

Use of video evidence in practical assessments: policy and procedure

Fit4Training recommend that practical assessments do take place in a setting with both the student and assessor present. However, we also recognise that students may want the facility to use video recording to submit evidence for practical assessments.

A copy of the video must be provided to the courses assessor and internal quality assurer.

Students that are granted approval to use videoed evidence in practical assessments **must consistently** follow the Fit4Training Policy and Procedure on Use of Video Evidence in Practical Assessments as detailed below.

Requirements for use of video evidence in practical assessments

1. The assessment must be available in digital format and submitted to your assessor via WeTransfer or by uploading to YouTube as a private video.
2. The recording must be accompanied by details of your full name, date of birth, date of assessment, and clearly marked stating the unit or qualification title.
3. The recording must contain footage of the assessment only, which must commence at the beginning of the recording.
4. The assessment must be shot in one take. Assessor cannot assess the evidence if the recording contains edits.
5. You and participant(s) must be in camera shot throughout the entire recording.
6. You must be clearly heard at all times throughout the recording. If it is difficult to hear your instructions, you will be asked to make a further recording.
7. Any comments should be clearly audible at all times.
8. The assessment must be conducted in a suitable environment (for example a commercial health and fitness centre). If the venue is deemed to be unsuitable by the assessor, you will be asked to identify an appropriate environment and make a further recording. The location in which you are recording your evidence should always be agreed in advance with Fit4Training.
9. A copy of the lesson plans and informed consent forms for all of the participants being filmed must accompany video assessment submissions.
10. A certified copy of any legally recognised form of photo identification (for example a driver's licence or passport) must accompany the video submission.
11. The video content must cover the assessment range required in the unit/qualification assessment guidelines (please refer to the appropriate observation checklist).