



Qualification
Guidance

Level 3 Diploma in Physical Activity, Fitness and Exercise Science

Qualification
Accreditation Number:
601/6042/1
Version AIQ004230

Active iQ

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Introduction

The Active IQ Level 3 Diploma in Physical Activity, Fitness and Exercise Science is at level 3 on the Regulated Qualifications Framework (RQF).

Guided learning hours:	1102	Total qualification time:	1360
Credits:	131	Minimum credit to be achieved at or above the level of the qualification:	66
Requirement other than the award of credit which needs to be met before the qualification is awarded:			None
Exemptions:			None

Entry requirements:

- There are no specific entry requirements.
- Some experience of gym-based exercises, including free weights, is highly recommended.
- The course requires physical exertion and individual participation is essential, so a degree of physical fitness is necessary.
- There is an element of communication (discussing, presenting, reading and writing) involved and learners should have basic skills in communication pitched at level 2.

Qualification outline

Target learners:

- Learners in full-time education aged 16+.

Aim:

To provide learners with the broad base of knowledge and skills to:

- Be able to work in a variety of customer-facing roles within the active leisure industry, including fitness instructing, personal training and leisure operations.
- Be able to access higher education degree programmes.

Objectives

To provide learners with the knowledge and skills to:

- Develop their understanding of anatomy, physiology and nutrition and how they relate to exercise and fitness.
- Understand the roles and career pathways available in active leisure.
- Be able to plan and instruct safe and effective exercise and physical activity sessions.
- Be able to deliver safe and effective personal training sessions.
- Be able to deliver exceptional customer service.
- Be able to manage their personal and professional development.
- Be able to develop enterprise skills.
- Be able to market and sell products and services.
- Understand how technology is used within physical activity, fitness, sport and exercise.

Progression

This qualification provides progression into:

- Employment.
- Further learning or training in a specialist area.
- Higher education.

Links to National Occupational Standards (NOS)

There are links to the following suites of National Occupational Standards:

- Exercise and Fitness.
- Operational Services.
- Leisure Management.
- Activity Leadership.
- Customer Service.
- Business Administration.
- Management and Leadership.

There are also links to the following individual National Occupational Standards:

- Support individuals who express a wish to stop smoking.
- AD1 Raise awareness about substances, their use and effects.
- HSC0330 Support individuals to access and use services and facilities.
- AD4 Develop and disseminate information and advice about substance use, health and social wellbeing.
- B18 Promote physical activity and its benefits to people who are not currently active.
- D213 Enable people to adopt and maintain a more physically active lifestyle.
- B17 Work in partnership with other organisations and professionals to promote activity and its benefits.
- D450 Develop own practice in promoting physical activity.

Employer engagement

As part of this qualification, it is a mandatory requirement for learners to have access to meaningful employer engagement. This provides a clear 'line of sight' to work, enriches learning, raises the credibility of the qualification in the eyes of employers, parents and students and furthers collaboration between the learning and skills sector and industry.

There is no minimum duration or contribution specified for the employer engagement, but centres must ensure that this engagement is meaningful. The employer engagement must relate to at least one of the elements of the mandatory content of the qualification.

This requirement can be met in a variety of ways and can include one or more of the following:

- Structured work experience or work placements that develop skills and knowledge relevant to the qualification.
- Project(s) or exercise(s) set with input from industry practitioner(s).
- One or more units delivered or co-delivered by industry practitioner(s). This could take the form of master classes or guest lectures.
- Industry practitioners operating as 'expert witnesses' who contribute to the assessment of learners' work or practice.

Please note: These are only examples and are not exhaustive. The centre may have specific contacts/ employer links that can be used to facilitate appropriate employer engagement opportunities to meet this requirement.

Employer engagement **cannot** be:

- Employers hosting visits, providing premises, facilities or equipment.
- Employers or industry practitioners providing talks or contributing to delivery on employability, general careers advice, CV writing, interview training, etc.
- Learner attendance at career fairs, events or other networking opportunities.
- Simulated or provider-based working environments.
- Employers providing students with job references.

We have highlighted opportunities for employer engagement within the Specific Assessment Guidance. This guidance is not exhaustive and there may be additional opportunities for employer engagement throughout the qualification depending on your locality, local facilities and unit choice.

Centres will be asked to keep a formal record of the employer engagement for each learner/cohort; this documentation can be found in the Specific Assessment Guidance.

As part of the centre approval process, centres will need to indicate the nature of their intended employer involvement. This will be monitored and signed off by an Active IQ external verifier within six months of starting the programme.

Employer engagement must take place during both year 1 and year 2.

Synoptic assessment

Synoptic assessment helps learners to develop an appreciation and understanding of connections between different elements of the qualification (subject areas, knowledge and skills). Synoptic assessment allows learners to identify and effectively use, in an integrated way, an appropriate selection of skills, techniques, concepts, theories and knowledge from across the qualification content.

Within this qualification there are the following synoptic assessments:

- Externally set, externally marked multiple-choice theory exams sat under invigilated conditions that cover the following areas:
 - Principles of anatomy, physiology and fitness.
 - Principles of customer care.
 - Working in active leisure facilities.
 - Health and safety in the workplace.
 - Managing personal and professional development.
 - Planning and instructing gym-based exercise.
 - Applied human biology for exercise and fitness.
 - Principles of nutrition for healthy lifestyles.
 - Enterprise and entrepreneurship.
 - Marketing products and services.
 - Developing exceptional customer care skills.
 - Conducting consultations with personal training clients.
 - Programme design and delivery for personal training.
- An externally set, internally assessed holistic assessment of planning and instructing a gym-based exercise session. This includes:
 - Client consultation.
 - Programme card.
 - Summative observed session.
 - Self-evaluation.
- An externally set, internally assessed holistic assessment of client consultation and planning and instructing a personal training session. This includes:
 - Client consultation.
 - Health and fitness testing.
 - Instructing training techniques.
 - Case study.
 - Summative observed personal training session.
 - Professional discussion or worksheet.
- An externally set, internally assessed holistic assessment of enterprise and entrepreneurship, marketing products and services. This includes the development of a new active leisure enterprise.

Across these assessments, learners will be assessed on the following essential knowledge, skills, techniques, concepts and theories relevant to the whole qualification:

- Anatomy and physiology.
- Principles of fitness and exercise.
- Planning exercise sessions.
- Instructing exercise sessions.
- Working with people.
- Collecting and analysing information.
- Data protection.
- Communication.
- Health and safety.
- Employment rights and responsibilities.
- Working in the active leisure sector.
- Customer care.
- Self-evaluation and personal development.
- Personal competence and scope of practice.

The synoptic assessments contribute 58% of the whole qualification.

External assessment

Externally set, externally marked multiple-choice theory exams make up 30% of this qualification.

To ensure that the external assessment provides sufficient challenge to the learners, repeat submissions are not allowed. Learners failing to reach the required pass mark can only be given one opportunity to retake the exam. For further details, please refer to the Specific Assessment Guidance.

Grading

The combined outcome of the level 3 multiple-choice theory exams will determine each learner's overall grade when all of the other units (requirements of the qualification) have been completed. Grading will be administered in the form of Pass, Merit or Distinction. For further details, please refer to the Specific Assessment Guidance.

Accreditation of prior achievement (APA)/exemption

Due to the technical specifications of this qualification and the requirements for grading external and synoptic assessments, accreditation of prior achievement (APA)/exemption will not be accepted for any of the mandatory units within this qualification.

Occupational competence statements for tutoring, assessing and internal verifying

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

Required criteria

All tutors and assessors must:

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

Tutors

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

The following are acceptable:

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

Assessors

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

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

Internal verifiers

Internal verifiers must have relevant industry qualifications/experience and hold or be working towards any of the following:

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

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

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Qualification Structure

Over the two-year programme, learners must complete the 14 mandatory units (91 credits) and a minimum of 40 credits from any of the optional units.

In total, a minimum of 131 credits must be achieved.

A minimum of 66 credits must be achieved at level 3.

Year 1

Learners must complete all 6 mandatory units (45 credits) and a minimum of 20 credits from any of the optional units (65 credits in total).

Mandatory

Learners must complete all 6 mandatory units (45 credits).

Unit		Unit accreditation number	Level	Credits
1.	Principles of anatomy, physiology and fitness	F/507/1217	2	12
2.	Planning and instructing gym-based exercise	J/507/1218	2	16
3.	Principles of customer care	L/507/1219	2	7
4.	Working in active leisure facilities	J/507/1221	2	4
5.	Health and safety in the workplace	L/507/1222	2	2
6.	Managing personal and professional development	R/507/1223	2	4

Optional

Learners must complete a minimum of 20 credits from any of the optional units.

Employability

Unit	Unit accreditation number	Level	Credits	
7.	Skills for entering employment	Y/507/1224	2	5
8.	Skills for employment interviews	D/507/1225	2	3
9.	Employment rights and responsibilities	H/507/1226	2	2

Fitness and exercise

Unit	Unit accreditation number	Level	Credits	
10.	Planning and instructing group exercise to music	K/507/1227	2	12
11.	Planning and instructing water-based exercise	M/507/1228	2	12
Units 12 & 13 must be taken together				
12.	Planning a studio cycling session	R/503/0106	2	2
13.	Instructing a studio cycling session	D/503/0108	2	2
Units 14 & 15 must be taken together				
14.	Planning a circuit training session	Y/502/5702	2	2
15.	Instructing a circuit training session	H/502/5704	2	3
Unit 16 must be taken with unit 17 and/or 18				
16.	Development of adolescents in relation to fitness instruction	R/600/2588	2	3
17.	Principles of adapting gym instruction for adolescents	L/600/2590	2	1
18.	Principles of adapting group exercise for adolescents	Y/600/2592	2	1
Units 19 & 20 must be taken together				
19.	Planning a kettlebell exercise session	F/503/6614	2	2
20.	Instructing a kettlebell exercise session	J/503/6615	2	2
Units 21 & 22 must be taken together				
21.	Planning a suspended movement training exercise session	R/505/5345	2	2
22.	Instructing a suspended movement training exercise session	Y/505/5346	2	2

Health and wellbeing

Unit	Unit accreditation number	Level	Credits	
23.	Working with communities to promote and support active, healthy lifestyles	J/505/1065	2	3
24.	Alcohol awareness	R/504/8282	2	3
25.	Smoking awareness and cessation	J/505/2930	2	2
26.	Lifestyle management for health and wellbeing	T/507/1229	2	5

Physical activity

Unit		Unit accreditation number	Level	Credits
Units 27, 28 & 29 must be taken together				
27.	Planning physical play activities for children under 5	H/504/1787	2	4
28.	Delivering physical play activities for children under 5	K/504/1788	2	3
29.	Safeguarding and protecting children and young people	T/506/6967	2	2
30.	Child behaviour management	R/506/5874	2	3
31.	Promoting healthy lifestyles and physical activity	A/506/5884	2	4
Units 32 & 33 must be taken together				
32.	Planning an activity session	F/506/5885	2	5
33.	Delivering an activity session	J/506/5886	2	6

Leisure operations

Unit		Unit accreditation number	Level	Credits
34.	Sport and active leisure facility cleanliness	K/507/1230	2	2
35.	Providing a reception service in a sport and leisure facility	M/507/1231	2	3
36.	Understand how to prepare environments for activity	T/507/1232	2	2
37.	Organising events in active leisure	A/507/1233	2	3
38.	Understand how to provide a safe pool environment	F/507/1234	2	3
39.	Organising children's parties	H/602/2683	2	3
40.	Safeguarding and protecting children and young people	T/506/6967	2	2
41.	Supporting equality and diversity	M/506/6966	2	2
42.	Food safety in catering	H/502/0132	2	1

Year 2

Learners must complete all 8 mandatory units (46 credits) and a minimum of 20 credits from any of the optional units (66 credits in total).

Mandatory

Learners must complete all 8 mandatory units (46 credits).

Unit		Unit accreditation number	Level	Credits
1.	Applied human biology for exercise and fitness	J/507/1204	3	8
2.	Principles of nutrition for healthy lifestyles	L/507/1205	3	6
3.	Conducting consultations with personal training clients	R/507/1206	3	8
4.	Programme design and delivery for personal training	Y/507/1207	3	9
5.	Developing exceptional customer care skills	D/507/1208	3	4
6.	Enterprise and entrepreneurship	H/507/1209	3	4
7.	Marketing products and services	Y/507/1210	3	4
8.	Technology in sport and exercise	D/507/1211	3	3

Optional

Learners must complete a minimum of 20 credits from any of the optional units.

Higher education

Unit	Unit accreditation number	Level	Credits
9. Opportunities in higher education	M/507/1214	3	4
10. Research methods for academic study	H/507/1212	3	3
11. Research skills for academic study	K/507/1213	3	4

Fitness and exercise

Unit	Unit accreditation number	Level	Credits
12. Planning and instructing outdoor fitness sessions	T/507/1215	3	8
13. Nutrition for sport and exercise performance	A/507/1216	3	5
14. The role of exercise referral for managing medical conditions	F/507/1220	3	8
Units 15 & 16 must be taken together			
15. Physical activity and health considerations for the pre and postnatal client	K/600/2595	3	2
16. Design and implement exercise programmes for the pre and postnatal client	M/600/2596	3	3
Units 17 & 18 must be taken together			
17. Physical activity and health considerations for the older adult	H/504/3555	3	3
18. Designing and adapting exercise programmes for the older adult	K/504/3556	3	3
Unit 19 can be taken on its own but unit 20 can only be taken if unit 19 has been completed			
19. Understand the principles of soft tissue dysfunction	Y/506/7223	3	3
20. Exercise strategies to reduce risk of injury	J/507/1235	3	4
Unit 21 can be taken on its own but unit 22 can only be taken if unit 21 has been completed			
21. Principles of sports conditioning	L/507/1236	3	4
22. Plan, deliver and evaluate sports conditioning programmes	R/507/1237	3	3
Units 23-26 must be taken together			
23. Anatomy and physiology for sports massage	J/506/7220	3	10
24. Understand the principles of soft tissue dysfunction	Y/506/7223	3	3
25. Professional practice in sports massage	D/506/7224	3	5
26. Sports massage treatments	T/506/7228	3	16

Health and wellbeing

Unit		Unit accreditation number	Level	Credits
27.	Psychology of health and exercise	Y/507/1238	3	6
28.	The role of public health promotion	D/507/1239	3	6
29.	Facilitating behaviour change for health and wellbeing	Y/505/2933	3	5

Management

Unit		Unit accreditation number	Level	Credits
30.	Recruitment and development of colleagues	F/600/9813	3	5
31.	Understanding budgeting and finance	H/507/1243	3	5
32.	Understanding equality, diversity and inclusion in the workplace	R/507/1240	3	2
33.	Principles of people management	R/506/1937	3	6
34.	Understand how to manage a project	Y/507/1241	3	3
35.	Developing the customer experience	D/507/1242	3	3
36.	Principles of leadership and management	F/506/2596	3	8

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