

Guidance for Centres Applying for Adaptations to Personal Training Qualifications

The guidance provided is in line with guidance provided by CIMSPA in response to COVID-19 and its impact on education partners in the Sport and Physical Activity sector.

The following guidance sets out information and evidence Active IQ will require to allow adaptations for the summative practical assessments for Personal Training qualifications.

Please note: the adaptations are not mandatory, and learners should be given the choice to delay their practical summative assessment until such time that a practical observation can take place safely in a fitness facility.

Agreed Adaptations

For all of Active IQ's **personal training qualifications** the following guidance applies:

- Summative practical assessments must be conducted by observation
- Practical assessment must be delivered in line with NHS Public Health and government guidelines, either 121 outdoors, or indoors with a member of the same household
- Learners may use members of their household as clients to participate in summative practical assessment.
- Learners should utilise the equipment and the environment available to them whilst ensuring the safety of both themselves and their clients
- Learners will need to video themselves following Active IQ Digital Recording Guidelines, delivering one of their planned sessions with their client

For qualifications which contain units from the **Active IQ Level 3 Certificate in Personal Training** the following guidance additionally applies:

- The planned session should follow the instructions set out in the learner's LAP and include the prescribed training systems
- All other assessments should be completed as per the instructions in the learner's LAP following the specific assessment guidance

For qualifications which contain units from the **Active IQ Level 3 Diploma in Personal Training** the following guidance additionally applies:

- The planned session should follow the instructions set out in the learner's LAP
- In addition to delivering their planned session, learners will also need to video themselves demonstrating the training systems with a client as prescribed within their LAP. This can be one continuous recording, or each training system can be recorded separately
- All other assessments should be completed as per the instructions in the learner's LAP following the specific assessment guidance

Guidance for centres

Centres wishing to adapt practical summative assessments for their learners will need apply to Active IQ via their centre allocated external verifier. Approval must be sought from your allocated external verifier before planning or proceeding with any adapted practical assessments. Your external verifier will send you an application form which needs to be completed and returned.

The application form will ask you to:

- Provide Class ID's for all classes where you wish adaptations to be applied
- Confirm learners have been formatively assessed utilising equipment as prescribed in the specific qualification guidance

If learners meet these requirements, then they are eligible to undertake an adapted practical summative assessment.

Once the application form is submitted, your external verifier will check the information provided and arrange a short call with you to discuss the assessment adaptations, and the internal and external quality assurance requirements of proceeding with assessments during lock down.

A separate application form will be required per qualification; however, centres can include multiple cohorts within the same application (where applicable).

Quality Assurance

In alignment with CIMSPA and Ofqual requirements, these adjustments constitute a higher level of risk and as such all learners must be subject to internal quality assurance activity as well as an increased level of external quality assurance sampling.

We will require all centres to record their first adapted assessments (per qualification) and provide these to Active IQ for external verification sampling along with the associated internal quality assurance records so we can be confident that adaptations have been applied correctly. This will also ensure any subsequent claims for learner certification are not delayed.

If DCS is not already held for the qualification, then at the end of the programme and in line with normal external quality assurance sampling, a selection of learner files will be required for sampling prior to certifications being authorised.

These areas will be further explored with your allocated external verifier as part of the call following receipt of any assessment adaptation application form.

Centre Application form for Adaptation to Qualification Assessments during COVID-19

Please note, a separate application form should be submitted per qualification per centre

Centre Name:		Centre Number:	
Centre Contact:		Centre Contact email address:	
Date of application submission:		Centres allocated External Verifier (EV):	
Qualification (please include full title and accreditation number):		Qualification unit's assessment adaptations are required for:	

Centre to confirm that all learners are registered with Active IQ. NB: if your learners are not registered with Active IQ please contact your EV immediately	Yes/No	Centre to confirm that formative practical assessments have been completed with all learners referenced within this application:	Yes/No
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Centre to record all learners who require completion of adapted assessments

Class ID:		Learner Names:	
Class ID:		Learner Names:	
Class ID:		Learner Names:	
Class ID:		Learner Names:	
Centre to confirm that all learner adapted assessments are subject to internal quality assurance sampling:	Yes/No		
Centre to confirm that the adapted assessments will be recorded to enable the required internal & external quality assurance sampling:	Yes/No		

Centre Declaration:

I confirm that I have read and understood Active IQ's guidance relating to the adapted qualification assessments and understand that adapted assessments will be subject to enhanced internal and external quality assurance sampling measures as required by Active IQ upon approval of each application.

Centre Contact signature:		Centre Contact date:	
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