

Personal Trainer v2.0

☆ Level 3 £ £4,000 🗓 15 months

1. What the role entails

The role of a personal trainer is to support and coach clients, both on a one-to-one basis and in small groups, to help them achieve their health and fitness goals. Through the design and delivery of creative, personalised exercise programmes, nutritional advice, and lifestyle management support, personal trainers help clients improve their overall wellbeing. They motivate clients to make positive and lasting changes to their behaviour by providing specialist, tailored advice within their scope of practice. Personal trainers must also recognise when a client requires specialist support and refer them to an appropriate professional, such as a physiotherapist, registered dietitian, or medical specialist. A comprehensive understanding of business, finance, sales and marketing is also essential to enable the personal trainer to build and retain a stable client base.

Personal trainers play an important role in improving the health of the nation, creating opportunities that get more people, more active, more often. They are typically employed by a fitness or leisure centre or, once qualified, can be self-employed.

2. On-programme

An apprentice will typically spend 15 months on-programme (this means in training before gateway to completion) working towards occupational competence. They must spend a minimum of 8 months on-programme and complete the minimum required off-the-job training time, in line with the apprenticeship funding rules.

The apprentice must receive training to develop the occupational standard's knowledge and skills (K&S) criteria and achieve English and maths in line with the DfE apprenticeship funding rules, if required.

While on-programme, apprentices must undertake both assessment methods; these can take place in any order; however, they must not take place before month 6 of the apprenticeship. The Question and Answer (Q&A) session that forms part of the Observation with Q&A must take place immediately after the observed session, and the Portfolio Q&A session must only take place once the Portfolio has been submitted and marked.

3. Gateway to completion requirements

Gateway to completion should be used as the final opportunity to check an apprentice has met all the requirements for completion. An apprentice can only be put forward for gateway to completion when the apprentice and their employer (in consultation with the centre) are content they have attained the sufficient knowledge, skills and behaviours to successfully complete the apprenticeship and the apprentice has achieved their apprenticeship assessments.

For the Level 3 Personal Trainer, the requirements are:

- the off-the-job requirements have been met, as per the funding rules
- English and maths qualifications in line with the apprenticeship funding rules*
- confirmation from the employer that the apprentice has met the behaviour requirements as set out in the apprenticeship assessment plan
- all assessment components have been taken and passed.

4. Apprenticeship assessment

The apprenticeship assessment for Personal Trainer contains two methods of assessment. A Portfolio with Question and Answer (Q&A) that must be NCFE assessed and an Observation with Q&A, which can be delivered using one of two models offered by NCFE.

NCFE combined	Delivered and assessed by a centre assessor and subject to IQA and NCFE EQA.
NCFE assessed	Delivered and assessed directly by NCFE.



Assessment 1: Observation with Q&A

The Observation with Q&A provides the apprentice with the opportunity to demonstrate achievement of the assessment criteria associated with this assessment method through observation of workplace practice and a structured Q&A session.

During the Observation, an assessor will observe the apprentice carrying out their normal workplace duties under typical working conditions. Following the Observation, the assessor will conduct a Q&A session to confirm observed activities, address any gaps in assessment criteria, build on partial evidence and explore understanding where required, including evidence that may support a higher grade. The assessment may last for up to 2 hours and 30 minutes, comprising of an Observation of up to 2 hours and a Q&A session of up to 30 minutes.

The Observation with Q&A is graded fail, pass or distinction.

The Observation with Q&A can be delivered through either an NCFE-combined model or an NCFE-assessed model. In the NCFE-combined model, a centre assessor delivers and grades the assessment, with outcomes subject to Internal Quality Assurance (IQA) and NCFE External Quality Assurance (EQA). In the NCFE-assessed model, assessments are delivered and graded directly by NCFE assessors. Both options are supported by robust quality assurance processes to ensure valid, reliable and consistent assessment outcomes.

Assessment 2: Portfolio with Q&A

The Portfolio with Q&A provides the apprentice with the opportunity to demonstrate achievement of the assessment criteria associated with this assessment method through a Portfolio of evidence and a structured Q&A session.

The Portfolio is compiled throughout the apprenticeship and submitted once the apprentice, employer and centre agree that it is complete and the apprentice is ready to undertake the assessment process. The Portfolio must contain no more than 25 discrete pieces of evidence and must not be submitted before the 6-month point. Following assessment of the Portfolio, the assessor will conduct a Q&A session of up to 30 minutes to confirm and authenticate evidence, address any gaps in grading criteria, explore the apprentice's understanding and gather any additional evidence required, including evidence that may support a higher grade.

The Portfolio with Q&A is graded fail, pass or distinction.

NCFE will assess this method.

5. Grade aggregation information

Observation with Q&A	Portfolio with Q&A	Final grade
Pass	Pass	Pass
Distinction	Pass	Pass
Pass	Distinction	Pass
Distinction	Distinction	Distinction

A fail in any assessment method will result in a fail overall.

6. Completion and certification

Once NCFE verifies the apprentice has successfully completed all apprenticeship assessment methods and gateway to completion requirements, they will activate certification. Working with the apprenticeship certificate issuing authority, NCFE will ensure the apprentice receives their certificate.

7. What next?

On successful completion of this apprenticeship the apprentice will be eligible to become a Personal Trainer Practitioner Member of the Chartered Institute for the Management of Sport and Physical Activity (CIMSPA). Successful completion of this apprenticeship will enable further experience and training in the fitness industry to become a specialist instructor or support progression into fitness management.

Why NCFE?

We are an approved Assessment Organisation (AO) specialising in apprenticeship assessment across health, education, social care, business, active leisure and digital apprenticeship standards. NCFE offers flexible and reliable apprenticeship assessment solutions supported by sector expertise, guidance documents and proactive service and support.