

## BTEC Assignment Brief

<b>Qualification</b>	Pearson BTEC Level 3 National Extended Certificate in Sport Pearson BTEC Level 3 National Foundation Diploma in Sport Pearson BTEC Level 3 National Diploma in Sport Pearson
<b>Unit number and title</b>	<b>Unit 3: Professional Development in the Sports Industry</b>
<b>Learning aim(s)</b> (For NQF only)	<b>C:</b> Undertake a recruitment activity to demonstrate the processes that can lead to a successful job offer in a selected career pathway <b>D:</b> Reflect on the recruitment and selection process and your individual performance
<b>Assignment title</b>	<b>Applying for a job in the Sports Industry</b>
<b>Assessor</b>	
<b>Issue date</b>	
<b>Hand in deadline</b>	

<b>Vocational Scenario or Context</b>	<p>In your local area a new sports centre is about to open. The centre will be funded by the local authority.</p> <p>The centre manager would like you to undertake the role of a volunteer to support local people in the recruitment process for a range of roles at the centre.</p> <p>At present the centre manager believes that people are not clear on the correct process when applying for a job. In order to do this the manager would like you to produce a portfolio and a video which provides people from the local community with an understanding of the requirements at each stage of the application process.</p> <p>In order for the application to be as realistic as possible, the centre manager would like you to apply for a role as the leisure centre which reflects your own qualifications and experiences.</p>
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**Task 1**

The centre manager would like you to produce a portfolio, a video of an interview and a written reflective report. The portfolio must help people who would be looking to apply for a position at the centre. The portfolio should demonstrate 'best practice' in each stage of the process from applying for the role and through the interview process.

**The Portfolio:**

As a volunteer the centre manager would like you to demonstrate to potential employers at the leisure centre the requirements of how to apply for a job.

To do this, you must prepare the appropriate documentation for selection of a role at the leisure centre.

- The centre manager would like you to show the prospective candidates where to look for advertisements and show them advertisements for similar jobs from within the sector
- The centre manager would like you to show what a job description, job analysis and personal specification looks like for a job, using examples from similar roles which will be available at the leisure centre.
- The centre manager would then like you to complete an exemplar application form and covering letter to support the application for the position.

**The Interview:**

The centre manager would like you produce a video which shows you taking part in an interview for one of the positions which will be available in the leisure centre. You must consider:

- The position for which you are interviewed for should reflect your own qualifications and experiences to date.
- Within the interviews you should provide analytical responses to each of the questions directed at you.
- You should also demonstrate your ability to ask questions to further demonstrate your own skills and knowledge.
- You should ensure that you dress appropriately for the interview

- Be prepared for the questions which you may be asked - Your ability to communicate competently and effectively, considering your body language and listening skills.
- You should also look to demonstrate your ability to be professional at all times throughout the interview.
- Ensure you demonstrate career specific technical knowledge/skills
- You may be required to perform additional tasks (for example, to coach a small part of a session), if you are you will be informed prior to the interview, but you should be prepared for this.

**The Reflective Report:**

Having completed the application process and interview the centre manager has asked you to reflect on the recruitment and selection process and assess your own performance. The centre manager would like to use the written report as further evidence for the applicants that are offered an interview.

The centre manager would like you to assess; how well you prepared the documents to apply for the position and your own performance in the interview.

When completing this assessment, consider the following;

- Effectiveness of communication skills when been interviewed
- Effectiveness of organisational ability
- Effectiveness of your ability to demonstrate your skills and experience throughout the interview

To conclude the report the centre manager would like you complete a SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) and action plan.

The SWOT should be carried out against you individual performance in the interview process, and as part of your action plan you should consider your effectiveness in each stage of the recruitment and selection process. You should also highlight how to address any of the weaknesses that you highlight in your own skill set.

<b>Checklist of evidence required</b>	<p>A portfolio which will demonstrate the application process for a particular job in the sports industry</p> <p>A video of you been interviewed for a job in the sports industry</p> <p>A written report which reflects on the recruitment and selection process</p>
<b>Criteria covered by this task:</b>	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
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 own performance in the interview activities supported, the process for accessing the selected career pathway.
<b>Sources of information to support you with this Assignment</b>	<ul style="list-style-type: none"> <li>English Institute of Sport – Careers Page. 2015. Careers. [ONLINE]. Available at: <a href="http://www.eis2win.co.uk/Pages/Careers_andJobs_at_EIS.aspx">http://www.eis2win.co.uk/Pages/Careers_andJobs_at_EIS.aspx</a>.</li> <li>Psychologist Career Opportunity – British Cycling. 2015. . [ONLINE] Available at: <a href="https://www.britishcycling.org.uk/zuvvi/media/bc_files/vacancies/1509_BC-Psychologist.pdf">https://www.britishcycling.org.uk/zuvvi/media/bc_files/vacancies/1509_BC-Psychologist.pdf</a>.</li> <li>EIS Vacancy: Performance Analyst. 2015. EIS Vacancy: Performance Analyst. [ONLINE] Available at: <a href="http://www.eis2win.co.uk/Pages/VacancyDetails.aspx?intVacancyID=2393">http://www.eis2win.co.uk/Pages/VacancyDetails.aspx?intVacancyID=2393</a></li> <li>BSc (Hons) Sport and Exercise Science Course - 2016   Liverpool John Moores University . 2015. BSc (Hons) Sport and Exercise Science Course - 2016 Liverpool John Moores University . [ONLINE] Available at: <a href="https://www.ljmu.ac.uk/study/courses/undergraduates/2016/sport-and-exercise-science..">https://www.ljmu.ac.uk/study/courses/undergraduates/2016/sport-and-exercise-science..</a> Sport Science degree course at Bangor University, UK. 2015.</li> <li>Sport Science degree course at Bangor University, UK. [ONLINE] Available at:</li> </ul>

	<p><a href="http://www.bangor.ac.uk/courses/undergraduate/C600-Sport-Science">http://www.bangor.ac.uk/courses/undergraduate/C600-Sport-Science</a>.</p> <p><b>Above are some examples of websites. Further useful resources may be found at:</b></p> <p><b><a href="http://qualifications.pearson.com/en/support/publications-resources.html#step1">http://qualifications.pearson.com/en/support/publications-resources.html#step1</a></b></p>
<b>Other assessment materials attached to this Assignment Brief</b>	<i>eg, work sheets, risk assessments, case study</i>