

Title	Plan, monitor and evaluate a sport or recreation programme or event		
Level	5	Credits	25

Purpose	People credited with this unit standard are able to: prepare plans to meet sport or recreation programme or event objectives, community needs and organisational requirements; and monitor implementation and evaluate the impact and effectiveness of a sport or recreation programme or event.
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Classification	Recreation and Sport > Recreation and Sport - Programmes and Events
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Available grade	Achieved
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Guidance Information

- 1 All learning and assessment against this standard must be carried out in accordance with the following, as relevant:
 - relevant legislation including Health and Safety at Work Act 2015, Privacy Act 1993, Human Rights Act 1993, Children's Act 2014, Accident Compensation Act 2001, and any subsequent amendments;
 - industry codes and good practice guidelines including: *Aquatic Facility Guidelines*, 2015, available from New Zealand Recreation Association (NZRA) website <https://www.nzrecreation.org.nz/>;
 - organisational policies and procedures including Emergency Action Plans (EAPs), Standard Operating Procedures (SOPs) or Normal Operating Procedures (NOPs);
 - current industry good practice.

- 2 Definitions

Evaluation means to measure the effectiveness of the programme or event using both quantitative and qualitative data.

Monitor implementation includes implementation activities before and after a programme or event, as well as on the day.

Organisational requirements mean the expectations of the organisation with regards to the programme or event which are recorded within organisational policies and procedures or programme and/or event documentation.

Participants can include performers, competitors, parents, audience, and all parties attending a programme or event.

- 3 For assessment purposes, the size and scope of the opportunities identified must be of sufficient complexity. Any identified events and/or programmes opportunities must meet the following criteria:
 - Events – must include a minimum of two events:
 - with more than 50 participants or at least one day long;
 - may be one off;

- with a minimum lead in time of three weeks.
- Programmes – must include a minimum of two programmes or smaller initiatives. *Programme* means a regular ongoing series of activities with a minimum of eight participants.

Outcomes and performance criteria

Outcome 1

Prepare plans to meet sport or recreation programme or event objectives, community needs and organisational requirements.

Performance criteria

- 1.1 Prepare timelines and project plans for the programme or event in terms of achieving objectives, meeting community needs and organisational requirements.
- Range plans include but are not limited to – tasks, responsibilities, timeframes, performance measures, risks and contingencies, resource needs, monitoring and evaluation.
- 1.2 Produce health and safety assessment and management plans in accordance with operational objectives and organisational requirements.
- 1.3 Prepare contingency plans to accommodate change in terms of achieving outcomes and managing wellbeing and safety.
- 1.4 Plan marketing and communications activity to reach intended participants, promote key information, and engage effectively with stakeholders and participants.
- 1.5 Establish methodology for monitoring and evaluating the programme or event and incorporate into the programme or event plan.
- 1.6 Prepare programme or event material into a form suitable for potential funders and sponsors in terms of programme outcomes, fit, publicity, and benefits.

Outcome 2

Monitor implementation and evaluate the impact and effectiveness of a sport or recreation programme or event.

Performance criteria

- 2.1 Monitor the implementation of the programme or event against intended outcomes and adapt the programme or event plan as required.
- 2.2 Implement the evaluation plan to determine and analyse outcomes against objectives.

- 2.3 Evaluate the effectiveness of the design and implementation of the programme or event, incorporating feedback from relevant stakeholders and participants.
- 2.4 Reflect on own professional practice, taking into account stakeholder feedback and programme or event results, and identify opportunities for improvement.
- 2.5 Produce a detailed programme or event report in accordance with organisational requirements.

Range report includes but is not limited to – the impact and effectiveness of the programme or event outcomes, opportunities for improvement to meet stakeholder needs and support future planning.

Planned review date	31 December 2024
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	23 January 2020	N/A

Consent and Moderation Requirements (CMR) reference	0099
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Skills Active Aotearoa Limited info@skillsactive.org.nz if you wish to suggest changes to the content of this unit standard.