

Guidance for Centres Applying for Adaptations to Work-based Learning Qualifications

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

The following guidance sets out the information and evidence Active IQ will require in order to allow adaptations for Work-based learning qualifications.

Please note: the adaptations are not mandatory, and learners should be given the choice as to whether to delay assessments until such time that observations can take place safely within their place of work.

Requirements for Adaptations

In order for learners to be considered for adapted assessments, they must meet all of the below requirements:

- Have been in their workplace for a minimum of 12 weeks
- Have been observed within their workplace undertaking activities as prescribed in the specific qualification guidance (for example: gym instructing/ personal training/ leading physical activities/ conducting operational services activities/ conducting leisure management activities) on at least 1 occasion

Agreed Adaptations

For all of Active IQ's NVQ and work-based learning qualifications the following guidance applies:

- A holistic professional discussion is to be completed covering the outstanding performance learning outcomes
- A reliable witness testimony (or similar) is to be collected to support the professional discussion and to confirm the range/breadth of the learner's competencies in line with the specific qualification guidance (as detailed above)
- All other assessments for knowledge learning outcomes should be completed as per the instructions in the learner's LAP following the specific assessment guidance

Guidance for centres

Centres wishing to adapt 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 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 and learner names for all classes where you wish adaptations to be applied
- Confirm learners have been in their workplace for a minimum of 12 weeks

- Confirm learners have been observed within their workplace undertaking activities as prescribed in the specific qualification guidance (for example: gym instructing/ personal training/ leading physical activities/ conducting operational services activities) on at least 1 occasion

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

Once the application form is submitted your external verifier will then 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 and learners within the same application (where applicable).

Quality Assurance

To align with CIMSPA's and Ofqual's 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 WBL Qualification Assessments during COVID-19

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 learners have been observed within their workplace undertaking activities as prescribed in the specific qualification guidance on at least 1 occasion:	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 listed learners have been in their workplace for a minimum of 12 weeks:	Yes/No
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

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

Centre Declaration:

I can 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 suitable internal and external quality assurance sampling occurring as indicated by Active IQ upon approval of each application.

Centre Contact signature:		Centre Contact date:	
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