on observation and feedback to learner	
Task 1.1 – Leadership skills and behaviours			
Demonstrate the development of at least 2 of their leadership skills	[]	[]	
Task 1.2 – Leadership skills and behaviours as part of a group			
Demonstrate the ability to work effectively as part of a team/group	[]	[]	
Task 1.4 – Act as an official			
Act as an official for at least 15 minutes	[]	[]	
Task 2.1 – Plan, assist in leading and review a sport/physical activity session			
Assist in leading at least 1 x 15 minute sport/physical activity session	[]	[]	
Use at least 3 different verbal communication methods	[]	[]	
Use at least 3 different non-verbal communication methods	[]	[]	
Use at least 3 motivational methods	[]	[]	
Final comments and feedback for learner			
Feedback to learner	[]	[]	
Further areas/opportunities for development	[]	[]	
Tutor/Assessor signature	[]	Date	[]

Task 1.1 Leadership skills and behaviours

Use the table below to explain 5 skills and 5 behaviours you should display when leading others. Then explain why they are important.

Skills A skill is something that can be taught to do and improved through practice. A leader should display certain skills.

Behaviour A leader is expected to behave as a role model to the other people they lead.

Skill	This skill is...	This skill is important when leading others because...	How and when have you displayed this skill on this course?
Behaviour	This behaviour is...	This behaviour is important when leading others because...	How and when have you displayed this behaviour on this course?

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Task 1.2 Leadership skills and behaviours as part of a group

Using the table select the leadership skills and behaviours that are most important to working as a group. Then explain why these skills are important and give examples of when you have displayed them during this course.

Being able to work as part of a group is important for a sports leader because:		
Being able to work as part of a group is important in life because:		
Being able to work as part of a group is important in work because:		
The main skills needed to work effectively as a group are...	These skills are important so that...	How have you displayed this skill on this course when working in a group?
The main behaviours needed to work effectively with others are...	These behaviours are important so that...	How have you displayed this behaviour on this course when working in a group?

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Task 1.3 Audit of leadership skills

Use this form to audit your leadership skills at **the start and at the end of the course**. List at least 10 leadership skills you think are important in the table below. Then score yourself at the start and at the end of the course.

Leadership skill	Score how good you are at the START of the course				Date	How you plan/would like to improve	Score how good you are at the END of the course				Date
	1 Not very good	2 Not too bad	3 Quite good	4 Very good			1 Not very good	2 Not too bad	3 Quite good	4 Very good	

To be completed by the Tutor Assessor

Tutor/Assessor assessment decision (pass/defer) and comments	Task 1.1	
	Task 1.2	
	Task 1.3	
Tutor/Assessor signature		Date

Task 2.1 – Plan, assist in leading and review a sport/physical activity session

Session Plan Template

Session Plan 1		
Date of session	Time and duration	Participants (who, number, age/ability, etc.)
Focus/aim of session		Topic/sport/activity
Facilities/working space/environment		Equipment list
Purpose of activity	Name and description of activity Use written descriptions and/or diagrams	Adaptation Suggest 1 change to make each activity more/less challenging
Introduction and warm up		
Main session		
Cool down and close		
Other things to remember/be aware of		

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Review of the session	
What went well?	Review tool(s) used (if any)
[[[[
What needs more work?	What will you change for next time?
[[[[

Sample LER - Do not use

Task 2.1 – Plan, assist in leading and review a sport/physical activity session

Session Plan Template

Session Plan 2		
Date of session	Time and duration	Participants (who, number, age/ability, etc.)
Focus/aim of session		Topic/sport/activity
Facilities/working space/environment		Equipment list
Purpose of activity	Name and description of activity Use written descriptions and/or diagrams	Adaptation Suggest 1 change to make each activity more/less challenging
Introduction and warm up		
Main session		
Cool down and close		
Other things to remember/be aware of		

Sample LER - Do not use

Review of the session	
What went well?	Review tool(s) used (if any)
<input type="text"/>	<input type="text"/>
What needs more work?	What will you change for next time?
<input type="text"/>	<input type="text"/>

Sample LER - Do not use

Task 2.1 – Plan, assist in leading and review a sport/physical activity session

Session Plan Template

Session Plan 3		
Date of session	Time and duration	Participants (who, number, age/ability, etc.)
Focus/aim of session		Topic/sport/activity
Facilities/working space/environment		Equipment list
Purpose of activity	Name and description of activity Use written descriptions and/or diagrams	Adaptation Suggest 1 change to make each activity more/less challenging
Introduction and warm up		
Main session		
Cool down and close		
Other things to remember/be aware of		

Review of the session	
What went well?	Review tool(s) used (if any)
What needs more work?	What will you change for next time?

To be completed by the Tutor Assessor

Tutor/Assessor assessment decision (pass/defer) and comments	Task 2.1		
	Task 2.2		
Tutor/Assessor signature		Date	

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Task 2.1 – Plan, assist in leading and review a sport/physical activity session

Leadership Log – Complete at least of 1 hour of demonstration of leadership in sport/physical activity. Copy this page if you need more space.

Want to log your leadership hours via your phone or tablet device? Download the Sports Leaders UK App.

Learner name		Centre		Course number	
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Date	Name of organisation visited	Description of leadership experience	Length of session(s)	No. of participants	Witnesses – only required if Tutor/Assessor is not able to witness the demonstration of leadership		
					Witness name and job title	Witness signature	Contact number

Tutor/Assessor signature To confirm the 1 hour demonstration has been completed by the learner		Date	
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Learner Authenticity Statement			
<p>To be completed by the learner at the end of the course and then to be signed by the Tutor/Assessor.</p>			
<p>I confirm that the work contained within this Learner Evidence Record and all evidence associated with the achievement of this qualification is my own work.</p> <p>I confirm that the Tutor/Assessor has observed me achieve the Assessment Criteria that require demonstration.</p> <p>I confirm that I have completed the 1 hour demonstration of leadership that is required to complete this qualification.</p>			
Learner signature	[[Date	[[
Tutor/Assessor signature	[[Date	[[

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