

## Adaptations with formative assessment evidence

### Active IQ Level 2 Certificate in Fitness Instructing (Gym)

Accreditation Number: 500/8756/3

#### Session planning

Learners will need to plan a programme card and session plans following the guidance set out on page 25 of their Learner Achievement Portfolio.

#### Adapted Session

In addition to the programme and sessions above, learners will also need to plan an adapted session following the guidance below.

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 as a minimum three free weight and three body weight 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 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, 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 will need to video themselves following Active IQ Digital Recording Guidelines, delivering one of their planned sessions with their client

The following checklist should be used, and Section B adapted to accurately reflect the exercises and equipment observed during the adapted session.

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

Instructing gym-based exercise  
 Unit accreditation number: A/600/9020  
 Summative observed adapted session

Summative observed session checklist											
Key: Competent mark a tick (✓) Not competent mark a cross (x) Competent with a comment mark a bullet point (●) Question mark a Q											
Date:											
<b>Starting the Session (A):</b>											✓ / X
<b>The learner has:</b>											
1. Prepared the environment and checked equipment for the session											
2. Welcomed client appropriately											
3. Explained all necessary health and safety information											
4. Carried out verbal screening and PARQ giving appropriate advice to the client based on prior information											
5. Outlined the purpose & structure of the session											
6. Presented a positive image of self and organisation to the client											
<b>Delivering the exercise session (B):</b>											
<b>The learner has:</b>											
	<i>W-up</i>	<i>W-up stretch</i>	<i>RM1</i>	<i>RM2</i>	<i>RM3</i>	<i>FW1</i>	<i>FW2</i>	<i>FW3</i>	<i>BW1</i>	<i>C-down</i>	<i>C-down stretch</i>
	✓ / X	✓ / X	✓ / X	✓ / X	✓ / X	✓ / X	✓ / X	✓ / X	✓ / X	✓ / X	✓ / X
1. Demonstrated correct technique & safe use of equipment & exercises											
2. Given clear/accurate explanations of each exercise to the client											
3. Selected safe & effective exercises											
4. Used supportive & motivational behaviour with the client											
5. Communicated with clients clearly & accurately providing feedback and instructing points which are timely, clear and motivational											
6. Adapted the exercise appropriately for the client when necessary											

7. Given appropriate alternatives to the client when necessary												
8. Monitored intensity appropriately for the component and client												
9. Used/ Reinforced key instruction points to improve client's performance & encourage independence												
10. Used appropriate teaching position to enable observation/correction of client												
11. Gained feedback from the client to check understanding of their performance												
12. Demonstrated safe & effective lifting & passing techniques appropriate to each exercise	N/A	N/A								N/A	N/A	N/A
13. Managed the timings of the session effectively												
14. Selected the correct speed for exercises												
15. Established an effective working relationship with the client												
<b>Ending the exercise session (C) The learner has:</b>												✓ / X
1. Given constructive feedback to the client based on their performance												
2. Gained feedback from the client as to how well their goals were met and how effective the planned activities were												
3. Gained feedback from the client as to how effective the motivational and instructional styles were												
4. Checked that the environment & equipment was left in good order												
<b>Result: Delete as appropriate</b>						<b>Pass</b>			<b>Refer</b>			

## Viva

A viva should be carried out following a review of the formative assessment evidence and the observation of the summative session.

The viva 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 questions asked, and the learners' responses 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.

## Example viva questions

The following table shows a list of example viva questions. This list is not exhaustive and other questions may be used if appropriate. The questions should be used to consolidate the formative and summative assessment evidence and confirm current competence of the exercise/ equipment requirements of the qualification, therefore the number and focus of questions asked will differ between learners depending on the available evidence.

Section A – Starting the session
<ul style="list-style-type: none"> <li>How would your explanation of the health and safety information given to the client at the start of the session have changed if you had been in a gym environment?</li> <li>What other key information would have been useful for the client prior to starting the training session?</li> </ul>
Section B – Delivering the session
<p>Cardiovascular equipment</p> <ul style="list-style-type: none"> <li>How would you instruct using <b>a piece of cardiovascular equipment</b>?               <ul style="list-style-type: none"> <li>How would you explain to your client the safe setup of the equipment?</li> <li>What are the safety features for this piece of equipment and how do you use them?</li> <li>Which muscles are the prime movers?</li> <li>What adaptations or modifications could you make to exercise easier or harder?</li> </ul> </li> <li>When completing the cardiovascular portion of the warm-up on a <b>treadmill</b>, you notice your client has poor ankle, knee and hip alignment. How could you improve his/her postural alignment?</li> <li>Your client is finding the cardiovascular exercise too easy, you increase the intensity of the intervals slightly. Explain how you came to your modification decisions and how you would decide if the new intensity was appropriate for the individual.</li> </ul> <p>Resistance machine lifts</p> <ul style="list-style-type: none"> <li>A client is struggling to performing a <b>resistance exercise</b>. How could you adapt the exercise to ensure that safe and effective technique was not compromised?</li> </ul>

- During the session you demonstrated a **free weight exercise**. How would you instruct this exercise using a resistance machine?
  - o How would you explain to your client the safe setup of the equipment?
  - o What are the safety features for this piece of equipment and how do you use them?
  - o What technique would you use?
  - o Which muscles are the prime movers?
  - o What adaptations or modifications could you make to exercise easier or harder?

#### Free weight and bodyweight exercises

- How could you have changed your position of observation when the client was performing the **squat** to check postural alignment?
- During the **squat**, the client was struggling to coordinate his/her joint movements. You gave several verbal cues and made gestures to encourage technique improvements. What other cues could you have given to reinforce the technique and improve his/her coordination throughout the exercise?
- During the session you demonstrated a **free weight exercise** utilising **bottles of water** instead of dumbbells. Explain how this changed the exercise? If you were in a gym environment what other alternative exercises/equipment could you have used? How would you instruct this exercise?
  - o How would you explain to your client the safe setup of the equipment?
  - o What technique would you use?
  - o Which muscles are the prime movers?
  - o What adaptations or modifications could you make to exercise easier or harder?

**NB:** Depending on the evidence available and the exercises completed in each assessment, questions should be adapted to ensure relevance to each learner and to cover the full evidence requirements as set out in the specific assessment guidance.

## Viva

Question:	Learner response:

Active IQ Level 2 Certificate in Fitness Instructing (Gym)

Accreditation Number: 500/8756/3

Assessment plan and record of achievement for adapted assessments during the COVID-19 pandemic

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 gym-based exercise	Worksheet or professional discussion	Written				
	PAR-Q	Written				
	Programme card Normal session	Written				
	Session plans x 4	Written				
	Programme card Adapted session	Written				
Instructing gym- based exercise	Formative assessment evidence	Observation				
	Summative observed session	Observation				
	Session self-evaluation	Written				
	Viva	Discussion				

### Assessment planning and record of achievement declaration

Declaration		Name	Signature	Date
<b>Learner's agreement:</b>	<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>			
<b>Assessor's agreement:</b>	<p>I have discussed the planned assessments with the learner and any additional support required has been planned and recorded separately.</p>			

### Record of achievement declaration

Declaration		Name	Signature	Date
<b>Assessor 1's agreement:</b>	<p>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.</p>			
<b>Internal verifier's agreement:</b>	<p>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.</p>			