

SPECIFICATION

**IAO Level 2 Award in Assisting Mountain Bike Activity
Leadership**

Qualification Number: 601/0421/1



Innovate Awarding is an Ofqual regulated awarding organisation with an innovative and dynamic approach. We develop off-the-shelf, customised and fully bespoke qualifications across a growing number of sectors – all on the Regulated Qualification Framework (RQF).

Our portfolio is always growing and we currently have qualifications in the following sectors:

Active Leisure
Business and Management
Childcare
Employability
Retail

Health and Social Care
Hospitality and Catering
IT
Logistics
Education and Training

We currently offer over 100 qualifications and we're continuously developing and diversifying our portfolio. Please visit our website regularly to keep up-to-date
www.innovateawarding.org.

This document will be updated if there are any changes so it is important to make sure you are working from the most up-to-date version, which is available to download from our website.

This specification also provides details on administration, quality assurance policies and the requirements as well as responsibilities that are associated with the delivery of vocational qualifications.

Innovate Awarding is an Ofqual-regulated Awarding Organisation in England.

If you have any questions regarding qualifications in general, aspects of specific qualifications or our quality assurance policies and procedures, visit our website where a lot more information is available.

If you cannot find what you are looking for on our website, please call or email our customer support team:

Telephone: 0117 314 2800

Email: contactus@innovateawarding.org

“ We work with a wide variety of organisations such as employers, training providers, FE colleges and Sector Skills Councils and develop off-the-shelf, customised and bespoke qualifications. ”

Qualification summary

Qualification Accreditation Number (QAN)	601/0421/1
Qualification review date	30 th June 2020
Guided Learning Hours (GLH)	Minimum 49 hours
Total Qualification Time (TQT)	110 hours
RQF level	2
Qualification credit value	11 credits
Minimum credits at/above level	9 credits
Assessment requirements	<p>Portfolio of Evidence</p> <p>This qualification is internally assessed and internally quality assured by Centre staff and externally quality assured by Innovate Awarding External Quality Advisors (EQAs).</p>
Aims and objectives of the qualification	<p>This qualification aims to provide Learners with the knowledge and skills required to assist the leadership of mountain bike activity sessions. The qualification covers the skills required as an assistant leader, personal journeying skills, trail bike maintenance and an awareness of environmental responsibility.</p>
Entry guidance	<p>There are no formal entry requirements for this qualification.</p> <p>This qualification is suitable for those who work, or who are interested in working within the outdoor activity leadership sector, specialising in mountain biking. It provides Learners with an opportunity to demonstrate their knowledge and skills in assisting the leadership of mountain bike activity sessions.</p>
Progression opportunities	<p>Learners who achieve this qualification could progress into further education, training or employment in activity leadership roles.</p> <ul style="list-style-type: none"> • IAO Level 3 Certificate in Mountain Bike Activity Leadership
Funding	<p>For details on eligibility for government funding please refer to the following websites:</p> <p>http://www.education.gov.uk/section96</p> <p>https://www.gov.uk/government/organisations/education-and-skills-funding-agency</p>

Innovate Awarding

When you work with Innovate Awarding, you're working with an awarding organisation that sets itself apart – a dynamic company with a collaborative approach to doing business. We're consultative and innovative...everything that our customers say they want an awarding organisation to be.

We're easy to work with, committed and passionate about exceeding our customers' expectations. We're not tied down by bureaucracy and red tape and can think outside the box and respond quickly to our customers' needs.

We have a Performance Pledge that details guaranteed response times. Copies of these can be found on our website www.innovateawarding.org.

Feedback

Your feedback is very important to us. We're always open to suggestions when it comes to enhancing and improving our services, products and systems. Email us at contactus@innovateawarding.org or call us on 0117 314 2800.

Complaints

If we do get things wrong, we'll make every effort to resolve your issues quickly and efficiently. If you'd like to raise a formal complaint then we recommend you read our Complaints Procedure which can be found on our website.

Fees

Our fees structure is transparent and straightforward. Our fees are published on our website in a clear format with no hidden charges. Unlike other awarding organisations, we do not charge an annual centre fee. Visit our website to compare our fees.

Enquiries and Appeals

We recognise that sometimes decisions are made that a centre (or learner) may wish to appeal. We have an Enquiries and Appeals Policy and Process on our website that sets out guidelines on grounds for appeal and the process.

Data Protection

Innovate Awarding takes the protection of data seriously; we have a data protection statement outlining how we and our centres, comply with the current legislation on data protection. This statement can be found on our website.

Equality and Diversity

Innovate Awarding is committed to giving everyone who wants to gain one of our qualifications an equal opportunity of achieving it in line with current UK legislation (Equality Act 2010) and EU directives.

Centres are required, as conditions of approval, to use an equality and diversity policy that works together with ours and that they maintain an effective complaint and appeals process. We expect centres to tell learners how to find and use their own equality and diversity and appeals processes. For information, please visit our website.

Reasonable Adjustment and Special Consideration

All learners must be treated fairly and equally and be given every opportunity to achieve our/the qualifications. A copy of our policy on Reasonable Adjustments and Special Considerations, and application form, can be found on our website.

Malpractice and Maladministration

Innovate Awarding has a responsibility to do everything it can to prevent any malpractice or maladministration from occurring, and where it has already occurred, ensuring action is taken proportionate to the gravity and scope of the occurrence.

A copy of our policy and procedure on Malpractice and Maladministration is available on our website.

Recognition of Prior Learning (RPL)

RPL recognises how the contribution of a learner's previous experience could contribute to a qualification or unit. Innovate Awarding have produced guidance on RPL and this can be found within our Information and Guidance for Centres on our website.

Please note the above is not a comprehensive guide to running IAO qualifications. Once approved centres must adhere to the Centre Agreement and Information and Guidance for Centres.

The Regulated Qualifications Framework (RQF)

What is the RQF?

The Regulated Qualifications Framework (RQF) is an Ofqual regulated system of cataloguing qualifications. Qualifications on the RQF can be found by their size or level. Qualifications at a given level can differ depending on their content and purpose.

All of Innovate Awarding's qualifications are on the RQF.

Qualification Level

The level reflects the challenge or difficulty of the qualification. There are eight levels of qualification from 1 to 8, supported by three "Entry" levels.

Qualification Size

The size of a qualification reflects the estimated total amount of time it would take the average learner to study and be assessed. The size of a qualification is expressed in terms of Total Qualification Time (TQT). The time spent being taught or supervised, rather than studying alone, is the Guided Learning Hours (GLH).

Qualifications can sit at different levels, but require similar amounts of study and assessment. Similarly, qualifications at the same level can take different amounts of time to complete.

Qualification Structure

To achieve the Level 2 Award in Assisting Mountain Bike Activity Leadership, Learners must gain 11 credits from the five mandatory units.

The total Guided Learning Hours (GLH) for this qualification is 49 hours.

Unit Structures

All units are listed below.

Mandatory units

Unit ref	Unit title	Level	Credit value	GLH
A/505/2911	Personal journeying skills for assistant mountain bike leaders	2	3	12
F/505/2912	Developing assistant mountain bike leadership skills	2	1	6
J/505/2913	Assist the leadership of mountain bike activity sessions	2	4	16
L/505/2914	Assist the leadership of mountain bike activities that promote environmental responsibility	2	1	7
T/505/2910	Trail bike maintenance for the assistant mountain bike leader	1	2	8

Title:	A/505/2911 Personal journeying skills for assistant mountain bike leaders
Level:	2
Credit Value:	3
GLH	12
Learning Outcomes The learner will;	Assessment Criteria The learner can;
1. Know how to interpret a map	1.1 Outline the purpose of a map 1.2 Identify symbols used on maps 1.3 Describe the scale on different types of maps 1.4 Describe how contours are used to show the level of the land 1.5 Outline how the grid system can be used to identify a location on a map
2. Be able to use basic navigational techniques	2.1 Use a compass to orientate a map 2.2 Use an oriented map to identify features of a landscape 2.3 Plan the direction of travel using an oriented map 2.4 Navigate a journey using: <ul style="list-style-type: none"> • linear features • collecting features • catching features 2.5 Estimate the distance of a journey using timing: <ul style="list-style-type: none"> • on the map • on the ground 2.6 Use a map to produce a route card for a mountain bike journey
3. Know how to undertake a mountain bike journey	3.1 State how to obtain a weather forecast for the area of a journey 3.2 Identify the clothing required for a mountain bike journey 3.3 Outline the use of a route card when planning a journey

	<p>3.4 Describe how to deal with any unexpected risks during a journey</p> <p>3.5 Outline the preparation required to deal with accidents and incidents that may occur on a journey</p>
4. Be able to undertake a mountain bike journey	<p>4.1 Obtain a weather forecast for the area of a journey</p> <p>4.2 Use correct equipment for the:</p> <ul style="list-style-type: none"> • weather conditions • length of journey <p>4.3 Complete a journey following a pre-prepared route plan</p> <p>4.4 Take action to deal with incidents or accidents that might occur during the journey</p>
Additional information about this unit	
N/A	
Unit aim (s)	This unit introduces learners to the knowledge and personal journeying skills required to plan and undertake mountain bike activities
Assessment requirements specified by a sector or regulatory body (if appropriate)	N/A
Details of the relationship of the unit and relevant national occupational standards	N/A

Title:	F/505/2912 Developing assistant mountain bike leadership skills
Level:	2
Credit Value:	1
GLH	6
Learning Outcomes The learner will;	Assessment Criteria The learner can;
1. Know the roles and responsibilities of an assistant mountain bike leader	1.1 Describe the roles of an assistant mountain bike leader 1.2 Describe the responsibilities of an assistant mountain bike leader
2. Understand how to work as part of a mountain bike activity leadership team	2.1 Describe how to work as part of a team with: <ul style="list-style-type: none"> • participants • other organisations 2.2 Describe the importance of teamwork in mountain bike activity leadership
3. Understand how to deal with the behaviour of participants during a mountain bike activity	3.1 Outline the behaviours to model as an assistant mountain bike leader 3.2 Outline how to agree expectations of behaviour with participants 3.3 Describe how to deal with behaviour of participants that does not meet the agreed expectations of the group
4. Be able to apply the skills of an assistant mountain bike leader	4.1 Describe the skills required of an assistant mountain bike leader 4.2 Outline the importance of developing the skills required of an assistant mountain bike leader 4.3 Apply the skills of an assistant mountain bike leader during mountain bike activities

Additional information about this unit

2.1 Other organisations may include: schools, colleges, youth services, emergency services, forestry commission, mountain bike clubs

Unit aim (s)	This unit provides learners with the knowledge and understanding of the skills required of an assistant mountain bike leader and how they can apply these in practice.
Assessment requirements specified by a sector or regulatory body (if appropriate)	N/A
Details of the relationship of the unit and relevant national occupational standards	N/A

Title:	J/505/2913 Assist the leadership of mountain bike activity sessions
Level:	2
Credit Value:	4
GLH	16
Learning Outcomes The learner will;	Assessment Criteria The learner can;
1. Be able to plan a mountain bike session	1.1 Collect information to plan a session 1.2 Outline the health and safety issues related to a planned session 1.3 Select the organisational guidelines related to a planned session 1.4 Produce a session plan 1.5 Complete a specific risk assessment for a session 1.6 Identify contingency plans for a session 1.7 Obtain approval of a session plan from the responsible person or supervisor
2. Be able to prepare a mountain bike session	2.1 Select equipment suitable for the: <ul style="list-style-type: none"> • group • activity 2.2 Check that the equipment is fit for use
3. Be able to assist the leadership of a mountain bike session	3.1 Perform an introduction of a mountain bike session to a group 3.2 Assess the suitability of a groups': <ul style="list-style-type: none"> • equipment • clothing 3.3 Describe the safety procedures to be followed during a mountain bike session 3.4 Describe how to adapt a planned session according to the: <ul style="list-style-type: none"> • environment • participants' needs

	<p>3.5 Assist the leadership of an activity to meet the session aims</p> <p>3.6 Take action to ensure all participants are engaged in the activity</p> <p>3.7 Describe what action to take to minimise any risks as they occur</p> <p>3.8 Describe how to deal with any accidents or incidents that might occur during a session</p>
4. Be able to review a mountain bike session with participants	<p>4.1 Allow sufficient time to review a session</p> <p>4.2 Outline the range of methods that can be used to review a session</p> <p>4.3 Use a range of methods to review a session</p> <p>4.4 Give constructive feedback to participants on their performance in a session</p> <p>4.5 Reflect on the learning from a session with participants</p>
5. Be able to conclude a mountain bike session	<p>5.1 Allow sufficient time to conclude a session</p> <p>5.2 Follow organisational procedures to:</p> <ul style="list-style-type: none"> • return all equipment • check all equipment • report faults in equipment • ensure the activity site is not damaged
6. Be able to evaluate own performance	<p>6.1 Collect information to be able to evaluate own performance with a supervisor</p> <p>6.2 Identify areas for improvement</p> <p>6.3 Describe how to produce a personal action plan for future development with a supervisor</p>
<p>Additional information about this unit</p> <p>N/A</p>	

Unit aim (s)	This unit provides learners with the knowledge and skills to assist the leadership of mountain bike activities. Learners will develop skills to plan, run and evaluate activities.
Assessment requirements specified by a sector or regulatory body (if appropriate)	N/A
Details of the relationship of the unit and relevant national occupational standards	N/A

Title:	L/505/2914 Assist the leadership of mountain bike activities that promote environmental responsibility
Level:	2
Credit Value:	1
GLH	7
Learning Outcomes The learner will;	Assessment Criteria The learner can;
1. Know the current codes of conduct for use of the countryside	1.1 Identify current codes of conduct for use of the countryside 1.2 Describe the principles of a code of conduct for using the countryside 1.3 Describe the differences between the countryside code and the mountain bike countryside code
2. Know the access issues related to mountain bike activities	2.1 Identify sources of information on access to the countryside 2.2 Describe access issues relevant to mountain biking 2.3 Outline the issues regarding other users of the countryside
3. Be able to plan mountain bike activities within permitted access areas	3.1 Plan mountain bike routes that follow public rights of way 3.2 Produce route plans within access areas
4. Understand the environmental impact of mountain biking	4.1 Describe the environmental impact of a mountain bike activity 4.2 Describe how to minimise the environmental impact of a mountain bike activity
5. Be able to assist in leading mountain bike sessions that promote environmental responsibility	5.1 Assist mountain bike activities that follow the relevant codes of conduct 5.2 Assist mountain bike activities within defined access boundaries

	5.3 Assist mountain bike activities that minimise the environmental impact
Additional information about this unit	
N/A	
Unit aim (s)	This unit provides learners with the knowledge and skills to assist the leadership of mountain bike activities with minimal impact on the environment
Assessment requirements specified by a sector or regulatory body (if appropriate)	N/A
Details of the relationship of the unit and relevant national occupational standards	N/A

Title:	T/505/2910 Trail bike maintenance for the assistant mountain bike leader
Level:	1
Credit Value:	2
GLH	8
Learning Outcomes The learner will;	Assessment Criteria The learner can;
1. Know how to risk assess trail bike maintenance	1.1 Identify what risk assessments need to be in place to keep participants safe 1.2 List how to control risk
2. Be able to do an "M-check" on a bike	2.1 Outline why it is important to use Personal Protective Equipment 2.2 Identify the parts of a bike which need to be checked 2.3 Outline the actions to take if faults are identified on a bike 2.4 Test bike systems to ensure that they are functioning safely
3. Be able to make repairs to a bike on the trail	3.1 Select the correct method of repair for: <ul style="list-style-type: none"> • broken or loose parts • damaged tyres 3.2 Complete repairs on the trail using the correct tools 3.3 Test repairs to ensure safety 3.4 Record details of a trail repair
Additional information about this unit	
N/A	
Unit aim (s)	This unit aims to provide learners with the knowledge and skills to carry out bike repairs on the trail safely.
Assessment requirements specified by a sector or regulatory body (if appropriate)	N/A

Details of the relationship of the unit and relevant national occupational standards	N/A
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