



TRANSCEND
AWARDS

Transcend Level 2 Certificate in Gym Instructing

Qualification Specification

Version 03: 01 September 2021

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TRAINING



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Standards

Welcome!

Welcome to the **Transcend Level 2 Certificate in Gym Instructing**. Transcend is an Ofqual recognised 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 2 Certificate in Gym Instructing is an Ofqual regulated vocational qualification that sits in sector subject area 8.1 Sport, leisure, and recreation. The qualification is integral to a progressive suite of qualifications for fitness professionals.</p> <p>This qualification is for learners aged 16+ who wish to become qualified to work as a gym instructor. The aim of this qualification is to develop the learner's ability to fulfil the role of a gym instructor through ethical and effective approaches that will enable them to GAIN and RETAIN employment. The intent is to enable gym instructors to maximise their client's experience and influence sustainable positive behaviours. Upon successful completion learners must not operate without direct supervision until they are 18 years of age.</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 3 on the European Qualifications Framework (EQF) .		
	Regulator reference	603/4213/4	Qualification sector
	Qualification start date	18 Mar 2019	Qualification TQT
	Qualification review date	31 Mar 2025	Qualification GLH
	Qualification credit	25	Qualification DSH
Qualification awarding	This qualification is solely awarded by Transcend Awards Limited as the recognised awarding organisation regulated by Ofqual in England.		
Qualification standards	This qualification is aligned in full to the CIMSPA Professional Standard: Gym Instructor.		

Qualification partners	<p>This qualification is developed in collaboration with industry influencers Future Fit Training Limited as the technical partner. Future Fit is a leading national training provider for Gym Instructors, Personal Trainers, Nutrition Advisers and Pilates Instructors in the UK.</p> <p>This qualification is subject to consultation with equality experts, employers, education providers and learners. The collaboration and consultation groups remain in place for the lifetime of the qualification to ensure it remains fit for purpose.</p> <p>This qualification is uniquely designed to embed the Archon fitness testing solution which supports evidencable and valid results when assessing the impact of personal training programmes.</p> <p>This qualification is supported by an industry leading EdTech platform which is endorsed by Transcend and supplied by On Screen Learning. This EdTech platform is inclusive of digital learning experiences and assessments across the breadth of the CIMSPA Professional Standards for Gym Instructor.</p>	
Qualification providers	<p>This qualification is designed to be delivered through schools, local, regional, national, and international training providers, colleges, universities, and industry employers.</p> <p>This qualification is accessible to education providers that are recognised as centres and approved to deliver this qualification by the awarding organisation. Applicants and recognised centres are required evidence compliance with the centre recognition and qualification delivery 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.

Qualification participants and progression	This qualification is for learners who aspire to gain and retain employment as a Gym Instructor. Prior to registration for the qualification learners are required to be accurately identified, 16 years, able to communicate effectively in English, have evidence of engagement in fitness and have access to or a placement in a live gym environment.	
	Employability progression routes	This qualification may lead to paid employment as a gym instructor operating in traditional and contemporary gym environments. Learners will not be eligible to operate without direct supervision until they are 18 years of age.
	Education progression routes	<p>This qualification is integral to a suite of progressive qualifications:</p> <p>Transcend Level 2 Certificate in Gym Instructing</p> <p>Transcend Level 3 Diploma in Personal Training</p> <p>Transcend Level 4 Certificate in Archon Fitness Profiling</p> <p>Transcend Level 4 Certificate in Outdoor Fitness and Bootcamp Training</p>
Qualification endorsements	<p>This qualification is endorsed by the Chartered Institute for the Management of Sport and Physical Activity [CIMSPA]. It is aligned in full to the CIMSPA Professional Standard: Gym Instructor. Any learner that achieves the qualification under a recognised centre that is a CIMSPA member will be eligible to apply for CIMSPA Membership. These learners are also eligible to achieve 10 CIMSPA CPD Points.</p> <p>This qualification is supported by with Future Fit Training Limited and On Screen Learning as industry leading training providers. This qualification is further supported by Archon Academy. Learners are eligible to use the Archon Combine fitness testing solution which supports evidencable and valid results when assessing the impact of gym instructing and personal training programmes. Access to the platform is complimentary for all learners for the duration of their registration period.</p>	

Qualification Overview	
Qualification purpose	<p>The purpose of this qualification is to confirm occupational competence</p> <p>The sub purpose of this qualification is to confirm the ability to meet legal requirements made by the professional body.</p>
Qualification rationale	<p>The rationale for the development and deployment of the qualification is to support the professionalisation of the industry workforce and to prevent the high industry workforce churn.</p> <p>Raise the Bar Reports 2014-2018 [CIMSPA, Future Fit, UK Active] confirm a high workforce churn for gym instructors and evidencable employer dissatisfaction. National health data shows a downward trend in long term participation in exercise. Our qualification was therefore designed specifically to manage learners' expectations and ensure they are competent across the breadth of the role.</p> <ul style="list-style-type: none"> • Gain and retain employment • Engage clients in lasting behaviour change through exercise participation. <p>The intent is to increase employer satisfaction, prevent workforce churn and support high levels of client retention and achievements. To do we adopt a holistic approach to development of gym instructors. Current provision in the market adopts a segmented approach and many gym instructors do not fully understand their role in the environment. This is the cause high workforce churn.</p> <p>The development, delivery and awarding of this qualification is learner and client centred. Our approach focuses on the deployment of safe and competent Gym Instructors with a focus on sustainable behavioural change of their clients. This is turn supports national health and wellbeing agendas. Our philosophy is learner, client AND industry employer centred.</p>

Qualification aim	The aim of this qualification is to develop the learner's ability to fulfil the role of a Gym Instructor. The intent is to enable gym instructors to maximise the client experience and ensure sustainability of positive behaviours.
Qualification objective	<p>The objective is to provide a benefit to learners by enabling them to GAIN and RETAIN employment as a gym instructor. Whilst attending the qualification learners will develop the knowledge and skills to enable them to:</p> <ul style="list-style-type: none"> • fulfil the legal and ethical duties of a gym instructor • drive behaviour changes by maximising the customer experience • drive behaviour changes through awareness of healthy lifestyles • drive behaviour changes through awareness of anatomical and movement systems • drive behaviour changes through effective exercise supervision and technique • fulfil the deployment skills expected of a gym instructor <p>Successful learners will be able to conduct safe and effective client inductions and consultations. They will be able to use this information to plan, supervise and review the impact of gym based programmes which are uniquely tailored to each client's needs.</p>
Qualification uniqueness	<p>This is the only regulated qualification for gym instructors that is structured and assessed in a way that is align in full to the actual role. The intent is to enable learners to GAIN and RETAIN employment as a gym instructor. Gym instructors that are successfully qualified on this qualification will also understand their ethical duty to influence their client's sustainable positive behaviours and long-term engagement in physical activity.</p> <p>This is also the only regulated qualification for gym instructors which offers complementary access to the Archon Combine fitness testing platform for every learner for the duration of their programme</p> <p>The Register of Regulated Qualifications provides information on other awarding organisation providers who offer similar provision in personal and professional development.</p>

Qualification Structure

This qualification is comprised of six mandatory units. Learners are required to have successfully achieved the mandatory units in order to be awarded the qualification certificate.

Units		AO Ref	Ofqual ref	Level	GLH	DSH	TUT	Credit
Unit 01	Duties of a gym instructor	QU000073	F/617/4910	2	20	10	30	3
Unit 02	Driving behaviour change by maximising the customer experience	QU000085	J/617/4911	2	20	06	26	3
Unit 03	Driving behaviour change through awareness of healthy lifestyles	QU000079	L/617/4912	2	20	06	26	3
Unit 04	Driving behaviour change through awareness of anatomical and movement systems	QU000081	R/617/4913	2	20	10	30	3
Unit 05	Driving behaviour change through effective exercise supervision and technique	QU000077	Y/617/4914	2	22	38	60	6
Unit 06	Deployment of a gym instructor	QU000075	D/617/4915	2	30	40	70	7
Summary					132	110	242	25

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 conditions specific to this qualification. 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.</p> <p>Occupational competence must be evidenced through:</p> <ul style="list-style-type: none"> • a regulated Gym Instructing qualification or equivalent • a minimum of two years professional experience in the gym environment. <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	The recognised centre must ensure facilities and equipment are in place to facilitate the full programme of training and assessment. The facilities and equipment must cater for the number of registered learners. As a minimum the recognised centre must ensure the following fitness training and testing equipment is in place.	
	Fitness Training Equipment	Fitness Testing Equipment
	<p>The recognised centre is required to have access to a range of fitness training equipment which includes:</p> <ul style="list-style-type: none"> • Upright cycle • Recumbent cycle • Treadmill • Stepper • Rowing machine • Elliptical trainer • Cross trainer • Medicine balls • Stability ball • A range of resistance machines • A range of free weight equipment 	<p>The recognised centre is required to have access to a range of fitness testing equipment to facilitate the following measurements:</p> <ul style="list-style-type: none"> • Blood pressure (manual and digital where available) • Anthropometrics (such as. height and weight, BMI, waist circumference or waist to hips ratio) • Body composition (such as callipers, bio-electrical impedance) • Archon Combine [or other valid tool of equal merit] <p>The recognised centre is required to engage with the Archon Combine fitness testing system. The only exception to this rule is where they the recognised centre can evidence access to another valid solution of equal merit.</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 16 years of age
- be able to evidence engagement in fitness or physical activity
- be able to evidence access to or a placement in the gym environment
- be able to communicate effectively in English if registered in England [reading, speaking, listening, and writing]

Learners are not eligible to fulfil the role of gym instructor without direct supervision until 18 years of age.

Learner adjustments

The recognised centre is required to be aware that there are barriers to access for learners with certain protected characteristic. 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 mental, physical, or learning disabilities may find some of the competencies difficult and/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. Reasonable adjustments should be requested in line with *Transcend Access Arrangements Position Statement*.

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, pre- course learning, attendance on practical workshops and assessments in the gym environment with real clients. It also refers to recording the receipt of learner's portfolios, marking of assessments, recording of results, confirming results via the 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.

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 their delivery models. They are eligible to adopt the exemplar delivery model provided by the awarding organisation as outlined below. Alternatively, the recognised centre can develop their own model to retain their own USPs. All delivery models must be supported by a documented, blended training and assessment programme. Inclusive teaching and learning materials should also be in place. Delivery models, programmes and materials must be mapped to the qualification and unit specification. They must comply with the TQT, GLH, learning outcomes, assessment criteria, delivery content and assessment attainment indicators. The delivery models, materials, and the programmes 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 delivering the qualification to learners in line with the agreed model and programme.

Phase 1: Induction + Remote Learning	Phase 2: Practical Workshops	Phase 3: Practical Placement	Phase 4: Practical Observation
Induction Remote learning: GI Duties Remote learning: GI Drivers – Customer Remote learning: GI Drivers – Lifestyle Remote learning: GI Drivers – Anatomy Remote learning: GI Drivers – Technique Remote learning: GI Deployment – Skills	Practical workshops that focus on gym inductions, exercise supervision and technique whilst checking and challenging all knowledge in a practical context.	Gym inductions, instruction, and maintenance of the gym environment under supervision. Portfolio of evidence collation Task A: Profiling Task B: Programming Task C: Performance	Task D: Practical Practical Demonstration Professional Discussion Real client induction in a live gym environment
55 GLH 55 DSH	16 GLH	60 GLH 55 DSH	1 GLH
Total GLH: 132 Total DS:110 TQT: 242			

The delivery models must enable all learning, assessment, any reassessment, and quality assurance activities to be completed within a 2-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 Transcend as 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 are comprised of a portfolio of evidence and practical demonstration with professional discussion. These are embedded into the strategies outlined overleaf. To successfully achieve the qualification the learners must successfully complete each task. Outcomes must be collated within the Learner Assessment Portfolio [LAR]. The recognised centre will be granted access to the standardised assessment materials upon approval. The tasks provide a clear indication of the knowledge and skills which will be assessed as part of the qualification.

To meet the demands of the market we have created two assessment strategies. The first is for employers who train in-house and the second is for training providers who do not have alliances with employers. The recognised centre is required to ensure that each learner adheres to one of the following assessment strategies, inclusive of the assessment tasks. All recognised centres are eligible to develop their own assessment strategies and learning materials. These must be submitted for awarding organisation for approval prior to delivery and must be supported by detailed mapping to the qualification.

EMPLOYER STRATEGY		TRAINING PROVIDER STRATEGY	
Assessment Method 1: Portfolio of evidence		Assessment Method 1: Portfolio of evidence	
Task A	Placement in a gym environment	Task A	Profiling of a gym environment
Learners must attend a work placement in the gym environment. They must fulfil the duties under the direct supervision of a Fitness Manager. They must maintain a log of hours and record a high-level summary of activities undertaken. The supervisor must complete workplace observation. All outcomes must be signed by the supervisor once completed.		Learners must conduct a profiling activity of a local gym environment. They must write a report that evidences their understanding of the duties of a gym instructor. The mentor must complete a professional discussion on their report. All outcomes must be signed by the supervisor once completed.	
Task B1	Programme preparation		
Learners must conduct a client consultation with a real client in the live gym environment which focuses on lifestyle and physical assessment. They must review the results and work with the client to establish lifestyle and physical development goals.			
Task B2	Programme engagement		
Learners must design, supervise, adapt, and review a 4-6-week gym programme [minimum 6 sessions]. This must be with a real client in the gym environment. The learner must support the achievement of their clients' goals, which must consider lifestyle and physical interventions in light of the goals.			
Task C	Performance		
Learners must review their own performance as a gym instructor in the gym environment. They should then create a personal development plan.			
Assessment Method 2: Practical Demonstration with professional discussion			
Learners must complete an invigilated practical assessment which requires them to deliver an induction to a single client. They must then participate in a professional discussion and answer associated questions on any of aspect of the portfolio of evidence and practical assessment. This will include identifying how this induction could be adapted for small groups and other individuals. It is assumed that the client in question has already completed a consultation and is due to commence a programme. The demonstration and discussion must take 40-60 minutes.			

Assessment tasks	<p>The recognised centres that use the awarding organisation assessment materials must apply these consistently and in accordance with the guidance and rules. These are designed specifically to promote validity, reliability, manageability, comparability and to minimise any bias. To support learners in the achievement of the assessment tasks the Transcend Learner Assessment Portfolio is available to all recognised centres.</p> <p>The recognised centres that wish to develop their assessment own materials must submit these to the awarding organisation for approval prior to delivery. These must be supported by detailed mapping to the qualification and will be evaluated for validity purposes to ensure the level of demand in each task is comparable. The recognised centre must not use their own assessment materials without prior approval from the awarding organisation.</p>
Assessment environment	<p>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 clients in the live gym environment. The practical observation with questioning must be completed with a real client in a live gym environment. Learners can submit evidence by video dependent upon the delivery model selected by the recognised centre. Video submissions must adhere to the awarding organisation rules with no misrepresentation.</p>
Assessment authentication	<p>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 practical observations and professional discussions.</p>
Assessment marking	<p>The recognised centre is required to ensure that a qualified assessor marks the assessment in accordance with the assessment guidance and the fair and VARCS rules of evidence. This means that the assessment must be fair, 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.</p>

Assessment attainment	<p>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. The 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 to enable learners to successfully achieve the qualification.</p> <p>The recognised centre's that use their own assessment tasks must create an assessment guidance which aligns to the attainment indicators in the unit specifications. This must be approved by the awarding organisation prior to delivery.</p>
Assessment re-takes	<p>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 two-year period of registration. If learners have not been confirmed as competent by this time, they will not be awarded the qualification.</p>
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 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 Transcend, 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 the assigned risk levels was determined to establish the overall risk profile the qualification</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 [data¹ 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>

¹ 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.

External quality assurance	<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 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	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 ²
	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

² 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	<p>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:</p> <ul style="list-style-type: none"> • Practical demonstrations • Professional discussions 	
	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 01: 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	Details
Version 01	18.03.2019	Publication 01
Version 02	19.02.2021	Publication 02: On Screen learning contact details as a trusted and endorsed Edtech Supplier has also been added.
Version 03	01.09.2021	<p>Publication 03:</p> <p>The qualification specification has been updated into a new format.</p> <p>The quality assurance section content updated to include centre assessment standards scrutiny [CASS] strategies.</p> <p>The GLH and DSH have increased based upon provider feedback for validity purposes. The Register of Regulated Qualifications will show these updates from 01 October 2021.</p>