



Transcend Level 4
Certificate in the PFCA
Fitness Coaching Principles

Qualification Specification

Version 01: 25 March 2025

Welcome!

Welcome to the **Transcend Level 4 Certificate in PFCA Fitness Coaching Principles** Qualification Specification. Transcend is an awarding organisation regulated by Ofqual. This specification confirms the qualification purpose statement, qualification delivery conditions. The qualification must be delivered in line with the **Transcend Centre Recognition Conditions**, this **Qualification Specification**, and the **Unit Specifications**. The **Professional Fitness Coach Association [PFCA]** are pioneers as the technical development and exclusive delivery partner for this qualification. It is relevant to PFCA associates within their eco-system and for those who wish to be qualified as a **Professional Fitness Coach**.

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Part 01: Qualification Purpose

Qualification Scope			
<p>Transcend Level 4 Certificate in the PFCA Fitness Coaching Principles is an occupational qualification that sits in sector subject area 8.1 Sport, leisure, and recreation. Developed in collaboration with the Professional Fitness Coaching Association [PFCA] it is solely awarded by Transcend and regulated by Ofqual.</p> <p>The PFCA is a pioneering educator, employer and member association for PROFESSIONAL FITNESS COACHES. They embrace the ART and SCIENCE of coaching as the ENABLER for sustainable fitness and life enriching RESULTS.</p> <p>The Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) is trusted by fitness employers, educators, trainers, and instructors to maintain professional standards across the industry, ‘Gym Instructor’ and ‘Personal Trainer’ are recognised occupations defined by CIMSPA Professional Standards that are recognised by sector employers.</p> <p>Transcend Level 3 Diploma in Gym Instructing and Personal Training is endorsed by CIMSPA as a professional standard qualification. The PFCA are recognised by Transcend to enable their learners to access CIMSPA Membership as the critical route to employment. The PFCA Certified Personal Trainer <i>Course</i> is mapped to the Transcend specification and CIMSPA standards. The integration of the coaching concept goes beyond these standards and led to the development of the Transcend Level 4 Certificate in the PFCA Fitness Coaching Principles. This is exclusively designed to enable PFCA learners to be recognised for their coaching proficiencies.</p>			
Qualification regulator	This qualification is regulated by Ofqual in England. It is published as Level 4 qualification on the Register of Regulated Qualifications and is equivalent to a Level 5 on the European Qualifications Framework (EQF) .		
	Regulator reference	610/4742/9	Qualification sector
	Qualification start date	31 Mar 2025	Qualification TQT
	Qualification review date	01 Apr 2029	Qualification GLH
	Qualification credit	13	Qualification DSH
			8.1 Sport, leisure, and recreation. 130 30 110

Qualification awarding	This qualification suite is solely awarded by Transcend Awards Limited as a recognised awarding organisation regulated by Ofqual
Qualification standards	This qualification suite Transcend Level 4 Certificate in PFCA Fitness Coaching Principles is designed to be delivered in tandem to the Transcend Level 3 Diploma in Gym Instructing and Personal Training. The Level 3 PT is fully aligned to the CIMSPA professional standards for gym instructors and personal trainers. It is endorsed as a professional standard qualification and learner will also earn 10 CIMSPA CPD points upon completion.
Qualification partner	This qualification is developed in collaboration with the Professional Fitness Coaching Association [PFCA] as the technical specialists. It is validated through consultation with employers, educators and equality experts. The collaboration and consultation groups remain in place for the lifetime of the qualification to ensure validity is maintained.
Qualification provider	<p>This qualification is aligned to the PFCA fitness coach programme by their specialist team and is exclusively delivered by them as the member association to their community. The PFCA is recognised as a centre with approval to deliver both qualifications in this suite having successfully evidenced compliance in line with the Transcend Centre Recognition Conditions and Qualification Approval Conditions.</p> <p>Recognition and approval status is attained and maintained by those that evidence compliance with the Transcend Centre Recognition Conditions AND Qualification Approval Conditions in the initial recognition and approval stages. Compliance evidence is robustly reviewed in line with the standardised risk-based monitoring and moderation activities defined by the Transcend Centre Management Approach.</p>

Qualification participants + progression	This qualification is available to PFCAs Learners registered onto the Transcend Level 4 Certificate in the PFCAs Fitness Coaching Principles . It is for those capable of achieving the level 4 proficiencies.	
	Education progression routes	Employability progression routes
	<p><i>PFCAs CERTIFIED PERSONAL TRAINER may lead to the achievement of both qualifications.</i></p> <p>Transcend Level 3 Diploma in Gym Instructing and Personal Training</p> <p>Transcend Level 4 Certificate in the PFCAs Fitness Coaching Principles</p> <p>Failure to achieve the level 3 will automatically lead to failure of the level 4.</p>	<p><i>PFCAs CERTIFIED PERSONAL TRAINER may lead to the achievement of both qualifications and associated opportunities.</i></p> <p>Successful completion of the Transcend Level 3 Diploma in Gym Instructing and Personal Training will enable learners to apply for CIMSPA membership. This may lead to the opportunity to GAIN-RETAIN gym Instructing and/or personal training employment. Learners who wish to establish their own personal trainer business may wish to attain CIMSPA Employer Partner status.</p> <p>Successful completion of the Transcend Level 4 Certificate in the PFCAs Fitness Coaching Principles may optimise employability prospects, enhance client engagement, enrichment and Professional Fitness Coach reputation.</p>
Qualifications Endorsements	This qualification is endorsed by the PFCAs and its community. The PFCAs Principles integrate holistic coaching tactics with tailored training techniques. The intent is to professionalise the fitness coach role. The PFCAs programmes enable fitness coaches to enrich lives through sustainable participation and performance gains.	

Qualification Summary	
Qualification purpose	<p>The qualification purpose is to continue professional development (CPD)</p> <p>The qualification sub-purpose is to develop knowledge and/or skills relevant to a particular specialisation within an occupation.</p>
Qualification rationale	<p>The rationale for the supply of Transcend Level 4 Certificate in the PFCA Fitness Coaching Principles is based on the rising demand for high quality PFCA fitness coach programmes.</p> <p>“Gym Instructor’ and ‘Personal Trainer’ are established occupational roles across the UK. The Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) is trusted by fitness employers, educators, trainers, and insurance providers to establish and enforce professional standards for the industry. CIMSPA membership is required to gain and retain employment as a gym instructor and/or personal trainer and their membership requires applicants to evidence achievement of a qualification that meets the professional standards for each role.</p> <p>The Awarding Organisation [AO] for these qualifications must be regulated by Ofqual and registered as a CIMSPA AO Partner. The AO must ensure the qualifications are accredited by Ofqual and endorsed by CIMSPA. The qualifications must also be delivered by a CIMSPA Training Provider partner recognised as a centre by a CIMSPA Awarding organisation partner.</p> <p>Transcend is a registered awarding organisation partner with CIMSPA. The Transcend Level 3 Diploma in Gym Instructing and Personal Training Is endorsed by CIMSPA’s as a professional standard qualification. The PFCA is approved as a CIMSPA training provider partner, recognised as a centre and approved to deliver this qualification with Transcend. This enables their learners to access a professional standard qualification, attain CIMSPA membership and gain employment.</p> <p>The rationale for Transcend Level 4 Certificate in the PFCA Fitness Coaching Principles is to enable the PFCA community to thrive in the fitness coach context.</p>
Qualification aim	<p>The aim of this qualification is to enable PFCA learners develop Professional Fitness Coach proficiencies and be recognised for these capabilities.</p>

Qualification suite objective	<p>The objective is to provide a benefit to learners by enabling them to GAIN and RETAIN employment as a PROFESSIONAL FITNESS COACH. As learners progress through the Transcend Level 3 Diploma in Gym Instructing and Personal Training learners they will develop coaching proficiencies. They will learner to develop a coaching philosophy. Thyen will shocasde their capability to apply their coaching philosophy and PFCA principles as a golden thread through:</p> <ul style="list-style-type: none"> Coaching consultations and goal setting Coaching nurture through stress management Coaching nurture through nutritional strategies Coaching form through strength training techniques Coaching flow through conditioning training techniques Coaching vision through business development strategies
Qualification uniqueness	<p>This qualification is the only qualification for Professional Fitness Coaches. The Register of Regulated Qualifications should be accessed to source information on other awarding organisations who offer similar provision.</p>

Qualification Structure

This qualification is comprised of one mandatory unit. To achieve the qualification and be awarded the certificate learners must successfully all mandatory units.

		Level	GLH	DSH	TUT	Credit
U01	PFCA Fitness Coaching Craft	4	30	110	130	13

Part 02: Qualification Delivery Specification

Qualification Delivery Conditions	
This qualification must be delivered in accordance with the <i>Transcend Recognised Centre Conditions</i> . The rules outlined below are supplementary conditions specific to this qualification. To become approved for this qualification the recognised centres must evidence the full compliance with ALL conditions.	
Qualification Resource Conditions	
The recognised centre is required to supplement RC5.1 of the <i>Transcend Recognised Conditions</i> with the following rules.	
Qualification workforce	<p>The recognised centre must ensure that they evidence workforce experience and expertise through tutor, assessor and IQA evidence as outlined in the recognition conditions.</p> <p>The recognised centre must demonstrate occupational competences in line with the</p> <p>PFCA Professional Fitness Coaching Mastery Continuum PFCA Professional Fitness Coaching Competence Continuum</p>
Qualification resources.	The recognised centre must have facilities, and equipment to cater for the breadth of the training and assessment programme.

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	<p>Prior to registration for the qualification learners are required to:</p> <ul style="list-style-type: none"> • be accurately identified • be at least 16 years of age • be able to evidence a regulated level 3 in personal training • be able to communicate effectively in English [reading, speaking, listening, and writing] 				
Learner adjustments	<p>The recognised centre is required to be aware that there are barriers to access for learners with certain protected characteristics. These are justified for physical and emotional safety purposes. These include but are not limited to:</p> <table border="1"> <tr> <td>Age</td><td>Individuals under the age of 18 re not permitted to attend this qualification for safety purposes. As a result, no adjustments to this barrier can be applied.</td></tr> <tr> <td>Disability</td><td>Individuals with psychological, physiological, or sociological difficulties or disabilities may find some of the competencies difficult or dangerous to their own or others 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.</td></tr> </table> <p>Reasonable adjustments must be submitted to the awarding organisation on a case-by-case basis to support learners and ensure safety of clients. Reasonable adjustments should be requested in line with the <i>Transcend Reasonable Adjustments Policy</i>.</p>	Age	Individuals under the age of 18 re not permitted to attend this qualification for safety purposes. As a result, no adjustments to this barrier can be applied.	Disability	Individuals with psychological, physiological, or sociological difficulties or disabilities may find some of the competencies difficult or dangerous to their own or others 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.
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Learner agreements	The recognised centre is required to ensure that every learner signs an agreement to attend all aspects of the PFCA training and assessment programme in line with the centre's delivery model for this qualification.
Learner attendance and achievement records	<p>The recognised centre is required to record all learning and assessment activities. This includes the booking reference, dates, venues, and workforce assigned to each learner. Activities refer to enrolment applications, initial assessment, learner agreements, attendance on learning programme, assessment activities and authentication discussions.</p> <p>It also refers to recording the receipt of learner's portfolios, marking of assessments, recording of results, confirming results via a LAR, 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.</p>

Qualification Delivery Conditions	
The recognised centre is required to supplement RC5.3 of the Transcend Recognised Centre Conditions with the following rules.	
Qualification delivery model	<p>The recognised centre is required to document their delivery models. All delivery models must be supported by a documented training and assessment programme supported by Inclusive teaching and learning materials. Delivery models, programmes and materials must be mapped to the qualification and unit specification.</p> <p>They must comply with the TQT, GLH, learning outcomes, assessment criteria, delivery content and assessment attainment indicators. The delivery model, materials, and the programme must be agreed in writing by the awarding organisation. This must be recorded for each cohort of learners and all details must be communicated to each learner prior to commencing the programme. The recognised centre is required to ensure that learners complete all training and assessment opportunities within a 2-year registration period.</p>
	<p><i>DELIVERY MODEL: PFCA Certified Personal Trainer Course</i></p> <p>The <i>PFCA Certified Personal Trainer Course</i> is an inspirational education programme. It has been uniquely crafted to exceed the personal trainer professional standards through application of the principles of the ART and SCIENCE of coaching. It is an immersive experience which will enable learners to enrich their clients lives from a holistic fitness coach perspective.</p> <p>The <i>PFCA Certified Personal Trainer Course</i> enables all learners to have the opportunity to achieve the <i>Transcend Level 3 Diploma in Gym Instructing and Personal Training</i>. At the mid-point of the PFCA programme learners capable of achieving the level 4 standards may choose to be registered on to the <i>Transcend Level 4 Certificate in PFCA Fitness Coaching Principles</i>. The programme of training and assessment remains the same but the ability to embrace a coaching philosophy, the PFCA principles into practice is the key differentiator.</p>

DELIVERY MODELS

The Transcend Level 4 Certificate in PFCA Fitness Coaching Principles is exclusive to The PFCA Community such as members, learners, applicant coaches, employed coaches, and coach educators. To register with the PFCA the following criteria must be evidenced through valid documentation.

COMBINED COURSE MODEL	RPL MODEL
<p>Transcend Level 4 Diploma in PFCA Fitness Coaching Principles is available to The PFCA learners that are registered onto the: Transcend Level 3 Diploma in Gym Instructing or Personal Training [or a direct equivalent]</p> <p>Those in this category will complete The PFCA Certified Personal Trainer Programme that enables L2 Gym Instructor, L3 Personal Trainer AND the L4 PFCA Fitness Coach Principles qualifications simultaneously subject to meeting all criteria.</p> <p>Learners with a potential to attain level 4 proficiencies will have the opportunity to achieve both qualifications simultaneously.</p>	<p>Transcend Level 4 Diploma in PFCA Fitness Coaching Principles is available to The PFCA's applicant coaches, employed coaches, coach educators, and past learners. Those in this category must provide valid certificates to evidence:</p> <p>A CIMSPA Membership¹ Achievement of a regulated Level 3 Diploma in Personal Training²</p> <p>Learners in this category will complete The PFCA L4FCP RPL Programme.</p>
FOCUSED COURSE MODEL	RPL HYBRID MODEL
<p>Transcend Level 4 Diploma in PFCA Fitness Coaching Principles is available to The PFCA learners that wish to attend a focused course to elevate from a personal trainer to a Professional Fitness Coach.</p>	<p>Transcend Level 4 Diploma in PFCA Fitness Coaching Principles is available to The PFCA learners that wish to combine RPL with mentoring to elevate from a personal trainer to a Professional Fitness Coach.</p>

¹ Valid certificate refers to certificates issued by regulated awarding organisations that have been granted CIMSPA AO Partner Status.

² These can be in individual certificates or through a combined qualifications such as the Level 3 Diploma in gym instructing and personal training is relevant

Qualification. Assessment Conditions	
<p>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 Transcend as the awarding organisation and marked internally by a qualified assessor within the recognised centre.</p>	
Assessment strategy	The recognised centre must ensure the PFCA assessment strategy as defined by the Certiifef PT coure. following assessment strategy is complied with.
Assessment tasks	The recognised centre may adopt the Learner Assessment Portfolio provided by the awarding organisation. This is designed cover all assessment criteria and ensure standardisation of assessment. In the rare case that the recognised centre identifies the need to use alternative tools, these must be submitted to the awarding organisation with detailed mapping to the qualification and unit specification. Assessment guidance must also be created to ensure standardisation of the levels of attainment for each task. These will be checked to ensure the level of demand in each task are comparable and the guidance will ensure standardisation before approval.
Assessment environment	The recognised centre is required to ensure the portfolio of evidence and practical tasks are completed in a safe, secure environment. The written elements may be completed in their home environment, The practical elements in the gym or with the clients and be subject to controls to ensure the learners safety. Where the professional discussion is completed via a web solution the recognised centre must have mechanisms in place to authenticate each learner and to ensure there is no misrepresentation.
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. Learners' portfolios should be authenticated through contextualised activities and professional discussion.

Assessment marking	The recognised centre is required to ensure that a qualified assessor marks the assessment in accordance with fair assessment and the VARCS rules of evidence. This means that the assessment must be fair, valid, authentic, relevant, current, and sufficient. If learners are dissatisfied with the decisions considering these rules' they should follow their recognised centre's appeals process.
Assessment attainment	The assessment for this qualification is graded on a PASS/FAIL basis. Assessment criteria and attainment indicators are confirmed in the unit specification. Assessment guidance is also available to support standardisation. These are made available to assessors and learners to support valid and accurate assessment across assessors, recognised centres and over time. Learners must produce evidence against each task. This must be marked in line with the attainment indicators.
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 3-year period of registration. Any learners that have not achieved the qualification must be reported to the awarding organisation as a failure, and 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 Transcend Engagement Team.</p> <p>Where the appeal is associated with the outcomes of a 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			
<p>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 assigned risk levels has been applied to establish the overall qualification risk profile.</p>			
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 [data³ 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 this qualification [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>

³ 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 an evaluation of compliance across the breadth of the centre recognition and supplementary qualification delivery conditions to be conducted at the same time as scrutinizing the assessment standards. This maximises the use of resources and reduces the monitoring burden for recognised centres.</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. In all cases the results of each external moderation intervention are recorded in the <i>Results Validation</i> section of the relevant <i>Booking Form</i> in TAMS. This is to ensure that an audit of results is accurately, effectively, and efficiently captured and can be accessed 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 risk-based external moderation interventions. External moderation is defined as a form of Centre Assessment Standards Scrutiny for assessment which is marked by the recognised 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 centre's qualification approval risk profile for the qualification. This strategy is designed to confirm the scrutiny method [moderation], the frequency of the 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	40% 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 ⁴
	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

⁴ 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 this refers to professional discussion.	
	Real time assessment strategy	
	RTA Strategy 01	EQA Presence and moderation annually as a minimum to all centres, for this qualification for each real time assessment method.
	RTA Strategy 02	EQA Presence and moderation biannually per centre, for this qualification for each real time assessment method 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. All changes will be tracked here and confirmed as an updated version.

Version	Publication date	Publication details
Version 01	25 March 2025	Publication 01