



Non-Exam Assessment (NEA)

NCFE Level 1/2 Technical Award in Health and Fitness (603/7007/5)

Learner version

October 2024 release

v1.0

Past paper

Introduction

The non-exam assessment (NEA) is a formal synoptic assessment that requires you to independently apply an appropriate selection of knowledge, understanding, skills and techniques, developed through the full course of study, in response to a real-world situation, to enable you to demonstrate an integrated connection and coherence between the different elements of the qualification.

The NEA will contribute **60%** towards the overall qualification grade; therefore, it is important that you produce work to the highest standard that you can. You must not start the NEA until you have been taught the full course, to ensure that you are in the best position to complete the NEA successfully.

What is synoptic assessment?

Synoptic assessment is an important part of a high-quality vocational qualification because it shows you have achieved a holistic understanding of the sector. It also shows that you can make effective connections between different aspects of the subject content and across the breadth of the assessment objectives (AOs) in an integrated way. The Department for Education (DfE) has consulted with awarding organisations and agreed the following definition for synoptic assessment:

‘A form of assessment which requires a candidate to demonstrate that they can identify and use effectively in an integrated way an appropriate selection of skills, techniques, concepts, theories, and knowledge from across the whole vocational area, which are relevant to a key task’.

Synoptic assessment enables you to show that you can transfer knowledge and skills learnt in one context to resolve problems raised in another. To support the development of a synoptic approach, the qualification encourages you to make links between elements of the course and to demonstrate how you have integrated and applied your increasing knowledge and skills.

As you progress through the course, you will use and build upon knowledge and skills learnt across units. The NEA will test your ability to respond to a real-world situation.

Information for learners

Introduction

The NEA will be assessed holistically using a levels of response marking grid and against five integrated AOs. These AOs and their weightings are shown below.

Assessment objectives (AOs)
AO1: Recall knowledge and show understanding The emphasis here is for learners to recall and communicate the fundamental elements of knowledge and understanding. 6 marks (7%)
AO2: Apply knowledge and understanding The emphasis here is for learners to apply their knowledge and understanding to real-world contexts and novel situations. 15 marks (17%)
AO3: Analyse and evaluate knowledge and understanding The emphasis here is for learners to develop analytical thinking skills to make reasoned judgements and reach conclusions. 21 marks (23.5%)
AO4: Demonstrate and apply relevant technical skills, techniques and processes The emphasis here is for learners to demonstrate the essential technical skills relevant to the vocational sector by applying the appropriate processes, tools, and techniques. 32 marks (36%)
AO5: Analyse and evaluate the demonstration of relevant technical skills, techniques and processes The emphasis here is for learners to analyse and evaluate the essential technical skills, processes, tools and techniques relevant to the vocational sector. 14 marks (16.5%)

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Learner instructions

- Read the project brief carefully before you start the work.
- You **must** clearly identify and label all of the work you produce during the supervised time.
- You **must** hand in all of your work to the supervisor at the end of each timed session.

Learner information

- This NEA will assess your knowledge and understanding from across the qualification.
- The maximum mark for this NEA is **88**.
- The maximum completion time for this NEA is **22 hours** (plus **2 hours** preparation and research time).
- All of the work you submit **must** be your own.

Resources

- The centre have been provided with the following documents to use during the NEA:
 - Record of Learner Observation (assessor) for Task 1 and Task 5.

Please complete the details below clearly and in BLOCK CAPITALS.

Learner name

Centre name

Centre number

Learner number

Learner signature

Preparation and research task

Maximum time: 2 hours

In addition to the allocated assessment time for this NEA, you are permitted to spend a maximum of **2 hours** to undertake research and develop a research pack that you can refer to during the formal NEA assessment time. During this 2-hour period, you may access all learning materials, the internet and other published materials.

You should use this time to create your own research pack, and it is this pack alone that you may use during the allocated time given to the NEA. This is the only support material that is permitted during the completion of NEA tasks (unless otherwise stated within each of the task instructions).

All research and data used in your final NEA **must** be referenced appropriately. As a minimum this **must** include the following:

- the use of quotation marks to clearly identify any passages not of your own words
- date accessed (websites only)
- name of source / author.

Evidence requirements: research pack of no more than four sides of A4, font size 12 (if word processed), to be returned to your assessor at the end of each task / session and submitted with the completed NEA.

Formal non-exam assessment (NEA)

Maximum completion time

You have been provided with a total of **22 hours** to complete this NEA (plus **2 hours** for preparation and research).

You may use some or all of the time provided for each task.

You are allowed to use any remaining time allocated to one task to rework previous tasks up to the maximum time allowed.

You are not allowed to exceed the total number of hours.

You should not start your NEA until you have been taught the full course of study. This will ensure that you are in the best position to complete the NEA successfully.

Project brief

You are working in your local leisure centre gym as a trainee fitness instructor.

The gym reviews their clients' current levels of fitness. The gym then provides a health and fitness training programme to help clients to improve specific components of fitness.

A new client arrives at the gym. You are required to administer relevant fitness analysis tools that all new clients are required to complete. You then need to carry out a variety of fitness tests with your client and compare their results to normative data.

You should then complete a full analysis of your client's results. From this information, you decide your client needs to work on their **muscular strength** and **speed**. You set them relevant specific, measurable, achievable, realistic, time-bound (SMART) goals.

To achieve the SMART goals, you should:

- apply the **principles of training** to a health and fitness programme - this programme should last 4 weeks
- select the appropriate **methods of training** for your client's needs
- design a 1-week diet plan.

At the end of the 4-week health and fitness programme, you need to:

- re-test, record, and assess your client's level of fitness for **muscular strength** and **speed**
- make conclusions about the **effectiveness** of the health and fitness programme.

Assessment tasks

Task 1

Fitness assessment of client	
Maximum time	2 hours
Content areas assessed	3. Health and fitness and the components of fitness 5. Testing and developing components of fitness
Assessment objectives (AOs)	AO3 – 6 marks AO4 – 6 marks
You are required to use the project brief provided in order to: • select one appropriate fitness test for each of the two identified components of fitness and accurately administer the tests to your client • complete a fitness test results sheet for each fitness test and record your client's results • evaluate the client's fitness test results and compare them to normative data. You are permitted to use the internet for this task in order to source a blank fitness test results sheet template. Note: you should use the handgrip dynamometer test and the 30-metre sprint test. [12 marks]	
Evidence	• Completed Record of Learner Observation report (to be completed and provided by assessor using the template provided). • Evidence of administration – fitness test results sheet. • Written report showing evaluation of client's results with a comparison to normative data. Your fitness test results sheet and written report can be either word processed or handwritten. You must also submit your internet browsing history of sites used to support your response to the task.

Task 2

General assessment of client	
Maximum time	2 hours 30 minutes
Content areas assessed	6. Impact of lifestyle on health and fitness 7. Applying health and fitness analysis and setting goals
Assessment objectives (AOs)	AO2 – 4 marks AO3 – 4 marks AO4 – 4 marks
You are required to gather and administer the following to your client: • a physical activity readiness questionnaire (PAR-Q) • a lifestyle questionnaire • a 1-week food diary. You then need to analyse and evaluate findings from your client's general assessment. You are permitted to use the internet for this task in order to source a blank template for the PAR-Q, lifestyle questionnaire and 1-week food diary. [12 marks]	
Evidence	• Completed client PAR-Q. • Completed client lifestyle questionnaire. • Completed client food diary. • Written analysis and evaluation of client's data. All documents can be either word processed or handwritten. You must also submit your internet browsing history of sites used to support your response to the task.

Task 3

Setting of appropriate goals	
Maximum time	1 hour 30 minutes
Content areas assessed	3. Health and fitness and the components of fitness 7. Applying health and fitness analysis and setting goals
Assessment objectives (AOs)	AO1 – 2 marks AO2 – 3 marks AO3 – 3 marks
You are required to: • describe goal setting and what is meant by the term SMART target • set your client a SMART target for each of the two identified components of fitness. Consider the findings from both the fitness assessment and general assessment of your client • explain your reasons for setting your SMART targets. [8 marks]	
Evidence	• A written description of goal setting and SMART targets. • SMART target for each of the identified components of fitness. • Written explanation of your decisions. All documents can be either word processed or handwritten.

Task 4 (a)

Development of a health and fitness training programme	
Maximum time	3 hours
Content areas assessed	4. Principles of training 5. Testing and developing components of fitness 8. Structure of a health and fitness programme and how to prepare safely
Assessment objectives (AOs)	AO1 – 4 marks AO2 – 4 marks AO3 – 4 marks
You are required to: - select at least two appropriate training methods and design a 4-week fitness training programme for your client explain reasons for your design choices. Your client should complete a minimum of three training sessions per week. Each session must last a minimum of 30 minutes. [12 marks]	
Evidence	4-week fitness training programme. - Written overview and explanation of selected training methods. Your fitness training programme and written overview can be either word processed or handwritten.

Task 4 (b)

Development of a diet plan	
Maximum time	1 hour 30 minutes
Content area assessed	6. Impact of lifestyle on health and fitness
Assessment objectives (AOs)	AO2 – 4 marks AO3 – 4 marks
You are required to: • design a 1-week diet plan for your client • explain reasons for your design. You should include all meals, drinks and snacks for the 7 days. Meal choices should vary on different days of the programme and must include: • breakfast • midday meal • evening meal • drinks • snacks. You are permitted to use the internet for this task in order to source a blank 1-week diet plan template. [8 marks]	
Evidence	• 1-week diet plan. • Written explanation of your decisions. Your diet plan and written explanations can be either word processed or handwritten. You must also submit your internet browsing history of sites used to support your response to the task.

Task 5

Completion of fitness training programme	
Maximum time	9 hours
Content areas assessed	4. Principles of training 5. Testing and developing components of fitness 8. Structure of a health and fitness programme and how to prepare safely
Assessment objectives (AOs)	AO4 – 16 marks AO5 – 8 marks
You are required to keep a training log throughout the 4-week fitness training programme. In your log, you must: review your effectiveness within each training session evaluate the effectiveness of each training session (what went well and what could be improved?) Your assessor will observe one 30-minute session with the client. This session will include two appropriate training methods from the training programme. Your evaluation should consider: - the appropriateness of the activity to the client needs - the effectiveness of your skills as a trainee fitness instructor when you demonstrate the training methods to the client. [24 marks]	
Evidence	- Training log showing evidence of the completed training programme including a review of each training session (word processed or handwritten). - Record of Learner Observation for one 30-minute session with the client including two appropriate training methods (template provided).

Task 6

Review and evaluation	
Maximum time	2 hours 30 minutes
Content areas assessed	2. Effects of health and fitness activities on the body 5. Testing and developing components of fitness
Assessment objectives (AOs)	AO4 – 6 marks AO5 – 6 marks
You are required to: • re-administer and assess your client's level of fitness after the 4-week fitness training programme. To do this, you must use the same fitness tests administered in Task 1 • record your client's results using the fitness tests results sheet used in Task 1 • make conclusions about the effectiveness of the health and fitness training programme based on the desired outcomes and with a comparison to normative data. [12 marks]	
Evidence	• Evidence of administration – fitness test results sheet. • Written report showing evaluation of client's results with a comparison to normative data and the effectiveness of the health and fitness training programme. Your fitness test results sheet and written report can be either word processed or handwritten.

Documentation

Declaration of authenticity

The learner and assessor **must** complete the form at the end of the assessment and before any marking takes place. The assessor **must** check the number of tasks submitted by the learner is accurate.

The completed form **must** be retained within the centre and is not to be sent to the moderator or NCFE unless specifically requested.

Learner name:	
Tasks submitted:	
Learner declaration:	
I certify that the work submitted for this NEA is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.	
Learner signature:	
Date:	

Assessor name:	
Assessor declaration:	
I certify that the work submitted is the learner's own. The learner has clearly referenced any sources used in the work. I confirm that all work was conducted under conditions designed to assure the authenticity of the learner's work.	
Assessor signature:	
Date:	

Note: once completed, the declaration of authenticity **must** be stored securely within the centre, in line with NCFE Regulations for Conduct of NEA – Non-Exam Assessment. A copy of this declaration form **must** be made available to NCFE upon request.

GDPR consent

Section A: this section must be completed by the learner

- NCFE may select your work for use at teacher training or standardisation events. Your work will be anonymised by removing your name. All materials will be reviewed regularly and will be removed if no longer required.
- NCFE may select your work at some point in the future for use in teaching and learning resources published on the NCFE website. Your work would be anonymised by removing your name. All materials will be reviewed regularly and will be removed if no longer required.
- You understand that this agreement may be terminated at any time through written request.
- For further details about how we process your data, please refer to the [legal information section on the NCFE website](#).

Please tick the option that applies, and sign and date in the boxes below:

	Tick one only
I consent to my work being used in the manner detailed in section A	
I do not consent to my work being used in the manner detailed in section A	
Learner signature:	
Date:	

Section B: this section must be completed by any participants who feature in the work

Over 13 years old

- I am over 13 and I give my permission for my video and / or photographic image to be used as detailed in section A (above).

Under 13 years old

- I give my permission for my child's video and / or photographic image to be used as detailed in section A (above).

Name of participant (printed)	Participant / Parent /Carer signature	Date

If any of the participants have declined permission, please tick here: ☐