

1st4sport Level 2 Award in Instructing High Intensity Interval Training

Qualification Specification

Version 1: 01 August 2016

This document is designed to be viewed on a computer and contains hyperlinks which will not be available if printed.

This specification must be read by all relevant personnel within recognised centres approved to offer this qualification. It contains the *Qualification Approval Conditions* which must be complied with and should be read in conjunction with the *1st4sport Centre recognition Conditions*.

Tutors, assessors and quality assurers should also be made aware that they must comply with the following addendums to ensure full deployment of the standards:

- *The Learner Portfolio*
- *The Delivery, Assessment and Quality Assurance Approach* document

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Contents

List of contents	Page
Introduction to 1st4sport Qualifications <ul style="list-style-type: none"> • Qualification regulation details and dates • Qualification structure and components 	1
Qualification Purpose Statement; 1st4sport Level 2 Award in Instructing High Intensity Interval Training <ul style="list-style-type: none"> • Overview • Progression • Market and Support 	2
Qualification Approval Conditions: Section One - Qualification Resources <ul style="list-style-type: none"> • QCON 1.1 Qualification workforce capacity and ratios • QCON 1.2 Qualification administrator • QCON 1.3 Qualification coordinator • QCON 1.4 Qualification tutors • QCON 1.5 Qualification assessors • QCON 1.6 Qualification internal quality assurers • QCON 1.7 Qualification delivery sites, facilities and environment • QCON 1.8 Qualification equipment and clothing • QCON 1.9 Qualification materials • QCON 1.10 Qualification fees 	5
Qualification Approval Conditions: Section Two - Administration, initial assessment and inductions <ul style="list-style-type: none"> • QCON 2.1 Course/programme administration • QCON 2.2 Learner eligibility and barriers to access • QCON 2.3 Learner eligibility and pre-requisites • QCON 2.4 Learner eligibility and Recognised Prior Learning (RPL) • QCON 2.4 Learner enrolment, agreement and registration period • QCON 2.5 Learner inductions 	12

List of contents	Page
Qualification Approval Conditions: Section Three - Training and Assessment <ul style="list-style-type: none"> • QCON 3.1 Training and assessment hours • QCON 3.2 Training and assessment programme • QCON 3.3 Assessment specification • QCON 3.4 Assessment tools • QCON 3.5 Assessment eligibility • QCON 3.6 Assessment process • QCON 3.7 Eligibility of learners for special consideration • QCON 3.8 Eligibility of learners for certification • QCON 3.9 Reassessments 	17
Qualification Approval Conditions: Section Four - Internal Quality Assurance <ul style="list-style-type: none"> • QCON 4.1 Internal quality assurance strategy • QCON 4.2 Internal quality assurance sampling • QCON 4.3 Internal quality assurance interventions 	22
Communications and Contacts	23
Appendix 1: Component Specifications	25

Qualification Purpose Statement: 1st4sport Level 2 Award Instructing in High Intensity Interval Training

Regulation					
Qualification details	Qualification title	Qualification No.	Level	GLHs ¹	TQT ²
	1st4sport Level 2 Award in Instructing High Intensity Interval Training	603/0181/8	2	16	19
	Operational start date	01 August 2016			
	Review date	31 December 2019			
	Registration Period	1 Year			
Overview					
Introduction	<p>This qualification is solely awarded by 1st4sport Qualifications as the recognised awarding organisation regulated by Ofqual in England and Northern Ireland and Qualifications Wales in Wales. The technical content for this qualification has been developed in partnership with X-Treme Training Academy. The X-Treme Training Academy specialise in High Intensity Interval Training (HIIT) to the sport and leisure industry using XTREME training. X-Treme Training Academy support fitness clubs, improve performance, provide unique training music and provide business opportunities to the community, such as sports club venues, village halls, pub function rooms, scout huts, schools, colleges and universities can provide opportunities to generate an income for you and the venue.</p> <p>The qualification is listed on the <i>Register of Regulated Qualifications</i>; component details are contained in the appendix to this specification. This qualification is equivalent to Level 3 on the European Qualifications Framework (EQF). Further information about the EQF can be found at: http://ec.europa.eu/eqf/home_en.htm</p>				

¹ Guided Learning Hours. GLHs for a specific qualification are defined as the number of hours of largely face-to-face tuition and assessment on-course; this includes all time spent on course-based learning and assessment activities.

² Total Qualification Time. TQT for a specific qualification is defined as the total number of notional hours required to achieve the qualification; this includes the GLHs, plus all off-course directed study time, including any time taken to complete any remote working/research/evidence generating activities.

Objective	<p>This qualification is designed to provide benefit to learners on the basis that it prepares them for employment as a HIIT instructor using X-Treme music. An individual who has successfully achieved this qualification will be able to safely plan, deliver and evaluate HIIT sessions. In attending the qualification, learners are introduced to X-Treme music and have an understanding of how to apply it to high intensity interval training. Learners have the understanding to provide safe and effective training classes to a range of individuals including children and adults.</p>				
Structure	<p>This qualification consists of two mandatory components. Learners must successfully complete both mandatory components in order to achieve the qualification.</p>				
	Component title	Component aim	Accreditation no.	Level	GLHs
	Understand High Intensity Interval training	To achieve an understanding of HIIT training and the knowledge to deliver an effective HIIT training programme.	H/615/0910	2	8
Provide High Intensity Interval Training using X-Treme music	To deliver a safe and effective HIIT training class and an understanding of the X-Treme music.	D/615/0906	2	8	
Training and assessment	<p>Achievement of the qualification is normally through attendance on a course of training and assessment. The assessment specification requires learners to:</p> <ul style="list-style-type: none"> • complete a series of assessed tasks contained within their learner portfolio, provided by 1st4sport • plan, deliver and evaluate two HIIT sessions. The delivery of these sessions will be observed by the tutor/assessor. <p>The written tasks within the learner portfolio and the practical demonstration are inclusive of all assessment criteria. Successful completion will result in the achievement of qualification.</p>				

Progression	
Entry routes for learners	<p>Prior to registration for the qualification learners are required to:</p> <ul style="list-style-type: none"> • be appropriately identified • be at least 18 years of age • hold a level 2 qualification or above within the fitness industry or a recognised equivalent • be able to communicate effectively in English³.
Exit routes for learners: education	<p>Holders of this qualification are able to progress onto a either a personal trainer qualification, which are designed to develop the learners necessary skills, knowledge and experience to work in the fitness industry.</p> <p>The skills and knowledge developed may be used to enable learners to progress to other industry-relevant qualifications in coaching sport including weight lifting or strength and conditioning. Other area that may be of interest include activity leadership, supporting PE in school sport and sports development.</p>
Exit routes for learners: employment	<p>This qualification may lead to paid employment or unpaid voluntary roles in instructing HIIT sessions to either a specific age group or a range of individuals. Other roles that the learner may consider exploring include Activity Leader, Official and Sports Volunteer.</p>
Market and Support	
Target Audience: Learners	<p>The qualification is designed for those who wish to become or are already involved in the fitness and leisure industry. This qualification would enable the learner to be able to delivery HIIT sessions independently to a range of age groups within a variety of environments.</p>
Target audience: centres	<p>The qualification is designed to be delivered through a range of centres which include (but is not limited to) gymnasiums, leisure centres, schools, colleges universities, sports clubs and training providers.</p>
Target Audience: employers	<p>The qualification is designed to support employers in the sport, active leisure and physical activity sector; supporting development pathways of employees and volunteers. Qualified and competent employees and volunteers in this sector supports the professionalisation of the industry, providing quality assured services and duty of care to stakeholders.</p>

³ ³ Learners must be able to understand the requirements of and produce evidence for the qualification and the information within the qualification materials in English without assistance. Where there is demand, this qualification may also be available in Welsh or Irish.

Alternatives:	<p>There are no alternative qualifications for a learner wishing to deliver High Intensity Interval Training within the sector.</p> <p>1st4sport Qualifications also award a number of sport-specific coaching and fitness related qualifications at Level 2. A list of qualifications can be found at www.1st4sportqualifications.com/our_qualifications</p>
Support	<p>This qualification is supported by X-Treme Training Academy the technical experts for High Intensity Interval Training and in addition are endorsed by British Weight Lifting (BWL) the national governing body and trade association for weight lifting in the UK. For further information, please see British Weight Lifting.</p>

Qualification Approval Conditions

1st4sport recognised centres are required to comply with the *1st4sport Centre Recognition Conditions*. All centres who have achieved qualification approval status for this qualification are also obliged to comply with the following *Qualification Approval Conditions*.

Failure to comply with all relevant conditions will result in sanctions being applied which may lead to qualification approval status being revoked. Centres are advised to ensure their qualification workforce is familiar with the conditions which impact upon them, their role and responsibilities.

Section One: Qualification Resources			
QCON 1.1 Qualification workforce capacity and ratios			
Conditions	Evidence: minimum workforce		
<p>The recognised centre is required to have a qualified and competent qualification workforce in place which includes as a minimum⁴:</p> <ul style="list-style-type: none"> • a qualification administrator • a qualification coordinator • a tutor/assessor to conduct delivery and assessment • an internal quality assurer to conduct quality assurance <p>In deploying the workforce, the recognised centre must ensure that each course operates with a maximum of one tutor to 12 learners to one tutor/assessor.</p> <p>The observed assessments must be conducted on a 1:1 basis.</p>	<p>Must be evidenced in the <i>Staff</i> section of <i>Athena</i>. Each member of staff must be named and linked to the qualification and role. The information must be current at all times.</p> <tr> <th colspan="2" style="background-color: #76b82a; color: white;">Evidence: ratios</th> </tr> <p>Must be evidenced through:</p> <ul style="list-style-type: none"> • course/programme attendance registers for staff and learners • course/programme authorisation requests to 1st4sport • internal quality assurance sampling plans and reports. 	Evidence: ratios	
Evidence: ratios			

⁴ One person may fulfil a number of the required roles.

QCON 1.2 Qualification administrator	
Conditions	Evidence: competence
<p>The recognised centre is required to recruit and deploy a qualification administrator who is responsible for the administration of this qualification via timely, accurate administration activities. These must comply with the <i>1st4sport Position Statement: Qualification Administration</i>.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> course authorisation and any related activities learner registration and any related activities learner certification and any related activities.
QCON 1.3 Qualification coordinator	
Conditions	Evidence: competence
<p>The recognised centre is required to recruit and deploy a qualification coordinator who is responsible for ensuring compliance with the <i>qualification approval conditions</i> outlined within this qualification specification.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> qualification resource records (staff, sites, learning and assessment materials) qualification administration, initial assessment and induction records training, assessment and internal quality assurance records.

QCON 1.4 Tutors/assessors	
Conditions	Evidence: initial capability and competence
<p>The recognised centre is required to recruit and deploy a minimum of one tutor/assessor. The tutor/assessor are responsible for the delivery and assessment of the qualification via a learning programme which is agreed with the allocated External Quality Assurer (EQA) prior to commencing delivery of the qualification.</p> <p>Tutors/assessors involved in the delivery/assessment of the qualification must:</p> <ul style="list-style-type: none"> • hold a minimum of a Level 3 qualification in strength and conditioning or weight lifting or personal training <p>or</p> <ul style="list-style-type: none"> • have a minimum of five years current experience of instructing in a weight lifting environment or within the fitness industry • attend appropriate qualification-specific induction training which includes an introduction to assessment practice.. <p>It is also desirable, but not essential, that tutors/assessor are registered with the Register of Exercise Professionals (REPS).</p> <p>Tutors/assessors must declare any conflict of interest they may have at a centre to allow this to be appropriately managed.</p>	<p>Must be evidenced through the following information being uploaded into each member of staff's personal profile within <i>Athena</i>:</p> <ul style="list-style-type: none"> • CVs which contain information to support occupational competence • Copies of valid certificates
	Evidence: ongoing capability and competence
	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • standardisation activities • internal quality assurance reports and action responses • external quality assurance reports and action responses (<i>Athena</i>) • audited communications with EV demonstrating sharing of learning programme inclusive of defined timings and content structure

QCON 1.5 Internal Quality Assurers	
Conditions	Evidence: initial capability and competence
<p>The recognised centre is required to recruit and deploy approved internal quality assurers who are responsible for the internal quality assurance activities. Internal quality assurers are required to:</p> <ul style="list-style-type: none"> • hold a minimum of a Level 3 qualification in strength and conditioning or weight lifting or personal training <p>or</p> <ul style="list-style-type: none"> • have a minimum of five years current experience of instructing in a weight lifting environment or within the fitness industry • attend appropriate qualification-specific induction training which includes and introduction into IQA practice. <p>It is also desirable, but not essential, that internal quality assurer are registered with the Register of Exercise Professionals (REPS).</p> <p>Internal Quality Assurers must attend an induction into the qualification before they can quality assure it. It is expected that the recognised centre will provide this training.</p>	Evidence: ongoing capability and competence
	<p>Must be evidenced through the following information being uploaded into each member of staff's personal profile within <i>Athena</i>:</p> <ul style="list-style-type: none"> • CVs which contain information to support occupational competence • Copies of valid certificates <p>Must be evidenced through:</p> <ul style="list-style-type: none"> • recorded standardisation activities • internal quality assurance records (implementation of sampling and reports) • external quality assurance reports and action responses (<i>Athena</i>).

QCON 1.6 Qualification delivery sites, facilities and environment	
Conditions	Evidence: sites and facilities
<p>The recognised centre is required to have one or more delivery sites which contain facilities to support the programme of learning and assessment. All training and/or assessment sites must include the following facilities:</p> <ul style="list-style-type: none"> • A theory space which may be a classroom containing adequate number of seats or a gym area that is deemed appropriate (see below) • A practical space (see below) ideally a gymnasium or sports hall • Toilets and changing room facilities for both male and female learners/participants. <p>The environment must be conducive to learning with lighting and temperature levels appropriate to the participant and learner needs. The space surrounding the exercise area must be safe and free of obstructions.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • inventories and dynamic risk assessments • internal quality assurance reports • external quality assurance reports (<i>Athena</i>).
QCON 1.7 Qualification equipment	
Conditions	Evidence: equipment
<p>The recognised centre is required to have equipment in place to facilitate the full programme of learning and assessment which must include:</p> <ul style="list-style-type: none"> • a suitable sound system • music appropriate to the activities being delivered (X-Treme HIIT) <p>not essential items</p> <ul style="list-style-type: none"> • exercise mats (minimum of one per learner where provided). 	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • inventories • internal quality assurance reports • external quality assurance reports (<i>Athena</i>).

QCON 1.8 Qualification materials	
Conditions	Evidence: materials
<p>The recognised centre is required to use the materials provided by 1st4sport which include the:</p> <ul style="list-style-type: none"> • <i>Learner Portfolio</i> • <i>Delivery, Assessment and Quality Assurance Approach</i> 	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • the published programme of learning and assessment per course • completion of <i>1st4sport Learner Portfolios</i> assessed in accordance with the <i>1st4sport Assessor Guidance</i> • internal quality assurance reports • external quality assurance reports and action responses (<i>Athena</i>).
QCON 1.9 Qualification fees ⁵	
Conditions	Evidence: fees
<p>The recognised centre is required to pay a £90 learner registration and certification fee per registered learner when the course is authorised with 1st4sport within the appropriate timescales.</p> <p>The recognised centre is required to ensure that learners are provided with information on the total cost of achieving the qualification; this should include a comprehensive package of training, assessment and any optional costs made very clear at the point the learner enters into a contract with the centre.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • pre-course marketing tools • pre-course instructions to learners • course authorisation requests to 1st4sport and related payment logs.

⁵ Where recognised centres wish to authorise courses between 10 and 19 working days before the start of the course, we will automatically upgrade the course to our *FastTrack* service for additional £5 fee per learner (plus VAT where this is applicable).

Section Two: Administration, initial assessment and inductions

QCON 2.1 Course/programme administration

Conditions	Evidence: administration records
<p>All recognised centres should utilise the 1st4sport centre portal to authorise courses, register and certificate learners.</p> <p>To gain access to this system the centre needs register interest with 1st4sport and been issued a system access key of username and password. To obtain assistance or to requests this contact the 1st4sport Centre Support Team on:</p> <p>Tel: 0113 290 7610 Email: services@1st4sportqualifications.com</p>	<p>Must be evidenced though:</p> <ul style="list-style-type: none"> • engagement with the 1st4sport portal • course authorisation records, related updates and communications • learner registration records, related updates and communications • learner certification records, related updates and communications.

QCON 2.2 Learner eligibility and pre-requisites	
Conditions	Evidence: pre-requisites
<p>The recognised centre is required to conduct an initial assessment of learners to ensure that pre-requisites to registration and certification are considered and outcomes recorded during the application process. Prior to registration learners are required to:</p> <ul style="list-style-type: none"> • be appropriately identified • be at least 18 years of age • hold a level 2 qualification or above within the fitness industry or a recognised equivalent • be able to communicate effectively in English. <p>There are no additional pre-requisites to certification other than successful completion of all learning outcomes and assessment criteria; normally identified through completion of the learner portfolio.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • learner records containing personal data including title, name, date of birth, address gender nationally, ethnicity, disability and access needs • learner identity check records containing the type of proof reviewed, the reviewer's name and the date confirmed • records of activities to check understanding of the English language (where this is deemed to be necessary).

QCON 2.3 Learner eligibility and barriers to access

Conditions	Evidence: access arrangements
<p>The recognised centre is required to conduct an initial assessment of learners to consider barriers to access in accordance <i>Equality Act 2010</i>⁶ and its protected characteristics. Barriers have been identified in order to preserve the integrity, the technical requirements and duty of care. These include:</p> <ul style="list-style-type: none"> • age – individuals under the age of 18 are not permitted to attend this qualification for safety purposes. As a result no adjustments to this barrier can be applied. • race – individuals who do not speak English to an appropriate standard for quality assurance purposes. In such cases reasonable adjustments will not be applied. • disability – individuals with mental or physical or learning disabilities may find some of the competencies difficult and/or dangerous to their wellbeing. • pregnancy and maternity – it could be detrimental to the health of a pregnant woman and her unborn child to attempt the full extent of the competencies within this qualification. <p>Reasonable adjustments should be requested in accordance with the <i>1st4sport Position Statement: Access Arrangements</i> where learners have declared disability, pregnancy or maternity barriers.</p>	<p>Must be evidenced though:</p> <ul style="list-style-type: none"> • learner application forms or web-based application services (where disabilities and access requests are recorded) • reasonable adjustment requests, supporting evidence⁷ and clearly implemented arrangements.

⁶ There are no barriers to access on the grounds of marriage, religion or belief, sex, sexual orientation or gender transformation.

⁷ Medical reports, diagnostic tests or professional testimonies

QCON 2.4 Learner eligibility and recognised prior learning (RPL)

Conditions and Evidence of RPL

The recognised centre is required to conduct an initial assessment of learners to consider any recognised prior learning (RPL).

QCON 2.2 Learner enrolment, agreement and registration period

Conditions	Evidence: enrolment process
<p>The recognised centre is required to have a fair and equitable enrolment process. Where eligibility is confirmed, the recognised centre is required to have an agreement in place with each learner to ensure that they:</p> <ul style="list-style-type: none"> • conduct themselves accordingly in accordance with a code of conduct • are equipped with appropriate apparel to facilitate activities • understand that the registration period for this qualification is 1 year in which time they must complete all aspects of their learning and assessment including reassessments. • comply with recognised centre policy and procedure • comply with the qualification conditions, 1st4sport policy, position statements and related processes. 	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • learner application forms or web based application services • signed learning agreements/contracts⁸.

⁸ It is acceptable for the learner agreement to form part of a declaration within the application/enrolment form.

QCON 2.5 Learner Inductions	
Conditions	Evidence: learner inductions
<p>The recognised centre is required to provide an effective qualification and course induction to all learners which introduces:</p> <ul style="list-style-type: none"> • the individual members of the centre’s workforce and their roles • the centre’s policies and procedures which as a minimum must cover: <ul style="list-style-type: none"> - health and safety - equality and diversity - data protection - malpractice/maladministration - appeals - complaints - child/vulnerable adult safeguarding. • information on their Unique Learner Number (ULN) and the Personal Learner Record (PLR) (for centres in England only at this time). • the learning outcomes and the assessment criteria • the learning and assessment programme • individual learning plans • links to National Occupational Standards and functional skills (where these exist) • the position of the qualification in relation to others and any progression opportunities • any scheduled internal or external quality assurance activities. 	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • induction attendance registers and records • policy booklets or signposts • induction documentation.

Section Three: Training and Assessment	
QCON 3.1 Training and Assessment Hours	
Conditions	Evidence: learning hours
<p>The recognised centre is required to deliver the qualification in accordance with the recommended guided learning hours which are, as a minimum, 16 hours, depending upon learners' needs and the structure of the programme of training and assessment. A mandatory structure, approved by X-Treme Training Academy, has been included in the Delivery, Assessment and Quality Assurance Approach for this qualification.</p> <p>The Total Qualification Time for this qualification is 19 hours. This is inclusive of all pre-training reading, guided learning hours, directed learning (i.e. homework) and all assessment.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> marketing tools (where these exist) a published learning and assessment programme.
QCON 3.2 The Training and Assessment Programme	
Conditions	Evidence: course programme
<p>The recognised centre is required to use the 1st4sport training and assessment programme adapting where necessary to meet the specific needs of individual learners. Any adaptations or deviations from the published programme must be agreed in advance of the course by 1st4sport EQA personnel. In delivering the programme the following is considered:</p> <ul style="list-style-type: none"> all learning outcomes all assessment opportunities and the assessment criteria each learner's individual needs the learners' registration period (1 year). 	<p>Training and assessment programmes must be evidenced through:</p> <ul style="list-style-type: none"> a published learning and assessment programme per course course administration records.

QCON 3.3 Assessment Specification

Conditions	Evidence: assessment
<p>Achievement of the qualification is normally through attendance on a course of training and assessment. The assessment specification requires learners to:</p> <ul style="list-style-type: none"> • complete a series of assessed tasks contained within their learner portfolio, provided by 1st4sport • plan, deliver and evaluate two HIIT sessions. The delivery of these sessions will be observed by the tutor/assessor. <p>The written tasks within the learner portfolio and the practical demonstration are inclusive of all assessment criteria. Successful completion will result in the achievement of qualification.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • records of learners attendance and achievements • completion of <i>1st4sport Learner Portfolios</i> assessed in accordance with the <i>1st4sport Assessor Guidance</i> • internal quality assurance reports • external quality assurance reports and action responses (<i>Athena</i>).

QCON 3.4 Assessment Tools	
Conditions	Evidence: assessment tools
<p>The recognised centre is required to use valid and reliable assessment tools which have been designed by 1st4sport; contained within the <i>1st4sport Learner Portfolios</i>.</p> <p>Where a recognised centre wishes to adapt these tools or use alternative arrangements to meet the needs of a particular group of learners, they should refer to the <i>1st4sport Position Statement: Alternative Assessment Arrangements</i>.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • a record of learners attendance and achievement of each task and components, the assessor and completion dates • completed learner portfolios • internal quality assurance reports • external quality assurance reports and action responses (<i>Athena</i>).
	Evidence: alternative arrangements
	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • an alternative assessment arrangements request • the completion of agreed alternative assessment tools.
QCON 3.5 Assessment Eligibility	
Conditions	Evidence: eligibility for assessment
<p>The recognised centre is required to ensure all learners who have attended the full programme of training and assessment are given opportunities to be assessed within their period of registration for the qualification. Learners must not be assessed for the final practical assessment until they have completed all other assessed tasks in the <i>1st4sport Learner Portfolio</i>.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • the full programme of learning must be evidenced through registers and/or records of attendance • assessment records.

QCON 3.6 Assessment Process	
Conditions	Evidence: assessment process
<p>The recognised centre is required to ensure that the assessment process is managed effectively and ensures:</p> <ul style="list-style-type: none"> • assessment schedules are communicated • assessment briefings are completed with reference to the format of the assessment, what is expected of learners and the assessment criteria being used • the assessment is conducted in line with the assessor guidance and invigilation conditions • assessment decisions are made in line with the principles of assessment (Validity Authenticity, Reliability, Currency, Sufficiency of evidence) • assessment decisions are communicated via established channels • assessment decisions are recorded and shared with learners after internal quality assurance has been completed. 	<p>Must be evidenced though:</p> <ul style="list-style-type: none"> • a published training and assessment programme per course • assessment schedules per learner • records of attendance and achievements • completed learner portfolios assessed in line with the st4sport assessor guidance; including signatures and annotations which clearly evidence assessment activities • assessor communications to administrators • internal quality assurance records • external quality assurance reports and action responses (<i>Athena</i>).
QCON 3.7 Eligibility of Learners for Special Consideration	
Conditions	Evidence: access arrangements
<p>The recognised centre is required to ensure learners who are disadvantaged, unable to complete or attend their assessment due to emotional, physical difficulties or adverse circumstances, request special consideration in accordance with the <i>1st4sport Position Statement: Access Arrangements</i>.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • special consideration requests (<i>Athena</i>) • implementation of the arrangements.

QCON 3.8 Eligibility of Learners for Certification	
Conditions	Evidence: certification
<p>The recognised centre is required to ensure that learners who have completed all pre-requisites, assessment requirements, and who have been confirmed by the assessor as eligible for certification, are certificated. Where a quality assurance sampling plan requires an intervention to be conducted, outcomes must not be confirmed to learners until the sampling and any residual actions have been completed.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • assessment tracking and records • assessor communications to the qualification administrator • administrator communications to learners • internal quality assurance reports • certification requests to 1st4sport.
QCON 3.9 Reassessments	
Conditions	Evidence: reassessment activities
<p>The recognised centre is required to ensure that learners who are unsuccessful in any aspect of assessment are offered a maximum of two opportunities to re-sit the appropriate assessment component within their period of registration (1 year). Recognised centres may levy additional charges for conducting reassessments. All reassessments must be conducted in accordance with the assessment specification.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • assessment schedules per learner, tracking and records • completed/updated learner portfolios • completed <i>Record of Achievement</i>, per learner • assessor communications with administrators • internal quality assurance records: • external quality assurance reports and action responses (<i>Athena</i>).

Section Four: Internal Quality Assurance	
QCON 4.1 Internal Quality Assurance Strategy	
Conditions	Evidence: strategy
<p>The recognised centre is required to have in place an internal quality assurance strategy outlining the strategic objectives that must be adhered to in relation to the quality assurance conditions for this qualification.</p> <ul style="list-style-type: none"> • a selected sample across 25% of learner evidence and assessor feedback internally quality assured from 50% of the courses authorised • all active assessors/IQA across all active assessment sites, over a 12 month period • IQA conducted in accordance with a risk based approach; tutors/assessors and assessments perceived as higher risk experience more frequent IQA interventions. 	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • a current internal quality assurance strategy document uploaded into the <i>Documents</i> section of <i>Athena</i>
QCON 4.2 Internal Quality Assurance Sampling	
Conditions	Evidence: sampling activities
<p>The recognised centre is required to have a sampling plan in support of the strategy; communicated to the external quality assurer.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • sampling plans • internal quality assurance reports.

QCON 4.3 Internal Quality Assurance Interventions	
Conditions	Evidence: internal quality assurance sampling
<p>The recognised centre is required to ensure internal quality assurance interventions across all tutors/assessors at all sites. This should include:</p> <ul style="list-style-type: none"> • observation performance • sampling of assessment evidence • learner interviews (face to face or via telephone). <p>The interventions must ensure that support and development is given to the centre, the qualification workforce and specifically to the workforce team.</p>	<p>Must be evidenced through:</p> <ul style="list-style-type: none"> • internal quality assurance reports.

Communications and Contacts

In an effort to reduce the costs of our qualifications we aim to utilise electronic means of communication wherever possible. 1st4sport Qualification's website or e-mail should be the first port of call for organisations or individuals looking for information.

Additional important contacts	
X-Treme Training Academy Contact Details	Website: X-Treme Training Academy General enquiries: enquiries@x-tremetraining.co.uk
British Weight Lifting Contact Details	Website: britishweightlifting.org General enquiries: enquiries@britishweightlifting.org Course enquiries: courses@britishweightlifting.org Telephone: 0113 224 9402
Skills Active The Sector Skills Council for Active leisure, Learning and Well-being	Website: skillsactive.com Enquiries e-mail: skills@skillsactive.com Telephone: 033 0004 0005
The Chartered Institute for the Management of Sport and Physical Activity (CIMSPA)	Website: cimspa.co.uk Enquiries: info@cimspa.co.uk Telephone: 01509 226474
The Register of Regulated Qualifications:	The full list of regulated qualifications available from 1st4sport Qualifications is available through accessing the following this link . ⁹
The Office of the Qualifications and Examination regulator (Ofqual)	Website: ofqual.gov.uk
Council for the Curriculum, Examination and Assessment	Website: http://ccea.org.uk/
Department for Education	Website: education.gov.uk
The Department for Business Innovation and Skills (BIS)	Website: bis.gov.uk
Learning Records Service	Website: learningrecordsservice.org.uk

⁹ Any changes to qualifications will be communicated with recognised centres via various means of communications.

Appendix 1: Qualification Components

Unit title:	Understand High Intensity Interval Training		
Unit aim	To achieve an understanding of High Intensity Interval Training and the knowledge to deliver an effective training programme		
Unit level:	2	Unit credit value:	1
Guided Learning Hours (GLH):	8	Total Learning Time (TLT):	9
Assessment specification:	Learners are required to complete a series of assessed tasks within their learner portfolio. These are externally set by 1st4sport and internally assessed by their tutor/assessor.		

Learning outcomes <i>The learner will:</i>		Assessment criteria <i>The learner can:</i>		Mandatory Delivery content
1	Know the role of the high intensity interval training instructor	1.1	demonstrate the role	<ul style="list-style-type: none"> the role and adherence to codes of conduct - REPS the responsibilities when working with others - such as clients, managers, PT, Fitness Instructors the importance of being a role model the process of plan-do-review
2	Know the responsibilities of the high intensity interval training instructor	2.1	demonstrate responsibilities related to duty of care	<ul style="list-style-type: none"> what constitutes acceptable relationships the guidelines for safeguarding and protecting adults at risk, participants who share protected characteristics, young people and children; ensuring adherence to these and maintaining confidentiality how to encourage and reward positive behaviour and to respond to discriminatory behaviour, behaving in a fair, consistent and ethical manner the requirements of the participant group; managing information for and about all types of participants

Learning outcomes <i>The learner will:</i>	Assessment criteria <i>The learner can:</i>	Mandatory Delivery content
Know the responsibilities of the high intensity interval training instructor continued.	2.2 demonstrate responsibilities related to safe instructing practice	<ul style="list-style-type: none"> • how to set and agree ground rules with clients • health and safety management, understanding how to: <ul style="list-style-type: none"> – prepare the environment – conduct a safety check – minimise risk – put contingency plans in place • emergency procedures; knowing how to follow: <ul style="list-style-type: none"> – correct procedures for dealing with accidents, emergencies and incidents – correct procedures for reporting issues
	2.3 demonstrate responsibilities related to inclusive instructing practice	<ul style="list-style-type: none"> • inclusive delivery of sessions and activities, and where to gain information on this • how to communicate, deal with and meet the needs of a variety of participant types: <ul style="list-style-type: none"> – disabled and non-disabled people – children/youth/adults – those who share protected characteristics • how to assist with meeting the needs of participants who share protected characteristics • different backgrounds and stages of participant development can impact on <ul style="list-style-type: none"> – age – skill development – emotional development.
	2.4 demonstrate how to engage with and develop a range of participants	<ul style="list-style-type: none"> • how to gather information about lifestyle, previous experience, and the needs of different participant groups • participants' motivations for taking part • the impact of the participants' background, stage of development and needs on: <ul style="list-style-type: none"> – session management – the different ways adults and children learn • how to cater for individual needs

Learning outcomes <i>The learner will:</i>	Assessment criteria <i>The learner can:</i>	Mandatory Delivery content
Know the responsibilities of the high intensity interval training instructor continued.	2.5 demonstrate the physical demands of participation	<ul style="list-style-type: none"> • the physical capabilities required for, and the basic anatomical and biomechanical demands of, high intensity interval training • technique, safety points adaptations and progressions of the five fundamental movements: <ul style="list-style-type: none"> - Squat - Plank - C sit up - Jump squat - Lunge • the components of physical fitness and how they link directly to high intensity interval training • the principles of different training methods used in high intensity interval training: <ul style="list-style-type: none"> - plyometric - strength • how to minimise the risk of injury and assist a participant returning from injury • the role when encouraging the pursuit of a healthy lifestyle, including an awareness of: <ul style="list-style-type: none"> - nutrition - hydration - the principles of weight management • how the physical capabilities of participant(s) will influence the content and structure of the session
	2.6 demonstrate the mental and social requirements for participation	<ul style="list-style-type: none"> • how the mental capabilities of participant(s) will influence the content and structure of the session • how to develop participants socially; <ul style="list-style-type: none"> - building relationships and rapport with and between participants - develop confidence - self-esteem

Unit title:	Provide High Intensity Interval Training using X-Treme Music		
Unit aim	To deliver a safe and effective High Intensity Interval Training class and an understanding of the X-Treme music.		
Unit level:	2	Unit credit value:	1
Guided Learning Hours (GLH):	8	Total Learning Time (TLT):	10
Assessment specification:	<p>Learners are required to complete a series of assessed tasks within their learner portfolio. These are externally set by 1st4sport and internally assessed by their tutor/assessor. The assessment specification requires learners to:</p> <ul style="list-style-type: none"> • complete a series of assessed tasks contained within their learner portfolio, provided by 1st4sport • plan, deliver and evaluate two HIIT sessions. The delivery of these sessions will be observed by the tutor/assessor. 		

Learning outcomes <i>The learner will:</i>		Assessment criteria <i>The learner can:</i>		Mandatory Delivery content
1	Be able to plan a high intensity interval training session	1.1	select activities to meet participants' needs	<ul style="list-style-type: none"> • plan or liaise with the session's organiser/manager/provider to ensure the session meets the needs of the participants, where appropriate • identify and gather information from relevant sources about lifestyle, and the needs of the participant group • understand the needs of different groups and individuals • select a balance of activities to meet the needs of the participant group
		1.2	plan a session to meet participants' needs	<ul style="list-style-type: none"> • plan a balance of activities to meet the needs of the participant group • plan and prepare for sessions involving realistic timings, sequences, intensity and duration of activities • basic hydration and nutrition advice is applied, relevant to the activity and environmental conditions

Learning outcomes <i>The learner will:</i>		Assessment criteria <i>The learner can:</i>		Mandatory Delivery content
2	Be able to deliver a high intensity interval training session	2.1	prepare the training environment	<ul style="list-style-type: none"> know how to set up the equipment required for the session know how to apply basic goal setting
		2.2	prepare the participants for the training session	<ul style="list-style-type: none"> understand how to set ground rules understand physical preparation and the delivery of warm-ups
		2.3	deliver a training session which meets participants needs including the listening skills	<ul style="list-style-type: none"> apply range of instructing styles; listening to and motivating participants cater to a variety of learning styles; balancing instruction, facilitation, demonstration, questions and answers ensure inclusivity and consideration of participants who share protected characteristics; communicating and listening to a variety of participant types: <ul style="list-style-type: none"> disabled and non-disabled people, children, youths and adults ensure there is a balance of activities; realistic timings, sequences, intensity and duration of activities within the session implement contingency plans and modify plans when needed; ensuring that sessions are adapted to meet participants' needs in the time available
		2.4	provide technically correct explanations and demonstrations	<ul style="list-style-type: none"> explain relevant technical requirements of high intensity interval training deliver demonstrations and explanations that are technically correct
		2.5	assess participants' performance and provide them with feedback	<ul style="list-style-type: none"> develop participants' skill in high intensity interval training respond to different participants and their individual learning styles; understanding the factors that affect the development of participants' skills analyse performance and give feedback to participants
		2.6	ensure the participants and others' safety is maintained	<ul style="list-style-type: none"> manage the equipment required for the session manage behaviours by being: <ul style="list-style-type: none"> positive and challenging encouraging and motivating
		2.7	conclude the training session	<ul style="list-style-type: none"> deliver cool-downs take down and store the equipment following the session

Learning outcomes <i>The learner will:</i>		Assessment criteria <i>The learner can:</i>		Mandatory Delivery content
3	Be able to review and evaluate a high intensity interval training session	3.1	review a training session	<ul style="list-style-type: none"> understand how to review and evaluate sessions, using the views of participants and others; understanding how the review outcomes can be used to impact on future sessions know where to refer participants whose needs cannot be met
		3.2	reflect on own practice	<ul style="list-style-type: none"> take responsibility for own development develop a <i>Personal Development Plan</i>; identifying types of personal development activities potential career progressions and the role of others.