

# **Exercise and Fitness**

Level 2 Certificate in Fitness Instructing

**Centre Handbook**

# Contents

<b>1</b>	<b>Introduction</b>	<b>4</b>
1.1	The OCR Exercise and Fitness suite of qualifications	4
1.2	Administration arrangements for this qualification	4
1.3	If centre staff have queries	4
1.4	Documentation updates	4
<b>2</b>	<b>General information</b>	<b>5</b>
2.1	Qualification Profile	5
2.2	Target market	6
2.3	Qualification aims	6
2.4	Statement of level	6
2.5	Entry requirements	7
2.6	Entry restrictions	7
2.7	Progression opportunities	7
2.8	Supporting candidates	8
2.9	Wider issues	8
2.10	Guided learning hours	9
2.11	Funding	9
2.12	Mode of delivery	9
2.13	Resources	10
2.14	Delivery in Wales and Northern Ireland	10
2.15	Arrangements for candidates with access-related needs	10
2.16	Results enquiries and appeals	11
2.17	Centre malpractice guidance	11
<b>3</b>	<b>Assessment and moderation</b>	<b>12</b>
3.1	Assessment	12
<b>4</b>	<b>Certification</b>	<b>15</b>
4.1	Claiming certificates	15
4.2	Replacement certificates	15
<b>5</b>	<b>Qualification structure and units</b>	<b>16</b>
5.1	Qualification structure	16
5.2	Unit format	17
<b>6</b>	<b>Administration arrangements</b>	<b>20</b>
6.1	Overview of full process	20
6.2	How to gain centre approval	21
6.3	How to enter candidates	21
6.4	How to make an enquiry about results or appeal against a result	21
6.5	Administrative documentation	21
<b>7</b>	<b>Supporting documentation</b>	<b>22</b>
7.1	OCR sample assessment material	22
<b>8</b>	<b>Guidance for candidates</b>	<b>23</b>
8.1	What is the Level 2 Certificate in Fitness Instructing	23
8.2	What do I have to do to achieve this qualification?	23
8.3	What if I cannot complete enough units for a full award?	24
8.4	How do I know that this qualification is right for me?	24
8.5	How are the units tested?	24
8.6	Do I need to pass all of the units?	24
8.7	Can my work for this qualification count towards Key Skills?	24
8.8	Finally	24

<b>9</b>	<b>Key Skills signposting</b>	<b>25</b>
<b>10</b>	<b>Mapping</b>	<b>26</b>
10.1	Mapping to National Occupational Standards	26
<b>11</b>	<b>Further support and information</b>	<b>27</b>
11.1	General enquiries	27
11.2	Entry forms and entry enquiries	27
11.3	Results enquiries	27
11.4	Customer feedback	28
11.5	OCR Training Events	28
11.6	OCR Publications	28
11.7	Publications (related to this qualification)	29

# 1 Introduction

This Centre Handbook provides information for centre staff involved in the planning, delivery and assessment of the following qualification which has been accredited onto the National Qualifications Framework (NQF) at Level 2:

## **OCR Level 2 Certificate in Fitness Instructing**

### **06512**

It is important that centre staff involved in the delivery of the above qualification understand the requirements laid down in this handbook. Centres should therefore ensure that staff have access to this publication.

A free copy of this handbook is available to download from our website [www.ocr.org.uk](http://www.ocr.org.uk)

## 1.1 The OCR Exercise and Fitness suite of qualifications

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The OCR Exercise and Fitness suite of qualifications provides candidates with high quality, industry-recognised awards. They are vocationally-related qualifications that provide valuable opportunities for individuals to develop skills and gain underpinning knowledge and understanding which will support entry into the Leisure sector. They support achievement of Key Skills and relate to national occupational standards thereby providing an ideal progression to National Vocational Qualifications (NVQs) once individuals are in suitable employment.

## 1.2 Administration arrangements for this qualification

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A separate publication, the *Administrative Guide to Vocational Qualifications* (code A850), provides full details of the administration arrangements for these qualifications. The Administrative Guide is issued free on centre approval and is available on our website: [www.ocr.org.uk](http://www.ocr.org.uk).

## 1.3 If centre staff have queries

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This Centre Handbook and the Administrative Guide contain all the information needed to deliver and administer this qualification. If centre staff have any queries about this qualification that are not answered in these publications, they should refer to the section Further support and information for details of who to contact for further support.

## 1.4 Documentation updates

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The information provided in this handbook was correct at the time of production. Occasionally OCR may update this information. Please refer to the qualification home pages on our website [www.ocr.org.uk](http://www.ocr.org.uk) for details regarding updates to this qualification. For your convenience, the latest amended version of this handbook is available to download from the OCR website.

## 2 General information

### 2.1 Qualification Profile

<b>Title</b>	OCR Level 2 Certificate in Fitness Instructing
<b>OCR code</b>	06512
<b>Level</b>	This qualification has been accredited on to the National Qualifications Framework (NQF) at Level 2
<b>QAN</b>	500/2034/1
<b>This qualification is suitable for</b>	Those who wish to prepare to work in an instructor role in any of the contexts and successful completion will allow access to the Register of Exercise Professionals in the Exercise to Music, Gym or Water-based contexts.
<b>Entry requirements</b>	There are no formal entry requirements for this qualification
<b>Qualification structure</b>	To achieve this qualification, candidates must complete a total of 2 mandatory units and 1 optional unit. There is also an additional unit in Circuits which is only achievable after the full qualification has been achieved.
<b>Assessment and grading</b>	Unit 1 is a centre-marked test, externally verified by OCR. Units 2,3,4,5 and 6 are externally verified by OCR.
<b>Funding</b>	This qualification has been accredited on to the NQF and, as such, is eligible for public funding. When seeking public funding, centres will need to provide the Qualification Accreditation Number (QAN) shown above
<b>National occupational standards</b>	This qualification relates to the National Occupational Standards in Instructing Exercise and Fitness at Level 2.
<b>Key Skills</b>	Signposting to Key Skills is provided within the Centre Handbook
<b>Last entry date*</b>	30/09/2009
<b>Last certification date*</b>	30/09/2011

\*OCR will inform centres of changes to these dates. Please refer to our website [www.ocr.org.uk](http://www.ocr.org.uk) for current dates. All centre records must be updated accordingly.

## 2.2 Target market

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The OCR Level 2 Certificate in Fitness Instructing will be appropriate for those who wish to prepare to work in an instructor role in any of the contexts and successful completion will allow access to the Register of Exercise Professionals in the Exercise to Music, Gym or Water-based contexts.

The qualification is aimed at candidates of 18 years and over. Whilst candidates younger than 18 are not barred, it is likely they will experience difficulty in obtaining personal liability insurance cover needed to work in this area.

## 2.3 Qualification aims

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Achievement of the Certificate in Fitness Instructing at Level 2 demonstrates that the holder of the qualification has the knowledge, understanding and skills needed to competently undertake an fitness instructor role in either Gym-based exercise, Exercise to Music, Water-based exercise. This qualification allows for progression to further qualifications (see 2.7).

This qualification specifically aims to:

- 1 recognise candidate's understanding of fitness instruction in the chosen context
- 2 evaluate candidate's level of interpersonal skills when dealing with routine fitness instruction issues
- 3 provide accreditation for the essential knowledge and understanding needed by a competent employee in a fitness instructor role
- 4 to develop a candidate's knowledge of anatomy and physiology
- 5 to develop a candidate's ability to plan a deliver fitness instruction sessions within their chosen context to the standard required by the industry
- 6 to enable candidates to develop knowledge of health and safety issues in the exercise and fitness industry
- 7 to provide an access route to the Level 3 certificate in Advanced Instructing (Gym)

## 2.4 Statement of level

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The qualification has been developed by the Sector Skills Council, SkillsActive, in collaboration with awarding bodies to reflect modern practices in instructing within the chosen context.

The OCR Certificate in Fitness Instructing assesses skills at Level 2 of the National Framework of Qualifications.

The qualification relates to the Instructing Exercise and Fitness National Occupational Standards developed by SkillsActive. The structure of the qualification at Level 2 allows for progression to the OCR Level 3 Certificate in Advanced Instructing (Gym) and also provides the underpinning knowledge as appropriate to the Level 2 NVQ.

## 2.5 Entry requirements

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This qualification is available to anyone who is capable of reaching the required standards. It has been developed free from any barriers that restrict access or progression thereby promoting equal opportunities.

All centre staff involved in the assessment or delivery of this qualification should understand the requirements of the qualification and match them to the needs and capabilities of individual learners before entering them as candidates for this qualification.

There are no formal requirements for entry to this qualification. Candidates will be expected to have a standard of literacy and numeracy and a level of industry knowledge appropriate for a person working at Level 2.

## 2.6 Entry restrictions

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Candidates may only enter for the additional unit in Circuits if they have first achieved the full Level 2 Certificate in Fitness Instructing, ie achieved unit 1 and 2, plus one of unit 3, 4 and 5.

## 2.7 Progression opportunities

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A candidate achieving a Certificate in Fitness Instructing has the following progression routes available:

- VRQs
  - OCR Level 3 Certificate in Advanced Fitness Instructing (Gym)
- NVQs
  - OCR Level 1 NVQ in Sport Recreation and Allied Occupations
  - OCR Level 2 NVQ in Instructing Exercise and Fitness
  - OCR Level 2 NVQ in Sport, Recreation and Allied Occupations: Coaching, Teaching, Instructing in the context of Association Football
  - OCR Level 2 NVQ in Sport Recreation and Allied Occupations: Operational Services
  - OCR Level 2 NVQ in Sport Recreation and Allied Occupations: Activity Leadership
  - OCR Level 3 NVQ in Instructing Physical Activity & Exercise
  - OCR Level 3 NVQ in Sports Development
  - OCR Level 3 NVQ in Leisure Management
- Nationals
  - OCR Level 2 National Award in Sport
  - OCR Level 2 National Certificate in Sport
  - OCR Level 3 National Certificate in Sport
  - OCR Level 3 National Diploma in Sport
  - OCR Level 3 National Extended Diploma in Sport

- Enter employment as a fitness instructor for either gym based exercise, exercise to music or water based exercise
- undertake higher level qualifications part-time or full-time in further or higher education, eg HNC, HND, degree.

The OCR Level 2 Certificate in Fitness Instructing is recognised as the Technical Certificate for the Apprenticeship programme and therefore supports progression into employment.

## 2.8 Supporting candidates

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Centres should ensure that candidates are informed of the title and level of the qualification they have been entered for and that Oxford Cambridge and RSA Examinations (OCR) is the awarding body for their chosen qualification.

## 2.9 Wider issues

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This qualification provides potential for centres to develop candidates' understanding of spiritual, moral, ethical, social and cultural issues and heighten candidates' awareness of environmental issues, health and safety considerations and European developments.

### Spiritual, moral, ethical, social and cultural issues

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Teachers and tutors delivering a course in the Level 2 Certificate in Fitness Instructing that supports these specifications would have opportunities to address ethical, social and moral values throughout all units. They include:

- both individual and group/team responsibility;
- business and social responsibilities;
- responsibility towards the customer;
- courtesy and protocols when dealing with clients and colleagues;
- security and confidentiality of information.

### Environmental issues, health and safety considerations and European developments

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Health and safety issues and their application are an integral part of all units. In these units candidates will need to understand the legislative requirements as they apply to fitness instructing and be able to apply this knowledge in a fitness instruction environment. In particular candidates would be expected to be able to understand the key legislative and best practice aspects instructing fitness.

## 2.10 Guided learning hours

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The time it will take a candidate to complete this qualification will depend on a number of things, for instance, mode of study (ie whether full-time or part-time) and level of knowledge or experience on entry onto the programme of study. As a general guide the units in this qualification are likely to require the following numbers of guided learning hours (glh).

Title		GLH
Unit 1	Exercise and Fitness knowledge	50
Unit 2	Health, Safety and Professionalism in Exercise and Fitness Instruction	10
Unit 3	Instructing Gym Based Exercise	60
Unit 4	Instructing Exercise to Music	60
Unit 5	Instructing Water Based Exercise	60
Unit 6*	Instructing Circuits	60

\* Circuits is an additional unit which can be taken after completion of Units 1, 2 and one of 3, 4 or 5.

## 2.11 Funding

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This qualification is accredited at Level 2 of the National Qualifications Framework and is eligible for funding under Section 96 and/or 97 arrangements. Should you require any more information on funding please contact your local Learning and Skills Council.

## 2.12 Mode of delivery

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OCR does not specify the mode of study or specify a time limit for the achievement of this qualification other than the expiry dates for entry and certification laid down by the regulatory authorities detailed in the qualification profiles.

Centres are free to deliver this qualification using any mode of delivery that meets the needs of their candidates. Whatever mode of delivery is used, centres must ensure that learners have appropriate access to the resources identified below.

Centres should consider the candidates' complete learning experience when designing learning programmes. This is particularly important in relation to candidates studying part time alongside real work commitments where candidates may bring with them a wealth of experience that should be utilised to maximum effect by tutors and assessors.

## 2.13 Resources

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### General

OCR strongly advises that teaching and development of subject content and associated skills be referenced to real vocational situations, through the utilisation of appropriate work-based contact, vocationally experienced delivery personnel, and real life case studies.

Candidates should be encouraged to read around the subject and have an appropriate knowledge of the application of the appropriate legislation (eg Health and Safety).

Centres will need to provide appropriate assessment facilities for candidates that complies with the regulations laid down by OCR (the *Administrative Guide to Vocational Qualifications* – code A850).

Centres will need to meet the above requirements when they seek centre approval from OCR.

Centres should ensure that appropriate physical resources are available in line with guidance provided in this handbook.

The OCR website has documents as follows:

## 2.14 Delivery in Wales and Northern Ireland

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The specification for this qualification has been approved by the Department for Education, Lifelong Learning and Skills (DELLS) for use by centres in Wales and by the Council for the Curriculum Examinations and Assessment (CCEA) for use by centres in Northern Ireland.

Candidates in Wales or Northern Ireland should not be disadvantaged by terms, legislation or aspects of government that are different from those in England. Where such situations might occur, including in the external assessment, the terms used have been selected as neutral so that candidates may apply whatever is appropriate to their own situation.

We will provide specifications, assessments and supporting documentation in English.

Further information concerning the provision of assessment materials in Welsh and Irish may be obtained from the OCR Customer Contact Centre: 024 76 851509.

## 2.15 Arrangements for candidates with access-related needs

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We aim to make sure that all candidates are given equal opportunity to demonstrate their skills.

OCR recognises that there are some candidates who can demonstrate attainment in the skills being assessed, but who may be disadvantaged by standard assessment arrangements. For these candidates standard assessment arrangements may be adjusted to enable them to compete on an equal basis with other candidates, provided that the adjustments do not compromise the integrity of the qualification.

Adjustments to standard assessment arrangements are made on the basis of the individual needs of candidates. This is to ensure that the adjustment will only compensate candidates for their particular difficulty without giving them an advantage over others.

It is important, therefore, that centres identify as early as possible whether candidates have disabilities or particular difficulties that will put them at a disadvantage in the assessment situation and select an appropriate qualification or adjustment that will allow them to demonstrate attainment.

The responsibility for providing adjustments to assessment is one which is shared between OCR and the centre. Centre staff should consult the OCR publication *Access to Assessment: NVQs, Vocationally-related Qualifications (VRQs) and other Vocational Qualifications – Regulations and Guidance Relating to Candidates with Particular Requirements* (code L016) for a description of their responsibilities and the procedures by which adjustments can be made.

For further guidance on specific assessment requirements of individual qualifications and appropriate adjustments to assessment, centres are advised to contact the relevant Qualifications Team at OCR's Coventry office.

## 2.16 Results enquiries and appeals

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Please refer to the *Administrative Guide to Vocational Qualifications* (code A850).

## 2.17 Centre malpractice guidance

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It is the responsibility of the Head of Centre\* to report (in writing) all cases of suspected malpractice involving centre staff or candidates, to the OCR Quality and Standards division.

When asked to do so by OCR, Heads of Centres are required to investigate instances of malpractice promptly, and report the outcomes to the OCR Quality and Standards division.

Further information is contained in the publication *Malpractice in Examinations and Assessment* (code R322) which is available from the OCR Customer Contact Centre: 024 76 851509.

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\* The Head of Centre is defined as the most senior officer in the organisation, directly responsible for the delivery of OCR qualifications, eg the Principal of a College, the Head Teacher of a school, the Managing Director of a private Training Provider or the Group Training Manager of a major company.

# 3 Assessment and moderation

## 3.1 Assessment

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Each unit within these specifications is designed around the principle that candidates will build a portfolio of evidence relating to progression towards meeting the unit assessment objectives.

The unit assessment objectives reflect the demands of the learning outcomes for each unit.

In order for candidates to be able to effectively progress towards meeting the requirements of each assessment objective, tutors must make sure that the supporting knowledge, understanding and skills requirements for each objective are fully addressed. The identified knowledge, understanding and skills are not exhaustive and may be expanded upon or tailored to particular contexts to which the unit is being taught and the assessment objective applied.

We recommend that teaching and development of subject content and associated skills be referenced to real vocational situations, through the utilisation of appropriate work-based contact, vocationally experienced delivery personnel, and real life case studies.

Assessment of this qualification will be conducted in accordance with the appropriate codes of practice approved and published by the regulatory authorities.

Key features of the assessment of this qualification are:

- Assessment of Unit 1 is by an examination, administered by the centre and graded as Pass or Fail based on the achievement of the required pass mark.
- The modes of assessment and time permitted for the assessments used are based on the requirements laid down under Centre-assessed units.

### Centre-assessed units

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**Unit 1** is a centre-assessed test that is marked by the centre and externally verified by OCR. Tests are provided by OCR.

**BEFORE** the test:

The procedure for the **security of papers, invigilation arrangements** and **examination room procedures** is outlined in the Administration Catalogue A850.

The questions should not be substituted or changed.

A different test should be used for each session. A log should be kept of which dates the test was held and which test was given. This log might be requested at the External Verifier's visit. It is the Centre's responsibility to use the range of papers and ensuring unpredictability.

Question papers are not to be written on and must be checked to ensure they are still clean before being re-used.

**AFTER** the test:

Question papers must be collected and immediately secured. Candidates must not remove any papers from the examination room.

The Centre can decide how quickly they mark the Candidate answer sheets and when they give results. Note: the tests should not be marked in front of the candidate.

Candidates should be informed of a Pass or Fail. No other feedback should be given, although if the candidate has not passed, they may be advised which sections they should spend more revision time on before any retake. The pass rate is a minimum required.

### **PASSED** the test:

Only a record of the date and result of the test should be retained in the candidate's folder. Do not put any of the original test papers in the folder.

Candidate answer sheets need to be kept up to 3 years and be available for inspection by the External Verifier.

### **RETAKE** the test:

Under no circumstances should the candidate repeat the same test.

Whilst it is at the discretion of the centre how quickly a candidate re-sits a test, if it has been a marginal fail, it might be appropriate to wait a week to re-sit. If however, it is a substantial fail, then we would recommend a few weeks to allow them to revise before re-sitting. All attempts at the test must be recorded on the appropriate documentation in the candidate's folder.

## **Unit 2**

Unit 2 is assessed in the form of questions but not under exam conditions.

## **Units 3, 4, 5 and 6**

Units 3,4, 5 and 6 are assessed through a case study. The case study will be assessed locally and internally verified. All of the information required for the case-study, and associated documentation, can be found on this CD-ROM. The case study may be taken at any time.

Candidates will be required to demonstrate competence in all of the assessment criteria.

When candidates complete an assignment/activity, the centre assessor (usually the teacher/tutor) assesses their work. Centres will need to identify staff who will act as assessors. Assessors will need to have experience in making judgments about candidates' progress.

## **Role of the Assessor**

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Candidates will be assessed by assessors appointed by approved centres. All assessors must be occupationally competent as detailed in the Assessment Strategy. The Assessment Strategy document is available from the OCR website.

## **Role of the Internal Verifier**

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Each approved centre is required to appoint at least one internal verifier who must be occupationally competent as detailed in the Assessment Strategy. The Assessment Strategy document is available from the OCR website. The internal verifier is required to monitor and standardise assessments carried out through the approved centre. Further guidance on the role of the internal verifier may be found in the OCR publication Administrative Guide to Verified Qualifications – code L526 (available on the OCR website).

## **Internal Standardisation**

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Internal standardisation is an important part of the local assessment process. Centres will be required to demonstrate that a system is in place which ensures that all assessment is being carried out in a similar way and to an equivalent standard across all teachers/tutors acting as assessors. OCR will require evidence of this process. Centres are required to keep evidence of standardisation and records of any decisions/issues for a minimum of one year.

In order to maintain a consistent approach to internal standardisation, a centre co-ordinator should be nominated. The centre co-ordinator will be responsible for:

- maintaining a list of current assessors
- ensuring that all current assessors are working to the same standard
- arranging regular meetings
- ensuring cross-moderation of work between assessors
- maintaining records of the outcome of cross-moderation activities
- regularly sampling the assessment of all assessors and documenting the outcome
- advising assessors of any discrepancies in assessment and suggesting ways in which assessment may be brought into line with the work of other assessors
- completing the relevant centre standardisation document.

## External Verification

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External verification will be performed by verifiers, appointed and trained by OCR who will visit the centre to monitor the quality of assessment. Verifiers will visit each centre at least twice a year, on at least one visit the verifier will observe practical coaching sessions. External verifiers will also sign the certification request form at the time when a centre is making a claim for a certificate.

# 4 Certification

Candidates who reach the required level to achieve all units that make up a full award will receive:

- a certificate listing the units and
- a certificate giving the full qualification title

## OCR Level 2 Certificate in Fitness Instructing

Candidates achieving one or more units but who do not meet the requirements for a full certificate, will receive a certificate listing the units they have achieved.

### 4.1 Claiming certificates

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Certificates will be issued with results for successful candidates. In order to ensure that these are automatically issued centres must ensure that the OCR candidate number is **always** used where a candidate has already achieved one or more units. See the *Administrative Guide to Vocational Qualifications* (code A850) for full details.

### 4.2 Replacement certificates

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If a replacement certificate is required a request must be made to the OCR Operations Division on 024 76 470033, or in writing to the Coventry office, and an application form with further instructions will be sent. A charge will be made for a replacement certificate.

# 5 Qualification structure and units

## 5.1 Qualification structure

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Candidates do not have to achieve units in any particular order and tutors should tailor learning programmes to meet individual candidate needs. It is recommended that, wherever possible, centres adopt an holistic approach to the delivery of the qualifications and identify opportunities to link the units.

If a candidate is not able to complete a full award, their achievements will be recognised through the issue of a unit certificate listing the units achieved.

### **OCR Level 2 Certificate in Fitness Instructing**

#### **(Qualification Accreditation Number 500/2034/1)**

This qualification contains two mandatory units, three optional units and one additional unit. Units are listed below:

#### Mandatory Units

Unit 1      Exercise and Fitness Knowledge  
D/500/8559

Unit 2      Health, Safety and Professionalism in Exercise and Fitness Instruction  
R/500/8560

#### Optional Units

Unit 3      Instructing Gym Based Exercise  
D/500/8560

Unit 4      Instructing Exercise to Music  
Y/500/8561

Unit 5      Instructing Water Based Exercise  
K/500/8564

#### Additional Unit

Unit 6      Instructing Circuits  
J/501/0743

## 5.2 Unit format

### Learning outcomes

This section describes the learning outcomes that a candidate will achieve when meeting the assessment objectives associated with the unit.

Unit 1	<p>Be able to describe:</p> <ul style="list-style-type: none"> <li>• the components of fitness</li> <li>• the heart, lungs and circulatory systems</li> <li>• the skeletal system</li> <li>• the neuromuscular system</li> <li>• kinesiology applicable to exercise</li> <li>• energy systems applicable to exercise</li> <li>• the additional pre-activity screening procedures necessary for activity sessions involving individual older adults or pre- and post-natal clients</li> </ul>
Unit 2	<p>Be able to:</p> <ul style="list-style-type: none"> <li>• identify working practices in exercise and fitness environments related to health and safety</li> <li>• prepare equipment for the session</li> <li>• assess and minimise risk before and during the exercise session</li> <li>• safely and effectively prepare participants for the exercise session</li> <li>• recognise and identify emergency situations</li> <li>• describe the ethical requirements of a fitness professional as stated in the 'Code of Ethical Practice' for the fitness industry</li> <li>• describe the broader context of the fitness industry as a whole and its' organisational structure</li> <li>• define the limitations of the role as a professional fitness instructor</li> <li>• describe the relationship of the fitness instructor with the exercise customer within the working environment</li> <li>• list barriers to participation and motivational methods to help overcome these</li> <li>• describe the role of the fitness instructor in positively promoting activity for health</li> </ul>
Units 3,4, 5 & 6	<p>Be able to:</p> <ul style="list-style-type: none"> <li>• describe the components and principles of fitness training and the principles of safe and effective progression relating to them</li> <li>• describe the principles and underpinning knowledge of the component parts of the session</li> <li>• Identify appropriate types of exercise activity for the planned session</li> <li>• Collect information</li> <li>• Generate a session plan</li> <li>• Deliver the exercise session</li> <li>• Demonstrate the instructing skills required in the delivery of that type of session to improve performance of clients</li> <li>• Review the exercise session</li> </ul>

## Assessment objectives

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This section describes the objectives that candidates will be assessed against. It is a mandatory requirement of this qualification that candidates provide evidence of their skills, knowledge and understanding in relation to each assessment objective.

**Unit 1** – to develop a general understanding of the role of the basic principles of Anatomy and Physiology related to:

- The cardiovascular system
- The skeletal system
- The neuromuscular system
- The energy system

Completing Unit 1 will contribute towards the knowledge required by candidates in order to demonstrate an understanding of the basic principles of instructing. Candidates will be able to apply their knowledge to fitness training situations within the context of a specific occupational sector and organisation.

**Unit 2** – to develop an understanding and basic knowledge of:

- Working practices in exercise and fitness environments related to Health and Safety
- Preparation of equipment for the exercise session
- Assessment and reduction of risk before and during the exercise session

And a basic understanding of how to apply correct procedures in:

- Recognising and identifying emergency situations
- A general awareness of the industry organisations and their relevance to the fitness professional
- An understanding of the importance of professional behaviour and ethical practice
- An understanding of the importance of customer service
- An understanding of the importance of promoting activity for health

**Units 3, 4, 5 & 6** – to develop a general understanding and basic knowledge of:

- The components and principles of fitness training and the principles of safe and progressive programme planning
- The principles and underpinning knowledge of the component parts of an exercise session
- The different types of exercise activity which may be appropriate for the planned exercise session
- How to generate a session plan
- The presentation and teaching skills required of the instructor in the delivery of the exercise session
- The skills required to start the exercise session
- The skills required to deliver the exercise session

- The appropriate methods to use to improve the performance of participants during the exercise session
- The skills required to en the exercise session

## Knowledge, understanding and skills

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For details of the assessment criteria for a particular unit, refer to the respective unit on the OCR website. The evidence requirements are contained within the Assessment Strategy document (also on the website [www.ocr.org.uk](http://www.ocr.org.uk)).

## Assessment

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This section specifies the requirements in relation to assessment of the unit. It details the way in which the assessment objectives will be assessed.

Unit 1 – is assessed by a test. Two individual tests are provided in hard copy form, as well as a test sample for practice.

Units 2, 3, 4, 5 & 6 are verified units. OCR has provided a set of documentation including a case study and a series of activities, which will assist centres guiding candidates to full competence.

## Guidance on learning

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The Evidence Requirements provide some guidance on requirements to achieve this qualification.

## Signposting to Key Skills

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Evidence generated for this qualification may also provide opportunities to evidence Key Skills. Each unit provides signposting to Key Skills and the section **Key skills signposting** contains a table incorporating the Key Skills signposting across all units.

## Mapping to National Occupational Standards

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The section **Mapping** contains a table incorporating the national occupational standards mapping across all units. See 9. Key Skills Signposting.

## Resources

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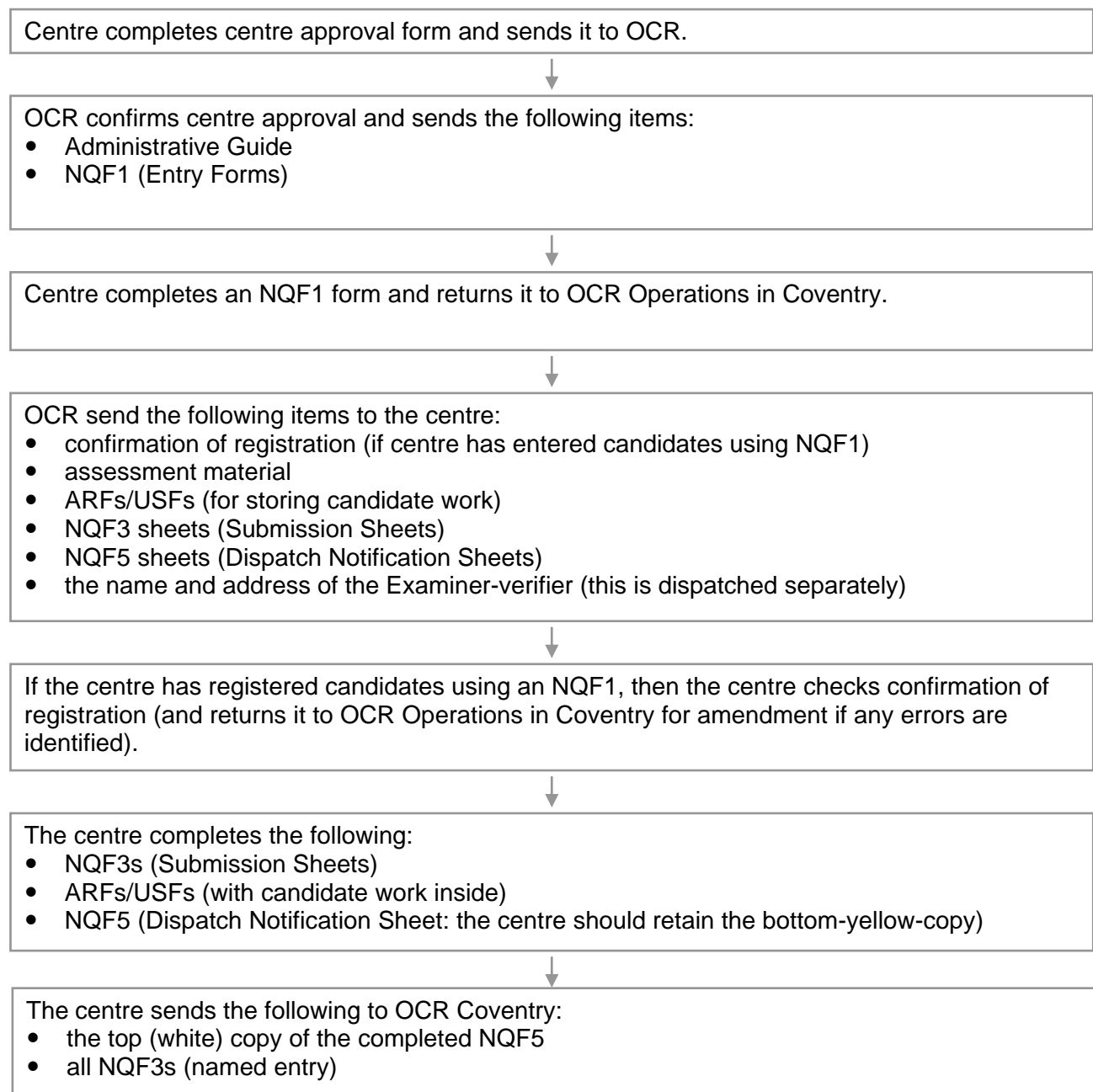
The units for this qualification can be found on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk) Any additional resources will be published on the OCR website.

# 6 Administration arrangements

This section provides a brief overview of the administration arrangements operating for this qualification. Please refer to the *Administrative Guide to Vocational Qualifications* (code A850) for further information.

## 6.1 Overview of full process

### Administration Flowchart for on demand



## 6.2 How to gain centre approval

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Complete the Centre Approval Form for this qualification and return it to OCR Operations. Copies are available on the OCR website or by calling the OCR Customer Contact Centre on 024 76 851509.

Further guidance on completion of the Centre Approval Form is provided in the *Administrative Guide to Vocational Qualifications* (code A850).

## 6.3 How to enter candidates

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Enter candidates by completing the NQF1 form. Entry forms will be issued to you after you have been approved as a centre to offer this qualification.

## 6.4 How to make an enquiry about results or appeal against a result

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Full details of the results enquiries and appeals procedures are contained in the *Administrative Guide to Vocational Qualifications* (code A850).

## 6.5 Administrative documentation

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Copies of example documentation may be found in the *Administrative Guide to Vocational Qualifications* (code A850).

# 7 Supporting documentation

## 7.1 OCR sample assessment material

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A mock paper is available for Unit 1. This is included on the CD-ROM with the live papers.

OCR has provided a set of documentation representing a series of activities which will assist centres guiding candidates to full competence. These are available on the OCR website ([www.ocr.org.uk](http://www.ocr.org.uk)).

# 8 Guidance for candidates

## 8.1 What is the Level 2 Certificate in Fitness Instructing

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This qualification aims to:

1. provide accreditation for the interpersonal skills identified as critical for those intending to work as a fitness instructor in the chosen context
2. prepare candidates for employment in job that involves fitness instruction in the chosen context
3. improve the essential knowledge, understanding and skills required for employment in a fitness instructor role in the chosen context
4. update the knowledge skills and understanding of those already employed in a fitness instructor role to improve their performance

## 8.2 What do I have to do to achieve this qualification?

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To achieve this qualification you must achieve the required combination of units from those listed below.

OCR Level 2 Certificate in Fitness Instructing

Mandatory Units

Unit 1 – Exercise and Fitness Knowledge

Unit 2 – Health, Safety and Professionalism in Exercise and Fitness Instruction

Candidates must then select one of the following Optional Units:

Unit 3 – Instructing Gym Based Exercise

Unit 4 – Instructing Exercise to Music

Unit 5 – Instructing Water Based Exercise

Once they have completed the full qualification i.e. 2 mandatory units plus 1 optional unit candidates may also take the additional unit below:

Unit 6 - Circuits

### 8.3 What if I cannot complete enough units for a full award?

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This qualification is very flexible and allows you to achieve recognition for what you have already achieved even if you do not finish the full qualification. OCR has systems in place which allow you to be awarded a certificate listing the unit (or units) you have achieved even if you are unable to complete the full qualification.

### 8.4 How do I know that this qualification is right for me?

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This qualification is designed for candidates wishing to gain an appropriate qualification for the purposes of instructing gym based exercise, exercise to music, water based exercise and circuits.

This qualification may also form a progression route to higher level courses such as Higher National Diploma (HND) or other appropriate higher education qualifications.

### 8.5 How are the units tested?

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Unit 1 is assessed by a multi-choice examination marked by the centre and externally verified by OCR. Units 2, 3, 4, 5 and 6 are achieved by coursework, a portfolio of evidence, practical demonstration and an assignment. Additional resources for these are provided on the OCR website.

### 8.6 Do I need to pass all of the units?

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Yes. Units 1 and 2 are mandatory one optional unit must be achieved in order to achieve a full OCR L2 Certificate in Fitness Instructing. However, each unit represents a worthwhile achievement in its own right, and certification is also available at unit level.

### 8.7 Can my work for this qualification count towards Key Skills?

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The work you produce whilst being taught for this qualification may prove you have the skills required for the Key Skills units. Your tutor will help you decide if your work can be considered for assessment against any of the Key Skills units.

### 8.8 Finally

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To gain a full Level 2 Certificate in Fitness Instructing you must achieve all of the required units. If you do not achieve all of the units for the full qualification, you will be issued with a 'unit certificate' which lists the unit or units which have been passed.

**OCR wishes you every success in your achievement of this qualification.**

## 9 Key Skills signposting

To assist centres in cross-mapping evidence for this qualification and Key Skills, the following table signposts where evidence from these awards may provide opportunities to evidence the Part B specification requirements of the following Key Skills:

- Communication
- Application of Number
- IT

This signposting gives an indication of where evidence might be available for assessment against the Key Skills requirements. It does not claim to guarantee that evidence will meet the Key Skills requirements and all evidence put forward for Key Skills must be assessed against the Key Skills specification.

Key Skills Units		OCR Level 2 Certificate in Fitness Instructing						
Key Skill	Evidence Reference	1	2	3	4	5	6	7
Communication Level 2	C2.1a		✓	✓	✓	✓	✓	✓
	C2.1b		✓	✓	✓	✓	✓	✓
	C2.2		✓	✓	✓	✓	✓	✓
	C2.3		✓	✓	✓	✓	✓	✓
Information Technology Level 2	IT2.1			✓	✓	✓	✓	✓
	IT2.2			✓	✓	✓	✓	✓
	IT2.3			✓	✓	✓	✓	✓
Application of Number Level 2	N2.1			✓	✓	✓	✓	✓
	N2.2			✓	✓	✓	✓	✓
	N2.3			✓	✓	✓	✓	✓

# 10 Mapping

## 10.1 Mapping to National Occupational Standards

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This qualification provides a key progression route between education and employment (or further study/training leading to employment). It is directly relevant to the needs of employers and relates to national occupational standards in Instructing Exercise and Fitness.

The following table indicates where units within this qualification contain knowledge and understanding that map against the above national occupational standards.

This mapping provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards. It does not claim to guarantee that evidence will meet the NVQ requirements. This information is also available within the units themselves.

<b>OCR Level 2 Certificate in Fitness Instructing</b>		<b>Content crossover with National Occupational Standards</b>
<b>Unit</b>	<b>Title</b>	
1	Exercise & Fitness Knowledge	<b>Instructing Exercise and Fitness</b>
2	Health, Safety & Professionalism in Exercise & Fitness Instruction	<b>Instructing Exercise and Fitness</b>
3	Instructing Gym Based Exercise in Exercise & Fitness Instruction	<b>Instructing Exercise and Fitness</b>
4	Instructing Exercise to Music in Exercise & Fitness Instruction	<b>Instructing Exercise and Fitness</b>
5	Instructing Water Based Exercise in Exercise & Fitness Instruction	<b>Instructing Exercise and Fitness</b>

# 11 Further support and information

## 11.1 General enquiries

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For general enquiries relating to any of OCR's vocational qualifications, please contact the OCR Customer Contact Centre on:

Telephone: 024 76 851509  
Fax: 024 76 851633  
Email: [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

Alternatively, you could visit OCR's website at [www.ocr.org.uk](http://www.ocr.org.uk) for further information on OCR qualifications.

## 11.2 Entry forms and entry enquiries

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All entry forms should be returned to:

Operations  
OCR  
Progress House  
Westwood Way  
Coventry  
CV4 8JQ

If you have any queries about candidate entry, please contact Operations Customer Support on 024 76 470033.

## 11.3 Results enquiries

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Forms and current fees can be obtained from:

Results Enquiries (BSS Administration)  
OCR  
Progress House  
Westwood Way  
Coventry  
CV4 8JQ  
Telephone 024 76 470033

## 11.4 Customer feedback

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We welcome feedback from customers on all aspects of our provision. Comments relating to this documentation should be sent to:

The OCR Officer  
OCR Level 2 Certificate in Fitness Instructing  
Qualifications Division  
OCR  
Coventry Office  
Westwood Way  
Coventry  
CV4 8JQ

## 11.5 OCR Training Events

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Information on OCR's training events for centres can be found on the OCR website by going to [www.ocr.org.uk](http://www.ocr.org.uk), or by contacting:

OCR Training  
Mill Wharf  
Mill Street  
Birmingham  
B6 4BU

Telephone: 0121 628 2950  
Fax: 0121 628 2940  
Email: [training@ocr.org.uk](mailto:training@ocr.org.uk)

## 11.6 OCR Publications

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OCR's *Publications Catalogue* (code A410) lists all the qualifications that OCR offers, and contains more detail on how to order publications. It is available to download from the OCR website at [www.ocr.org.uk](http://www.ocr.org.uk), or to order from the OCR Customer Contact Centre by telephoning 024 76 851509.

If you would like to order any OCR publications, please contact:

OCR Publications  
PO Box 5050  
Annesley  
Nottingham  
NG15 0DL

Telephone: 0870 770 6622  
Fax: 0870 770 6621  
Email: [publications@ocr.org.uk](mailto:publications@ocr.org.uk)

OCR Support Materials prepare extra resources to help you deliver our qualifications. These support materials can be ordered from OCR Publications and more information about the materials can be obtained from [support.materials@ocr.org.uk](mailto:support.materials@ocr.org.uk).

## 11.7 Publications (related to this qualification)

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*Administrative Guide to Vocational Qualifications* (code A850)

*Access to Assessment: NVQs, Vocationally-Related Qualifications (VRQs) and Other Vocational Qualifications. Regulations and Guidance Relating to Candidates with Particular Requirements* (code L016)