

## Higher Nitec in Sport Management

HF3SM

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3 month IA Duration

SM43009FPE

1. Manage and maintain documents and data, and prepare report
2. Produce business documents using software
3. Build relationships with customers/stakeholders
4. Respond to customer/stakeholder requests and enquiries
5. Provide information on products and services
6. Manage service breakdown and recovery
7. Coordinate business meeting/appointment/activity
8. Perform housekeeping and safe management measures
9. Participate in marketing activity
10. Perform administrative duties (payment and collection, stock receipt and replenishment, incoming and outgoing mails etc)
11. Apply communication skills to perform workplace tasks

HF3SM, HF2SM, HFXSM

Higher Nitec in Sport Management

6 month IA Duration

SM53009FPE|SM53010FPE

1. Manage workplace communication (oral, written eg emails reports etc)
2. Build relationships with customers/stakeholders
3. Provide customer service (requests, enquiries, breakdown and recovery)
4. Perform housekeeping and safe management measures

5. Perform administrative duties (payment and collection, stock receipt and replenishment, incoming and outgoing mails etc)
6. Provide clients with scientific information related to fitness and physical activity, nutrition, hydration, weight management
7. Perform health screening, safety briefing and/or testing for clients
8. Plan and/or conduct of fitness programme /physical activity/ coaching session/ outdoor programme
9. Demonstrate skill/physical activity/exercise to clients
10. Maintain safety of clients during events, programmes & activities
11. Co-ordinate event / activity logistics, preparations, programme, marketing activities and volunteers
12. Perform event recce/ risk assessment
13. Facilitate participants' learning and/or reflection