



# Non-Exam Assessment

NCFE Level1/2 Technical Award in Health and Fitness  
(603/7007/5)

Learner copy

**SAMPLE**

# Contents

Introduction .....	3
What is synoptic assessment? .....	3
Information for learners .....	4
Introduction .....	4
Preparation and research task.....	5
Project brief .....	7
Assessment tasks .....	8
Documentation.....	15
Declaration of authenticity.....	15

## Introduction

The non-exam assessment (NEA) is a formal internal synoptic assessment that requires the learner 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 them to demonstrate an integrated connection and coherence between the different elements of the qualification.

The NEA will contribute **60%** towards the overall qualification grade and therefore it is important that the learner produces work to the highest standard that they can. The learner, therefore, should not be entered for the NEA until they have been taught the full course of study, to ensure that they 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 that learners have achieved a holistic understanding of the sector and that they can make effective connections between different aspects of the subject content and across the breadth of the assessment objectives 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 learners to show that they 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 learners to make links between elements of the course and to demonstrate how they have integrated and applied their increasing knowledge and skills.

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

# Information for learners

## Introduction

The internal non-exam assessment is a formal assessment that will contribute **60%** towards your overall qualification grade and therefore it is important that you produce work to the highest standard that you can.

You will be assessed on your ability to independently select, apply and bring together the appropriate knowledge, understanding, skills and techniques you have learnt throughout your course of study, in response to a brief, set in a real-world-situation.

The non-exam assessment will be assessed holistically using a levels of response mark grid and against five integrated assessment objectives. These assessment objectives and their weightings are shown below.

<b>Assessment objective</b>
<b>AO1 – Recall knowledge and show understanding</b> The emphasis here is for learners to recall and communicate the fundamental elements of knowledge and understanding.  <b>8 marks</b> <b>9.5%</b>
<b>AO2 – Apply knowledge and understanding</b> The emphasis here is for learners to apply their knowledge and understanding to real-world contexts and novel situations.  <b>18 marks</b> <b>21.5%</b>
<b>AO3 – Analyse and evaluate knowledge and understanding</b> The emphasis here is for learners to develop analytical thinking skills to make reasoned judgements and reach conclusions.  <b>18 marks</b> <b>21.5%</b>
<b>AO4 – Demonstrate and apply relevant technical skills, techniques, and processes</b> 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.  <b>24 marks</b> <b>28.5%</b>
<b>AO5 – Analyse and evaluate the demonstration of relevant skills and techniques.</b> The emphasis here is for learners to analyse and evaluate the essential technical skills, processes, tools and techniques relevant to the vocational sector.  <b>16 marks</b> <b>19%</b>

## Preparation and research task

**Maximum time:** 2 hours

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

You should use this time to create your own resource 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 task instructions).

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

- the use of quotation marks to clearly identify any passages not of your own words
- date accessed
- 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 tutor at the end of each task / session and submitted with the completed NEA.

### Maximum completion time

You have been provided with a total of **22** hours to complete this non-examined assessment (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 time given to one task on another task where required.

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.

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

## Non-Exam Assessment:

### Sample

#### 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.
- Total marks **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.

Please complete the details below clearly and in BLOCK CAPITALS.

Learner name \_\_\_\_\_

Centre name \_\_\_\_\_

Centre number

Learner number

Learner signature \_\_\_\_\_

## Project brief

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

The gym works with clients to review their current levels of fitness and help them to improve specific components of fitness through a health and fitness training programme.

A new client arrives at the gym. You are required to administer relevant fitness analysis tools that all new clients are required to complete. On completion of this you need to carry out a variety of fitness tests with your client, comparing their results to normative data.

A full analysis of your client's results should be completed. From the information acquired, it is decided that your client needs to work on their **body composition** and **power**. You set them relevant SMART goals.

To achieve the SMART goals, you should apply the **principles of training** to a health and fitness programme and select the appropriate **methods of training** for your client's needs. The health and fitness training programme should last 4 weeks. In addition to this a 1-week diet plan should be designed.

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 body composition and power, making conclusions about the effectiveness of the health and fitness programme.

## Assessment tasks

### Task 1

<b>Task 1: Fitness assessment of client</b>	
<b>Maximum time:</b>	<b>2 hours</b>
<b>Content areas assessed:</b>	<b>3. Health and fitness and the components of fitness 5. Testing and developing components of fitness</b>
<b>Assessment objectives:</b>	<b>AO4, AO3</b>
<p><b>You are required to:</b></p> <p>Using the project brief provided, select <b>one</b> appropriate fitness test for each of the <b>two</b> identified components of fitness and accurately administer them to your client.</p> <p>Create a fitness test results sheet template for each fitness test and record your client's results</p> <p>Evaluate the client's fitness test results and compare them to normative data.</p> <p style="text-align: right;"><b>[12 marks]</b></p>	
<b>Evidence</b>	<ul style="list-style-type: none"><li>• Evidence of administration – fitness test results sheet.</li><li>• Written report showing evaluation of client's results with a comparison to normative data.</li></ul>



## Task 2

<b>Task 2: General assessment of client</b>	
<b>Maximum time:</b>	<b>2.5 hours</b>
<b>Content areas assessed:</b>	<b>6. Impact of lifestyle on health and fitness 7. Applying health and fitness analysis and setting goals</b>
<b>Assessment objectives:</b>	<b>AO2, AO3, AO4</b>
<b>You are required to:</b>  Acquire and administer a PAR-Q, lifestyle questionnaire and food diary for your client.  Analyse and evaluate findings of client's general assessment.  <b>[12 marks]</b>	
<b>Evidence</b>	<ul style="list-style-type: none"><li>• Completed client PAR-Q.</li><li>• Completed client lifestyle questionnaire.</li><li>• Completed client food diary.</li><li>• Written analysis and evaluation of client's data.</li></ul>

## Task 3

Task 3: Setting of appropriate goals	
Maximum time:	1.5 hours
Content areas assessed:	3. Health and fitness and the components of fitness 7. Applying health and fitness analysis and setting goals
Assessment objectives:	AO1, AO2, AO3
<b>You are required to:</b>  Give an overview of goal setting and SMART targets.  You should set your client a SMART target for <b>each</b> of the <b>two</b> identified components of fitness, taking into consideration the findings from <b>both</b> the fitness assessment and general assessment of your client.  You should explain your reasons for setting your SMART targets.  <b>[12 marks]</b>	
<b>Evidence</b>	<ul style="list-style-type: none"><li>• Written overview of goal setting.</li><li>• SMART target for each of the identified components of fitness.</li><li>• Written explanation of your decisions.</li></ul>

## Task 4 (a)

<b>Task 4 (a): Development of a health and fitness training programme</b>	
<b>Maximum time:</b>	<b>3 hours</b>
<b>Content areas assessed:</b>	<b>4. Principles of training 5. Testing and developing components of fitness 8. Structure of a health and fitness programme and how to prepare safely</b>
<b>Assessment objectives:</b>	<b>AO1, AO2, AO3</b>
<p><b>You are required to:</b></p> <p>Select at least two appropriate training methods and design a 4-week fitness training programme for your client, explaining reasons for your design.</p> <p>Your client should complete a minimum of three training sessions per week with each session lasting a minimum of 30 minutes.</p> <p style="text-align: right;"><b>[12 marks]</b></p>	
<b>Evidence</b>	<ul style="list-style-type: none"> <li>• 4-week fitness training programme.</li> <li>• Written overview and explanation of selected training methods.</li> </ul>

## Task 4 (b)

<b>Task 4 (b): Development of a diet plan</b>	
<b>Maximum time:</b>	<b>1.5 hours</b>
<b>Content areas assessed:</b>	<b>6. Impact of lifestyle on health and fitness</b>
<b>Assessment objectives:</b>	<b>AO2, AO3</b>
<b>You are required to:</b>  Design a 1-week diet plan for your client, explaining reasons for your design.  You should include all meals, drinks and snacks for the 7 days. Meal choices should vary across the duration of the programme: <ul style="list-style-type: none"><li>• breakfast</li><li>• midday meal</li><li>• evening meal</li><li>• drinks</li><li>• snacks.</li></ul> <p style="text-align: right;"><b>[8 marks]</b></p>	
<b>Evidence</b>	<ul style="list-style-type: none"><li>• 1-week diet plan.</li><li>• Written explanation of your decisions.</li></ul>

## Task 5

Task 5: Completion of fitness training programme	
Maximum time:	9 hours
Content areas assessed:	<b>4. Principles of training</b> <b>5. Testing and developing components of fitness</b> <b>8. Structure of a health and fitness programme and how to prepare safely</b>
Assessment objectives:	AO4, AO5
<p><b>You are required to:</b></p> <p>Complete the 4-week fitness training programme, keeping a training log in which you review your effectiveness within each training session, evaluating how each training session went (What went well and what could be improved?).</p> <p>One 30-minute demonstration to the client of <b>two</b> appropriate training methods within the training programme will be observed by your tutor.</p> <p>Your evaluation should reflect on:</p> <ul style="list-style-type: none"> <li>the key requirements for reviewing the activity session</li> <li>the appropriateness of the activity to the client's needs</li> <li>the effectiveness of your skills as a trainee fitness instructor when demonstrating the training methods to the client.</li> </ul> <p style="text-align: right;"><b>[24 marks]</b></p>	
<b>Evidence</b>	<ul style="list-style-type: none"> <li>Training log showing evidence of the completed training programme including a review of each training session.</li> <li>Tutor observation record for one 30-minute session demonstration to the client of <b>two</b> appropriate training methods (template provided).</li> </ul>

## Task 6

<b>Task 6: Review and evaluation</b>	
<b>Maximum time:</b>	<b>2.5 hours</b>
<b>Content areas assessed:</b>	<b>2. Effects of health and fitness activities on the body 5. Testing and developing components of fitness</b>
<b>Assessment objectives:</b>	<b>AO4, AO5</b>
<b>You are required to:</b>  Re-administer, record and assess your client's level of fitness, post 4 week fitness training programme using the same fitness tests administered within Task 1.  Make conclusions about the effectiveness of the health and fitness training programme based on the desired effects.  <b>[12 marks]</b>	
<b>Evidence</b>	<ul style="list-style-type: none"><li>• Written report evaluating the of client's results with a comparison to normative data and the effectiveness of the health and fitness training programme.</li></ul>

## 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.

<b>Learner name:</b>	
<b>Task(s) submitted:</b>	
<b>Learner declaration:</b>	
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.	
<b>Learner signature:</b>	
<b>Date:</b>	

<b>Assessor name:</b>	
<b>Assessor declaration:</b>	
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.	
<b>Assessor signature:</b>	
<b>Date:</b>	

**NB:** Once completed, the declaration of authenticity must be stored securely within the centre, in line with the following NCFE Regulations for Conduct of NEA. A copy of this declaration form must be made available to NCFE upon request.