



Learner
Achievement
Portfolio

Level 3 Diploma in Personal Training

Qualification
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Active iQ

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Active IQ Level 3 Diploma in Personal Training

Assessment plan and record of achievement

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 exams	Assessor's signature or initials and date	IV initials (if sampled) and date
Holistic assessments							
1	Applied anatomy and physiology for exercise, health and fitness (F/615/4012)	Case study	Written				
2	The principles of nutrition and their application to exercise and health (J/615/4013)	Modular summative observation – Consultation	Observation				
3	Understanding lifestyle, health, wellbeing and common medical conditions (R/615/4015)	Summative observation – Personal training session	Observation				
4	Encouraging positive health and fitness behaviours in clients (Y/615/4016)	Worksheet – Diploma in Personal Training	Written				
5	Programme design and delivery for personal training (H/615/4018)	Worksheet – Self-evaluation and reflective practice	Written				

Unit specific assessments							
1	Applied anatomy and physiology for exercise, health and fitness (F/615/4012)	Theory paper	Externally set multiple-choice question paper				
2	The principles of nutrition and their application to exercise and health (J/615/4013)	Theory paper	Externally set multiple-choice question paper				
3	Understanding lifestyle, health, wellbeing and common medical conditions (R/615/4015)	Assignment – Infographic and educational information handout	Written				
4	Encouraging positive health and fitness behaviours in clients (Y/615/4016)	Assignment – Recommending the use of technology to clients	Written				
5	Programme design and delivery for personal training (H/615/4018)	Modular summative observation – Training techniques	Observation				
6	Professionalism and business acumen for personal trainers (D/615/4020)	Assignment – Developing a new personal training business	Written				

Assessment planning and record of achievement declaration

Declaration		Name	Signature	Date
Learner's agreement:	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. 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.			
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.			
Assessor 2's agreement: (if applicable)	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.			
Assessor 3's agreement: (if applicable)	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.			

Assessment introduction

To achieve this qualification, you are required to complete a number of different assessments, including:

- A case study working with a real client to enable you to complete:
 - An initial consultation.
 - A food diary analysis.
 - An educational activity for the client.
 - A modular summative observation* – Consultation (your assessor will observe you with your client).
 - A periodised programme including commentary/rationales and individual session plans.
 - A summative observed session* – Personal training (your assessor will observe you with your client).
- A worksheet with questions across all units.
- A worksheet – Self-evaluation and reflective practice.
- An assignment – Designing an infographic and educational information handout.
- An assignment – Recommending the use of technology to clients.
- A modular summative observation* – Training techniques (your assessor will observe you with a client/peer).
- An assignment – Developing a new personal training business, including an initial business evaluation, market research and business planning.

There are additional templates to support you with the above assessments. These include:

- Food diary.
- Planning periodised programmes.
- Recommending the use of technology to clients.
- Developing a new personal training business.
- Training techniques planning template.

N.B. Please ask your tutor for these.

***Modular summative and summative observation guidance**

A modular summative observation is a flexible assessment format which allows the completion of an assessment on one or more occasions. For example, the consultation assessment may involve your assessor observing the whole consultation with your client in one session, or they may observe each section during different parts of the course.

A summative observation is where the assessment takes place on one occasion. For example, the personal training session will be observed and assessed in one session.

Case study – Personal training client

You will need to produce a case study using the following guidance:

Step one – Selecting your client

In order to complete all the required elements of this assessment you must select an appropriate client for your case study. Your client must be:

- A real person.
- The person who will be your client during your observed consultation and personal training session*.
- Apparently healthy and have no medical conditions which would be considered to be outside a personal trainer's scope of practice.
- Able to take part in the planned session.

**In the event of an unforeseen circumstance that means the actual client cannot participate in your summative observed session, another person can take their place; however the following criteria must be met.*

The replacement client must be:

- *Apparently healthy and have no medical conditions which would be considered to be outside a personal trainer's scope of practice.*
- *Able to take part in the planned session, or able to take part following reasonable adaptations.*

When using a replacement client you must make any planning adaptations prior to the summative observed session and be prepared to adapt the actual session as it progresses to ensure this is effective for the client taking part.

Step two – Food diary analysis

During the course you will need to analyse your client's nutrition in relation to their goals using a food diary.

Preparation

To prepare for this part of the case study you will need to:

- Ascertain the client's goals regarding healthy eating or any fitness-related objectives (e.g. healthy eating, fat loss, muscle gain, preparing for an event – this may include pre-event nutrition, nutrition during the event and post-event nutrition).
- Provide the client with a seven-day food diary template to complete.
- Explain to your client how to complete the food diary and ensure they complete it for seven days.
- Obtain the completed food diary from your client, check that it has been completed in sufficient detail and ask additional clarification questions if required.

Review and analysis

You will need to review your client's food diary and identify the following:

- Any eating or drinking behaviours that are detrimental to the client's health.
- Any positive eating behaviours that the client should continue.

You will need to analyse the levels and consumption of the following:

- Water/fluid.
- Alcohol.
- Caffeine.
- Processed foods.
- Macronutrients.

Recommendations

You will need to work within your scope of practice to:

- Recommend the eating behaviours that the client should change to meet their goals.
- Recommend to the client how to tailor their nutrition to meet their goals.
- Identify any potential barriers to change that your client may face and suggest ways that you can help your client overcome these barriers.
- Identify how training will affect your client's nutritional requirements. Include any recommendations related to the client's fitness goals.

You must include a copy of the client's food diary and your analysis and recommendations within your portfolio.

Mark scheme – Food diary analysis

Did the learner:	Possible marks	Actual marks
Provide a copy of the food diary completed by the client?	1 (minimum 1 mark)	
Ascertain the client's nutrition goals?	2 (minimum 1 mark)	
Identify eating/drinking behaviours that are detrimental to the client's health?	1 (minimum 1 mark)	
Identify any positive eating behaviours that the client should continue?	1 (minimum 1 mark)	
Analyse hydration levels?	1 (minimum 1 mark)	
Analyse alcohol consumption?	1 (minimum 1 mark)	
Analyse processed food levels?	1 (minimum 1 mark)	
Analyse fruit and vegetable intake?	1 (minimum 1 mark)	
Analyse caffeine consumption?	1 (minimum 1 mark)	
Analyse the macronutrient levels?	3 (minimum 3 marks)	
Recommend to the client how to tailor their nutrition to meet their goals?	3 (minimum 2 marks)	
Identify any potential barriers to change that the client may face?	1 (minimum 1 mark)	
Suggest ways that the client can overcome their barriers?	1 (minimum 1 mark)	
Identify how training will affect their client's nutritional requirements including any recommendations related to the client's fitness goals?	3 (minimum 2 marks)	
<p>Result total /21 (18 marks in total, with the minimum set marks achieved for each section required to pass)</p> <p>Pass / Refer</p>		
<p>Assessor's feedback:</p>		

Step three – Educational activity

During the course you will need to design an educational activity (e.g. leaflet, handout, newsletter, webpage, PowerPoint presentation). The educational activity should be designed so it could be used in the consultation with your client and adapted for use with future clients.

The educational activity must include the following:

- Exercise guidance to include the current evidence-based exercise frequency, intensity, time and type (FITT) guidelines.
- Nutrition guidance to include information from one or more of the following:
 - National food guides.
 - Professional dietetic bodies.
 - Independent scientific bodies.

The educational activity must include appropriate references for all of your sources of information.

Ensure the educational activity is presented in a professional manner and is free from errors, e.g. spelling, punctuation and grammar.

You must include a copy of your educational activity within your portfolio.

Mark scheme – Educational activity

Did the learner:	Possible marks	Actual marks
Design an educational activity that looks professional and is free from errors (spelling, punctuation and grammar)?	4 (minimum 3 marks)	
Design an educational activity that can be adapted for use with future clients?	1 (minimum 1 mark)	
Design an educational activity that uses current information supported by relevant references?	2 (minimum 1 mark)	
Include guidance on exercise that is relevant to their client's goals?	2 (minimum 1 mark)	
Include the current evidence-based exercise frequency, intensity, time and type (FITT) guidelines?	4 (minimum 3 marks)	
Include guidance on nutrition that is relevant to their client's goals?	2 (minimum 1 mark)	
Include information from national food guides, professional dietetic bodies or independent scientific bodies?	1 (minimum 1 mark)	
Result total / 16 (13 marks in total, with the minimum set marks achieved for each section required to pass)		
Pass / Refer		
Assessor's feedback:		

Step four – Modular summative observation – Consultation

During the course your assessor will observe you conducting a consultation with your client. You may be assessed on one or more than one occasion.

Prior to the assessment you must prepare the environment and resources required.

During the consultation you must:

- Screen and risk stratify your client using a recognised approach.
- Collect data that will help to inform exercise programmes and be meaningful to your client.
- Collect and record relevant personal, physical activity, nutritional and lifestyle information from the client.
- Gain informed consent at appropriate points of the consultation.
- Perform client-appropriate health measurements (e.g. weight, height, waist circumference, body composition, resting heart rate, resting blood pressure).
- Identify and explain client-appropriate fitness assessments that will provide meaningful data to inform exercise programming.

You must include a copy of the consultation records within your portfolio.

Modular summative observed session checklist – Consultation

Key: Competent mark a tick (✓) Not competent mark a cross (X) Competent with a comment mark a bullet point (•) Question mark a Q	
Communication skills (A)	✓ / X
The learner has:	
1. Politely introduced themselves to the client and initiated conversation to create a positive impression.	
2. Utilised effective communication styles to facilitate the building of a rapport with the client.	
3. Created a positive environment that motivates and empowers the clients throughout the consultation.	
4. Used open questions to encourage the client to respond with detailed answers.	
5. Used active listening techniques to develop rapport with the client.	
6. Used appropriate non-verbal communication to develop rapport with the client.	
7. Used follow-up questions to encourage the client to elaborate on a response.	
8. Used reflective statements effectively.	
9. Encouraged the client to discuss their health and fitness concerns, beliefs and aspirations.	
10. Implemented a process of informed consent at appropriate points in the consultation.	
11. Encouraged the client to ask questions, giving accurate answers in order to facilitate the informed consent process.	
12. Demonstrated empathy when discussing lifestyle behaviours with the client.	
13. Taken opportunities to offer affirmations and encouragement to the client and to positively reinforce the client's healthy behaviour aspirations.	
14. Recorded the key information collected from verbal discussions accurately without detracting noticeably from the conversation.	
Section A result:	
Delete as appropriate	
Pass	
Refer	
Date:	

Health screening and fitness assessments (B)			✓ / X
The learner has:			
1. Used a validated health screening questionnaire and risk stratified the client accurately.			
2. Explained the outcome of the health screening questionnaire to the client and signposted the client to a medical or healthcare professional if necessary.			
3. Collected and accurately recorded relevant personal, physical activity, nutritional and lifestyle information from the client.			
4. Identified appropriate health screening measurements to collect meaningful data from the client.			
5. Carried out client specific health screening measurements according to recognised protocols.			
6. Identified appropriate fitness assessments to collect meaningful data from the client.			
7. Explained fitness assessment protocols to the client, allowing time for questions and providing full accurate answers in a way that meets the needs of the client.			
Section B result:	Pass	Refer	Date:
Delete as appropriate			
Goal-setting, signposting and information provision (C)			✓ / X
The learner has:			
1. Helped the client to identify at least one specific lifestyle behaviour that they have reason to change in order to achieve their health and fitness aspirations.			
2. Reinforced the client's awareness of the need to make the specified lifestyle behaviour change(s) in order to achieve a stated aspiration.			
3. Explained the relevant benefits of making healthy lifestyle choices to the client.			
4. Determined the client's level of readiness to change a specified lifestyle behaviour.			
5. Used techniques to help the client develop an understanding of the discrepancy between their current lifestyle behaviours and their stated health and fitness aspiration.			
6. Provided information that is relevant to the client's current lifestyle and health and fitness aspirations in a format that meets the client's needs.			
7. Emphasised the credibility of the information provided and its value to the client.			
8. Explained the process of goal-setting and action-planning to the client.			
9. Helped the client set SMART lifestyle behaviour change goals relevant to their health and fitness aspiration(s).			
10. Helped the client identify personal barriers to making the lifestyle changes required to achieve the stated SMART goals.			
11. Used techniques to help the client identify possible ways to overcome barriers to lifestyle change.			
12. Signposted clients to relevant products or services that may increase their capability or opportunity to implement their SMART goals for lifestyle change.			
Section C result:	Pass	Refer	Date:
Delete as appropriate			
Closing the session (D)			✓ / X
The learner has:			
1. Scheduled a programme review date with the client for an appropriate date in the future.			
2. Explained the anticipated progress that can be expected for key measurements at the review.			
3. Explained the benefits of reviewing progress against SMART goals at regular intervals.			
4. Checked that the client is happy with the action plan that has been agreed.			
5. Agreed a communication strategy to provide support between face-to-face personal training sessions.			
6. Confirmed a date and time for the next personal training session.			
Section D result:	Pass	Refer	Date:
Delete as appropriate			
Final result (Delete as appropriate):		Pass	Refer

Assessor's feedback and questions

Performance criteria	Feedback and questions

Step five – Planning a periodised programme

During the course you will need to collect relevant data (e.g. fitness assessments) and design a periodised personal training programme for your client. The periodised plan must:

- Be at least 12 weeks long and consist of at least three 4-week-long phases of training (mesocycles), or other periodised structure appropriate to the client's goals.
- Include details of FITT (frequency, intensity, time, type) for each weekly microcycle that demonstrates progression within the mesocycles and over the course of the planned programme.
- Apply the principles of periodised programme design.

Commentary

To accompany the periodised programme you will also need to produce a written commentary/rationale to explain your reasons for each aspect of the periodised programme. The commentary/rationale must include:

- An analysis of previously collected health and fitness data to correctly risk-stratify the client.
- A client profile summarising the pertinent information used to design the programme.
- An explanation of the periodised strategy selected, how this strategy will progress the client towards goal achievement and how the principles of periodisation have been applied.
- An explanation of how you selected exercises, training protocols, equipment and environments to meet the client's needs.

Session plans

You must design three detailed session plans, one from each phase of training, to include:

- A range of CV, resistance and flexibility exercises suitable for the client.
- Exercises specific to the client's stated goal(s) and suited to their ability and phase of the programme.
- Environments and activities that reflect the client's identified preferences.
- Appropriate warm-up and cool-down components relevant to the main session.

Adaptations and contingencies

For one of the detailed sessions you will need to:

- Identify a range of alternative environments (a minimum of one outdoor and one indoor environment) that could be used. Ensure any alternative environments are suitable for your specific client.
- Explain how the session and exercises would need to be adapted to accommodate each of the alternative environments.
- Explain the benefits and disadvantages of each training location for you and your client.
- Identify the possible hazards and risks of each environment.
- Describe the health and safety requirements and identify ways to manage the identified risks.
- Explain how the selected session/exercises/methods and techniques could be adapted to become a group personal training session.
- Explain the benefits and challenges of group personal training and identify ways to maximise the benefits and minimise the challenges.
- Describe ways to incorporate partner or group activities into the session.

You must include a copy of the periodised plan and all associated evidence within your portfolio.

Mark scheme – Planning periodised programmes

Periodised programme		
Did the learner:	Possible marks	Actual marks
Design a periodisation strategy, at least 12 weeks long with at least three 4-week training phases, that is appropriate to the client's needs and abilities?	1 (minimum 1 mark)	
Include details of FITT (frequency, intensity, time, type) for each weekly microcycle that demonstrates progression within the mesocycles and over the course of the planned programme?	1 (minimum 1 mark)	
Apply the principles of periodised programme design?	1 (minimum 1 mark)	
Plan an appropriate exercise session for phase 1 of the periodised programme?	1 (minimum 1 mark)	
Plan an appropriate exercise session for phase 2 of the periodised programme?	1 (minimum 1 mark)	
Plan an appropriate exercise session for phase 3 of the periodised programme?	1 (minimum 1 mark)	
Design each session plan with adequate and appropriate warm-up and cool-down activities for minimising injury risk and aiding recovery?	3 (minimum 3 marks)	
Result total /9 (9 marks in total, with the minimum set marks achieved for each section required to pass)		
Pass / Refer		
Assessor's feedback:		
Commentary		
Did the learner:	Possible marks	Actual marks
Analyse previously collected data and information to perform calculations and risk-stratify the client correctly?	2 (minimum 2 marks)	
Complete the client profile and summarise the previously collected client information in a way that helped inform programme design?	6 (minimum 4 marks)	
Explain the periodised strategy, including how this strategy will progress the client towards goal achievement and how the principles of periodisation have been applied?	6 (minimum 4 marks)	
Explain how exercises, training protocols, equipment and environments were selected to meet the client's needs?	4 (minimum 3 marks)	
Result total /18 (15 marks in total, with the minimum set marks achieved for each section required to pass)		
Pass / Refer		

Assessor's feedback:

Adaptations and contingencies

Did the learner:	Possible marks	Actual marks
Identify a range of suitable alternative environments, including at least one indoor and one outdoor environment?	3 (minimum 2 marks)	
Explain how the session and exercises should be adapted to accommodate the alternative environments?	3 (minimum 2 marks)	
Identify the possible hazards and risks of each environment?	3 (minimum 2 marks)	
Describe the health and safety requirements and ways to manage the identified risks?	3 (minimum 2 marks)	
Explain how the selected session/exercises/methods and techniques could be adapted to become a group personal training session?	3 (minimum 2 marks)	
Explain the benefits and challenges of group personal training and identify ways to maximise the benefits and minimise the challenges?	3 (minimum 2 marks)	
Describe ways to incorporate partner or group activities into the session?	3 (minimum 2 marks)	

Result total /21 (17 marks in total, with the minimum set marks achieved for each section required to pass)

Pass / Refer

Assessor's feedback:

Step six – Summative observed session – Personal training

During the course your assessor will observe you instructing one of your planned sessions prepared for the case study. The session selected for the summative observation must include a range of exercises, including resistance, cardiovascular and flexibility.

The client who takes part in this session should be the person who the progressive programme was developed for*.

**In the event of an unforeseen circumstance that means the actual client cannot participate in your summative observed session, another person can take their place; however the following criteria must be met.*

The replacement client must be:

- Apparently healthy and have no medical conditions which would be considered out of a personal trainer's scope of practice.*
- Able to take part in the planned session, or able to take part following reasonable adaptations.*

When using a replacement client you must make any planning adaptations prior to the summative observed session and be prepared to adapt the actual session as it progresses to ensure this is effective for the client taking part.

Summative observation checklist – Personal training session

Key: Competent mark a tick (✓) Not competent mark a cross (X) Competent with a comment mark a bullet point (•) Question mark a Q			
Date:			
Starting the session (A)	✓ / X		
The learner has:			
1. Assessed the client's readiness to participate in the planned session.			
2. Explained the content and structure of the planned session in relation to the client's goals and ability.			
3. Encouraged the client to ask questions and provide feedback to enable the session plan to be modified.			
4. Outlined key health and safety information specific to the session environment and planned exercises.			
Delivering the exercise session (B)	✓ / X		
The learner has:			
1. Instructed the client to perform exercises with correct technique and postural alignment.			
2. Used appropriate verbal, visual and kinaesthetic cues to correct the client's exercise technique and improve movement quality.			
3. Positively reinforced correct exercise technique to build client self-efficacy.			
4. Observed the client's movement accurately and provided effective guidance to improve exercise technique and postural alignment.			
5. Provided modifications for exercise techniques to enable the client to perform all movements safely and effectively.			
6. Monitored the client's performance, responses and feedback to exercise relative to the intensity.			
7. Adapted exercise complexity and intensity in response to monitoring observations to ensure safety and effectiveness.			
8. Monitored the exercise environment to ensure client safety and comfort.			
9. Kept accurate records of exercise performance during the session to enable progress to be tracked over time.			
10. Adapted the planned session content in response to client progress and feedback, and recorded changes accurately.			
11. Used appropriate strategies and techniques to motivate the client during the session and to enhance client motivation and commitment to adhere to planned lifestyle changes between sessions.			
12. Encouraged the client to adhere to planned lifestyle behaviour changes.			
Reviewing the exercise session (C)	✓ / X		
The learner has:			
1. Provided motivational feedback on client performance and progress towards goals at the end of the session.			
2. Requested feedback from the client about their satisfaction with the session, programme and overall personal training service.			
3. Requested feedback from the client about specific ways in which the delivery of the personal training sessions could be improved.			
Result (Delete as appropriate):	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Pass</td> <td style="width: 50%; text-align: center;">Refer</td> </tr> </table>	Pass	Refer
Pass	Refer		

Assessor's feedback and questions

Performance criteria	Feedback and questions

Worksheet – Diploma in Personal Training

There are 55 marks available in this worksheet. You must score a minimum of 44 marks in total to achieve a pass. In addition to achieving the total pass mark, you must also score at least the minimum marks set for each question to achieve an overall pass.

1. Why is a healthy, balanced diet essential for fuelling and recovering from exercise and physical activity?

--

2 marks (minimum 1 mark)

2. What is the role of each macronutrient in relation to generating energy for exercise and physical activity?

Protein	
Fat	
Carbohydrate	

3 marks (minimum 3 marks)

3. What is the role of each macronutrient in post-exercise recovery?

Protein	
Fat	
Carbohydrate	

3 marks (minimum 3 marks)

4. What role does water play in exercise and physical activity, and in recovery?

2 marks (minimum 1 mark)

5. How could training for each of the following types of sport or activity affect an individual's nutritional requirements?

An endurance sport training programme involving a high-volume training plan consisting predominantly of aerobic exercise sessions.

A team sport involving bursts of activity of different intensities and durations using all energy systems.

A strength/power sport with little or no aerobic component or training. Training involves multiple techniques and high-intensity, low-volume conditioning sessions weekly.

6 marks (minimum 4 marks)

6. What are 'client touch points' within an organisation?

1 mark (minimum 1 mark)

7. Why is it important for a client to have a positive experience at every 'touch point'?

1 mark (minimum 1 mark)

8. Describe three ways in which you can get to know different clients.

3 marks (minimum 1 mark)

9. Describe two ways in which the consultation environment can have a positive effect on the achievement of the client's goals and adherence to a behaviour change programme.

2 marks (minimum 1 mark)

10. What impact will a client's social environment have on their likelihood of making and sustaining a change to a lifestyle behaviour?

--

2 marks (minimum 1 mark)

11. When collecting, recording and analysing client data, how can you ensure that you adhere to legal, ethical and professional standards?

--

2 marks (minimum 1 mark)

12. A prospective client, who is early in her pregnancy, approaches you and explains she would like some guidance, advice and potential personal training during her pre and postnatal periods. Complete the table, explaining how you would respond to the client at each point of the discussion.

Client discussion	Your response
'Are there any benefits to exercising throughout my pregnancy?'	
'Are there any risks to myself or the baby if I exercise during pregnancy?'	
'Are there any conditions that might stop me from exercising during my pregnancy?'	
'What type of exercise should I be doing? I usually take part in a couple of circuit sessions per week and I use the gym at least once a week.'	
'What sort of things should I be doing to ensure I am safe when I exercise on my own?'	
'Can I book some personal training sessions with you?'	

12 marks (minimum 10 marks)

13. An older adult (58 years old) approaches you and explains they would like some guidance, advice and potential personal training. Complete the table, explaining how you would respond at each point of the discussion.

Client discussion	Your response
'My doctor told me I had to get more active and begin to exercise, how will it benefit me?'	
'I have no specific medical conditions but I have slight osteoarthritis in my knees which is related to my age and wear and tear. The doctor says it is nothing to worry about. What kind of exercises should I be doing?'	
'Why will those exercises be beneficial?'	

6 marks (minimum 4 marks)

14. Describe three medical conditions that are commonly associated with old age, outlining signs and symptoms that are relevant to exercise performance.

Condition	Description	Signs and symptoms

6 marks (minimum 4 marks)

15. Describe two scenarios when exercise would be completely contraindicated for an older adult.

2 marks (minimum 1 mark)

16. Identify two specific risks of exercise for the older adult and how to manage these risks.

2 marks (minimum 1 mark)

Result total /55 marks (44 marks in total, with the minimum set marks achieved for each question required to pass)

Pass / Refer

Assessor's feedback:

Worksheet – Self-evaluation and reflective practice

There are **17 marks** available in this worksheet. You must score a minimum of **14 marks** in total to achieve a pass. In addition to achieving the total pass mark, you must also score at least the minimum marks set for each question to achieve an overall pass.

1. Consider your communication skills when working with your client. Outline three particular strengths and three areas you need to work on.

Communication skills – Strengths
Communication skills – Areas to work on

6 marks (minimum 4 marks)

2. What feedback have you received from your client regarding your communication skills?

--

1 mark (minimum 1 mark)

3. Give two examples of how you may need to adapt your own particular communication style for different types of client.

Client type	Adaptations to communication style
Nervous beginner who has never been in a gym before.	
Advanced exerciser and former county runner who has recently had a year off from exercising for personal reasons.	

2 marks (minimum 1 mark)

4. On reflection, identify three specific actions or behaviours you demonstrated that enhanced or added value to the time spent with your client.

3 marks (minimum 2 marks)

5. On reflection, identify one thing you could have done differently to improve the client experience.

--

1 mark (minimum 1 mark)

6. What actions will you take to improve your personal practice as a result of completing this case study?

--

4 marks (minimum 3 marks)

Result total /**17 marks** (14 marks in total, with the minimum set marks achieved for each question required to pass)

Pass / Refer

Assessor's feedback:

Assignment – Infographic and educational information handout

Infographic

During the course you will need to design an information graphic (infographic)* to illustrate each of the main components of the biopsychosocial model of health and illness (biological, behavioural, psychological and social) that could be used in personal training consultations.

Educational information handout

During the course you will need to choose one or two (if linked) of the following commonly occurring medical conditions and design a handout that will explain to existing or potential clients how the conditions may impact their lifestyle.

- Hypertension.
- Obesity.
- Cardiorespiratory disease.
- Diabetes.
- Stress.

If you would like to research a different condition or if your case-study client has an existing condition that you would like to design a handout for, please ask your tutor for guidance.

Within your handout include the following information about the condition/s:

- Cause/s.
- Progression.
- Any associated risk factors.
- Clinical signs and symptoms.
- Impact on the client's lifestyle.
- Benefits of exercise.
- Exercise guidelines (including risks of exercise, contraindications and restrictions).
- Nutritional guidelines.

**Information graphics or infographics are graphic visual representations of information, data or knowledge intended to present information quickly and clearly.*

Mark scheme – Infographic and educational information handout

Infographic		
Did the learner:	Possible marks	Actual marks
Design an infographic to illustrate each of the main components of the biopsychosocial model of health and illness (biological, behavioural, psychological and social)?	4 (minimum 3 marks)	
Medical condition handout		
Did the learner:	Possible marks	Actual marks
Clearly identify the medical condition(s)?	1 (minimum 1 mark)	
Identify the cause of the medical condition(s)?	1 (minimum 1 mark)	
Identify the progression of the medical condition(s)?	1 (minimum 1 mark)	
Identify any associated risk factors of the medical condition(s)?	1 (minimum 1 mark)	
Describe the clinical signs and symptoms of the medical condition(s)?	2 (minimum 2 marks)	
Describe the impact on the client's lifestyle of the medical condition(s)?	1 (minimum 1 mark)	
Describe the benefits of exercise for the medical condition(s)?	1 (minimum 1 mark)	
Describe the contraindications of exercise for the medical condition(s)?	1 (minimum 1 mark)	
Describe any exercise restrictions for the medical condition(s)?	1 (minimum 1 mark)	
Outline nutritional guidelines for the medical condition(s)?	2 (minimum 1 mark)	
Result total /16 (13 marks in total, with the minimum set marks achieved for each section required to pass)		
Pass / Refer		
Assessor's feedback:		

Assignment – Recommending the use of technology to clients

During the course, as part of your follow-up communication with your case study client, you will need to recommend a form of new technology to enhance their programme.

You will need to:

- Research and evaluate three current technological developments in health, fitness and exercise (e.g. mobile phone applications or wearable technologies).
- Choose one to recommend to your client.
- Compile an email or social media post to the client highlighting the following:
 - How the technology will benefit the client and help them achieve their goals.
 - How you will use the data from the technology to enhance the client's programme.

Mark scheme – Recommending the use of technology to clients

Research and evaluation		
Did the learner:	Possible marks	Actual marks
Research and evaluate three current technological developments in health, fitness and exercise, to include the advantages and disadvantages to the client and the personal trainer?	21 (minimum 15 marks)	
Email or social media post to client		
Did the learner:	Possible marks	Actual marks
Choose one technological development in health, fitness and exercise to recommend to their client?	1 (minimum 1 mark)	
Identify how the technology will benefit their client and help them achieve their goals?	2 (minimum 1 mark)	
Identify how the data from the technology will be used to enhance the client's programme?	2 (minimum 1 mark)	
Result total /26 (19 marks in total, with the minimum set marks achieved for each section required to pass)		
Pass / Refer		
Assessor's feedback:		

Assignment – Developing a new personal training business

During the course you will need to plan a personal training business.

There are three sections to this assignment:

- **Initial business evaluation** – 14 marks available. You must score a minimum of 12 marks in total to achieve a pass.
- **Market research** – 16 marks available. You must score a minimum of 13 marks in total to achieve a pass.
- **Business planning** – 56 marks available. You must score a minimum of 45 marks in total to achieve a pass.

You will need to complete your assignment using the following guidance:

Initial business evaluation

You will need to carry out a SWOT analysis to identify your strengths, weaknesses, opportunities and threats in relation to:

- Your current scope of practice.
- Personal characteristics, skills and preferences.
- Managing your business.
- Local facilities, resource availability and competition.
- Gaining commitment and closing sales.
- Core and additional products and services.

You will need to develop a personal development plan to address identified strengths, weaknesses, opportunities and threats.

You will need to develop a plan to show how you will continue your professional development (CPD) once the business is launched, including:

- How you will incorporate CPD into your normal business practice.
- What methods of CPD you will use.
- What additional support you could seek from others to assist with your ongoing CPD.
- How your CPD plans will benefit your business.

Market research

You will need to evaluate different methods of performing market research for your business, for example:

- Surveys.
- Focus groups.
- Interviews.
- Field trials.
- Observation (of behaviour).

You will need to evaluate the advantages/disadvantages/constraints of common marketing techniques (e.g. cold-calling, press releases, leaflets, posters, digital marketing) in relation to your business.

You will need to use the information gathered during your evaluation of market research methods to:

- Select the most appropriate method(s) of marketing your business.
- Explain how you will conduct the market research for your business and what information you need to gather.
- Describe how you will analyse the results/data from your market research activities.

Business planning

You will need to create a business plan for your personal training business, including:

- Aims and objectives including key performance indicators (KPIs).
- Stages/milestones of the business.
- Unique selling points (USPs) of the business.
- A marketing strategy, including:
 - An overview of the key objectives and targets for a marketing campaign.
 - A description of the target audience of the selected marketing campaign.
 - Ways to gain and retain clients in your business.
- A list of resources required to plan, prepare and launch the business.
- Areas of risk and difficulty (where things might go wrong during the planning, preparation or launch stage of the business).
- Health, safety, legal and insurance requirements for your business.
- The standards you will implement to ensure all business practice is professional and an outline of why each standard is important.
- A projected quarterly profit and loss report for the first year of the business, including:
 - An overview of the budget required to take the business through planning and preparation to the launch.
 - Quarterly cost, income and cash flow forecasts for the first year of trading.
 - Projected gross and net profit figures.
- How you will use your digital profile to positively promote the business.
- The IT applications going to be used to support business planning and delivery, their risks and benefits.
- How the IT applications are to be used to monitor, interpret and manage business data.

You must include a copy of the assignment within your portfolio.

Mark scheme – Developing a new personal training business

Initial business evaluation		
Did the learner:	Possible marks	Actual marks
Carry out a SWOT analysis to identify the strengths, weaknesses, opportunities and threats in relation to: <ul style="list-style-type: none"> • Their current scope of practice? • Their personal characteristics, skills and preferences? • Managing the business? • Local facilities, resource availability and competition? • Gaining commitment and closing sales? • Core and additional products and services? 	6 (minimum 4 marks)	
Develop a personal development plan to address identified strengths, weaknesses, opportunities and threats?	4 (minimum 3 marks)	
Develop a plan to show how they will continue their professional development (CPD) once the business is launched, including: <ul style="list-style-type: none"> • How CPD will be incorporated into their normal business practice? • What methods of CPD will be used? • What additional support could be sought from others to assist with ongoing CPD? • How CPD plans will benefit the business? 	4 (minimum 3 marks)	
Result total / 14 (12 marks in total, with the minimum set marks achieved for each section required to pass)		
Pass / Refer		
Assessor's feedback:		

Health, safety, legal and insurance requirements for the business?	4 (minimum 3 marks)	
The standards to be implemented to ensure all business practice is professional?	4 (minimum 3 marks)	
An outline of why the identified professional standards are important?	2 (minimum 1 mark)	
A quarterly profit and loss report for the business during its first year of trading?	1 (minimum 1 mark)	
An overview of the budget required to take the business through planning, preparation and launch?	4 (minimum 3 marks)	
Quarterly cost, income and cash flow forecasts for the first year of trading?	4 (minimum 3 marks)	
Projected gross and net profit figures?	2 (minimum 2 marks)	
How they will use a positive digital profile to promote the business?	2 (minimum 1 mark)	
The IT applications to be used to support business planning and delivery, their risks and benefits?	3 (minimum 2 marks)	
How the identified IT applications will be used to monitor, interpret and manage business data?	1 (minimum 1 mark)	
Result total /56 (45 marks in total, with the minimum set marks achieved for each section required to pass)		
Pass / Refer		
Assessor's feedback:		

Modular summative observation – Training techniques and methods

During the course your assessor will observe you instructing a selection of the following training techniques/methods. You may be assessed on one or more than one occasion.

To ensure you are appropriately prepared for your modular summative observation, you will need to plan the detail of each training method/technique prior to assessment. You will need to select and prepare a minimum of:

- Three different cardiovascular training techniques.
- Four different resistance training techniques to include as a minimum, one muscular endurance technique and one hypertrophy strength technique.
- Three flexibility training techniques.

You must prepare a list of your selected techniques and present this to your assessor prior to your modular summative observation. Your assessor will select from the list and you will instruct:

- One advanced cardiovascular technique.
- Two advanced resistance techniques (one muscular endurance and one hypertrophy technique).
- One advanced flexibility technique.

Examples of training techniques that can be used in this assessment (this list is not exhaustive)		
Cardiovascular training techniques	Resistance training techniques	Flexibility techniques
<ul style="list-style-type: none"> • Tempo training. • Interval training (e.g. aerobic, anaerobic, high-intensity intervals). • Fartlek training. • Cardiovascular circuits. 	<ul style="list-style-type: none"> • Pyramids or wave loading. • Supersets. • Drop sets. • Partial reps. • Forced reps. • Negative reps. • Cluster sets. • Resistance circuits. 	<ul style="list-style-type: none"> • Partner stretch (maintenance or developmental). • Contract-Relax PNF stretch. • Contract-Relax-Agonist-Contract PNF stretch.

You must include a copy of your plan within your portfolio.

Modular summative observation checklist – Training techniques

Key: Competent mark a tick (✓) Not competent mark a cross (X) Competent with a comment mark a bullet point (•) Question mark a Q				
Training techniques:	CV1	RT1	RT2	F1
The learner has:	✓ / X	✓ / X	✓ / X	✓ / X
Date:				
1. Planned the techniques and assessed client's readiness to participate in the planned technique prior to this session.				
2. Chosen appropriate workloads, recovery workloads and work-to-recovery timings for the client's goal(s), needs and abilities.				
3. Explained the technique protocol and key teaching points to the client correctly and in an appropriate manner.				
4. Followed the technique protocol accurately using suitable exercises and equipment.				
5. Responded appropriately to client's feedback and own observations.				
6. Observed movement accurately and identified valid strategies to improve client's exercise technique and movement quality using appropriate verbal, visual and kinaesthetic cues.				
7. Monitored intensity accurately using suitable method(s) and modified exercise variables to achieve target workloads.				
8. Provided demonstrations, positive reinforcement, correction, feedback and encouragement to the client, where necessary to maintain safe and effective exercise technique.				
9. Provided safe spotting and support, where necessary, during the technique.				
10. Maintained rapport with the client throughout.				
11. Selected an appropriate muscle group and stretch position for applying the technique.				
12. Observed the client and adapted their technique to ensure good body alignment and stretching of the target muscle group(s).				
13. Requested feedback from the client to ensure the stretch was sensed in the target area and was not causing discomfort or pain.				
14. Provided feedback to the client on their performance and recorded session data in an appropriate format.				
15. Left the environment in a safe and suitable condition for future use.				
Result: Delete as appropriate	Pass	Refer		

Assessor's feedback and questions

Performance criteria	Feedback and questions

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