



Non-Exam Assessment

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

Learner version

September 2023 release

V1.0

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Introduction

The non-exam assessment (NEA) is a formal 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 must not start 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 s/he 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 non-exam assessment (NEA) is a formal synoptic 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 NEA will be assessed holistically, using the levels of response mark grid and against five integrated assessment objectives. These assessment objectives and their weightings are shown below.

Assessment objective (AO)
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 and techniques. 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 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 session.

Learner information

- This NEA will assess your knowledge and understanding from across the qualification.
- Total maximum mark for this assessment 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

- You have been provided with the following documents to use during the assessment:
 - Record of Learner Observation (assessor) for Task 5

Please complete the details below clearly and in BLOCK CAPITALS.

Learner name _____

Centre name _____

Learner number

Centre number

Learner signature _____

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, the internet 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 assessor at the end of each task / session and submitted with the completed NEA.

Formal NEA

Maximum completion time:

You have been provided with a total of **22 hours** to complete this non-exam 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 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.

Do not over until the assessor tells you to do so.

Past paper

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Do not turn over until the assessor tells you to do so.

Project Brief

You are working in your local leisure centre gym as an apprentice 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 **flexibility** and **agility**. You set them relevant 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 flexibility **and** agility
- 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	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 • create a fitness test results sheet template for each fitness test and record your client's results • evaluate the client's fitness test results and compare them to normative data. Use of the internet is permitted for this task, in order to source a blank fitness test results sheet template. [12 marks]	
Evidence	• 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. • Internet browsing history.

Task 2

General assessment of client	
Maximum time	2.5 hours
Content areas assessed	6. Impact of lifestyle on health and fitness 7. Applying health and fitness analysis and setting goals
Assessment objectives	AO2 – 4 marks AO3 – 4 marks AO4 – 4 marks
You are required to gather and administer the following to your client: • a PAR-Q (Physical Activity Readiness Questionnaire) • a lifestyle questionnaire • a 1-week food diary. You then need to analyse and evaluate findings of your client's general assessment. Use of the internet is permitted 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. • Internet browsing history.

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 – 2 marks AO2 – 3 marks AO3 – 3 marks
You are required to: • write an overview of 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	• Written overview of goal setting. • 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	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. Your client should complete a minimum of three training sessions per week. Each session should 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	1.5 hours
Content areas assessed	6. Impact of lifestyle on health and fitness
Assessment objectives	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 should include: • breakfast • midday meal • evening meal • drinks • snacks. Use of the internet is permitted 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. • Internet browsing history.

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	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 should: • review your effectiveness within each training session • evaluate how each training session went (What went well and what could be improved?). Your assessor will observe one 30-minute demonstration to the client. The demonstration will show two appropriate training methods from the training programme. Your evaluation should consider: • the key requirements for reviewing the activity session • 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 demonstration to the client of two appropriate training methods (template provided).

Task 6

Review and evaluation	
Maximum time	2.5 hours
Content areas assessed	2. Effects of health and fitness activities on the body 5. Testing and developing components of fitness
Assessment objectives	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 should 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 effects 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.

This is the end of the non-exam assessment.

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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:	
Task(s) 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:	

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.

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 QualHub.co.uk. 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 read more www.ncfe.org.uk/legal-information.

Please tick the option that applies, sign and date in the box 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

- 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

- 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 signature	Date

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

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