

Learner Evidence Record

SCQF Level 4 Qualification in Dance Leadership (DL4)

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

All work within this should be that of the named learner.

Tutor/Assessors must ensure they assess the evidence within this document and complete the Practical Observation Form.

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

Sample LER - Do not use

Introduction

Congratulations! You are now undertaking the SCQF Level 4 Qualification in Dance Leadership. This qualification will give you the opportunity to develop transferrable skills which will be of use to you, both in a dance environment and in preparing you for further education and/or employment.

To make the most of your dance 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 combines both theory and practical elements which will enable you to become Dance Leader. To gain the SCQF Level 4 Qualification in Dance Leadership you must complete the mandatory Units 1-4.

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 performance criteria from Units 1-4.

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 dance 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 complete	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 dance sessions	2.1	<input type="checkbox"/>	Sign off Task 2.1 Sign off Leadership Log	<input type="checkbox"/>
3	Lead activities which promote a healthy lifestyle	3.1, 3.2	<input type="checkbox"/>	Sign off Task 3.1, 3.2	<input type="checkbox"/>
4	Using music and stimulus in dance	4.1 (practical only)	<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, 2.1, 3.2, 4.1

Learner name	[[]]		
Performance 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 2.1 – Plan, assist in leading and review a dance session			
Assist in leading at least 1 x 15-minute dance 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	[[]]	[[]]	
Task 3.2 – Plan, assist in leading and review a fitness based dance session			
Assist in leading at least 1 x 15-minute fitness based dance session	[[]]	[[]]	
Task 4.1 - Leading a dance piece to music			
Produce a 32 beat musical phrase	[[]]	[[]]	
Demonstrate the ability to keep in time during a dance piece	[[]]	[[]]	
Demonstrate at least 2 motifs within a dance piece	[[]]	[[]]	
Lead a created routine to a group for a minimum of 1 minute on 2 occasions	[[]]	[[]]	
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?

Sample LEADER - Do not use

Task 1.2 Leadership skills and behaviours as part of a group

Select leadership skills and behaviours that you think 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 dance 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 employment 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?

Sample LEADER - Do not use

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 5 leadership skills and 5 behaviours 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				How you plan/would like to improve	Score how good you are at the END of the course			
	Date					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 (mandatory)		Pass	Defer	Comments supporting the assessment decision	
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 dance session

Session Plan Template

Session Plan 1		
Date of session	Time and duration	Participants (who, number, age/ability, etc.)
Focus/aim of session		Topic/activity
Facilities/working space/environment		Equipment list
Purpose of activity	Name and description of dance activity Use written descriptions and/or diagrams	Adaptation Describe at least 2 ways that you can adapt your dance activity session to make it less challenging, and at least 2 ways to make it more challenging
Introduction and warm up		Less challenging: [] []
Main session		More challenging: [] []
Cool down and close		
Other things to remember/be aware of		

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

Sample LER - Do not use

Task 2.1 – Plan, assist in leading and review a dance session

Session Plan Template

Session Plan 2		
Date of session	Time and duration	Participants (who, number, age/ability, etc.)
Focus/aim of session		Topic/activity
Facilities/working space/environment		Equipment list
Purpose of activity	Name and description of dance activity Use written descriptions and/or diagrams	Adaptation Describe at least 2 ways that you can adapt your dance activity session to make it less challenging, and at least 2 ways to make it more challenging
Introduction and warm up		Less challenging: [] []
Main session		More challenging: [] []
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?
[[[[

Sample LER - Do not use

Task 2.1 – Plan, assist in leading and review a dance session

Session Plan Template

Session Plan 3		
Date of session	Time and duration	Participants (who, number, age/ability, etc.)
Focus/aim of session		Topic/activity
Facilities/working space/environment		Equipment list
Purpose of activity	Name and description of dance activity Use written descriptions and/or diagrams	Adaptation Describe at least 2 ways that you can adapt your dance activity session to make it less challenging, and at least 2 ways to make it more challenging
Introduction and warm up		Less challenging: [] []
Main session		More challenging: [] []
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 (mandatory)		Pass	Defer	Comments supporting the assessment decision
Tutor/Assessor assessment decision (pass/defer) and comments	Task 2.1			
Tutor/Assessor signature			Date	

Task 2.1

Leadership Log – Complete a minimum of 1 hour demonstration of leadership in dance activity sessions. This should take place once you have been assessed in all other elements of the qualification.

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

Learner name		Centre		Course number	
--------------	--	--------	--	---------------	--

Date	Location	Description of leadership experience	Length of session(s)	No. of participants	Witness – 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	
---	--	------	--

Task 3.1 Factors that contribute to a healthy lifestyle

Using the table describe how each listed factor may affect a person's health and fitness

Factor	How it may affect a person's health and fitness
Exercise	
Smoking	
Drugs	
Alcohol	
Diet	
Age	
Environment	

Now think about your own lifestyle. Identify a minimum of 2 strategies that could improve it and the impact these would have.

	This would improve my lifestyle because...
Strategy 1: 	
Strategy 2: 	

Task 3.2 – Plan, assist in leading and review a fitness based dance session

Session Plan Template

Session Plan		
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 dance activity Use written descriptions and/or diagrams	Adaptation Describe at least 2 ways that you can adapt your fitness based dance session to make it less challenging, and at least 2 ways to make it more challenging
Introduction and warm up		Less challenging:
Main session		More challenging:
Cool down and close		
Other things to remember/be aware of		

Sample LEK - Do not use

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 (mandatory)		Pass	Defer	Comments supporting the assessment decision
Tutor/Assessor assessment decision (pass/defer) and comments	Task 3.1			
	Task 3.2			
Tutor/Assessor signature				Date

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 Performance 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

Sample LER - Do not use