



Transcend Level 4 Certificate in Archon Fitness Profiling

Qualification Specification

Version 03: 14 June 2023



Welcome!

Welcome to the **Transcend Level 4 Certificate in Archon Fitness Profiling**. Transcend is an Ofqual regulated awarding organisation, and this is a qualification that sits on the Ofqual register of regulated qualifications. This specification confirms the qualification purpose statement and delivery conditions. It must be read and complied with conjunction with the *Transcend Centre Recognition Conditions*, the *Unit Specification* and *Assessment Materials*.

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Part 01: Qualification Purpose

Qualification Scope			
<p>The Transcend Level 4 Certificate in Archon Fitness Profiling is an Ofqual regulated vocational qualification that sits in sector subject area 8.1: Sport leisure and recreation. This qualification is integral to a progressive suite of qualifications for fitness professionals. It is designed to enable sport coaches, gym instructors, personal trainers, strength and conditioning trainers, sports coaches and health practitioners to extend their scop of practice.</p> <p>Learners will benefit from enhanced fitness profiling and analyse skills, efficient and effective movement standards and a revolutionary digital testing platform. This will enable them to drive sustainable client participation and performance.</p>			
Qualification regulation	This qualification is regulated by Ofqual in England. It is published as Level 2 qualification on the Register of Regulated Qualifications and is equivalent to a Level 4 on the European Qualifications Framework (EQF).		
	Regulator reference	603/6132/3	Qualification sector
	Qualification start date	01 Aug 2020	Qualification TQT
	Qualification review date	31 Aug 2026	Qualification GLH
	Qualification credit	18	Qualification DSH
Qualification awarding	This qualification is solely awarded by Transcend Awards Limited as an Ofqual regulated awarding organisation		

Qualification standards	<p>This qualification is aligned to the Archon Standards. Archon is a revolutionary fitness testing app. It is exclusively designed to enable sport, fitness and health coaches to increase participation AND enhance performance in context. Archon is a revolutionary concept which will influence sustainable transformation in the sport, fitness and health sectors.</p> <p>Archon standards are endorsed by a consortia of industry organisations for validity, reliability and comparability purposes. This includes British Weightlifting, British Rowing, Woodway, Wattbike, Strength and Conditioning Education, PAS, University Salford of Manchester.</p>	
Qualification partners	<p>This qualification is developed in collaboration with fitness profiling pioneers Archon as the technical partner. It is validated in consultation with employer, education and equality experts. The collaboration and consultation groups remain in place for the lifetime of the qualification to ensure it remains fit for purpose.</p>	
Qualification providers	<p>This qualification is designed to be delivered to learners through education providers that are recognised as centres and approved to offer the qualification by the awarding organisation¹. Centre recognition and qualification approval status is gained and retained by education providers that evidence compliance against the Transcend Centre Recognition Conditions AND Supplementary Qualification Conditions.</p>	
	Applicant centres	Recognised centres
	Access the Transcend Awarding Website to submit a centre recognition enquiry to initiate the process.	Access the Transcend Awarding Management System [TAMS] to create and submit the Transcend Recognised Centre Extension Request Form.

¹ Approval by the awarding organisation will only be granted to those who are affiliated with Archon through a legal agreement. This will ensure that the Archon standards are upheld and managed through the Archon App.

Qualification participants and progression	This qualification is designed for sports, fitness and health coaches to enhance their scope of professional practice through Archon profiling and programming. It is relevant to qualified sport coaches, gym instructors, personal trainers, strength and conditioning trainers, competitive functional fitness coaches and health practitioners.	
	Employability progression routes	<p>This qualification is integral to a suite of progressive fitness professional qualifications:</p> <ul style="list-style-type: none"> Transcend Level 1 Award in Instructing Transcend Level 2 Certificate in Gym Instructing Transcend Level 3 Diploma in Personal Training Transcend Level 3 Diploma for UKSCA S&C Trainers Transcend Level 4 Certificate in Archon Fitness Profiling Transcend Level 4 Certificate in Outdoor Fitness and Bootcamp Training Transcend Level 4 Certificate in Physical Activity Programmes for People with Long-term Conditions
	Education progression routes	This qualification will support career progression for sport, fitness and health coaches. It will enable access to job roles in fitness and sports performance which require enhanced fitness profiling skills.
Qualification endorsements	<p>This qualification is endorsed by the Chartered Institute for the Management of Sport and Physical Activity [CIMSPA] as valid CPD. Any learner that achieves the qualification with a CIMSPA Training Provider Partners will gain 10 CIMSPA CPD Points.</p> <p>This qualification is further supported by Archon Academy as industry leading educators in this space.</p>	

Qualification Overview	
Qualification purpose	<p>The purpose is to continue professional development (CPD).</p> <p>The sub purpose is to develop knowledge and skills to gain recognition at a higher level or different role.</p>
Qualification rationale	<p>The rationale for the development and deployment of this qualification is to drive sustainable transformation in sport, fitness and health through Archon standards and systems. The standards are uniquely designed to ensure safe, accurate and effective movement techniques. The system is used to capture initial profiles, monitor progress and measure performance. The system applies tailored algorithms which consider participants unique characteristics to create valid results. It is also designed to enable benchmarking on a mass scale. This in turn can be used to drive industry participation, performance and professionalisation.</p>
Qualification aim	<p>The aim of the qualification is to develop the sport, fitness or health coaches to influence participation, progression and performance through Archon Principles and Practices.</p>
Qualification objective	<p>The objective of this qualification is to provide a benefit to learners by enhancing their scope of practice as a of sport, fitness or health coach. Successful learners will meet a higher-level skills gap through valid, reliable and accurate fitness profiling techniques using transformational technology. Learner will develop skills that will enable them to:</p> <ul style="list-style-type: none"> • apply Archon profiling principles • coach, assess and report on Archon movement results • plan, deliver and evaluate the success of an Archon combine <p>The Archon platform is the only fitness profiling solution which calibrates the participants fitness levels using tailored and personal metrics. Successful learners will be able to influence the sustainable development of their participants and the industry at large through revolutionary standards, tailored algorithms and benchmarking.</p>
Qualification uniqueness	<p>This is the only regulated qualification that is exclusively designed to enhance the professional practice of sports, fitness and health coaches through Archon Principles and Practices. Every learner will gain complementary access to the Archon fitness testing app for duration of their programme. The Register of Regulated Qualifications provides information on other awarding organisation providers who offer similar provision.</p>

Qualification Structure							
This qualification is comprised of three mandatory units. Learners are required to have successfully achieved the mandatory units to be awarded the qualification certificate.							
Units		Ofqual ref	Level	GLH	DSH	TUT	Credit
Unit 01	Archon principles	T/618/3040	4	1	39	40	4
Unit 02	Archon coaching and assessment practices	F/618/3042	4	2	63	65	7
Unit 03	Archon combine planning, delivery and evaluation	A/618/3041	4	2	65	67	7
			4	5	167	172	18

Part 02: Qualification Delivery Specification

Qualification Delivery Conditions	
This qualification must be delivered in accordance with the Transcend Recognised Centre Conditions . The rules outlined below are supplementary qualification conditions. Centres must ensure full compliance with ALL conditions to establish and maintain centre recognition and qualification approval status.	
Qualification Resource Conditions	
The recognised centre is required to supplement RC5.1 of the Transcend Recognised Conditions with the following rules.	
Qualification workforce	<p>The recognised centre must ensure that they evidence workforce competence through tutor, assessor and IQA qualifications as outlined in the recognition conditions. Occupational competence must be evidenced through</p> <ul style="list-style-type: none"> • a regulated Level 3 regulated qualification or equivalent in sport, health or fitness coaching • two-years professional experience in a sport, fitness or health coaching role • Archon affiliation supported a legal agreement • Archon standards and systems orientation. <p>The recognised centre is required to ensure the tutor/assessor to learner ratio per cohort is a maximum of 1:24 and there is no minimum. In exceptional circumstances, the awarding organisation will allow adaptations to this requirement to prevent disadvantage to learners and only where the recognised centre can evidence that learning and assessment will not be compromised.</p>
Qualification venues and equipment	<p>The recognised centre must have equipment to facilitate the full programme of training and assessment. This must include superuser access to the Archon Platform, a laptop and data storage for video uploads. Learners must be made aware that to be able to complete the qualification they must have access to live clients, a fitness facility, fitness equipment for the full range of movement standards, a laptop or tablet and PC video recording equipment which can be completed on a mobile phone.</p>

Qualification Coordination Conditions

The recognised centre is required to supplement RC5.2 of the **Transcend Recognised Centre Conditions** with the following rules.

Learner pre-requisites

The recognised centre is required to ensure that prior to registration for the qualification learners are required to:

- be accurately identified
- be at least 18 years of age
- be able to communicate effectively in English [reading, spoken, listening and writing]
- hold a Level 3 regulated qualification aligned to industry standards in sport, health or fitness coaching [or equivalent] OR
- hold a level 2 regulated qualification aligned to industry standards in sport, health or fitness coaching and 3 years' experience

Learner adjustments

The recognised centre is required to be aware that there are barriers to access for learners with certain protected characteristics as defined in the Equality Act 2010. These are justified for physical and emotional safety purposes and include:

Age	Individuals under the age of 16 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 communicate in English to an appropriate standard when registered in England will not be eligible to attend for regulatory purposes. As a result, no adjustments to this barrier can be applied.
Religion	Individuals who are required to wear certain apparel for religious purposes may not be eligible to attend the qualification for safety purposes. This must be reviewed on a case-by-case basis and risk assessment conducted prior to decisions being made. Adjustments to this barrier will only be applied where it is safe to do so.
Disability	Individuals with psychological, physiological, or psychological disabilities may find some of the competencies difficult or dangerous to their wellbeing. Each case must be evaluated to determine whether reasonable adjustments can be applied. Adjustments to this barrier will only be applied where it is safe to do so.
Pregnancy & maternity	Individuals who are pregnant or under maternity may find some of the competencies to be detrimental to their health and that of their child. Each case must be evaluated to determine whether reasonable adjustments can be applied. Adjustments to this barrier will only be applied where it is safe to do so.

Reasonable adjustments must be submitted to the awarding organisation on a case-by-case basis to support learners and ensure safety of participants. These should be requested in line with *Transcend Reasonable Adjustments Policy*.

Learner agreements	The recognised centre is required to ensure that every learner signs an agreement to attend all aspects of the training and assessment programme in line with the centre's delivery model for this qualification.
Learner attendance and achievement records	The recognised centre is required to record all activities including the booking reference, dates, venues, and workforce per learner. Activities refer to applications, initial assessment, learner agreements, remote digital learning, placement practice and assessments in the environment with real participants and the professional discussion. It also refers to recording the receipt of learner's portfolios, marking of assessments, recording of results, reassessments, remarks, and all quality assurance interventions. All activities and records must be completed within the learner registration period and subject to effective internal control before making a claim for certification for each learner.

Qualification Delivery Model Conditions

The recognised centre is required to supplement RC5.3 of the **Transcend Recognised Centre Conditions** with the following rules.

Qualification delivery model

The recognised centre is required to document and deliver the Archon model as outlined below. The model must be supported by Archon training and assessment programme which is mapped to the qualification and unit specification. The Archon programme is aligned to the TQT, GLH, learning outcomes, assessment criteria, delivery content and assessment attainment indicators. It has been agreed with the awarding organisation. The recognised centre must ensure this is recorded for each cohort of learners and all details communicated to each learner prior to commencing the programme.

Phase 1: PREPARATION	Phase 2: PRACTICE	Phase 3: PROFESSIONAL DISCUSSION
Web based Induction Digital Learning: Archon Principles Archon Practices Archon Combines	ASSESSMENT: Archon Standards The learner will complete a scenario-based questions to assess their technique knowledge of the archon standards and system ASSESSMENT: Archon Coaching The learner will coach and profile an individual against the archon standards reporting results via the system and collecting video evidence. ASSESSMENT: Archon Combine The learner will plan, deliver and review an archon combine	The learner will attend a professional discussion to evaluate the vision, values and impact of Archon standards and systems. The professional discussion will also be used to authenticate the other elements of the assessments. Learners must be prepared to discuss the overall results and impact of their Archon interventions.
GLH 1 DSH 23	GLH: 03 DSH: 144	1 GLH
Total GLH: 05 Total DS:167 TQT: 172		

The delivery model enables all learning, assessment, any reassessment, and quality assurance activities to be completed within a 3-year registration period.

Qualification. Assessment Conditions

The recognised centre is required to supplement RC5.5 of the **Transcend Recognised Centre Conditions** with the following rules. The assessment framework for this qualification is externally set by the awarding organisation and marked internally by a qualified assessor within the recognised centre.

Assessment strategy	The recognised centre must ensure the following assessment strategy is complied with. The assessment methods include portfolio to evidence, placement and professional discussion.	
	Archon Standards	The learner must complete a case study to demonstrate the ability to accurately assess, measure and evaluate Archon Standards.
	Archon Coaching	The learner must video themselves coaching a movement from each category. This must take place in the real environment with a real participant. The learner must demonstrate their ability to accurately input assessment scores into the Archon platform and interpret the assessment results via participant feedback. The learner must then review of the effectiveness impact of the results.
	Archon Combine	The learner must prepare and plan an Archon Combine. This must be in written format. The Combine must include at least 4 movements in a live environment either face to face or online. The learner must then review of the effectiveness and impact of the results.
	Archon Impact	The learner must participate in a professional discussion [30 – 60 mins] to demonstrate understanding of the impact Archon Principles and Practices has on business sustainability and participant relationships.

Assessment tasks	The recognised centre is required to ensure that each learner completes the tasks in the Archon Assessment Portfolio. These are designed to ensure assessment validity, reliability, manageability, comparability and to minimise any bias. The tasks are fully aligned to the qualification and unit specifications.
Assessment environment	The recognised centre is required to ensure the assessment tasks are completed in a safe, secure environment. Learners must collate a portfolio of evidence whilst working with real participants in the live training environments. Learners must submit evidence by video in line with the Archon delivery model. Video submissions must adhere to the awarding organisation rules. The practical discussion can be completed in a remote web-meeting. Steps must be taken to identify the learner and prevent misrepresentation in all assessments.
Assessment authentication	The recognised centre is required to ensure that the learner completes assessment tasks without support from others. All assessment must be their own work. Assessors should authenticate work during video observation and professional discussion.
Assessment marking	The recognised centre is required to ensure that a qualified assessor marks the assessment in accordance with the assessment guidance, fair principles and VARCS rules of evidence. VARCS requires the assessment to be valid, authentic, relevant, current, and sufficient. If learners are dissatisfied with the decision considering these rules' learners should follow their recognised centre's appeals process.
Assessment attainment	The recognised centre is required to ensure that the assessment for this qualification is graded on a PASS/FAIL basis. Assessment criteria and attainment indicators are confirmed in the unit specification. Guidance is available to ensure assessment validity, and reliability, and comparability across learners, assessors and recognised centres. Learners must produce evidence against each task. This must be marked in line with the attainment indicators to enable learners to successfully achieve the qualification.

Assessment re-takes	The recognised centre is required to ensure learners are granted three assessment opportunities for each component of the assessment. They may be charged for reassessment at their recognised centre's discretion. All assessment and reassessment must be completed within the three-year period of registration. If learners have not been confirmed as competent by this time, they will not be awarded the qualification.
Assessment re-marks	<p>The recognised centre is required to enforce re-marks at the request of the internal or external moderators or in the event of a learner appeal. Where this is associated with a written piece of work, the recognised centre is required to arrange a remark by an alternative assessor. Where the two outcomes are different, we would expect that a third re-mark is completed. Where the recognised centre does not have this many qualified assessors, they are required to request support via the <u>Transcend Engagement Team</u>.</p> <p>Where the appeal is associated with the outcomes of the practical observation or professional discussion, the assessment records should be reviewed. It is then down to the discretion of the recognised centre to investigate and determine whether the assessment decision stands or whether the assessment decision should be overturned. Where internal moderation has been completed on that assessment, the decision should ideally stand unless evidence suggests otherwise. Only if learners have exhausted the centre's appeals process should they bring the matter to the awarding organisation, where the appeal will be managed in accordance with the <i>Transcend Appeals Policy</i>.</p>

Qualification Quality Assurance Conditions

The recognised centre is required to supplement RC5.5 of the **Transcend Recognised Centre Conditions** with the following rules noting that this qualification has been assigned a **medium-risk** profile based upon the following risk indicators. The areas in green have been selected for this qualification based upon the information contained in this specification. An average of the assigned risk levels was determined to establish the overall risk profile for the qualification.

Qualification Risk indicator	Low	Medium	High
Qualification purpose	Personal development	Professional development	Professional practice
Qualification size	Award	Certificate	Diploma
Qualification level	EL3 – L2	L3-L4	L5-8
Qualification assessment method	Portfolio, Practical, PD and Presentation	Portfolio and Practical or PD or Presentation	Portfolio only
Qualification assessment manageability	Real time assessment not required	Real time assessment on course/programme	Real time assessments in workplace
Qualification assessment authentication	Assessor present	Assessor part present	Assessor not present
Qualification Risk Profile	MEDIUM RISK		

Internal quality assurance	<p>The recognised centre is required to have an internal quality assurance strategy in place which must consider:</p> <ul style="list-style-type: none"> Internal scrutiny of qualification sites [safety checks] Internal scrutiny of qualification workforce [CPD checks] Internal scrutiny of qualification coordination [data² checks] Internal scrutiny of qualification delivery [teaching observations] Internal scrutiny of qualification assessment [risk-based moderation] Internal scrutiny of qualification assessment [standardisation activities]
Internal moderation	<p>The recognised centre is required to conduct risk-based internal moderation activities. Internal moderation is defined as a form of Centre Assessment Standards Scrutiny for assessment which is marked by the centre to ensure that standards have been maintained and to adjust results where they have not. The recognised centre is required to ensure that Internal moderation takes place on each cohort before results are reported to the awarding organisation and requests for certification are made. Sampling strategies must consider the following key risk indicators:</p> <ul style="list-style-type: none"> the risk profile for these qualifications which is MEDIUM the experience of the assessors in their role as an assessor the experience of the assessors in the delivery of these qualifications the assessment samples to include portfolios across every learner cohort the assessment samples to include observations of practical assessment periodically the number of learners registered and whether these attend a course or rolling programme. <p>The recognised centre should identify a % of learners to be sampled per assessor per course OR a % of learners to be sampled per assessor on rolling programmes within a set period. The set period should be selected based upon the number of learners due for certification.</p>

² Data checks must as a minimum consider timely and accurate coordination of the course/programmes and must refer to the delivery venue, fair recruitment, initial assessment, access arrangements, learner agreements, allocation of workforce, attendance, retention, achievements across the assessment and reassessments for each task aligned to the assessment strategy, internal moderation dates, results reporting and certification requests. This data must be captured and subject to internal control for every learner prior to requests for certification being made.

<p>External quality assurance</p>	<p>The recognised centre is required to cooperate with the external quality assurance activities conducted by the awarding organisation workforce. The external quality assurance approach determines the nature, frequency and sampling sizes as shown:</p> <p>Scrutiny of the qualification workforce competence checks on 100% bookings Scrutiny of the qualification delivery venue and facility safety via risk-based external monitoring activities. Scrutiny of the qualification coordination timings and accuracy via risk-based external monitoring activities. Scrutiny of the qualification delivery to prepare learners for assessment via risk-based external monitoring activities. Scrutiny of the qualification assessment standards via risk-based external moderation interventions. Scrutiny of the qualification internal quality assurance via risk-based external moderation interventions.</p> <p>The external monitoring activities take place during external moderation interventions. This enables us to evaluate compliance across the breadth of the centre recognition and supplementary qualification approval conditions at the same time as scrutinizing the assessment standards. This enables us to maximise the application of our resources.</p> <p>Our external quality assurance reports may be communicated per moderation intervention in a matrix via email or via the web based in the Transcend Awarding Management System via TAMS. This is dependent on the number of learners to be certificated and the level of compliance of the recognised centre in the delivery of the qualifications. We will collaborate with each centre to determine this. The rationale is to ensure efficiency in our reporting and certifications. Where a matrix approach is adopted, these will be collated periodically and uploaded into TAMS for audit purposes. We report the result of each external moderation intervention in the Results Validation section of the relevant Booking Form in TAMS. This is to ensure that an audit of results is accurately, effectively, and efficiently captured and can be viewed by the recognised centre and the awarding organisation workforce.</p>
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External moderation	The recognised centre is required to cooperate with the awarding organisation's risk-based external moderation interventions. External moderation is defined as a form of Centre Assessment Standards Scrutiny for assessment which is marked by the centre to ensure that standards have been maintained and to adjust results where they have not. The moderation strategy shown here is associated with the assessor's experience in delivering these qualifications, the medium-risk profile assigned to this qualification and the recognised centres qualification approval risk profile for the qualification. The strategy is designed to confirm the scrutiny method [moderation], the frequency of interventions and the sample size [learners and assessment activities].	
	Strategy 01: First assessments per assessor [aligned to the product risk profile which is MEDIUM]	
	Courses	40% of 30 learners assessment to be moderated across 100% tasks within the LAP per learner for each new assessor
	Programmes	404% of 30 learners assessment to be sampled across 100% tasks within the LAP per learner for each new assessor
	Strategy 02a: COURSE MODEL Ongoing assessments per assessor [based on recognised centre product approval risk profiles]	
	Low risk	20% LAPs to be moderated across 100% tasks within the LAP across learners for each assessor per booking
	Medium risk	25% LAPs to be moderated across 100% tasks within the LAP across learners for each assessor per booking
	High risk	30% LAPs to be moderated across 100% tasks within the LAP across learners for each assessor per booking
	Strategy 02b: PROGRAMME MODEL Ongoing assessments per assessor [based on recognised centre product approval risk profiles]	
	Low risk	20% LAPs to be moderated across 100% tasks within the LAP across learners for each assessor across bookings ³
	Medium risk	25% LAPs to be moderated across 100% tasks within the LAP across learners for each assessor across bookings
	High risk	30% LAPs to be moderated across 100% tasks within the LAP across learners for each assessor across bookings

³ The term **across booking** is associated with a period which will be confirmed per centre dependent on the number of requests for certification within that time period. All learners within this time period per assessor will be considered to be a cohort.

External moderation of real time assessments	The moderation strategies for real time assessment are associated with the medium-risk profile assigned to this qualification. Real time assessment is defined as assessments where the learner and the assessor are present. In this qualification suite this refers to:	
	Professional discussion	
	Real time assessment strategy	
	RTA Strategy 01	EQA Presence and moderation annually as a minimum to all centres, per qualification per real time assessment.
	RTA Strategy 02	EQA Presence and moderation biannually per centre, per qualification per real time assessment where there are more than 08 courses or 200 learners on rolling programmes

Appendix: Qualification Specification Version Control

This document is subject to version control. We will request feedback from centres in advance of any change. We will then inform centres of the changes made in advance and will re-publish the specification via our website. All changes will be tracked here and confirmed as an updated version.

Version	Publication date	Publication details
Version 01	03/08/2020	Publication 01
Version 02	01/09/2021	Publication 02: The quality assurance section has been updated to include centre assessment standards scrutiny [CASS] strategies.
Version 03	14/06/2023	Publication 03: The qualification structure has been updated to 3 mandatory units for validity purposes. Unit titles adapted for validity purposes by replacing <i>Archon Fundamentals</i> with <i>Archon Movements</i> .