



TRANSCEND
AWARDS

Transcend Level 3 Diploma in Personal Training

Qualification Specification

Version 03: 01 September 2021



CIMSPA
Endorsed

Professional
Standards

Welcome!

Welcome to the **Transcend Level 3 Diploma in Personal Training**. 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 Guidance*.

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Part 01: Qualification Purpose

Qualification Scope			
<p>The Transcend Level 3 Diploma in Personal Training is a vocationally related qualification that sits in sector subject area 8.1: Sport and recreation. The qualification is integral to a progressive suite of qualifications for fitness professionals.</p> <p>The aim of this qualification is to develop the learner's ability to fulfil the role of a personal trainer through ethical and effective approaches which will enable them to GAIN and RETAIN employment. The intent is to enable personal trainers to create tailored programmes that influence sustainable engagement and enrichment through exercise and fitness.</p>			
Qualification regulation	This qualification is regulated by Ofqual in England. It is published as Level 3 qualification on the Register of Regulated Qualifications and is equivalent to a Level 4 on the European Qualifications Framework (EQF) .		
	Regulator reference	603/4215/8	Qualification sector
	Qualification start date	18 Mar 2019	Qualification TQT
	Qualification review date	31 Mar 2025	Qualification GLH
	Qualification credit	42	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: Personal Trainer.		

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 Personal Trainer.</p>	
Qualification pathway 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 to 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 personal trainer. Prior to registration for the qualification learners are required to, be accurately identified, be at least 16 years of age, be able to communicate effectively in English and hold a regulated Level 2 qualification in Fitness or Gym Instruction or equivalent.	
	Employability progression routes	<p>This qualification is integral to a suite of progressive qualifications:</p> <ul style="list-style-type: none"> • Transcend Level 2 Certificate in Gym Instructing • Transcend Level 3 Diploma in Personal Training • Transcend Level 4 Certificate in Archon Fitness Profiling • Transcend Level 4 Certificate in Outdoor Fitness and Bootcamp Training
	Education 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 autonomously until they are 18 years of age.
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: Personal Trainer. Any learner that achieves the qualification will be eligible to apply for CIMSPA Membership. Successful 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 education providers.</p> <p>This qualification is further supported by Archon Academy. It is designed to embed the Archon 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 and sustainable transformation of the industry workforce.</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 personal with a focus on effective profiling and programming that led to the sustainable positive behaviour of their clients. This in turn supports national health and wellbeing agendas. Our philosophy is learner, client AND industry employer centred.</p>
Qualification aim	<p>The aim of the qualification is to develop the learner's ability to fulfil the role of a personal trainer. The intent is to enable personal trainers to gain and retain employment by focusing on client's unique needs to create tailored programmes that support sustainable positive behaviours.</p>
Qualification objective	<p>The objective is to provide a benefit to learners by enabling them to GAIN and RETAIN employment as a personal trainer. Whilst attending the qualification learners will develop the knowledge and skills to enable them to:</p> <ul style="list-style-type: none"> • fulfil the duties of the personal trainer within scope of practice • drive behaviour change through of lifestyle intervention and impact analysis • drive behaviour change through health and wellbeing intervention and impact analysis • drive positive change through anatomical and movement systems intervention and impact analysis • drive positive change through nutritional intervention and impact analysis • drive positive change through exercise technique intervention and impact analysis • meet the deployment expectations of a personal trainer • be able to establish a personal training enterprise
Qualification uniqueness	<p>This is the only regulated qualification for personal trainers which offers complementary access to the Archon fitness testing platform for every learner for the 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 8 mandatory units. Learners are required to have successfully achieved the mandatory units in order to be awarded the qualification certificate.

Units		AO Ref	Unit ref	Level	GLH	DSH	TUT	Credit
Unit 01	Duties of a Personal Trainer	QU000104	H/617/4916	3	20	20	40	4
Unit 02	Driving behaviour change through lifestyle intervention and impact analysis	QU000102	K/617/4917	3	20	20	40	4
Unit 03	Driving behaviour change through health and wellbeing intervention and impact analysis	QU000100	T/617/4919	3	20	20	40	4
Unit 04	Driving behaviour change through nutritional intervention and impact analysis	QU000098	K/617/4920	3	20	20	40	4
Unit 05	Driving behaviour change through anatomical and movement systems intervention and impact analysis	QU000096	M/617/4921	3	20	20	40	4
Unit 06	Driving behaviour change through exercise technique intervention and impact analysis	QU000094	T/617/4922	3	20	54	74	8
Unit 07	Deployment of a Personal Trainer	QU000092	A/617/4923	3	44	56	100	10
Unit 08	Deployment of a personal training enterprise	QU000090	F/617/4924	3	20	20	40	4
Summary					184	230	414	42

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. 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 personal training qualification or equivalent and • a minimum of two years professional experience as a personal trainer. <p>The recognised centre is required to ensure the tutor to learner ratio per cohort is a maximum of 1:24. 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> <p>Blood pressure (manual and digital where available)</p> <p>Anthropometrics (such as. height and weight, BMI, waist circumference or waist to hips ratio)</p> <p>Body composition (such as callipers, bio-electrical impedance)</p> <p>Archon [or other valid tool of equal merit]</p> <p>The recognised centre is required to engage with the Archon Combine fitness testing system. The only exception to this rule is where 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	<p>The recognised centre is required to ensure that 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 communicate effectively in English [reading, speaking, listening, and writing] • hold a regulated Level 2 qualification in Fitness or Gym Instruction, such as the Level 2 Certificate in Fitness Instructing or the Level 2 NVQ Certificate in Instructing Exercise and Fitness or be in possession of the CIMSPA Gym Instructor or Strength and Conditioning Trainer professional standards <p>Prior to certification for the qualification learners are required to evidence achievement of a recognised safeguarding certificate. Learners are not eligible to undertake the role of a personal trainer without supervision until they are 18 years of age.</p>										
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 not limited to:</p> <table border="1" data-bbox="398 906 2033 1321"> <tr> <td>Age</td><td>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.</td></tr> <tr> <td>Race</td><td>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.</td></tr> <tr> <td>Religion</td><td>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.</td></tr> <tr> <td>Disability</td><td>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.</td></tr> <tr> <td>Pregnancy & maternity</td><td>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.</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 participants. Reasonable adjustments should be requested in line with <i>Transcend Access Arrangements Position Statement</i>.</p>	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.
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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 training and assessment programme in line with the centre's delivery model for this qualification pathway.
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 personal training 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 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.

Phase 01		Phase 02	Phase 04		Phase 05
Remote learning		Practical Workshops	Placement Assessment		Practical +Professional Discussion
Induction Remote learning: PT Duties Remote learning: PT Drivers – Lifestyle Remote learning: PT Drivers – Health Remote learning: PT Drivers – Nutrition Remote learning: PT Drivers – Physiology Remote learning: PT Drivers – Technique Remote learning: PT Deployment – Skills Remote learning: PT Enterprise		Exercise Techniques	Client profiling Client programming Client evaluation Group profiling Client programming Client evaluation PT Enterprise Report LIVE ENVIRONMENT		Practical observation of client session Practical observation of hard skills test Skills review and 30-60 mins professional discussion LIVE ENVIRONMENT
78 GLH	115 DSH	26 GLH	78 GLH	115 DSH	2 GLH
Total GLH: 184 Total DSH: 230 TQT: 414					

The delivery models must enable learning and assessment within the 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 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 placement and portfolio of evidence and practical observation with professional discussion. These are embedded into the strategies outlined. To successfully achieve the qualification the learners must successfully complete each task. Outcomes must be collated within the Transcend Learner Assessment Portfolio [LAR].

The recognised centre will be granted access to the standardised assessment materials upon approval. The tasks are aligned to the assessment strategies and provide a clear indication of the knowledge and skills which will be assessed as part of the qualification. All recognised centres are eligible to use the awarding organisation assessment tools or can develop their own to promote their own USPs. In this case the assessment tools and guidance must be submitted for awarding organisation for approval prior to delivery and must be supported by detailed mapping to the qualification.

The recognised centre required to engage with the Archon fitness testing system. The only exception to this rule is where they can evidence access to another valid solution of equal merit. In all cases the learner is required to evidence sustainable positive behaviours in their clients having attended the programmes.

Strategy 01: Placement and portfolio of Evidence

- The learner must source an initial client and complete a client consultation which focuses on lifestyle, health, nutrition and physical assessment and analysis
- The learner must develop, deliver, monitor, and adapt and review a 6-12-week programme [minimum 12 sessions] to support achievement of a clients' goals which must consider lifestyle, health, nutrition, and physical interventions
- The learner must develop, deliver, adapt, and review a group personal training programme over four weeks
- The learner must create a business plan for a hypothetical or real-life personal training enterprise

Strategy 02: Synoptic Practical Observation and Professional Discussion

- The learner must attend an invigilated practical observation involving the planning, delivery, adaptation, and evaluation of a session to a single client
- The learner must attend an invigilated practical observation demonstrating technical competence on a hard-skills practical test
- The learner must participate in a professional discussion and answer associated questions on any of aspect of the portfolio of evidence and practical observations

Task	Task Title	Task Summary	
Task A	Applied Case Study [Single Client] 6- 12 weeks [minimum 12 sessions]	A1	The learner must source a client who is 16+ years and who has a clear PARQ. Conduct initial client consultation and assessment [Lifestyle, health, Nutrition, Physiological]
		A2	The learner must design, deliver, monitor, and adapt a programme and all associated sessions to support achievement of a clients' goals in all areas [Lifestyle, health, Nutrition, Physiological]
		A3	The learner must review the programme considering clients' goals. Justify decisions made and evaluate the impact of the whole intervention on behaviour change. Explain how the programme should be adapted for other clients based upon different needs.
Task B	Applied Case Study [small Group of three]	The learner must design and deliver an exercise programme and associated sessions for a small group considering a group goal and associated baseline assessment.	
	Four weeks [minimum four sessions]	The learner must evaluate the effectiveness of the programme and impact on any behavioural change considering the collective goal.	
Task C	Synoptic Skills Assessment	<p>The learner must submit a portfolio of evidence for assessment. The assessor will review the portfolio and will then conduct an:</p> <ul style="list-style-type: none"> • Invigilated observation of the delivery of a client session with a real client in a live personal training environment • Invigilated observation of hard skills test • Invigilated professional discussion [all aspects of the portfolio and practical observations] 	
Task D	PT Enterprise Report	<p>The learner must create a business plan for a theoretical or real live personal training enterprise which includes:</p> <ul style="list-style-type: none"> • a marketing plan for a theoretical or real live personal training enterprise • a financial management plan for a theoretical or real live personal training enterprise • an IT plan for a theoretical or real live personal training enterprise 	

Assessment tasks	<p>The recognised centres that use the awarding organisation assessment materials must apply these consistently and in accordance with our 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 own assessment 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 personal training environment. The practical observation with questioning must be completed with a real client in a live personal training 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.</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 units' specifications. This must be approved by the awarding organisation prior to implementation.</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 3-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 high-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	HIGH 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 HIGH 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.

<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 high-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 HIGH]	
	Courses	50% of 30 learners assessment to be moderated across 100% tasks within the LAP per learner for each new assessor
	Programmes	50% 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 high-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 observations • Professional discussions 	
	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 per centre, per qualification per real time assessment for every 08 courses or 200 learners on rolling programmes in the annual cycle.

Appendix 01: 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	Details
Version 01	21.06.2020	Publication 01
Version 02	19.02.2021	Publication 02: The qualification specification, unit specification and the delivery, assessment and quality assurance approach have been inserted into a single document for efficiency. On Screen learning contact details as our trusted and endorsed Edtech Supplier has also been added.
Version 03	01.09.2021	Publication 03: The qualification specification has been adapted in the new format. The quality assurance section has been updated to include the CASS strategy. The unit specification has been removed and the delivery model format updated. The original unit specification has been re-published and should be read in conjunction with this specification.