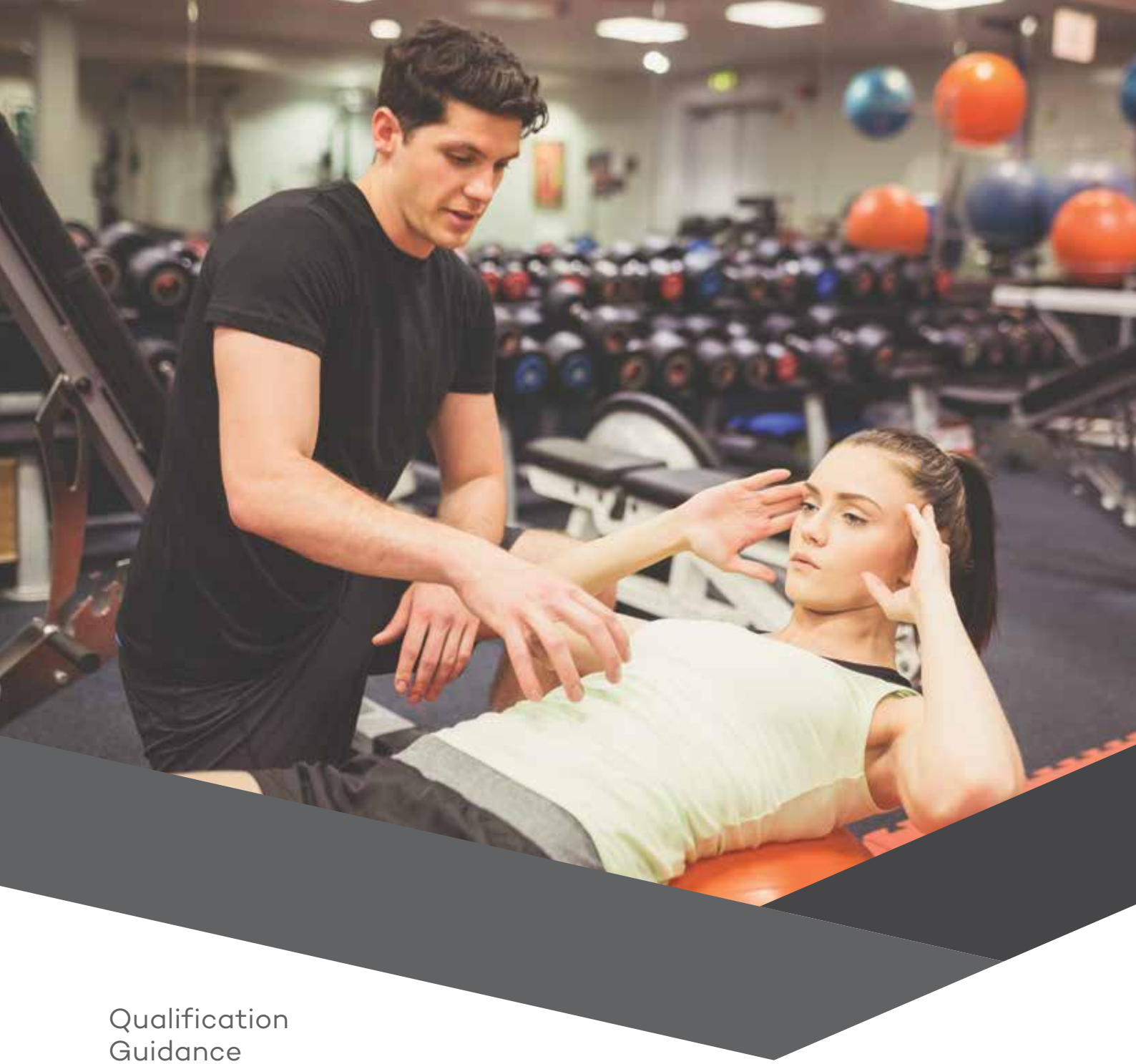


Qualification
Guidance

Active IQ Level 4 Certificate in Advanced Personal Training

Qualification
Accreditation Number:
603/1539/8
Version AIQ004908

Active iQ

Active IQ wishes to emphasise that whilst every effort is made to ensure accuracy, the material contained within this document is subject to alteration or amendment in terms of overall policy, financial or other constraints. Reproduction of this publication is prohibited unless authorised by Active IQ Ltd. No part of this document should be published elsewhere or reproduced in any form without prior written permission.

Copyright © 2017 Active IQ Ltd. Not for resale

Active IQ Level 4 Certificate in Advanced Personal Training
Qualification Accreditation Number: 603/1539/8

Introduction

The Active IQ Level 4 Certificate in Advanced Personal Training is at level 4 on the Regulated Qualifications Framework (RQF).

Guided learning hours:	155	Total qualification time:	270

Entry Requirements:

- Learners must hold a Level 3 Diploma in Personal Training (or equivalent).
- Learners must be able to apply factual and theoretical knowledge and be able to use a range of cognitive and practical skills to generate specific solutions for personal training clients. This will require learners to work in predictable and unpredictable situations using knowledge, skills and competencies pitched at level 4 on the RQF.

Qualification Outline

Target Learners:

- Learners aged 16+.
- Personal trainers.

Purpose

The field of personal training and the needs of modern day professional personal trainers is rapidly evolving in line with the broad ranging needs and goals of the clients they serve. As a result, the industry has never been more competitive. Highly successful personal trainers are results driven and confidently differentiate their services offered to provide an ethical service and sustain a highly successful business. Driving this success is a more scientific and evidence-based approach to programming, training, monitoring and managing clients which translates to better client retention as well as attracting new clients.

This qualification provides learners with the enhanced knowledge and skills to fully understand their clients, utilise an evidence-based approach to programming and develop a successful and sustainable personal training business, including:

- Research, evaluation and use of credible research and information to inform personal training / coaching practice.
- Integration and application of technologies, digital and social media into personal training practice to support, enhance and manage the client journey.
- The application of behaviour change and communication techniques to support, enhance and manage the client journey.
- Assessment, performance analysis and evaluation to support, enhance and manage the client journey.
- Design and application of long-term periodisation, planning, coaching and evaluation to optimise client success.

Copyright © 2017 Active IQ Ltd. Not for resale

Progression

This qualification provides progression on to:

- Level 4 Certificate in Strength and Conditioning.
- Level 3 Award in Nutrition for Sport and Exercise Performance.
- Level 3 Award in Instructing Outdoor Fitness.
- Level 4 special-populations-related qualifications.
- Other level 3 and 4 technical qualifications in related subjects.

Learners may also progress onto qualifications in related sectors, e.g. Sports Massage, where they will be provided with the knowledge and skills to practise sports massage alongside personal training in a health club environment or in their own business.

Alternatively, learners may broaden their knowledge and skills by progressing onto qualifications mapping to additional branches of the Level 3 Standards, such as Exercise Referral and Leisure Management.

The qualification will provide knowledge and practical skills to enhance provision alongside other academic courses such as: National Diploma in Sports Studies, A-level PE and HND and Higher Education degrees in Sport and Leisure.

Links to National Occupational Standards (NOS) and professional standards

There are links to:

- CIMSPA Personal Trainer Professional Standard.
- Personal Trainer Apprenticeship Standard (ST0302).
- SKAEAF16 Plan, deliver and evaluate a strength and conditioning programme.

 Copyright © 2017 Active IQ Ltd. Not for resale

Occupational competence statements for tutoring, assessing and internally verifying

This section outlines the requirements for tutoring, assessing and internally verifying Active IQ qualifications.

Required criteria

All Tutors, Assessors and Internal Verifiers must:

- Possess a discipline specific qualification equivalent to the qualification being taught.
- Have relevant industry experience.
- Demonstrate active involvement in a process of industry relevant Continued Professional Development during the last two years (this may be discipline/ context specific or relevant to tutoring assessing or quality assurance).

In addition, all Tutors and Assessors must:

- Have relevant experience working with personal training clients in a professional context.

Tutors

Tutors must hold, or be working towards, a teaching qualification.

The following are acceptable:

- Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (PTTLS).
- Level 3 Award in Education and Training.
- Level 4 Award in Preparing to Teach in the Lifelong Learning Sector (PTTLS).
- Level 4 Certificate in Teaching in the Lifelong Learning Sector (CTTLS).
- Level 4 Certificate in Education and Training.
- Level 5 Diploma in Teaching in the Lifelong Learning Sector (DTTLS).
- Level 5 Diploma in Education and Training.
- Certificate in Education.

Assessors

Assessors must hold, or be working towards, any of the following:

- Level 3 Award in Understanding the Principles and Practices of Assessment.
- Level 3 Award in Assessing Vocationally Related Achievement.
- Level 3 Award in Assessing Competence in the Work Environment.
- Level 3 Certificate in Assessing Vocational Achievement.
- A1 (previously D32, D33).

Internal verifiers

Internal verifiers must hold or be working towards any of the following:

- Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice.
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice.
- V1 (previously D34).

All new assessors and quality assurance staff must be given a clear action plan for achieving the appropriate qualification(s) and should be countersigned by an appropriately qualified individual until the qualification(s) are achieved.

Copyright © 2017 Active IQ Ltd. Not for resale

Active IQ Level 4 Certificate in Advanced Personal Training
Qualification Accreditation Number: 603/1539/8

Qualification Structure

Learners must complete the two mandatory units. This qualification is graded Pass/Refer.

Mandatory Units

	Unit	Unit accreditation number	Level
1	Applied techniques to support, enhance and manage the client journey	Y/615/7305	4
2	Progressing clients towards successful achievement of goals	K/615/7308	4

 Copyright © 2017 Active IQ Ltd. Not for resale

Unit 1 Y/615/7305 **Level:** 4

Unit Title: Applied techniques to support, enhance and manage the client journey

Learning outcomes The learner will:	Assessment criteria The learner can:
1. Understand how to research and use information	1.1 Explain how to access information and development opportunities to support clients and continue own professional development 1.2 Differentiate between quantitative and qualitative research 1.3 Explain the advantages and limitations of different sources of information, for example: • peer-reviewed research and articles • scientific experiments • market research • internet-based research 1.4 Evaluate the difficulties in comparing and interpreting different types of information 1.5 Explain how information can be used to support clients and continue own professional development
2. Understand how to apply technologies to support, enhance and manage the client journey	2.1 Identify technologies to support, enhance and manage the client journey, for example: • applications • social media • wearables • digital and video analysis tools • software and hardware • retention tools 2.2 Evaluate technologies that support, enhance and manage the client journey 2.3 Explain how the application of technologies benefits client retention and outcomes 2.4 Identify the information collected by technologies and explain how they can help to support, enhance and manage the client journey 2.5 Evaluate methods of interpreting data gathered from technologies and how they help to support, enhance and manage the client journey 2.6 Explain how a digital profile/social media can be used to affect client relationships and business success

Copyright © 2017 Active IQ Ltd. Not for resale

Learning outcomes The learner will:	Assessment criteria The learner can:
3. Understand how to use behaviour change and communication techniques to support, enhance and manage the client journey	3.1 Analyse how different theories of behaviour change can be used to support, enhance and manage the client journey, for example: • transtheoretical model • person-centred approach • self-determination theory • motivational interviewing • cognitive behavioural therapy • biopsychosocial model 3.2 Evaluate how different communication techniques can be used to support, enhance and manage the client journey, for example: • building rapport • active listening • questioning • use of silence • pacing • cue and signal recognition • anchors • framing and reframing
4. Be able to research information for a client's specific goals	4.1 Formulate questions and research terms to provide focus when investigating information and/or ideas 4.2 Differentiate between credible and non-credible sources of information 4.3 Research information relevant to a client's specific goals 4.4 Use a range of resources to extract information relevant to a client's specific goals 4.5 Record specific key information to facilitate future and repeated use 4.6 Evaluate and critically analyse the information collected 4.7 Use judgement to extract key subjects and themes that facilitate the client journey
5. Be able to present the findings of research to a client	5.1 Select, synthesise and logically structure information 5.2 Present a strategy based on credible information 5.3 Present findings in a logical and client-friendly manner 5.4 Justify the findings and strategies selected, linked to the client's wants, needs and goals 5.5 Reference credible sources used to develop the client strategy 5.6 Use a method of referencing that is appropriate and user-friendly for the client

 Copyright © 2017 Active IQ Ltd. Not for resale

Learning outcomes The learner will:	Assessment criteria The learner can:
6. Be able to use technologies to support, enhance and manage the client journey	6.1 Select technologies to support, enhance and manage the client journey 6.2 Justify how the selected technologies support, enhance and manage the client journey 6.3 Explain the benefits of the technologies and data and how these support progress through the client journey to aid retention and enhance outcomes 6.4 Integrate the use of the selected technologies in a manner that supports, enhances and manages the client journey 6.5 Integrate the use of social media to support, enhance and manage the client journey 6.6 Interpret and use the gathered data to support enhance and manage the client journey
Assessment	Case study, presentation and viva

Copyright © 2017 Active IQ Ltd. Not for resale

Learning outcomes **The learner will:**	**Assessment criteria** **The learner can:**
1. Understand methods that can be used to assess a client's current capabilities	1.1 Describe the protocols of assessments to measure a client's current capabilities, for example: • health and lifestyle screening • functional movement screening • physiological fitness tests 1.2 Evaluate the purpose, risks and benefits of assessments to measure a client's current capabilities
2. Be able to perform appropriate client assessments	2.1 Evaluate a client's lifestyle demands, needs and personal goals 2.2 Select appropriate assessments to measure a client's current capabilities 2.3 Justify assessment selections using credible and current information sources 2.4 Explain the purpose, risks and benefits of planned assessments in a client-friendly manner 2.5 Agree assessment methods and obtain appropriate informed consent 2.6 Perform assessments, following protocol accurately to ensure validity, reliability and accuracy of results 2.7 Record all information collected in a manner that adheres to legal and professional requirements
3. Be able to analyse and evaluate assessment results to create specific client goals	3.1 Analyse the data collected during the assessments to accurately identify current client capabilities 3.2 Evaluate the client's lifestyle demands and current capabilities to highlight key areas for development 3.3 Develop and agree with a client short-, medium-, and long-term goals that are informed by the client's lifestyle demands, current capabilities and needs 3.4 Develop and agree a strategy to evaluate and review change in client capabilities at appropriate points in a programme

 Copyright © 2017 Active IQ Ltd. Not for resale

Learning outcomes The learner will:	Assessment criteria The learner can:
4. Be able to design a long-term, periodised plan to improve client capabilities	4.1 Design a periodised, progressive plan that effectively facilitates the achievement of a client's long-term goals 4.2 Design a periodised, progressive plan that effectively facilitates the achievement of a client's medium-term goals 4.3 Design a periodised, progressive plan that effectively facilitates the achievement of a client's short-term goals 4.4 Justify how each phase of the periodised programme will facilitate the achievement of a client's short-, medium- and long-term goals using credible and current information sources 4.5 Design session plans that minimise the risk of injury, whilst optimising progression towards the achievement of a client's goals 4.6 Justify how the planned sessions contribute to the achievement of a client's goals using credible and current information sources 4.7 Agree plans with the client and obtain appropriate informed consent
5. Be able to effectively coach clients to optimise goal achievement	5.1 Use client-friendly instructions, rules and techniques to illustrate planned exercises, sessions and programmes 5.2 Use appropriate verbal, visual and kinaesthetic cues to optimise performance whilst ensuring safe and effective technique and movement quality 5.3 Observe and monitor performance, intensity and feedback 5.4 Analyse performance to implement modifications that respond to the client's status 5.5 Record key data and session modifications in a manner that adheres to legal and professional requirements
6. Be able to evaluate client progression to specifically modify future plans	6.1 Use a range of methods to collect relevant information to inform session evaluation, for example: • performance data • client feedback • self-reflection • reassessments 6.2 Analyse the relevant information and provide a clear evaluation of sessions and their effects on the achievement of goals 6.3 Explain the analysis and evaluation findings in a client-friendly manner 6.4 Identify future modifications that are based on analysis and evaluation findings 6.5 Agree and record key evaluation, analysis and modification information in a manner that adheres to legal and professional requirements
Assessment	Case study, presentation and viva

Copyright © 2017 Active IQ Ltd. Not for resale

Active IQ

Westminster House
The Anderson Centre
Ermine Business Park
Huntingdon PE29 6XY

T 01480 467 950
F 01480 456 283
info@activeiq.co.uk
www.activeiq.co.uk

Active IQ wishes to emphasise that whilst every effort is made to ensure accuracy, the material contained within this document is subject to alteration or amendment in terms of overall policy, financial or other constraints. Reproduction of this publication is prohibited unless authorised by Active IQ Ltd. No part of this document should be published elsewhere or reproduced in any form without prior written permission.

Active iQ

Copyright © 2017 Active IQ Ltd. Not for resale.