

Active IQ Level 2 Certificate in Gym Instructing

Accreditation Number: 603/2692/X

To allow centres greater adaptation flexibility where parts of the assessment in line with the qualification's specific assessment guidance can or cannot be taken due to local or national restrictions, Active IQ have separated the assessed elements within the existing adaptations which we published in July 2020.

For each element of the practical assessment we have developed several options which can be selected depending on the learner's circumstances and the local restrictions in place.

Consultation

Learners will need to complete the consultation with their client following the instructions in their LAP, this element can be completed remotely using for example video conferencing facilities. **Completion of the consultation is a mandatory requirement for all options.**

Session planning and observed one-to-one session (summative observed session)

Option 1 – access to a gym facility

If learners have access to a gym facility, they will need to complete the session planning and be observed following the published guidance on pages 30-38 of their LAP.

Option 2 – cannot gain access to a gym facility

If learners cannot gain access to a gym facility, they will need to complete an adapted session using the following guidance.

Learners will need to:

- Design a 45–60-minute session for their client using a safe and effective session structure. Take all the information gathered during the consultation into account to ensure that the planned session will suit the client's needs, goals and ability. The session plan must include:
 - A suitable warm-up and preparatory stretch component
 - A suitable main workout, including a minimum of three free weight, three body weight and two functional exercises
 - A suitable cool-down and stretch component
 - Planned adaptations and modifications to regress, progress and accommodate client needs

Learners can choose from the equipment and exercises available to them in their current environment.

The learner must include a copy of their session plan within their portfolio.

The session planning mark scheme on page 33 of the learners LAP must be completed by the assessor in accordance with the specific assessment guidance.

The learner will then need to deliver their planned adapted session with their client, adhering to the following guidelines.

- Practical assessment must be delivered in line with NHS Public Health and government guidelines
- Learners may use members of their household or support bubble as clients to participate in summative practical assessment
- Learners will need to video themselves following Active IQ Digital Recording Guidelines (which can be found <https://www.activeiq.co.uk/for-centres/policies-and-procedures>), delivering one of their planned sessions with their client

The summative observed session checklist on page 34 of the learners LAP must be completed by the assessor in accordance with the specific assessment guidance.

All other assessments should be completed as per the instructions in the learner's LAP following the specific assessment guidance.

Exercise Techniques (modular summative observation- group induction)

Option 1 – access to a gym facility and a small group of clients

If learners have access to a gym facility and a small group (3 minimum) of clients, they will need to complete the group induction following the published guidance on pages 39-41 of their LAP.

Option 2 - access to a gym facility but unable to work with a small group of clients

If learners have access to a gym facility but are unable to work with a small group of clients because of local or national restrictions, they will need to complete an adapted induction using the following guidance.

Learners will need to be observed instructing the following exercises to a client, your assessor will select the exercises you will need to deliver; which will include:

- A warm-up utilising at least one cardiovascular machine
- One resistance machine (RM)
- Two free weights (FW), including a minimum of:
 - o One exercise to be spotted
 - o One exercise that includes a dead lift
- One body-weight (BW) exercise
- One exercise using alternative functional training equipment (AFE), for example (not an exhaustive list):
 - o Rigs
 - o Weighted bags
 - o Core balls
 - o Medicine balls

Please complete the observation checklist on page 40 of the LAP.

Please note: Where groups are mentioned, it is understood that this will refer to an individual as part of the adaptation.

Professional discussion

This element can be observed by the assessor live or can be recorded following Active IQ Digital Recording Guidelines.

A professional discussion should then be carried out to cover the criteria which relates to group instruction.

Professional discussion is a planned, in-depth, two-way conversation between assessor and learner. A professional discussion provides an opportunity for an assessor to gather further information regarding the learner's understanding and knowledge. This method is used when assessing more complex tasks with a requirement to provide in-depth knowledge across a number of assessment criteria. A professional discussion should be a conversation rather than a question and answer session. The assessor will ask questions, but the expectation is that the learner leads the discussion.

The professional discussion can be carried out remotely via Zoom or other video conferencing facilities. Assessors will need to verify the learner's identity before commencing the assessment.

A record of the professional discussion should be made, this record should be as detailed as possible and accurately reflect the language and response given by the learner. If video or audio recordings are made of the session, the record must still include the questions asked and reference the appropriate time within the recording.

Please note: exemplar videos are available, please contact your EV for further details.

Professional discussion criteria - group induction

The criteria below must be covered during the professional discussion, discussion starter questions should be developed based on these criteria.

- How to plan for a small group session
- How to manage groups of clients, including:
 - o Instruction
 - o Supervision
 - o Inclusion
 - o Balancing the needs of individuals with the needs of a whole group

Option 3 – cannot gain access to a gym facility

Professional discussion

This element can be observed by the assessor live or can be recorded following Active IQ Digital Recording Guidelines.

A professional discussion should then be carried out to cover the criteria which relates to exercise technique and group instruction.

Professional discussion is a planned, in-depth, two-way conversation between assessor and learner. A professional discussion provides an opportunity for an assessor to gather further information regarding the learner's understanding and knowledge. This method is used when assessing more complex tasks with a requirement to provide in-depth knowledge across a number of assessment criteria. A professional discussion should be a conversation rather than a question and answer session. The assessor will ask questions, but the expectation is that the learner leads the discussion.

The professional discussion can be carried out remotely via Zoom or other video conferencing facilities. Assessors will need to verify the learner's identity before commencing the assessment.

A record of the professional discussion should be made, this record should be as detailed as possible and accurately reflect the language and response given by the learner. If video or audio recordings are made of the session, the record must still include the questions asked and reference the appropriate time within the recording.

Please note: exemplar videos are available, please contact your EV for further details.

Professional discussion - Exercise Techniques Adaptation

For the elements of the practical observation where gym equipment is required to be used, an interactive professional discussion must be used to determine teaching methodology for the range of equipment shown below:

- Three types of cardiovascular equipment
- Four resistance machine lifts
- Four free weight lifts

Learners will also need to discuss how they would adapt their coaching technique when delivering group inductions.

The interactive professional discussion will incorporate the use of equipment/technique videos provided by Active IQ which will include both correct and poor technique. Active IQ will provide a range of videos covering the above requirements, these should be selected at random to ensure each learner receives a unique assessment.

The videos will include 30 second silent video clips of a person using the equipment detailed above. After viewing the video, the learner will be expected to explain the set-up requirements of each piece of equipment/exercise and the coaching technique they would use when instructing a client using the equipment/exercise.

Learners will then be given a second opportunity to view the video clip and will be expected to highlight good

and poor performance and provide corrective coaching points to improve their client's performance based on the video observed.

The videos have been created as a playlist, each video clip will be included twice and will have a holding screen to allow the assessor to pause the video in order to allow the learner to provide their instruction. The videos will be provided by Active IQ once your adaptation application has been received and approved by your external verifier. These video links must be kept securely and not shared directly with learners.

The professional discussion can take place face to face if current government safety measures can be complied with or via a live video link e.g. zoom, skype, teams etc.

If this option is to be used, it should be fully tested in advance and the session should be recorded. If a live video link is used, please watch the attached video by [clicking here](#) to ensure optimal set up, playback and user experience using Zoom web conferencing. If an alternative platform is used, please make sure that everything is thoroughly tested prior to any live sessions taking place.

Professional discussion criteria – exercise technique and group induction

The criteria below must be covered during the professional discussion, discussion starter questions should be developed based on these criteria.

Exercise technique

- How to correctly set up each piece of equipment shown in the video
- How to safely use each piece of equipment, including the correct technique
- Identification of the prime movers involved in each exercise
- Explanations for each exercise
- Modifications, adaptations and alternatives to progress and regress each exercise
- Identification of good and / or poor performance
- Coaching points to improve performance

Group induction

- How to plan for a small group session
- How to manage groups of clients, including:
 - o Instruction
 - o Supervision
 - o Inclusion
 - o Balancing the needs of individuals with the needs of a whole group

The professional discussion should be assessed using the checklist and template provided. The criteria can be

achieved in any order during the discussion for each piece of equipment.

The following key should be used:

- Competent mark a tick (✓)
- Not competent mark a cross (x)
- Competent with a comment mark a bullet point (●)
- Question mark a (Q)

Where assessors need to ask a follow up question, this should be recorded in assessor question section and reference the criteria it is related to, the question asked and the learner's response.

For each equipment area, the assessor must provide specific feedback based on the exercises seen and the learner's responses.

All other assessments should be completed as per the instructions in the learner's LAP following the specific assessment guidance.

Recording the result

The assessor must complete all sections of the observation checklist in full. At the end of each section/ observation, an overall assessment decision of Pass or Refer must be indicated and the date on which the assessment took place must be recorded.

Referral

A learner may be referred on one section, or on the overall assessment. This may be a result of the learner incurring:

- One or more Xs in criteria that the assessor feels have a significant effect on the overall appropriateness of the assessment
- A high proportion of Xs throughout the section/assessment and is deemed not competent

Planning and instructing gym-based exercise

Unit accreditation number: F/616/7505

Professional discussion record

Learner name:								Date:		Video:	
Exercise:	CV1	CV2	CV3	RM1	RM2	RM3	RM4	FW1	FW2	FW3	FW4
Competent mark a tick (✓) Not competent mark a cross (x) Competent with a comment mark a bullet point (●) Question mark a Q											
The learner has:	✓ / X	✓ / X	✓ / X	✓ / X	✓ / X	✓ / X	✓ / X	✓ / X	✓ / X	✓ / X	✓ / X
1. Explained the correct set up of the equipment											
2. Explained the correct technique and safe use of equipment											
3. Identified the prime movers involved in the exercise											
4. Provided clear and accurate explanations for the exercise											
5. Explained modifications, adaptations and alternatives to progress and regress the exercise											
6. Identified good and / or poor performance											
7. Provided coaching points to improve performance											
Professional discussion criteria	Learner responses										

Group Inductions professional discussion summary and feedback
Assessor feedback
CV Equipment
Resistance Machines
Free Weights
Pass / Refer

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Assessment plan and record of achievement for adapted assessments during the COVID-19 pandemic, please delete as appropriate to reflect the elements which have been adapted

Centre name:

Assessment Plan				Record of Achievement		
Mandatory units: Stage of assessment	Evidence	Assessment method	Planned Assessment Date	Pass/Refer/APA (if claiming APA detail evidence seen) Include % score for MCQ Exams	Assessor's signature or initials and date	IV initials (if sampled)
Planning and instructing gym-based exercise	Session plan (adapted)	Written				
	Summative observed session (standard or adapted)	Observation				
	Modular summative observation- group induction	Observation				
	Professional discussion (group induction only) or	Discussion				
	Professional discussion (group induction and exercise technique)	Discussion				

Assessment planning and record of achievement declaration

Declaration		Name	Signature	Date
Learner's agreement:	<p>I agree to be assessed according to the assessment plan and am happy that any additional support I require has been discussed and a separate plan put in place for this.</p> <p>I declare that all of the evidence (listed in the assessment plan) that will be produced for this portfolio will be my own unaided work</p>			
Assessor's agreement:	I have discussed the planned assessments with the learner and any additional support required has been planned and recorded separately.			

Record of achievement declaration

Declaration		Name	Signature	Date
Assessor 1's agreement:	I declare that all learner evidence (listed in the assessment plan) has been assessed and meets the learning outcomes, assessment criteria and evidence requirements for the qualification.			
Internal verifier's agreement:	I declare that all learner evidence (initialled in the assessment plan) has been internally verified and meets the learning outcomes, assessment criteria and evidence requirements for the qualification.			