

# SkillsActive

More People, Better Skilled, Better Qualified

## ***Assessment Strategy***

### ***Level 3 Certificate in Personal Training***

## Contents page

1.0	Introduction .....	3
1.1	Background.....	3
2.0	Criteria for using the SkillsActive fitness common units for the Level 3 Personal Training qualification.....	4
3.0	Occupational competence statements for assessing and verifying ..... the Level 3 Personal Training qualification .....	5
4.0	Qualification structure: Level 3 Personal Training.....	7
5.0	Evidence requirements: Level 3 Personal Training.....	8
6.0	Level 3 Personal Training anatomy.....	10

## 1.0 Introduction

In July 2009, new fitness National Occupational Standards underpinning key roles in the fitness sector were approved.

SkillsActive, the Sector Skills Council for Active Leisure, Learning and Well-being, as an Ofqual-approved unit and rule of combination submitter for the QCF, has developed sixteen fitness common units for awarding organisations to use to submit qualifications for accreditation on the QCF, based on these new standards.

To ensure that the Assessment Strategies for these new qualifications is uniform and fit for purpose, they have been developed by SkillsActive in consultation with awarding organisations and industry experts.

This document sets out SkillsActive's requirements for the use, assessment and quality assurance systems for awarding organisations wishing to use and certificate the fitness common units for the Level 3 Personal Training QCF qualification.

### 1.1 Background

SkillsActive is concerned with the continued availability of high quality qualifications that are fit for purpose, meet the needs of employers in the sector, command public confidence, and are understood by those taking them and those who use them for recruitment, or for other purposes. SkillsActive has long advocated that consistent standards are maintained across the awarding organisations who deliver fitness qualifications on behalf of the industry.

In March 2008, following extensive consultation with employers within the fitness sector, SkillsActive published the approved Sector Qualifications Strategy (SQS) for the active leisure and learning sector. The SQS sets out a vision for a sustainable and high quality system of training, development and qualifications linked to occupational areas within the sector.

A focus of qualification reform is to **support the implementation of the QCF** in close collaboration with awarding organisations and partners. This work has led to the development of QCF fitness common units in:

- Fitness Instructing (gym-based exercise, exercise to music, water-based exercise, exercise and physical activity for children) at Level 2
- Exercise Referral at Level 3

## **2.0 Criteria for using the SkillsActive fitness common units for the Level 3 Personal Training qualification**

This section describes the required criteria awarding organisations will need to meet to be able to use the SkillsActive fitness common units that make up the Level 3 Personal Training qualification.

### **Required Criteria**

The awarding organisation can show evidence that supports they have a new market of learners and are not diluting existing provision

All awarding organisations must show SkillsActive and Ofqual evidence that they have a centre approval system which ensures centres have:

- Facilities
- Equipment
- Support systems and materials for learners
- Occupationally competent Tutors, Assessors, Internal and External Verifiers
- Ability to assess and deliver and quality assure the qualification

Use of the common units:

- Qualification and unit titles may not be changed or amended in any way
- Rules of combination are set out in the qualification structures and must be adhered to
- Each unit must be used in its entirety
- The minimum guided learning hours and credit allocated to each unit and the qualification as a whole must be adhered to
- The specific evidence requirements and additional annexes for each level and discipline as set out in this document must be incorporated within the assessment
- The following unit must involve a practical assessment:
  - Delivering personal training sessions

### **3.0 Occupational competence statements for assessing and verifying the Level 3 Personal Training qualification**

This section outlines the requirements for assessing and verifying the Level 3 Personal Training qualification.

#### **Occupational Competence Statements for Tutoring, Assessing and Quality Assurance Staff**

##### **Tutors, Assessors and Quality Assurance Staff**

##### **Required Criteria**

All Tutors, Assessors and Quality Assurance Staff must:

- Possess a personal training qualification equivalent to the qualification or units being taught / assessed or quality assured
- Have relevant industry experience
- Have knowledge of and a commitment to the Exercise and Fitness Code of Ethical Practice
- Demonstrate active involvement in a process of industry relevant Continued Professional Development during the last two years (this may be discipline/ context specific or relevant to tutoring assessing or quality assurance)
- Be knowledgeable of the Active Leisure, Learning and Wellbeing framework of qualifications

##### **Tutors**

Tutors must hold, or be working towards a teaching qualification.

The following are acceptable:

- Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (QCF) (PTTLS)
- Level 4 Award in Preparing to Teach in the Lifelong Learning Sector (QCF) (PTTLS)
- Level 4 Certificate in Teaching in the Lifelong Learning Sector (QCF) (CTTLS)
- Level 5 Diploma in Teaching in the Lifelong Learning Sector (QCF) (DTTLS)
- Certificate in Education

Relevant predecessor NQF tutor qualifications

##### **Assessors**

Assessors must hold or be working towards any of the following:

- Level 3 Award in Assessing Vocationally Related Achievement (QCF) or
- Level 3 Award in Assessing Competence in the Work Environment (QCF) or
- Level 3 Certificate in Assessing Vocational Achievement (QCF), or
- AI (previously D32, D33)
- Relevant predecessor NQF assessor qualifications

##### **Internal Quality Assurers**

Internal quality assurers must hold or be working towards any of the following:

- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (QCF) or
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF) or
- V1 (previously D34)
- Relevant predecessor NQF internal quality assurance qualifications

(It is recommended that internal quality assurance staff also hold a relevant assessing qualification as detailed above)

### **External Quality Assurers**

External quality assessors must hold or be working towards any of the following:

- Level 4 Award in the External Quality Assurance of Assessment Processes and Practice (QCF) or
- Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice or
- V2 (previously D35)

(It is recommended that external quality assurance staff also hold a relevant assessing and internal quality assurance qualifications as detailed above)

All new assessors and quality assurance staff must be given a clear action plan for achieving the appropriate qualification(s) and should be countersigned by an appropriately qualified individual until the qualification(s) are achieved.

## 4.0 Qualification structure: Level 3 Personal Training

### Level 3 Personal Training unit summary

QCF Unit Title	Number of Guided Learning Hours	Number of Credits	Level	Qualification in which used
Health, safety and welfare in a fitness environment	16	2	2	L2 and L3
Principles of exercise, fitness and health	28	4	2	L2 and L3
Know how to support clients who take part in exercise and physical activity	13	2	2	L2 and L3
Anatomy and physiology for exercise and health	43	6	3	L3
Applying the principles of nutrition to a physical activity programme	40	6	3	L3
Programming personal training with clients	47	7	3	L3
Delivering personal training sessions	58	9	3	L3

### Level 3 Personal Training qualification summary

Qualification	Total Number of Guided Learning Hours	Total Number of Credits	Size of Qualification
L3 Personal Training	245	36	Certificate

## 5.0 Evidence requirements: Level 3 Personal Training

Learners should be able to identify the bones, joints and major muscles listed in section 6.

There must be evidence that the learner has carried out appropriate screening (e.g. use of the PARQ and informed consent) and taken physical measurements as appropriate for the client, from the following:

- Blood pressure (manual and digital where available)
- Anthropometrics (e.g. height and weight, BMI, waist circumference or waist to hips ratio)
- Body composition (e.g. callipers, bio-electrical impedance etc)
- Cardiovascular fitness (using validated/recognised protocols such as Astrand bike test, Rockport walking test etc)
- Range of motion (e.g. using validated/recognised protocols such as sit and reach test, visual assessment during stretch positions etc)
- Muscular fitness (e.g. using validated/recognised protocols such as abdominal curl/sit-up test, press-up test etc)

The learner should demonstrate the ability to provide sensitive feedback and any relevant healthy lifestyle advice to clients (within the limits of their knowledge and competence) based on collected information and test results/'norms'.

There must be evidence that a learner has planned and instructed participants in the use of the following types of equipment;

- Cardiovascular Machines

Learners must also show planning and instructing of a minimum of two of the following cardiovascular approaches to training

- Interval
- Fartlek
- Continuous

There must be evidence that a learner has planned and instructed participants in the use of the following types of equipment;

- Resistance Machines
- Free Weights; including barbells and dumbbells and cables where available

Learners must demonstrate correct lifting and passing techniques, including dead lifting the barbell safely from the floor and spotting.

Learners must also show planning and instructing using different resistance machines and free weights, of a minimum of four of the following resistance approaches to training:

- Pyramid systems
- Super-setting
- Giant sets
- Tri sets
- Forced repetitions
- Pre / post exhaust
- Negative / eccentric training
- Muscular Strength Endurance / muscular fitness

N.B. the number of machines/items of equipment will depend upon the learners plan but the minimum number of training approaches must be adhered to.

There must be evidence that a learner has planned and instructed participants in a minimum of one core stability exercise (e.g. an exercise to improve muscles associated with stabilisation (local) and mobilisation (global)).

There must be evidence that a learner has planned for exercise/physical activity that can be run in environments not designed specifically for exercise. This should include physical activities the client can undertake as part of their lifestyle (e.g. at home or outdoors) to complement exercise sessions.

Learners must provide evidence that they have planned a progressive programme for a client ensuring effective integration of all exercises and physical activities to allow clients to achieve short, medium and long term goals. They should demonstrate their ability to review client progress and make any necessary adaptations to the programme where goals are not being achieved or new goals are identified.

Learners must also provide evidence of their ability to apply the principles of nutrition to a physical activity programme by collecting and analysing appropriate information and agreeing nutritional goals with clients that are compatible with the analysis, accepted good practice and national guidelines.

## **6.0 Level 3 Personal Training anatomy**

### **Bones**

#### Axial Skeleton

- Cranium
- Cervical Vertebrae
- Thoracic Vertebrae
- Lumbar Vertebrae
- Sacral Vertebrae
- Sternum
- Ribs
- Coccyx

#### Appendicular Skeleton

- Scapula
- Clavicle
- Humerus
- Ulna
- Radius
- Carpals
- Metacarpals
- Phalanges
- Ilium
- Ischium
- Pubis
- Femur
- Patella
- Tibia
- Fibula
- Tarsals
- Calcaneus
- Metatarsals

## **Joints**

### **As level 2 plus:**

- Synovial
  - Condylloid / Ellipsoid
  - Saddle

### **Major Muscles (building on Level 2)**

- Rotator Cuff
  - Teres minor,
  - Supraspinatus
  - Subscapularis
  - Infraspinatus
  
- Shoulder Girdle
  - Levator Scapulae
  - Pectoralis Minor
  - Serratus Anterior
  - Trapezius
  - Rhomboids major/minor
  - Teres Major
  
- Spinal Extensors
  - Erector Spinae: Iliocostalis, Longissimus, Spinalis
  - Multifidus
  - Quadratus Lumborum
  
- Hip Flexors (Iliopsoas)
  - Iliacus
  - Psoas Major
  
- Adductors
  - Magnus,
  - Brevis,
  - Longus,
  - Pectinius,
  - Gracilis,
  - Sartorius

- Abductors
  - Gluteus Medius,
  - Gluteus Minimus,
  - Piriformis,
  - Tensor Fascia Latae
  
- Abdominals
  - Internal and external Obliques,
  - Transverse abdominis
  
- Quadriceps
  - Rectus Femoris
  - Vastus Lateralis
  - Vastus Medialis
  - Vastus Intermedius
  
- Hamstrings
  - Semitendinosus
  - Semimembranosus
  - Biceps Femoris