**Q2DAL/Q2DHF/Q3DHF ORDER FORM**

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| **Centre name:** |  |
| **Delivery for the attention of:** |  |
| **Delivery address:** |  |
| **Text alert mobile number:** |  |
| **Telephone number:** |  |
| **Purchase order number:** |  |

**Please follow these steps when placing your Q2DAL order:**

**Step one**

Use the order form to select your items and quantities.

**Step two**

Work out the total value of your items and complete the subtotal box.

**Step three**

Use the fixed price package and postage bands to select the appropriate band based on the total cost of your order.

**Step four**

Complete the package and postage subtotal box.

**Step five**

Complete the final total box.

**Step six**

Email your order to [orders@activeiqacademy.co.uk](mailto:orders@activeiqacademy.co.uk). If you have any queries please call the Academy on 01480 410333.

**Important notes:**

All orders take five working days, from the date the Academy receives the order.

When signing for the delivery of Active IQ Academy resources it is the responsibility of each centre to check that the order requirements have been completely fulfilled. The Academy strives to ensure that orders are accurately fulfilled, however should there be any discrepancies, the centre must notify the Academy within five working days of signing for the delivery. Active IQ Academy will not be held responsible for any discrepancies notified after the five working day timeframe.

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| **Level 2 Diploma in Active Leisure**  **Q2DAL (July 2013 Version)**  **Accreditation number: (QCF) – 600/8160/0** | | **Price** | **Quantity** | **Total** |
| **Mandatory Group A** | |  |  |  |
| Group A – Leisure Operations (Units 1-6 must be taken together) | | £35 |  |  |
| **Mandatory Group B** | |  |  |  |
| Group A Unit 7 – Pool Lifeguarding | | £24 |  |  |
| Group A Unit 8 – Handling and Maintaining Equipment in Active Leisure | | £7 |  |  |
| Group A Unit 9 – Cleaning in Active Leisure | | £7 |  |  |
| Group A Unit 10 – Swimming Pool Water Testing | | £8 |  |  |
| Group A Unit 11 – Understanding how to Sell Services and Products to Customers in Active Leisure | | £6 |  |  |
| Group A Unit 12 – Know how to Provide an Active Leisure Facility Reception Service | | £8 |  |  |
| **Optional Units** | |  |  |  |
| Group C –Fitness Instructing Mandatory Units (Units 13-16 must be taken together with one or more of the optional pairings units (14 & 15, 16 &17, 18 & 19, 20 & 21). Note – These mandatory units are included in the prices for Group D, E, F and G. | |  |  |  |
| Group D – Fitness Instructing Gym (This Group can only be completed if Group C has been completed – Units 17 & 18 must be taken together) | | £27 |  |  |
| Group E – Fitness Instructing Exercise to Music (This Group can only be completed if Group C has been completed – Units 19 & 20 must be taken together) | | £27 |  |  |
| Group F – Fitness Instructing Aqua (This Group can only be completed if Group C has been completed – Units 21 & 22 must be taken together) | | £27 |  |  |
| Group G – Fitness Instructing Children (This Group can only be completed if Group C has been completed – Units 23 & 24 must be taken together) | | £27 |  |  |
| Group H –Studio Cycling (This Group can only be completed if Group C plus one or more of Group D, E, F or G have been completed – Units 25 & 26 must be taken together) | | £15 |  |  |
| Group I –Circuits (This Group can only be completed if Group C plus one or more of Group D, E, F or G have been completed – Units 27 & 28 must be taken together) | | £17 |  |  |
| Group J – Adapting Fitness Instruction for Adolescents (This Group can only be completed if Group C plus one or more of Group D, E, F or G have been completed - Unit 29 must be taken with Unit 30 and/or Unit 31). | |  |  |  |
| Group J – Principles of Adapting Gym Instruction for Adolescents | | £14 |  |  |
| Group J – Principles of Adapting Group Exercise for Adolescents | | £14 |  |  |
| Group K – Pre-designed Exercise (This group can only be completed if Group C has been completed - Unit 32 & 33 must be taken together) | | TBC |  |  |
| Group L – Delivering Physical Activities to Children Under 5 (Units 34, 35, 36 & 37 must be taken together) | | £15 |  |  |
| Group M – Pilates (Units 38 – 44 should be taken together) | | £40 |  |  |
| Group N – Nutrition (This unit can only be completed if Group C plus one of the optional pairings D, E, F or G or Pilates pathway Group M has been completed) | | £20 |  |  |
| Group O – Pre and Post-Natal (This group can only be completed if Group C plus one of the optional pairings D, E, F or G or Pilates Pathway Group M has been completed) | | £20 |  |  |
| Group P – Kettlebells (This Group can only be completed if Group C plus one or more of Group D, E, F or G have been completed – Units 48 & 49 must be taken together) | | £18 |  |  |
| Group Q – Active Healthy Living (Units 50 – 51 must be taken together) | | £15 |  |  |
| Group R – Assisting Health Related Exercise (Units 52 & 53 must be taken together) | | £9 |  |  |
| Group S – Activity Leadership (Units 54, 55 & 56 must be taken together) | | £14 |  |  |
| Group T – Sports Massage (Units 57 – 64 must be taken together) | | £45 |  |  |
| Group U (units may be taken separately) | |  |  |  |
| Group U | Unit 65 - Providing a Reception Service | £7 |  |  |
| Group U | Unit 66 - Selling and Processing Payments | £8.50 |  |  |
| Group U | Unit 67 - Sports Hall Operations | £10 |  |  |
| Group U | Unit 68 - Promoting Customer Care in Active Leisure | £5 |  |  |
| Group U | Unit 69 - Organising Children's Parties | £11 |  |  |
| Group U | Unit 70 - Understanding the Sales Process | £8 |  |  |
| Group U | Unit 71 - Marketing in Active Leisure | £7 |  |  |
| Group U | Unit 72 - Improving your Business Skills | £17 |  |  |
| Group U | Unit 73 – Safeguarding and Protecting Children and Young People | Manual not available |  |  |

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| **Level 2 Diploma in Health and Fitness**  **Accreditation number: (QCF) – 600/9561/1** | **Price** | **Quantity** | **Total** |
| **Mandatory Group A** |  |  |  |
| Group A – Fitness Instructing Mandatory Units (All 4 units must be achieved with one or more optional pairings from Group B, C, D or E) |  |  |  |
| **Optional Units** |  |  |  |
| Group B – Fitness Instructing – Gym (This group can only be completed if Group A has been completed - Units 5 & 6 must be taken together) | £27 |  |  |
| Group C – Fitness Instructing – Exercise to Music (This group can only be completed if Group A has been completed - Units 7 & 8 must be taken together) | £27 |  |  |
| Group D – Fitness Instructing - Aqua (This Group can only be completed if Group A has been completed – Units 9 & 10 must be taken together) | £27 |  |  |
| Group E – Fitness Instructing – Children (This Group can only be completed if Group A has been completed – Units 11 & 12 must be taken together) | £27 |  |  |
| Optional Units |  |  |  |
| Group F – Studio Cycling (Units 13 & 14 must be taken together) | £15 |  |  |
| Group G – Circuits (Units 15 & 16 must be taken together) | £17 |  |  |
| Group H – Adapting Fitness Instruction for Adolescents (Unit 17 must be taken with unit 18 and/or unit 19) |  |  |  |
| Group H – Principles of Adapting Gym Instruction for Adolescents | £14 |  |  |
| Group H – Principles of Adapting Group Exercise for Adolescents | £14 |  |  |
| Group I – Delivering Physical Activity to Children Under 5 (Units 20 – 23 must be taken together) | £15 |  |  |
| Group J – Kettlebells (Units 24 & 25 must be taken together) | £18 |  |  |
| Group K – Personal Training (Units 26 – 29 must be taken together) | £32 |  |  |
| Group L – Nutrition | £20 |  |  |
| Group M – Pilates (Units 31 – 34 should be taken together) | £40 |  |  |
| Group N – Pre and Post-Natal (Units 35 – 36 must be taken together) | £20 |  |  |
| Group O – Working with Communities | £20 |  |  |
| Group P – Business Skills | £20 |  |  |
| Group Q – Activity Leadership ( Units 39 – 41 must be taken together) | £13 |  |  |
| Group R – Active Healthy Living (Units 42 – 43 must be taken together) | £15 |  |  |
| Group S – Assisting Health Related Exercise (Units 44 – 45 must be taken together) | £9 |  |  |
| Group T – Sports Massage (Units 45 – 51 must be taken) | £45 |  |  |

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| **Level 3 Diploma in Health and Fitness**  **Accreditation number: (QCF) – 601/0348/6** | | **Price** | **Quantity** | **Total** |
| **Mandatory Group A** | |  |  |  |
| Group A – Fitness Instructing Mandatory Units (All 4 units must be achieved with one or more optional pairings from Group B, C, D or E) | |  |  |  |
| Group B – Fitness Instructing – Gym (This group can only be completed if Group A has been completed - Units 5 & 6 must be taken together) | | £27 |  |  |
| Group C – Fitness Instructing – Exercise to Music (This group can only be completed if Group A has been completed - Units 7 & 8 must be taken together) | | £27 |  |  |
| Group D – Fitness Instructing - Aqua (This Group can only be completed if Group A has been completed – Units 9 & 10 must be taken together) | | £27 |  |  |
| Group E – Personal Training (This group can only be completed if Group A and Gym Instructing Group B has been completed) | | £32 |  |  |
| Group F – Exercise Referral (This group can only be completed if Group A and either B, C or D has been completed) | | £40 |  |  |
| Group G – Fitness Instructing – Children (Unit 21 & 22 must be taken together) | | £27 |  |  |
| Group H – Studio Cycling (Units 23 & 24 must be taken together) | | £15 |  |  |
| Group I – Circuits (Units 25 & 26 must be taken together) | | £17 |  |  |
| Group J – Adolescents (Unit 27 must be taken with unit 28 and/or unit 29) | |  |  |  |
| Group J - Principles of Adapting Gym Instruction for Adolescents | | £14 |  |  |
| Group J – Principles of Adapting Group Exercise for Adolescents | | £14 |  |  |
| Group K – Delivering Physical Activities to Children Under 5 (Unit 30 - 33 must be taken together) | | £15 |  |  |
| Group L – Kettlebells (Units 34 & 35 must be taken together) | | £18 |  |  |
| Group M – Pilates (Units 36 – 39 should be taken together) | | £40 |  |  |
| Group N – Pre and Post-Natal (Units 40 – 41 must be taken together) | | £20 |  |  |
| Group O – Working with Communities | | £20 |  |  |
| Group P – Business Skills | | £20 |  |  |
| Group Q – Activity Leadership ( Units 44 – 46 must be taken together) | | £13 |  |  |
| Group R – Active Healthy Living (Units 47 – 48 must be taken together) | | £15 |  |  |
| Group S – Assisting Health Related Exercise (Units 49 – 50 must be taken together) | | £9 |  |  |
| Group T – Sports Massage (Units 51 – 56 must be taken) | | £45 |  |  |
| Group U – Yoga (Units 57 – 61 must be taken together) | | £45 |  |  |
| Group V – Older Adults (Units 62 & 63 must be taken together) | | Manual not available |  |  |
| Group W (Units may be taken separately) | |  |  |  |
| Group W | Unit 65 – Safeguarding and protecting children and young people in sport and active leisure | Manual not available |  |  |
| Group W | Unit 66 – Understanding how to lead a team in active leisure | TBC. |  |  |
| Group W | Unit 67 – Promoting customer care in active leisure | £5 |  |  |
| Group W | Unit 68 – Understanding how to manage health, safety and welfare in active leisure | TBC. |  |  |
| Group W | Unit 69 – Continuing professional development in active leisure | TBC. |  |  |
| Group W | Unit 70 – Facilitating behavior change for health | TBC. |  |  |
| Group W | Unit 71 – Understanding nutrition, performance and healthy eating | £12 |  |  |
| Group W | Unit 72 – Alcohol awareness | £22 |  |  |
| Group W | Unit 73 – Smoking awareness and cessation | £14 |  |  |

**Please work out the subtotals and total:**

|  |  |
| --- | --- |
| Subtotal £ |  |
| Package and postage subtotal £ |  |
| VAT £ |  |
| Total £ |  |

**Please note all orders take 5 working days, from the date we receive the order.**

**If you require your order urgently, please refer to the urgency fees below and ensure that you add the fee on top of the postage and package cost.**

**FIXED PRICE PACKAGE AND POSTAGE BANDS**

**Please refer to this when completing the package and postage subtotal box above.**

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| **TOTAL ORDER VALUE** | **PACKAGE and POSTAGE COST** |
| Small orders of up to 3 products | Contact the Academy for price |
| Up to £250 | £7.50 |
| Up to £500 | £15.00 |
| Up to £750 | £22.50 |
| Up to £1000 | £30.00 |
| Up to £2000 | £60.00 |
| Orders over £2000 | £100.00 |

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| **TIMEFRAME** | **URGENCY FEE** |
| Next Day Delivery | £15 |
| Two Day Delivery | £10 |
| Three Day Delivery | £5 |

**ACADEMY USE:**

**Date received:**

**Date order processed:**

**Invoice number:**

**Processed by (initials):**