



# **Internal assessment sample portfolio: Level 1 merit**

**NCFE Level 1/2 Technical Award in Health and  
Fitness**

**QN: 603/2650/5**

NCFE Level 1/2 Technical Award in Health and Fitness (603/26520/5) 2

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SAMPLE

## **Introduction**

The material within this portfolio relates to:

### **Unit 02 – Preparing and planning for health and fitness**

This portfolio is designed to demonstrate an example of the evidence that could be produced for Unit 02 of the NCFE Level 1/2 Technical Award in Health and Fitness. It's designed to provide guidance on how a portfolio could look, rather than being prescriptive.

In this example there are written accounts and visual evidence, but the evidence could also be presented in an audio/video format. Where the learner has provided visual evidence (for example screen grabs, copies of research), this has been clearly annotated to give context as to why it has been included. Each piece of evidence has been presented with the assessment criteria number shown at the top of the page.

This portfolio contains manufactured learner evidence and assessor feedback produced by NCFE. External Quality Assurer guidance has also been provided for each piece of evidence relating to an assessment criterion. The guidance comments on how the evidence meets the assessment criterion and what could be improved to obtain a higher grade.

It is strongly recommended that each unit is presented and assessed individually to allow accurate judgements about the learner's competence. This will also make it easier to award a grade for the unit. The work must then be internally moderated and made available for the external moderator. It is accepted that a piece of evidence may be presented for more than one unit. Where this is the case, the evidence must be clearly mapped to all units and assessment criteria it applies to when presented to the external moderator. This will enable them to make an accurate judgement about the learner's competence and overall unit grade.

We would encourage the use of our evidence and grading tracker document which is available on the NCFE website; however, any method which clearly records the evidence against the assessment criteria can be used.

## Synoptic Project Tasks

### Project Brief

You have decided that you want a career in the health and fitness industry and are now working as a health and fitness professional.

You have been asked to support a client who would like to improve their body composition and develop their power.

You are required to complete a lifestyle analysis to create a 4-week health and fitness programme for your client, which will improve these components of fitness.

Your client is available to train two times a week.

### Task 1

Your client would like to improve their body composition and develop their power.

To help them do this, you should know how to apply the principles of training to a health and fitness programme and be able to select the appropriate training type for your client's needs.

You are required to:

- demonstrate your understanding of what is meant by body composition and power
- show how you would apply the principles of overload **and** tedium to a health and fitness programme
- explain, with reference to different methods of training and the principles of FITT, how:
  - body composition could be improved
  - power could be developed.

### Task 2

You need to have an understanding of your client's lifestyle and readiness to perform health and fitness activities, before you are able to set them clear goals.

You are required to:

- create, administer and analyse a lifestyle questionnaire to suggest ways in which your client's lifestyle could be improved
- administer and analyse a PAR-Q to evaluate your client's readiness to perform health and fitness activities. The PAR-Q could be one that you have been given or one that you have sourced
- set SMART goals for your client.

### Task 3

Before you design the health and fitness programme, you will need to assess your client's current levels of fitness in body composition and power.

You are required to:

- explore the different ways that body composition and power can be appropriately tested
- carry out and record results for one fitness test for body composition and one fitness test for power with your client
- assess your client's results.

### Task 4

You are now ready to design the 4-week health and fitness programme to give to your client.

You are required to:

- design a 4-week health and fitness programme for your client, explaining the choices that you make
- give your client the health and fitness programme and ask them to complete **week 1** and **week 2**
- carry out and record a progress review with your client at the **end of week 2**
- make changes to **week 3** and **week 4** of your clients health and fitness programme, explaining the changes that you make
- give your client the updated version of the health and fitness programme and ask them to complete **week 3** and **week 4**.

**You will not be assessed on your client's ability to complete the programme or be required to attend the training sessions that you have planned.**

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

- re-test, record and assess your client's levels of fitness for body composition and power
- draw conclusions about the effectiveness of the health and fitness programme.

### Task 5

For your own personal development it is important to be able to evaluate your own performance. Using your completed learner log from tasks 1–4, carry out an evaluation of the project. You should make reference to the learner log where appropriate.

**Learner Evidence**

**Task 1 PART A:** Your client would like to improve their body composition and develop their power. To help them do this, you should know how to apply the principles of training to a health and fitness programme and be able to select the appropriate training type for your client's needs.

**Define the term Power**

Power is a combination of strength and speed. Swimmers need it to keep going up and down lengths.

**Define the term Body Composition**

Body composition is the percentage of body weight, which is fat, muscle or bone.

**Commented [A1]:** This task was administered as a written controlled assessment. Learners were given 1 hour to complete the test.  
  
Definitions given is very basic with no explanation. When a sporting example has been given, it is inaccurate.

**Task 1 PART B:** Show how you would apply the principles of overload and tedium to a health and fitness programme.

Overload means making the body work harder than normal to gain fitness. In a health and fitness programme you would keep working harder to get better.

Tedium means boredom, if you are bored when training you will not feel motivated so you need to avoid tedium by making training interesting.

**Task 1 PART C:** Explain, with reference to different methods of training and the principles of FITT, how body composition could be improved.

To improve body composition it would be best to do continuous training as this burns fat. You should follow the FITT principle. Frequency (how often you train), Intensity (how hard you train), Time (how long you train for) and Type (the type of training method selected).

**Commented [A2]:** This task was administered as an interview. The learner was given the questions in advance to help prepare and the interview was recorded.  
  
The transcript of the interview is included here as evidence.  
  
Learner showed very basic knowledge of overload and tedium avoidance, it lacked application as there were no specific examples given to support the answer

**Commented [A3]:** FITT described and continuous training accurately identified as a suitable method. No description as to what continuous training is, no detail on FITT

**Task 1 PART C** - Explain, with reference to different methods of training and the principles of FITT, how power could be developed.

*I would suggest plyometric training, for FITT you could train more often, train harder, and train longer.*

**Commented [A4]:** This task is also administered as an interview, recorded separately to the previous part of the task to allow students time to fully prepare.

Plyometrics accurately identified as a suitable method, but no explanation or description/justification given to support the answer. FITT not completely developed

SAMPLE

**Learner Evidence**

**Task 2 PART A** - Create, administer and analyse a lifestyle questionnaire to suggest ways in which your client's lifestyle could be improved.

**Commented [A5]:** Candidate created, administered and analysed a questionnaire. Questionnaire lacks detail although it does ask the basic points, the questions are very open ended and the client has lacked some depth in her answer.

**Lifestyle Questionnaire**

**Name:** Blossom Jones

**Gender:** Female

**Age:** 16

**Occupation:** Student

**1. How often do you exercise?**

Once or twice a week

**2. What activities do you like to do?**

I like high intensity exercise

**3. What activities do you not like?**

I find running boring

**4. Do you eat healthy?**

I eat fairly healthily

**5. Do you smoke or drink?**

No

**6. Do you sleep well?**

Yes



Analysis of lifestyle questionnaire

**Commented [A6]:** The feedback was given as a mock interview scenario between fitness professional and client. The interview was recorded. A review of the analysis is shown.

My client has completed their lifestyle questionnaire. From this I can identify that they are quite healthy as they don't smoke or drink and they eat quite a healthy diet.

**Commented [A7]:** Learners analysis is very basic

Shown below are some methods in which I think that their lifestyle can be improved:

**Commented [A8]:** Suitable suggestion although this lacks detail.

Start to exercise more than just once or twice a week

SAMPLE

**Task 2 PART B** - Administer and analyse a PAR-Q to evaluate your client's readiness to perform health and fitness activities. The PAR-Q could be one that you have been given or one that you have sourced.

I have researched a PAR-Q and completed this with my client. A copy of this completed PAR-Q is shown below.

**PAR-Q**

Name: Blossom Jones

Gender: Female

Age: 16

Occupation: Student

- 1. Do you have any heart disease? No
- 2. Do you have dizzy spells? No
- 3. Are you pregnant? No
- 4. Have you had a stroke? No
- 5. Are you over weight? Yes
- 6. Do you have asthma? No
- 7. Do you have high blood pressure? No
- 8. Have you had any operations? No

Do not exercise if you answer yes

Analysis of PAR-Q

My client has completed the attached PAR-Q. From reviewing this PAR-Q, my client is unsuitable to participate in physical activity. As she has had an operation and feels overweight.

**Commented [A9]:** Basic PAR-Q developed and this was completed by your client.  
The PAR-Q did not gather any emergency contact details, missed some important information and the client did not sign it. It incorrectly informed the client not to exercise as they answered yes to 2 questions

**Commented [A10]:** Following completion of PAR-Q, learner completed an analysis as a written report and then shared the feedback with the client. The analysis lacked detail

**Commented [A11]:** Inaccurate decision.

**Task 2 PART C** - Set smart goals for your client.

*Goals need to be SMART. A specific goal for body composition would be to reduce the hip to waist ratio and a good one for power would be to do better in the vertical jump test. These are 2 tests that can be measured and they are realistic, achievable targets. All goals must have a time frame, like a month for example.*

**Commented [A12]:** This was completed as a written research task but was then followed up with a mock interview between fitness consultant and client.

Learner identified the aspects of a SMART target but these were not developed in any depth

SAMPLE

**Learner Evidence**

**Task 3 PART A** - Explore the different ways that body composition and power can be appropriately tested.

Test Name	Vertical jump test
Description of test	Jump as high as you can for leg power
Method	Jump against a wall with a piece of chalk and measure the highest point that you can reach

Test Name	Waist to Hip ratio
Description of test and materials required	Measure the hips and waist
Method	Divide the waist measurement by the hip measurement to get a ratio.

**Commented [A13]:** The learner completed independent research on this task and then presented the findings to the client as a PowerPoint presentation. The preparation completed is shown, the learner used these as prompts during the presentation.

Only 1 test was identified for each but there was no explanation. Some inaccuracies

More tests could have been described

**Task 3 PART B** - Carry out and record results for one fitness test for body composition and one fitness test for power with your client.

	Power - Vertical jump	Body Composition - Waist to hip ratio
	Test Result	Test Result
Result	24 cm	0.88

**Commented [A14]:** The learner set up the tests incorrectly at first, they then set them up with some Teacher support. The results were not compared to any normative data.

**Task 3 PART C - Assess your client's results.**

*As I you can see from the table on the previous page, my clients vertical jump results were quite good and their body composition was fairly healthy too.*

*Because they do want to improve these though - I will design a training programme for them.*

**Commented [A15]:** This part of the task was completed as a written report. The assessment and analysis had some inaccuracies and lacked any detail

SAMPLE

#### Task 4

You are now ready to design the 4-week health and fitness programme to give to your client.

You are required to:

- design a 4-week health and fitness programme for your client, explaining the choices that you make
- give your client the health and fitness programme and ask them to complete **week 1** and **week 2**
- carry out and record a progress review with your client at the **end of week 2**
- make changes to **week 3** and **week 4** of your clients health and fitness programme, explaining the changes that you make
- give your client the updated version of the health and fitness programme and ask them to complete **week 3** and **week 4**.

**You will not be assessed on your client's ability to complete the programme or be required to attend the training sessions that you have planned.**

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

- re-test, record and assess your client's levels of fitness for body composition and power
- draw conclusions about the effectiveness of the health and fitness programme.

**Task 4 PART A** - Design a 4-week health and fitness programme for your client, explaining the choices that you make.

	Monday - Continuous	Thursday - Plyometrics
Week 1	<p><u>Warm up</u> - Dynamic stretches and pulse raiser</p> <p><u>Main activity</u> Jog for 12 minutes at a steady pace</p> <p><u>Cool down</u> - stretch and then jog/walk until heart rate returns to normal</p>	<p><u>Warm up</u> - Dynamic stretches and pulse raiser</p> <p><u>Main activity</u></p> <ol style="list-style-type: none"> <li>10 x burpees</li> <li>10 x tuck umps</li> <li>10 x squat jumps</li> <li>10 x explosive jacks</li> <li>10 x star jumps</li> </ol> <p><u>Cool down</u> - stretch and jog/walk until heart rate returns to normal</p>
Week 2	<p><u>Warm up</u> - Dynamic stretches and pulse raiser</p> <p><u>Main activity</u> Jog for 15 minutes at a steady pace</p> <p><u>Cool down</u> - stretch and then jog/walk until heart rate returns to normal</p>	<p><u>Warm up</u> - Dynamic stretches and pulse raiser</p> <p><u>Main activity</u></p> <ol style="list-style-type: none"> <li>15 x burpees</li> <li>15 x tuck umps</li> <li>15 x squat jumps</li> <li>15 x explosive jacks</li> <li>15 x star jumps</li> </ol> <p><u>Cool down</u> - stretch and jog/walk until heart rate returns to normal</p>

**Commented [A16]:** Learner completed a plan using information from the PAR-Q, Lifestyle Questionnaire and fitness test results

Learner has selected 2 suitable methods of training, knowledge of warm up and cool down is evident

**Commented [A17]:** Clear template provided

**Commented [A18]:** Some detail of what dynamic stretches would have supported the answer, also some detail as to intensity for the warm up, either using RPE or HR

**Commented [A19]:** Suitable activity although if the lifestyle questionnaire had been consulted, the client does not like running

**Commented [A20]:** Intensity would have been suitable for the cool down, showing that it gradually decreases. Some detail as to the static stretches should have been included

**Commented [A21]:** Overload included

<p>Week 3</p>	<p><u>Warm up</u> - Dynamic stretches and pulse raiser</p> <p><u>Main activity</u> Jog for 20 minutes at a steady pace</p> <p><u>Cool down</u> - stretch and then jog/walk until heart rate returns to normal</p>	<p><u>Warm up</u> - Dynamic stretches and pulse raiser</p> <p><u>Main activity</u></p> <ol style="list-style-type: none"> <li>11. 20 x burpees</li> <li>12. 20 x tuck umps</li> <li>13. 20 x squat jumps</li> <li>14. 20 x explosive jacks</li> <li>15. 20 x star jumps</li> </ol> <p><u>Cool down</u> - stretch and jog/walk until heart rate returns to normal</p>
<p>Week 4</p>	<p><u>Warm up</u> - Dynamic stretches and pulse raiser</p> <p><u>Main activity</u> Jog for 30 minutes at a steady pace</p> <p><u>Cool down</u> - stretch and then jog/walk until heart rate returns to normal</p>	<p><u>Warm up</u> - Dynamic stretches and pulse raiser</p> <p><u>Main activity</u></p> <ol style="list-style-type: none"> <li>16. 25 x burpees</li> <li>17. 25 x tuck umps</li> <li>18. 25 x squat jumps</li> <li>19. 25 x explosive jacks</li> <li>20. 25 x star jumps</li> </ol> <p><u>Cool down</u> - stretch and jog/walk until heart rate returns to normal</p>

**Explanation of the choices that I made in the exercise programme**

For Blossom, I decided to do continuous training to improve her body composition as it burns fat and plyometrics for power as they are all explosive movements

**How have I applied both the SPORT and FITT principles of training to this programme?**

The training methods are specific for body composition and power, they get harder each week so they progressively overload and they are not boring. The intensity and time each week also gets harder.

**Commented [A22]:** Suitable explanations provided for all of your training programme.

**Commented [A23]:** Almost all principles identified with some explanation, these lack depth and not all principles are covered.



**Task 4 PART B** - Carry out and record a progress review with your client at the end of week 2.

Week Number	2
What worked well within the session?	I liked the different activities in the plyometric session and the session did not take too long. The continuous jogging made me work hard.
What would you change about this fitness session?	The number of plyometric repetitions was too many and I started to loose technique. The running was boring and too long so I didn't really work that hard

**Commented [A24]:** Learner created a suitable template for the client to complete at the end of each session. It lacked more critical analysis – for example, the question should have included 'Why?'

Inclusion of the review after week 1 and 2 would have given more evidence

Using the review, the learner assessed progress and made any relevant changes to weeks 3 and 4

**Task 4 PART C** - Make changes to week 3 and week 4 of your clients' health and fitness programme, explaining the changes that you make.

Week 3	<p><u>Warm up</u> - Dynamic stretches and pulse raiser</p> <p><u>Main activity</u>                  Cycle for 20 minutes at a steady pace</p> <p><u>Cool down</u> - stretch and then jog/walk until heart rate returns to normal</p>	<p><u>Warm up</u> - Dynamic stretches and pulse raiser</p> <p><u>Main activity</u></p> <ol style="list-style-type: none"> <li>21. 12 x burpees</li> <li>22. 12 x tuck umps</li> <li>23. 12 x squat jumps</li> <li>24. 12 x explosive jacks</li> <li>25. 12 x star jumps</li> </ol> <p>Have 30 seconds rest after each exercise</p> <p><u>Cool down</u> - stretch and jog/walk until heart rate returns to normal</p>
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**Commented [A25]:** Learner made good observations following the clients weekly analysis, jogging changed to cycling and the number of repetitions reduced with rest added

Week 4	<p><u>Warm up</u> - Dynamic stretches and pulse raiser</p> <p><u>Main activity</u> Swim for 30 minutes at a steady pace</p> <p><u>Cool down</u> - stretch and then jog/walk until heart rate returns to normal</p>	<p><u>Warm up</u> - Dynamic stretches and pulse raiser</p> <p><u>Main activity</u> 26.15 x burpees 27.15 x tuck umps 28.15 x squat jumps 29.15 x explosive jacks 30.15 x star jumps</p> <p><u>Cool down</u> - stretch and jog/walk until heart rate returns to normal</p>
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Explaining the changes I made to the health and fitness programme

Following the feedback that I received from Blossom after she had completed weeks 1 and 2 of the exercise programme, I changed jogging for cycling in week 3 and swimming in week 4. I also reduced the number of reps in the plyometric session and added rest so she didn't get too tired.

**Commented [A26]:** Suitable justification given, lacks some detail and development

**Task 4 PART D** - re-test, record and assess your client's levels of fitness for body composition and power. Draw conclusions about the effectiveness of the health and fitness programme.

Post health and fitness programme test results

	Power - Vertical Jump	Body Composition - BMI
	Test Result	Test Result
Result	28 cm	0.86

**Commented [A27]:** Learner set up the tests independently and conducted the tests following the correct protocol. Measuring was accurate and recorded. Results were shared with the client in a professional manner.  
No use of normative data to evaluate the client.

The health and fitness programme has been very effective because the client improved in both tests after only 4 weeks.

**Task 5**

**Commented [A28]:** Task 5 completed as a learner log throughout the project

**Level 1/2 Technical Award in Health and Fitness**

**Unit 02: Internal Synoptic Project- Learner Log**

This learner log should be completed to record your approach to tasks 1–4 of the synoptic project.

It will be used as part of the overall evaluation in Task 5 of the full synoptic project.

All of the work you submit **must** be your own. Please complete the details below clearly and in BLOCK CAPITALS.

Learner name           Candidate C          

Centre name           NCFE Academy          

Centre number       Learner number

Learner signature           Candidate C

Project Management				
Task Number	Preparation carried out:	Resources required:	Time needed:	Progress Log:
1	<i>Research components of fitness, SPORT / FITT and different training methods</i>	<i>Internet and text books</i>		<i>I know most of the components of fitness but struggle to define all of them. I need some teacher support when describing principles and types of training</i>
2	<i>Researched lifestyle questionnaire and PAR-Q templates then make one and get a client to complete them</i>	<i>Internet</i>		<i>I created 2 templates that the client found easy to complete, when trying to get information from them though, I realised I hadn't put enough effort and time into the templates</i>
3	<i>Researched different types of fitness test for body composition and power</i>	<i>Internet and equipment for testing fitness</i>		<i>Identified 2 good tests and got my client to do them - I needed a bit of teacher support to set them up well</i>
4	<i>Create a 4 week training programme for the client to improve body composition and power</i>	<i>Internet and equipment for testing fitness</i>		<i>I enjoyed making the sessions up and thought they were interesting, I had to change some bits after feedback but it went well</i>

Project Review	
What went well and why?	<p>I enjoyed all of the practical parts and really enjoyed working with a client as it felt like what a real job in the fitness industry would be like.</p> <p>I think that I have learnt a lot of useful lifestyle things.</p> <p>I can set up things on my own</p>
What changes would you make and how would these changes improve the outcome of the tasks if you were to do the project again?	<p>I often was behind on my timings for tasks making me rush through them at the last minute. I think this meant that often I did not put enough detail in.</p> <p>I should have used the time column properly in my learning log.</p>

**Commented [A29]:** Good honest review throughout. You have identified a range of things that went really well. The purpose of vocational qualifications is to try and make them as real life as possible so I'm impressed that you found this

**Commented [A30]:** Honest and accurate review

SAMPLE

Assessor Feedback to Learner – **Task 1**

Commented [A31]: Band 1

<b>Learner Name</b>	<i>Candidate C</i>	<b>Qualification No &amp; Name</b>	NCFE Level 1/2 Technical Award in Health and Fitness
<b>Assessor Name</b>	<i>Assessor C</i>		
<b>Please list the tasks and assessment objectives which were achieved</b>			
<p>You are required to:</p> <ul style="list-style-type: none"> <li>• demonstrate your understanding of what is meant by body composition and power</li> <li>• show how you would apply the principles of overload <b>and</b> tedium to a health and fitness programme</li> <li>• explain, with reference to different methods of training and the principles of FITT, how:                     <ul style="list-style-type: none"> <li>○ body composition could be improved</li> <li>○ power could be developed.</li> </ul> </li> </ul>			
<b>Feedback from Assessor to Learner</b>			
<p>Well done Candidate C. You have produced an assessment which meets all of the assessment objectives. You have provided a clear explanation of what is meant by body composition and power.</p> <p>You have produced an assessment in which you have applied the principles of overload and tedium to a health and fitness programme.</p>			
<b>Comments from Learner</b>			
<p>I really enjoyed this task. Researching the different components of fitness and the training methods that could be applied was something I had never done before. I enjoyed taking part in the different sessions where we looked at the training methods.</p>			
<b>Has the learner achieved or not yet achieved?</b>		<b>Achieved</b>	
<b>Any further actions? (Please initial and date once actions have been completed)</b>			
<p>In future assessments, try and develop and justify your answers/evidence in greater depth, further supporting your work with detailed, practical examples.</p>			
<b>Learner Signature</b>	<i>Candidate C</i>	<b>Date</b>	<i>May 2018</i>
<b>Assessor Signature</b>	<i>Assessor C</i>	<b>Date</b>	<i>May 2018</i>

**External Quality Assurer commentary**

**Task 1**

**Band awarded for this assessment criterion – Band 1**

**Justification for the awarded grade:**

When defining the components of fitness, the response was very brief and not extended upon. Sporting examples were inaccurate.

The learner has provided an understanding of what is meant by the principles of tedium and overload, however the application to a health and fitness programme was very basic.

The learner identified some training methods which would help to train / improve body composition and power, however these were relatively brief and little reasoning was provided.

**Explain what would be 'included' for this work to have been a:**

**Level 2 Distinction**

The work from the learner would include clear definition of both components of fitness. Each component would be explained thoroughly and accurately. Examples of how each component relates to participation within sport would be provided and these would be accurate. Information provided as to how principles of overload and tedium would be applied to a health and fitness programme, these would be wholly accurate and detailed throughout. The learner would provide a detailed explanation of how body composition and power could be developed via a health and fitness programme.

Clear examples would be provided throughout and examples described clearly.

**Level 2 Pass**

The learner would have produced a report in which there are definitions for both components of fitness, however it would miss some of the more in-depth information. Descriptions of components of fitness lack specific detail and the sporting example would not be sufficiently developed.

When looking at the principles of tedium and overload these descriptions would be accurate, however they would lack some of the specific detail and understanding. Descriptions would often be quite vague and some limited examples would be provided.

**Assessor Feedback to Learner – Task 2**

Commented [A32]: Band 2

<b>Learner Name</b>	<i>Candidate C</i>	<b>Qualification No &amp; Name</b>	<i>NCFE Level 1/2 Technical Award in Health and Fitness</i>
<b>Assessor Name</b>	<i>Assessor C</i>	<b>Task(s)</b>	<i>Task 2</i>
<b>Please list the tasks and assessment objectives which were achieved</b>			
<p>You are required to:</p> <ul style="list-style-type: none"> <li>• create, administer and analyse a lifestyle questionnaire to suggest ways in which your client's lifestyle could be improved</li> <li>• administer and analyse a PAR-Q to evaluate your client's readiness to perform health and fitness activities. The PAR-Q could be one that you have been given or one that you have sourced.</li> <li>• set SMART goals for your client.</li> </ul>			
<b>Feedback from Assessor to Learner</b>			
<p><i>Well done Candidate C. You have developed some really useful documents in the form of a lifestyle questionnaire and a PAR-Q and administered these appropriately with your client.</i></p> <p><i>You have reviewed the responses of your client and suggested an appropriate way in which their lifestyle could be improved. You have used all of the information you gathered to set 2 suitable SMART targets for your client.</i></p>			
<b>Comments from Learner</b>			
<p><i>At first, I was really nervous when I was going to work with my client, however I grew in confidence as soon as I met her. I enjoyed making my own lifestyle questionnaire but I found it hard to not ask too many questions. The answers that I got from my client were really good and these made the analysis bit really easy.</i></p>			
<b>Has the learner achieved or not yet achieved?</b>		<b>Achieved</b>	
<b>Any further actions? (Please initial and date once actions have been completed)</b>			
<p><i>In future assessments, try and develop and justify your answers/evidence in greater depth, further supporting your work with detailed, practical examples.</i></p>			
<b>Learner Signature</b>	<i>Candidate C</i>	<b>Date</b>	<i>May 2018</i>
<b>Assessor Signature</b>	<i>Assessor C</i>	<b>Date</b>	<i>May 2018</i>



**External Quality Assurer commentary****Assessment Task 2****Band awarded for this assessment criterion – Band 2****Justification for the awarded grade:**

The learner has developed a lifestyle questionnaire which ask questions around some elements of an individual's lifestyle. Not all elements of a healthy lifestyle were included. The learner has reviewed the questionnaire and highlighted some very brief areas which the client should focus on. Not all aspects in the questionnaire have been analysed and included. Descriptions provided are very brief.

The learner has provided a very brief analysis of the information in the PAR-Q and provided a brief evaluation of the client's readiness to exercise. No reasoning was provided.

The learner has developed some SMART goals which are appropriate and relevant to the client, however these are lacking specific detail when setting the goals eg to increase power in the legs. No reasoning has been provided for the selection of each SMART goal.

**Explain what would be 'included' for this work to have been a:****Level 2: Distinction**

The learner would have provided a wide range of evidence to meet this assessment objective. The learner would have developed a fully functional lifestyle questionnaire which provided information about all components of their client's lifestyle (diet, physical activity, stress, occupation, likes and dislikes and goals). This would be completed fully by their client and the results would have been thoroughly analysed to identify 2 appropriate suggestions to improve the lifestyle of their client. These would be described fully and the suggestions made would be completely appropriate, being realistic and linking in with the responses across a range of the different questions in the lifestyle questionnaire.

A PAR-Q would have been developed following research of different forms/templates currently used within the industry. The client will have completed the document appropriately and this would be thoroughly evaluated by the learner. The learner would have described the rationale for this clearly and also identify what they would do if some concerns were present from the PAR-Q.

The learner would have developed some appropriate SMART targets based on the information provided by the client in the lifestyle questionnaire, taking into consideration any elements in the PAR-Q which could have influenced these. Targets would have been set using the SMART principles and the targets that have been set would be realistic and appropriate for the client. The learner would also provide detailed and accurate reasoning as to why the SMART targets were appropriate for their client.

### **Level 2 Pass**

The questionnaire developed would be suitable but would not target all elements of lifestyle, with questions only gathering some more of the basic information about lifestyle.

When reviewing the lifestyle questionnaire, the learner would have picked up on some of the information provided but missed other areas which could have been explored further. Suggestions to improve lifestyle would have been identified, however detail would be lacking in the reasoning.

PAR-Q data would have been analysed reasonably well, in which the learner accurately identified whether the client is appropriate for exercise. However, some elements in the PAR-Q would not be identified by the learner and descriptions would be lacking some of the specific detail.

SMART goals would have been set and would be mostly accurate, meaning that the targets were relatively realistic for the client to try and achieve. Detailed reasoning for the SMART goals would be lacking.

SAMPLE

**Assessor Feedback to Learner – Task 3**

Commented [A33]: Band 1

<b>Learner Name</b>	Candidate C	<b>Qualification No &amp; Name</b>	NCFE Level 1/2 Technical Award in Health and Fitness
<b>Assessor Name</b>	Assessor C	<b>Task(s)</b>	Task 3
<b>Please list the tasks and assessment objectives which were achieved</b>			
<p>You are required to:</p> <ul style="list-style-type: none"> <li>• explore the different ways that body composition and power can be appropriately tested</li> <li>• carry out and record results for one fitness test for body composition and one fitness test for power with your client</li> <li>• assess your client's results.</li> </ul>			
<b>Feedback from Assessor to Learner</b>			
<p>Well done Candidate C. You have provided a really good assessment which has achieved a LI Merit. Your descriptions of how the two components could be tested were suitable.</p> <p>Upon completion of the tests, you have assessed the results of your client.</p>			
<b>Comments from Learner</b>			
<p>I enjoyed taking part in the different fitness tests and found this part really interesting. This helped me to reflect on my own sports performance and look at how different components of fitness could be tested accurately.</p>			
<b>Has the learner achieved or not yet achieved?</b>	<b>Achieved</b>		

<b>Any further actions? (Please initial and date once actions have been completed)</b>			
<p>In future assessments, try and develop and justify your answers/evidence in greater depth, further supporting your work with detailed, practical examples.</p>			
<b>Learner Signature</b>	Candidate C	<b>Date</b>	May 2018
<b>Assessor Signature</b>	Assessor C	<b>Date</b>	May 2018

**External Quality Assurer commentary**

**Task 3**

**Band awarded for this assessment criterion – Band 1**

Fitness tests have been outlined as opposed to described, learner has identified an appropriate test and some limited information about this test.

The learner has selected an appropriate fitness test for each component of fitness and tested the client appropriately. All results have been accurately recorded and interpreted in relation to normative data. Very little link has been made to the information gathered within the lifestyle questionnaire.

**Explain what would be 'included' for this work to have been a:**

**Level 2 Distinction**

The learner would have provided two different fitness tests for each component of fitness and described the process for these thoroughly. The learner would have provided a clear explanation as to the purpose of each test and how it related to the relevant component of fitness.

The learner would have selected an appropriate fitness test for each component of fitness and tested the client appropriately. All results have been accurately recorded and interpreted in relation to normative data. A thorough understanding would have been provided when assessing the results and clear links would have been made to information in the lifestyle questionnaire.

**Level 2 Pass**

Fitness tests for each component would be identified, however, the description of the method and purpose of each test would be insufficient in detail.

The learner would have selected an appropriate fitness test for each component of fitness and tested the client appropriately. All results would have been accurately recorded and interpreted in relation to normative data. When assessing the results, clear links would have been made to information in the lifestyle questionnaire and some accurate conclusions would have been drawn.

**Assessor Feedback to Learner – Task 4**

Commented [A34]: Band 1

<b>Learner Name</b>	Candidate C	<b>Qualification No &amp; Name</b>	NCFE Level 1/2 Technical Award in Health and Fitness
<b>Assessor Name</b>	Assessor C	<b>Task(s)</b>	Task 4

**Please list the tasks and assessment objectives which were achieved**

You are required to:

- design a 4-week health and fitness programme for your client, explaining the choices that you make
- give your client the health and fitness programme and ask them to complete week 1 and week 2
- carry out and record a progress review with your client at the end of week 2
- make changes to week 3 and week 4 of your clients health and fitness programme, explaining the changes that you make
- give your client the updated version of the health and fitness programme and ask them to complete week 3 and week 4.

You will not be assessed on your client's ability to complete the programme or be required to attend the training sessions that you have planned.

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

- re-test, record and assess your client's levels of fitness for body composition and power
- draw conclusions about the effectiveness of the health and fitness programme.

**Feedback from Assessor to Learner**

Well done Candidate C. You have produced an assessment which has met the L1 Merit criteria. ng to a health and fitness programme very effectively.

You have worked well with your client right through this unit and this has culminated in you developing an appropriate health and fitness programme which has had a positive impact on the health and fitness of your client.

The health and fitness programme that you developed was very suitable for your client

Finally, upon completion of the programme, you have reviewed the effectiveness of the programme.

**Comments from Learner**

This was the hardest assessment so far, however I have learnt so much when creating the fitness programme and then reviewing it again based on the feedback from Blossom. This part was really

rewarding and I am not really interested in progressing to a career in this industry and I loved the feeling of helping someone, and seeing the results after the programme.	
Has the learner achieved or not yet achieved?	<b>Achieved</b>

Any further actions? (Please initial and date once actions have been completed)			
In future assessments, try and develop and justify your answers/evidence in greater depth, further supporting your work with detailed, practical examples.			
Learner Signature	<i>Candidate C</i>	Date	May 2018
Assessor Signature	<i>Assessor C</i>	Date	May 2018

**External Quality Assurer commentary****Task 4****Band awarded for this assessment criterion – Band 1****Justification for the awarded grade:**

Fitness tests were completed and results were recorded. The learner completed each test once and accuracy of the results may be limited.

The learner provided an outline health and fitness plan, with appropriate activities. However, detail was lacking throughout the training programme and descriptions of activities were brief. Some elements of the programme may be more appropriate than others, however the learner produced an appropriate outline plan. A brief rationale was provided to give reasons for the choice of activities and their timings. Some activities will have a clear link to improving body composition and power.

Following the first 2 weeks of the programme, the learner has reviewed the health and fitness programme and some elements are appropriate. The review has been documented and some appropriate changes have been made to the health and fitness programme with a brief explanation.

Upon completion of the health and fitness programme, the learner has drawn some basic conclusions about the effectiveness of the health and fitness programme, with links made to the health and fitness tests and the SMART targets.

**Explain what would be 'included' for this work to have been a:****Level 2 Distinction**

L2 Distinction would have been awarded for this assessment objective due to the high quality work produced by the learner. In order to achieve this grade, the learner had to undertake fitness tests before and after the health and fitness programme. Following completion of the initial fitness tests, the learner would produce an appropriate 4 week health and fitness programme. They would work with the client to complete 2 weeks of the programme and completed an in depth review of the programme. Necessary amendments would have been made to the programme and then the client would have completed weeks 3 and 4 of the programme. Upon completion of the programme, the learner would have re-tested the client to determine if any progress had been made.

Following all of the above, the learner would then have provided a summative report, outlining the start and end points and provided a clear rationale as to why the relevant improvements had been made in relation to the health and fitness programme.

When conducting the fitness tests, the learner would have carried these out with accuracy throughout. The results would be recorded appropriately in a tabular format using the correct measurements. The learner would have also identified that it was appropriate to conduct the vertical jump test 3 times to gain an average. The learner would have accurately reviewed the results against normative data (taking into consideration the client's age / gender), referencing the source of the normative data.

The learner would have produced a highly detailed and appropriate health and fitness programme for their client, taking into consideration all of the information obtained so far within the unit. This would take

into consideration information from the PAR-Q, lifestyle questionnaire and SMART targets and would be highly appropriate for their client. A detailed summative explanation of the selected training methods would be provided, and these would be clearly linked to improving the body composition and power of the client.

The success of weeks 1 and 2 would be reviewed in a detailed manner, documented on an appropriate template. The learner would have used the information provided by the client to improve the programme appropriately by reducing the intensity of the sessions and changing some of the activities.

Upon completion of the health and fitness programme and the post programme fitness tests, the learner would have provided an accurate and detailed conclusion to summarise the effectiveness of the health and fitness programme. They would have also identified future areas of focus for the client and ways in which the SMART targets could be achieved.

### **Level 2 Pass**

The learner would have tried to apply the FITT principle, but this would be inconsistent and lacking in detail. All activities would be suitable, however information such as intensities and timings would not be detailed or on occasion accurate. The description provided for the suitability of the training methods would lack the necessary specific detail and depth. However, the programme would focus on improving body composition and power.

When reviewing the success of weeks 1 and 2 of the health and fitness programme, this would be recorded well but would lack specific detail. The learner would have accurately adapted the health and fitness programme based on the feedback provided, however elements of the FITT principles would be lacking. The explanation of these changes would be accurate, however more detailed reasoning would be required.

Upon completion of the health and fitness programme, the learner would have provided a suitable review of the programme as a whole. They would have summarised the progress made based on the fitness test results, and drew some conclusions on the effectiveness of the health and fitness programme. Descriptions would be suitable, however these would be lacking in depth. Those linked to the SMART targets and suggestions for future training would be provided.



**Assessor Feedback to Learner – Task 5**

Commented [A35]: Band 1

<b>Learner Name</b>	<i>Candidate C</i>	<b>Qualification No &amp; Name</b>	<i>NCFE Level 1/2 Technical Award in Health and Fitness</i>
<b>Assessor Name</b>	<i>Assessor C</i>	<b>Task(s)</b>	<i>Task 5</i>
<b>Please list the tasks and assessment objectives which were achieved</b>			
<p><i>For your own personal development it is important to be able to evaluate your own performance.</i></p> <p><i>using your completed learner log from tasks 1-4, carry out an evaluation of the project.</i></p> <p><i>You should make reference to the learner log where appropriate.</i></p>			
<b>Feedback from Assessor to Learner</b>			
<p><i>Well done Candidate C, you have provided a review of your own performance throughout this project. You have reflected on what you think went well and what you feel you could improve if you were to complete the project again.</i></p>			
<b>Comments from Learner</b>			
<p><i>This part surprised me the most. I enjoyed reflecting on all of the things I have done to complete this unit and this has helped me to reflect on my own skills and think about what I would change if I was to do something like this again. I have lots of ideas now and can't wait to continue to study this subject further.</i></p>			
<b>Has the learner achieved or not yet achieved?</b>		<b>Achieved</b>	

<b>Any further actions? (Please initial and date once actions have been completed)</b>			
<p><i>In future assessments, try and develop and justify your answers/evidence in greater depth, further supporting your work with detailed, practical examples.</i></p>			
<b>Learner Signature</b>	<i>Candidate C</i>	<b>Date</b>	<i>May 2018</i>
<b>Assessor Signature</b>	<i>Assessor C</i>	<b>Date</b>	<i>May 2018</i>

### Marking Guide

<b>/\</b> word missing	<b>sp</b> spelling	<b>p</b> punctuation	<b>gr</b> grammar
<b>ex</b> poor expression	<b>T</b> wrong tense	<b>?</b> meaning unclear	
<b>Cp</b> capital letter	<b>//</b> new paragraph	<b>!</b> not sure what this is—incoherent	

SAMPLE

**External Quality Assurer commentary****Task 5****Band awarded for this assessment criterion – Band 1****Justification for the awarded grade:**

The log and reflection has been completed in more of a brief manner with some errors throughout. The log has more of a bullet point list and is lacking significant detail.

The reflection had more of an identification of what had worked well and what could be improved, however these were vague and descriptions as to the reasons for these was lacking.

**Explain what would be 'included' for this work to have been a:****Level 2 Distinction**

The learner would have provided a thorough log which demonstrated what had been completed throughout the whole of the project. The project log would be completed in detail and be accurate throughout.

The subsequent reflection would provide a clear insight into what the learner felt went well and what the learner felt could have been improved further. These elements would have been completed well; they would be well structured, appropriate reasoning would have been provided and it would appear that a lot of thought had gone into completing the task. When reflecting on what could be improved further, the learner would have provided some suitable suggestions and articulated these clearly.

**Level 2 Pass**

The log and reflection would be completed in full, however, some of the descriptions and reasoning would lack detail. There would have been elements that the learner could have expanded upon further and areas which had some inaccuracies.

The reflection would have suggested a range of accurate elements that went well and some that could have been improved further, however some of the detailed reasoning would have been lacking.

**Overall Grade**

Using the grading calculator on NCFE's website and the grades allocated the overall grade is below:

- AO1 – Band 1
- AO2 – Band 2
- AO3 – Band 1
- AO4 – Band 1
- AO5 – Band 1

**Overall grade = Level 1 Merit**