

YMCA Level 3 Award in Instructing Outdoor Fitness (600/1144/0)

Learner Assessment Record



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Level 3 Award in Instructing Outdoor Fitness

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Qualification number: 600/1144/0

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Introduction

About YMCA Awards

YMCA Awards is the UK's leading health and fitness specific awarding body and is a trusted name that enjoys widespread respect within the fitness industry. YMCA Awards qualifications are designed for people taking their first steps in the health and fitness industry or for those already working in the industry wishing to progress their careers. YMCA Awards has been responsible for over 200,000 people launching or progressing their careers.

As an internationally recognised organisation, YMCA Awards has a number of study options available including full time or part time, distance learning and progressive study routes. This variety ensures that there will be a study option that is right for you and which will enable you to increase your knowledge, gain new skills and develop your career. All of YMCA Awards' proven and established resources and assessment materials have been developed by leading industry experts in consultation with employers and training providers.

For more information, visit www.ymcaawards.co.uk.

Learner assessment record (LAR)

Your learner assessment record is designed to support the assessment of your YMCA Level 3 Award in Instructing Outdoor Fitness. It contains all the paperwork that you, your tutor and your assessor need in order to complete the unit.

You will share the learner assessment record with your tutor and assessor, who will use the paperwork contained within to assess you throughout the duration of your training. This document is an essential part of your assessment and should be kept safe. Your tutor and assessor will guide you as to which forms you need at particular times, as well as how they should be used and completed.

Qualification structure

To achieve your YMCA Awards Level 3 Award in Instructing Outdoor Fitness, you must complete the following unit:

Unit reference number	Unit title	Level	Credits
K/502/8524	Planning and delivering group exercise sessions in the outdoor environment	3	3

You will gain 3 credits.

The total qualification time (TQT) for this qualification is 30.

The total guided learning hours (GLH) for this qualification are 22.

Assessment specification

There are 3 assessment elements across the 1 unit.

Assessment element 1: Plan an outdoor fitness session

You will be required to complete the planning paperwork listed below.

Session overview – This document details the client group and the health and safety of the session, equipment and environment. You also need to collect completed PAR-Q and informed consent forms from the client group.

Session plan – This must cover the complete outdoor fitness session, detailing exercises/format (including team, group or partner work), use of natural objects (where applicable), progressions, regressions and adaptations. It must include the following components:

- Warm up – appropriate to the environment and the main workout
- Main workout – to include:
 - Exercises that challenge:
 - Cardiovascular
 - Muscular strength and endurance
 - Flexibility
 - Motor Skills
 - Progressions and adaptations using environmental features and in line with the group's needs
 - Use of a range of small portable equipment
 - Use of team, group or partner work
- Cool down – appropriate to the environment and the main workout

Overall, the plan should be balanced and reflect the needs/goals of the group and the opportunities/limitations provided by the outdoor environment.

You will be assessed against the 'planning checklist'. You need to familiarise yourself with this checklist to ensure you cover all the areas required for the assessment.

Your session should be planned for between 45 and 60 minutes.

Paperwork that relates to this assessment element:

Session overview

Session plan

Planning checklist

PAR-Q (see the Appendices section of this LAR)

Informed consent (see the Appendices section of this LAR)

Assessment element 2: Observation of practical teaching and evaluation

You will be required to deliver the outdoor fitness session you planned in assessment element 1. This will be observed by an assessor and must be conducted as 1 complete session.

This can be a simulated session but must be conducted in an outdoor environment; your tutor and assessor will advise you on how the assessment day will be conducted. Your training provider may require that you bring an apparently healthy adult aged 16 or over on the assessment day to make up the participant numbers. You will teach a minimum of 6 participants.

You will be assessed against the summative observation checklist. You need to familiarise yourself with this checklist to ensure you cover all the areas required for the assessment.

The sections in the checklist are:

Instructing group exercise in outdoor environments – You will be observed delivering each component of the planned session (see assessment element 1). Your assessor will move you on through the components when they have seen enough of each to make a decision about your competence. The assessor will observe at least 30 minutes of your planned session.

Evaluation – You will be required to complete the session evaluation form.

Paperwork that relates to this assessment element:

Summative observation checklist

Session evaluation form

Assessment element 3: Professional discussion/knowledge questions

You need to answer the 4 knowledge questions outlined in the 'Professional discussion/knowledge questions record sheet'.

The 4 knowledge questions must be completed in 1 of the following ways:

- As a professional discussion with your assessor
 - If you are being assessed via professional discussion your assessor will record your responses to the questions on the 'Professional discussion/knowledge questions record sheet' provided in this LAR. Professional discussions can also be submitted as an audio or video recording, in which case this should be referenced on the professional discussion record sheet and submitted with the LAR.
- As a worksheet
 - If you are submitting your answers in worksheet format then you need to write your responses to the 4 knowledge questions on the 'Professional discussion/knowledge questions record sheet' provided in this LAR and submit them to your assessor.

Paperwork that relates to this assessment element:

Professional discussion/knowledge questions record sheet

The remainder of the forms contained within this record are explained below:

Assessment plan

This document is designed to allow you and your assessor to plan your progress through the assessment components. You can use this to plan with your assessor and tutor when assessment activities will take place.

Assessor feedback sheet

Your assessor will use this form to record any feedback that you may be given. This form may be used at any stage in your learning to record feedback.

Supplementary questions record

Your assessor will use this form to record any questions that you may be asked and any responses you may give.

Summary of achievement

This document is designed to record the outcomes of the assessment elements and any further action that may be required. For example, you may need to be re-assessed in a particular area. This form will also be signed by you to declare authenticity of work and by your assessor to indicate which of the units have been satisfactorily completed. This document should be kept in a safe place as it acts as evidence of your achievements.

Assessment plan

YMCA Awards Level 3 Award in Instructing Outdoor Fitness

Unit title	Element number	Evidence/assessment method	Date, time and place of assessment	Any reasonable adjustments negotiated/agreed
Planning and delivering group exercise sessions in the outdoor environment (K/502/8524)	1	<ul style="list-style-type: none">written session overviewwritten session plan		
	2	<ul style="list-style-type: none">observation of practical teachingwritten evaluation		
	3	<ul style="list-style-type: none">professional discussion OR <ul style="list-style-type: none">written worksheet (please circle to indicate)		

Learner's name: _____

Learner's signature: _____

Assessor's name: _____

Assessor's signature: _____

IOA's name: _____

IOA's signature: _____

Planning and delivering group exercise sessions in the outdoor environment (K/502/8524)

Session overview

Learner's name: _____

Assessor's name: _____

Session and venue details		
Location:	Location of first aid kit:	
Duty first aider:	Location of telephone:	
Discipline: Outdoor fitness	Duration of session:	
Participant information		
Informed consent form completed: YES / NO	PAR-Q completed: YES / NO	
Client group goals and session objectives:		
Expected number:	Expected skill level:	Expected fitness level:
Any specific consideration (eg, injuries, conditions, exercise likes/dislikes, clothing)		
Advice given to client group with regards to:		
Emergency procedures:	Changing facilities and toilets:	
Appropriate clothing:	Water/refreshment availability:	
Health and safety checks made with regards to:		
Environment/exercise area		
Equipment		
Weather conditions		
Road traffic safety		
Other users		

Session plan

Planning and delivering group exercise sessions in the outdoor environment (K/502/8524)

Learner's name: _____

Assessor's name: _____

Component: Warm up	Target fitness level:	Duration:
Content overview – include the format, types of exercises/drills to reflect the preparation required for the main workout		Progressions, regressions and adaptations
Features of the outdoor environment used (if applicable):		
Equipment used (if applicable):		

Session plan continued

Planning and delivering group exercise sessions in the outdoor environment (K/502/8524)

Component: Cool down	Duration:
Content overview – include the format, types of cool down exercises and stretches to reflect the activities undertaken in the main workout	Progressions, regressions and adaptations
Features of the outdoor environment used (if applicable):	
Equipment used (if applicable):	

Planning checklist

Planning and delivering group exercise sessions in the outdoor environment (K/502/8524)

Learner's name: _____

Assessor's name: _____

IQA's name: _____

Key: ✓ = Pass, C = Pass with comment, Q = Question and R = Refer. The learner requires a ✓ or a C in every box in order to pass. The second 'outcome' column is for reassessment (when applicable).

Session overview, PAR-Q, informed consent and session plan		
The learner:	Outcome	Outcome
	Initial assessment	Re-assessment
P1. analysed the health and safety aspects of a proposed exercise environment (completed session overview, PAR-Q and informed consent)		
P2. established the participants' goals for training in an outdoor environment (session overview participant information)		
P3. developed a balanced exercise session to reflect the participants' goals and the opportunities/limitations provided by the specific outdoor environment		
P4. demonstrated (on the session plan) a range of body weight exercises used to target the following fitness components:		
• cardiovascular		
• muscular strength and endurance		
• motor skills		
• flexibility		
P5. demonstrated (on the session plan) how to progress/adapt the planned exercises using environmental features		
P6. demonstrated (on the session plan) a range of exercises suitable for groups in outdoor environments using small equipment		
P7. progressed or modified the programme according to the participants' needs		
P8. demonstrated (on the session plan) the use of group/team/partner work to enhance the exercise experience for the participants		
Result for planning	Pass / Refer	Pass / Refer

Summative observation checklist

Planning and delivering group exercise sessions in the outdoor environment (K/502/8524)

Learner's name: _____

Assessor's name: _____

IQA's name: _____

Key: ✓ = Pass, C = Pass with comment, Q = Question and R = Refer. The learner requires a ✓ or a C in every box in order to pass. The second 'outcome' column is for reassessment (when applicable).

Teaching – the learner:	Outcome	Outcome
	Initial assessment	Re-assessment
T1. managed the group at the start of the session and carried out relevant health and safety checks		
T2. managed the group during the session in a way that allowed for supervision of health and safety aspects		
T3. managed the group in a way that allowed for supervision of the participants' performance		
T4. analysed the participants' performance and gave appropriate advice, corrections and praise on technique		
T5. adapted teaching skills to overcome the potential challenges of the outdoor environment		
T6. managed the group at the end of the session in a way that allowed for supervision of health and safety aspects		
Result for teaching	Pass / Refer	Pass / Refer
Evaluation – the learner	Outcome	Outcome
	Initial assessment	Re-assessment
E1. evaluated the session, using feedback from the participants, and made recommendations for future sessions		
Result for evaluation	Pass / Refer	Pass / Refer

(All sections of the summative observation checklist need a pass to achieve a final result of a pass.)

Final result: ☐ Pass ☐ Refer

Session evaluation

Planning and delivering group exercise sessions in the outdoor environment (K/502/8524)

Learner's name: _____ Date: _____

After my session, I received the following feedback from the participants:

My exercises met the needs of the participants in the following ways:

Instructing style

Individual needs

I will improve my personal practice in the following ways:

Professional discussion/knowledge questions record sheet

Planning and delivering group exercise sessions in the outdoor environment (K/502/8524)

Learner's name: _____

Assessor's name: _____

Knowledge questions – these can be completed as a professional discussion between the learner and the assessor **or** the learner can submit their written answers to the assessor for marking.

Q1. What are the legal requirements when holding an exercise session outdoors (in relation to insurance and permission)? (Ref. AC1.2)

Learner's response:

Q2. What are the implications of the REPs' Code of Conduct when working outdoors? (Ref. AC1.3)

Learner's response:

Q3. Explain the importance of a warm up that is appropriate to the session and the environment in which it is taking place. (Ref. AC4.1)

Learner's response:

Q4. Explain the importance of a cool down that is appropriate to the session and the environment in which it is taking place. (Ref. AC4.6)

Learner's response:

Professional discussion only: If the discussion takes place via video or audio recording then the assessor does not need to write the learner's responses; simply reference the recording and sign to say all areas were covered (a copy of the recording will need to be submitted with the completed LAR).

Appendices

Assessor feedback sheet

Learner's name: _____

Assessor's name: _____

Assessment element: _____

Ref	Feedback

Supplementary questions record

Learner's name: _____

Assessor's name: _____

Assessment element: _____

Ref	Assessor's question	Learner's response

Physical activity readiness questionnaire (PAR-Q)

Name:_____ Age:_____ Gender:_____

Contact number:_____ Email:_____

Next of kin:_____ Contact number:_____

This PAR-Q is designed to help you to help yourself. Many benefits are associated with regular exercise, and completion of the PAR-Q form is a sensible first step to take if you are planning to increase the amount of physical activity in your life.

For most people, physical activity should not pose a problem or hazard.

The PAR-Q has been designed to identify the small number of people for whom physical activity might be inappropriate or for those who should seek medical advice concerning the type of activity most suitable for them. Common sense is your best guide for answering these questions.

1. Has your doctor ever said that you have a heart condition and that you should only do physical activity recommended by a doctor?	YES/NO
2. Do you feel pain in your chest when you do physical activity?	YES/NO
3. In the past month, have you had chest pain when you were not doing physical activity?	YES/NO
4. Do you lose your balance because of dizziness or do you ever lose consciousness?	YES/NO
5. Do you have a bone or joint problem (for example, back, knee or hip) that could be made worse by a change in physical activity?	YES/NO
6. Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition?	YES/NO
7. Do you know of any other reason why you should not do physical activity?	YES/NO

If you have answered YES to any of the above questions, then you are required to gain consent from your doctor before participating in the physical activity programme.

You can participate in the programme of activity if you have answered NO to all of the above questions and you have reasonable assurance of your suitability for:

The physical activity programme, which will include: a mixture of cardiovascular, muscular strength and endurance exercises and flexibility, working with others as part of a group exercise session, and using small portable equipment in association with the outdoor environment.

You are advised to postpone entry into the programme if you feel unwell or have a temporary illness. You must inform your instructor of any changes to your health status whilst engaged in your training programme.

Client's name:_____ Date:_____

Witness' signature:_____ Date:_____

This PAR-Q has been designed for use on this course. For a copy of a generic PAR-Q please go to: Canadian Society for Exercise Physiology's website (www.csep.ca/publications).

Informed consent

Informed consent form for exercise prescription

Programme objectives and procedures

I understand that the purpose of the physical activity session is to provide safe and effective exercise and physical activity in an outdoor environment to improve health and fitness. Exercises may include:

- Cardiovascular activities – walking, jogging and other activities in the outdoor environment
- Resistance training activities using body weight/small portable equipment and features of the outdoor environment/circuit style exercises to improve muscular strength and endurance
- Motor skill activities that could involve balance, agility, speed, power and reaction time drills
- Flexibility exercises to improve movement around the joints and range of motion

Potential risks

The exercise programme is designed to place a gradually increasing workload on the cardiovascular and muscular systems and thereby improve their function. The reaction of the cardiovascular and muscular system to such exercise cannot always be predicted with complete accuracy. There is a risk of certain changes that might occur during or following the exercise. These changes could relate to blood pressure or heart rate.

Potential benefits

I understand that a programme of regular exercise has been shown to be beneficial. Some of these benefits include:

- A decrease in risk of heart disease
- A decrease in body fat
- Improved blood pressure
- Improvement in psychological function/mental wellbeing
- Improvement in aerobic fitness

The outdoor fitness session has been explained to me and my questions regarding the session have been answered to my satisfaction. I understand that I am free to withdraw at any time. The information obtained will be treated as private and confidential.

Signature of client:_____ Date:_____

Signature of witness:_____ Date:_____

Summary of achievement

YMCA Awards Level 3 Award in Instructing Outdoor Fitness

Learner's name: _____

Centre name: _____

Assessor's name: _____

IOA's name: _____

Unit title	Assessment element	Assessment outcome	Action plan for achievement and evidence produced for exemption	Reassessment outcome (if applicable)	Assessor's and learner's signature and date of sign-off	IOA's signature and date (if sampled)	EQA's signature and date (if sampled)
Planning and delivering group exercise sessions in the outdoor environment (K/502/8524)	1. Planning	Pass		Pass			
		Refer		Refer			
		Exemption					
	2. Observation of practical teaching and evaluation	Pass		Pass			
		Refer		Refer			
		Exemption					
	3. Professional discussion	Pass		Pass			
	OR	Refer		Refer			
	Worksheet	Exemption					
	(circle to indicate)						

Learner authenticity statement:

I confirm that the evidence provided for this qualification is entirely my own work.

Learner's signature: _____ Date: _____

Assessor sign-off statement

I confirm that I am satisfied that the learner named above has provided evidence that is valid, authentic, reliable, current and sufficient to demonstrate the required knowledge, understanding and/or skills for the unit signed off here.

Assessor's signature: _____ Date: _____

IQA's signature: _____ Date: _____

YMCA Awards is one of the UK's leading health, fitness and wellbeing specific awarding organisations. It offers training centres and learners across the world a diverse suite of qualifications, from introductory (Level 1) to advanced levels (Level 4).

YMCA Awards issues over 30,500 qualification certificates a year, helping learners in the UK and overseas to launch and progress their careers in the active leisure sector.

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