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**Evidence and grading tracker for internally assessed units**

NCFE Level 2 Certificate in Health and Fitness (601/4534/1)

Issue 1 September 2015

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| --- | --- |
| Learner Name: |  |
| Learner Number: |  |
| Centre Name: |  |

|  |  |  |
| --- | --- | --- |
| **Unit number and title** | **Internal Moderator (signature and date)** | **External Moderator (signature and date)** |
| Unit 01 Principles of health and fitness (M/506/5249) |  |  |
| Unit 02 Healthy Lifestyles (H/506/5250) |  |  |
| Unit 03 Preparing and planning for health and fitness (K/506/5251) | Externally assessed assignment | Externally assessed assignment |
| Unit 04 Develop a personal health and fitness programme (M/506/5252) |  |  |

For completion if part, or all of the evidence has been sampled by the Internal and/or External Moderator.

**Overview**

During your course your Teacher/Assessor will ask you to carry out work either in the classroom or at home, which you’ll keep as evidence of your learning.

The work you produce (evidence) will be assessed by your Teacher/Assessor to make sure you’ve covered everything in sufficient detail. Your evidence could be made up of a combination of:

* written work or class notes
* products or samples of practical work
* case studies
* simulated activities or role play
* learning logs
* video or audio recordings
* other appropriate formats suggested by your Teacher/Assessor.

When all your evidence is gathered together in a file or folder this becomes your portfolio.

Your centre and Teacher/Assessor may have systems that they use to plan and monitor your assessment. These may be computer-based (eg using ‘e-portfolio’ software) or paper-based (using forms or checklists). These systems are designed to show how each piece of evidence meets the learning outcomes and assessment criteria.

**About this qualification**

|  |  |  |
| --- | --- | --- |
| **Unit number and title** | **Mandatory/optional** | Assessment |
| Unit 01 Principles of health and fitness (M/506/5249) | Mandatory | Internally assessed portfolio of evidence |
| Unit 02 Healthy Lifestyles (H/506/5250) | Mandatory | Internally assessed portfolio of evidence |
| Unit 03 Preparing and planning for health and fitness (K/506/5251) | Mandatory | Externally assessed assignment |
| Unit 04 Develop a personal health and fitness programme (M/506/5252) | Mandatory | Internally assessed portfolio of evidence |

To be awarded the **NCFE Level 2 Certificate in Health and Fitness** you are required to successfully achieve **4 mandatory units**.

**Planning and tracking your assessment**

The tracker will help you to record the work you’ve done and the work you still need to do to finish your portfolio. You need to complete this tracker for each mandatory unit. In the evidence section, you should include the type of work you have produced (ie illustration, table, written work) and the portfolio page number.

It will also help your Teacher/Assessor, Internal and External Moderators find their way around your portfolio so they can check it. Your Teacher/Assessor will make sure you’re completing your tracker correctly.

You and your Teacher/Assessor and/or an independent witness must sign and date the individual pieces of work in your portfolio. Once you’ve completed each unit, you must sign to say that the work is your own, or that you have referenced it if it is someone else’s work. Your Teacher/Assessor will then grade and sign the declaration, to show that they’re satisfied you’ve completed it correctly.

**Unit 01 Principles of health and fitness (M/506/5249)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Criteria** | **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Evidence**  **(including portfolio page number and type)** |
| **1.1 Explain the terms ‘health’ and ‘fitness’** |  |  |  |  |  |
| **1.2 Describe the benefits of exercise** |  |  |  |  |  |
| **1.3 Describe the health-related components of fitness** |  |  |  |  |  |
| **1.4 Describe the skill-related components of fitness** |  |  |  |  |  |

**Unit 01 Principles of health and fitness (M/506/5249) (cont’d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Criteria** | **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Evidence**  **(including portfolio page number and type)** |
| **1.5 Describe tests that measure components of health and skill related** |  |  |  |  |  |
| **1.6 Describe the principles of training** |  |  |  |  |  |
| **1.7 Describe the appropriate methods of training for each of the components of fitness** |  |  |  |  |  |
| **2.1 Describe the structure and function of the main body systems** |  |  |  |  |  |

**Unit 01 Principles of health and fitness (M/506/5249) (cont’d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Criteria** | **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Evidence**  **(including portfolio page number and type)** |
| **2.2 Describe the long-term and short-term effects of exercise on the main body systems** |  |  |  |  |  |
| **3.1 Describe measures for body**  **composition** |  |  |  |  |  |
| **3.2 Demonstrate measures for**  **body composition** |  |  |  |  |  |

**Unit 01 Principles of health and fitness (M/506/5249) (cont’d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Criteria** | **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Evidence**  **(including portfolio page number and type)** |
| **3.3 Carry out tests to measure**  **components of health-related**  **fitness** |  |  |  |  |  |
| **3.4 Carry out tests to measure**  **components of skill-related**  **fitness** |  |  |  |  |  |
| **3.5 Assess the positives and**  **negatives of these measures** |  |  |  |  |  |

**Unit 01 Principles of health and fitness (M/506/5249) (cont’d)**

**I confirm this is all my own work.**

Learner signature:

|  |
| --- |
| Teacher/Assessor comments: (please continue overleaf if necessary) |

**I confirm I have graded this work against the grading descriptors for the qualification.**

Overall unit grade: Date submitted on the Portal:

Teacher/Assessor Name: Signature: Date:

**Unit 02 Healthy lifestyles (H/506/5250)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Criteria** | **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Evidence**  **(including portfolio page number and type)** |
| **1.1 Describe how each of themain food groups contribute to a healthy lifestyle** |  |  |  |  |  |
| **1.2 Describe what is meant by a balanced diet** |  |  |  |  |  |
| **1.3 Describe how non-nutrients contribute to a healthy diet** |  |  |  |  |  |
| **2.1 Describe lifestyle diseases related to lack of physical activity and poor diet** |  |  |  |  |  |

**Unit 02 Healthy lifestyles (H/506/5250) (cont’d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Criteria** | **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Evidence**  **(including portfolio page number and type)** |
| **2.2 Explain the effects of a long-term sedentary lifestyle on health and well-being** |  |  |  |  |  |
| **2.3 Explain reasons why people do not take part in physical activity** |  |  |  |  |  |
| **3.1 Explain reasons why people are motivated to take part in physical activity** |  |  |  |  |  |

**Unit 02 Healthy lifestyles (H/506/5250) (cont’d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Criteria** | **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Evidence**  **(including portfolio page number and type)** |
| **3.2 Describe ways to improve individual motivation** |  |  |  |  |  |
| **3.3 Demonstrate ways to improve individual motivation** |  |  |  |  |  |
| **3.4 Review ways to improve individual motivation** |  |  |  |  |  |

**Unit 02 Healthy lifestyles (H/506/5250) (cont’d)**

**I confirm this is all my own work.**

Learner signature:

|  |
| --- |
| Teacher/Assessor comments: (please continue overleaf if necessary) |

**I confirm I have graded this work against the grading descriptors for the qualification.**

Overall unit grade: Date submitted on the Portal:

Teacher/Assessor Name: Signature: Date:

**Unit 04 Develop a personal health and fitness programme (M/506/5252)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Criteria** | **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Evidence**  **(including portfolio page number and type)** |
| **1.1 Describe the Frequency, Intensity, Time and Type (FITT) principles** |  |  |  |  |  |
| **1.2 Describe health and fitness goals** |  |  |  |  |  |
| **1.3 Carry out fitness tests** |  |  |  |  |  |
| **1.4 Assess fitness tests results against normative data** |  |  |  |  |  |

**Unit 04 Develop a personal health and fitness programme (M/506/5252) (cont’d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Criteria** | **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Evidence**  **(including portfolio page number and type)** |
| **1.5 Design an individual health and fitness programme using the FITT principles** |  |  |  |  |  |
| **2.1 Demonstrate appropriate preparation for the fitness programme** |  |  |  |  |  |
| **2.2 Demonstrate the techniques of warm up and cool down** |  |  |  |  |  |
| **2.3 Carry out the fitness programme** |  |  |  |  |  |

**Unit 04 Develop a personal health and fitness programme (M/506/5252) (cont’d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Criteria** | **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Evidence**  **(including portfolio page number and type)** |
| **3.1 Evaluate the effectiveness of the health and fitness programme** |  |  |  |  |  |
| **3.2 Describe changes to the fitness programme to improve your personal health and fitness** |  |  |  |  |  |

**Unit 04 Develop a personal health and fitness programme (M/506/5252) (cont’d)**

**I confirm this is all my own work.**

Learner signature:

|  |
| --- |
| Teacher/Assessor comments: (please continue overleaf if necessary) |

**I confirm I have graded this work against the grading descriptors for the qualification.**

Overall unit grade: Date submitted on the Portal:

Teacher/Assessor Name: Signature: Date:

**General Information**

NCFE is a leading provider of nationally recognised qualifications and is committed to delivering exceptional customer service. We’re based in Newcastle upon Tyne. If you’d like to know more about us please visit our website at www.ncfe.org.uk.

Additional support requirements

NCFE recognises that you might require additional support in order to achieve your qualification. This might be if you’ve a permanent or temporary disability, medical condition or specific learning need.

Your Teacher/Assessor will discuss the most appropriate method of support to meet your needs and may need to notify NCFE of the support they’re going to give you. This could be facilities to support reading or writing needs, hearing, visual or physical impairment; facilities to support a medical condition or temporary injury; or facilities to support you if your first language isn’t English.

For more information your Teacher/Assessor will be able to provide you with a full copy of NCFE’s Reasonable Adjustments and Special Considerations Policy, or you can download it from www.ncfe.org.uk.

**Appeals or complaints**

If you’ve any queries or problems with your qualification you should first talk to your Teacher/Assessor, the Internal Moderator or another member of staff at your centre. If you’ve got a complaint about the way your work has been assessed, or the support you’ve been given, use your centre’s own appeals or grievance policy (ask your Teacher/Assessor for a copy).

For more information your Teacher/Assessor will be able to provide you with a full copy of NCFE’s Appeals and Enquiries about Results Policy, or you can download it from www.ncfe.org.uk.

**Malpractice**

‘Malpractice’ is used to describe something a person does when they intentionally mislead somebody. An example may be copying somebody else’s work and passing it off as your own. Whenever we’re notified about a suspected or actual case of malpractice, we‘ll work with the centre to find out if and why malpractice happened and what we can do to sort it out.

If your centre suspects you’ve been involved in malpractice, we won’t be able to issue your certificate during the investigation. If we prove that malpractice has happened, you may have part of your assessment disallowed or, in serious cases, your final results may be void. This means you won’t receive a certificate or, if we’ve already issued you one, we’ll ask that you return it straight away.

For more information your Teacher/Assessor will be able to provide you with a full copy of NCFE’s Malpractice Policy, or you can download it from www.ncfe.org.uk.

**Equal Opportunities**

NCFE fully supports the principle of equal opportunities and opposes all unlawful or unfair discrimination on the grounds of ability, age, colour, culture, disability, domestic circumstances, employment status, gender, marital status, nationality, political orientation, racial origin, religious beliefs, sexual orientation and social background. NCFE aims to ensure that equality of opportunity is promoted and that unlawful or unfair discrimination, whether direct or indirect, is eliminated both in its own employment practices and in access to its qualifications. A copy of NCFE’s Equal Opportunities Policy is available on request.

**Data protection**

NCFE is registered under the Data Protection Act and is committed to maintaining the highest possible standards when handling personal information.

**Contact us**

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