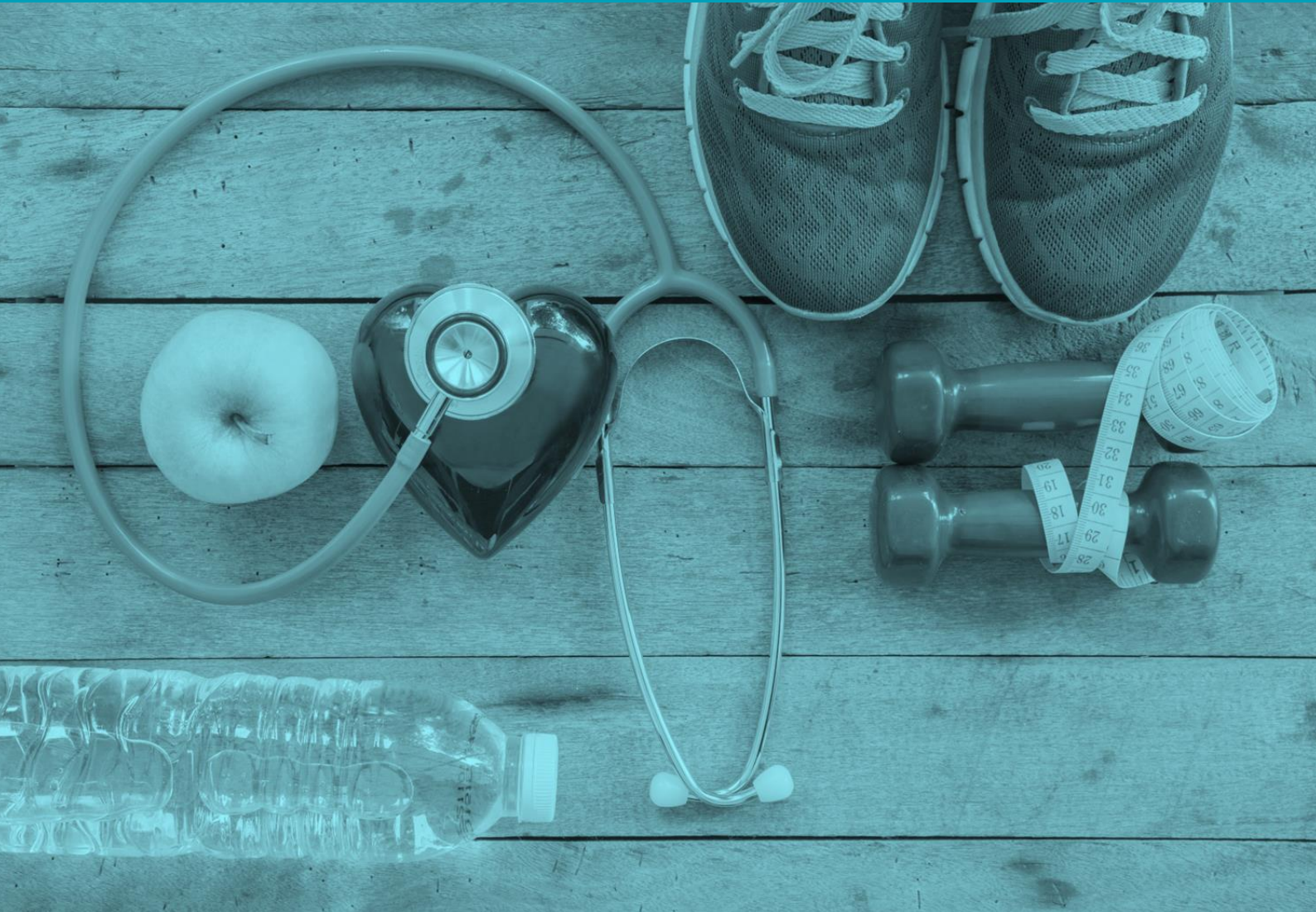




YMCA Level 1 Award in Fitness and Physical Activity (500/8428/8)

Learner Assessment Record



YMCA Awards

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YMCA Level 1 Award in Fitness and Physical Activity

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Learner Assessment Record

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Level 1 Award in Fitness and Physical Activity | Learner Assessment Record | Version 1.1

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Introduction

About YMCA Awards

At YMCA Awards, we are passionate about your progress. Whether you're taking that first step into fitness and looking to kick-start your career, or you want to simply boost your skills, we have the perfect qualification for you.

We have a huge range of study options, depending on how you prefer to learn. You can study full or part time, through distance learning or taught courses – whatever your preferred route, we will have the right choice for you. Our resources have been created by leading industry experts with the help of employers and training providers – so you can be sure we have your best interests at heart.

YMCA Awards are an internationally recognised organisation. We are highly respected in health and fitness circles, and most importantly of all we have helped over 200, 000 people launch and advance their careers.

Learner Assessment Record

Your Learner Assessment Record has been created to support the assessment of your YMCA Awards Level 1 Award in Fitness and Physical activity. It includes all the paperwork that you, your tutor and your assessor need to complete the 6 mandatory units.

You will share the Learner Assessment Record with your tutor and assessor, who will use the paperwork to assess you throughout 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 1 Award in Fitness and Physical Activity, you must complete the following 6 mandatory units:

| Unit reference number | Unit title | Level | Credit |
|-----------------------|---|---------|--------|
| J/601/0011 | Exercise and fitness knowledge | 1 | 2 |
| R/600/4566 | Understanding the health and fitness industry | Entry 3 | 1 |
| Y/601/0014 | Exploring personal fitness | 1 | 2 |
| K/600/9370 | Participate in physical activity in the fitness environment | 1 | 2 |
| J/600/4256 | Assist in the delivery of an exercise session | 1 | 2 |
| R/615/1969 | Introduction to healthy eating | 1 | 2 |

On successful completion of the 6 mandatory units you will gain 11 credits.

Assessment specification

There are 8 assessment elements across the 6 units

Assessment element 1 – Assessment Workbook

You will need to complete an assessment workbook.

There are two sections to this assessment workbook:

Workbook 1 - Anatomy and physiology for health related exercise

Workbook 2 - The components of fitness

All questions must be answered correctly. The work must be your own and group completion is not allowed.

This is an open book assessment and the questions refer to the content covered during your course. Information to aid completion will be delivered on course or via eLearning.

The assessment workbook is available in a number of formats:

- Paper-based document (download and print)
- E-Assessment workbook (auto-marking) via Moodle.

Assessment element 2 – Worksheet

You will be required to complete the 'Understanding the Health and Fitness Industry' worksheet. You will be required to fully complete the worksheet to achieve a pass.

The work must be your own and group completion is not permitted.

Paperwork that relates to this assessment element:

- Worksheet 1 – Understanding the Health and Fitness Industry

Assessment element 3 – Personal exercise programme

You will need to complete the 'Exploring Personal Fitness' Personal Exercise Programme over a 6 week period, you will agree with your tutor the amount of exercise you will do and you will record any changes that occur. You will also complete a mid-point review with your tutor.

Paperwork that relates to this assessment element:

- Worksheet 1 – Fitness Tests
- Worksheet 2 – Aims and Preparations
- Worksheet 3 – Programme Plan and Evaluation
 - Including mid- and final review

Assessment element 4 – Participate in an exercise session

You will take part in a live exercise/workshop session then complete the 'Participate in Physical Activity in the Fitness Environment' worksheet.

You will be required to fully complete the worksheet to achieve a pass.

The work must be your own and group completion is not permitted.

Paperwork that relates to this assessment element:

- Worksheet – The structure of a formal exercise session

Assessment element 5 – Peer Observation of exercise technique

You will be asked to choose a partner, and between you select four exercises each (for example: two from a warm up and two from a main workout). You will take turns in observing each other whilst completing the peer observation checklist, then return the completed checklist to your partner.

Paperwork that relates to this assessment element:

- Checklist 1 – Peer Observation Checklist

Assessment element 6 – Practical Observation

You will be observed by your assessor assisting a qualified instructor in delivering an exercise session.

You will choose a component of the session e.g. a warm up and deliver that part of the session.

The session could be in any discipline e.g. circuits, exercise to music and so on. For the part of the session you will teach you will complete an outline plan.

Paperwork that relates to this assessment element:

- Practical observation – Session Plan
- Practical observation – Tutor Feedback

Assessment element 7 – Worksheet

You must fully complete the 'Introduction to Healthy Eating' worksheet to achieve a pass.

The work must be your own and group completion is not permitted.

Paperwork that relates to this assessment element:

Worksheet 1 – Introduction to Healthy Eating

Assessment element 8 – Food and drink diary

You will be required to keep a food and drink diary for a minimum of five days (including a weekend), you will then identify areas of your diet that meet the current UK Guidelines and areas that require improvement.

Paperwork that relates to this assessment element:

- Case Study – Food Diary
- Worksheet 2 – Healthy Eating Improvements

The other forms in this LAR include:

Assessment plan

This form will help you and your assessor 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

This form will be used by your assessor 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

This form will be used by your assessor to record any questions that you may be asked and any answers 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 needed. 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 show which of the units have been satisfactorily completed. This form should be kept in a safe place as it is evidence of your achievements.

Assessment plan

YMCA Awards Level 1 Award in Fitness and Physical Activity

| Unit title | Element number | Evidence/assessment method | Date, time and place of assessment | Any reasonable adjustments negotiated agreed |
|--|----------------|--|------------------------------------|--|
| Exercise and fitness Knowledge (J/601/0011) | 1 | Tutor/assessor signed Summary of Achievement and Assessment Workbook | | |
| Understanding the Health and Fitness Industry (R/600/4566) | 2 | Tutor/assessor signed Summary of Achievement and Worksheet/eLearning | | |
| Exploring Personal Fitness (Y/601/0014) | 3 | Tutor/assessor signed Summary of Achievement and Personal exercise programme | | |
| Participate in Physical Activity in the Fitness Environment (K/600/9370) | 4 | Tutor/assessor signed Summary of Achievement and Worksheet | | |
| | 5. | Peer observation | | |
| Assist in the delivery of an exercise session (J/600/4256) | 6 | Tutor/assessor signed Summary of Achievement and Practical Observation | | |
| Introduction to Healthy Eating (R/615/1969) | 7. | Tutor/assessor signed Summary of Achievement and Worksheets | | |

| | | | | |
|--|----|---|--|--|
| | 8. | Tutor/assessor signed Summary of Achievement and Food and drink diary | | |
|--|----|---|--|--|

Learner's name: _____ Learner's signature: _____

Assessor's name: _____ Assessor's signature: _____

IQA's name: _____ IQA's signature: _____

Understanding the health and fitness industry (R/600/4566)

Worksheet

Learner's name: _____ Date: _____

Complete the following:

1. Give 3 different examples of a fitness facility:

a.

b.

c.

2. Give 3 different reasons why people go to a fitness facility:

a.

b.

c.

3. Give 3 different examples of activities that can take place at these facilities:

a.

b.

c.

4. Give 4 different examples of a job that could be available at these facilities:

a.

b.

c.

d.

5. Write down 3 things you might need to have to work as a fitness instructor:

a.

b.

c.

6. Give 4 examples of the skills and qualities a good fitness instructor should have:

a.

b.

c.

d.

7. List 2 things you may need to do if you see an advert for a job as a fitness instructor which you would like to apply for:

a.

b.

8. If you were offered a job as a fitness instructor, give 2 examples of what you would expect from your new employer:

a.

b.

Tutor Feedback (if required):

Exploring personal fitness (Y/601/0014)

Worksheet 1 – Fitness Tests

Learner's name: _____ Date: _____

Personal Exercise Programme: Baseline Tests (1)

Test 1:

Aim:

Method:

Result:

Test 2:

Aim:

Method:

Result:

Test 3:

Aim:

Method:

Result:

Test 4:

Aim:

Method:

Result:

Test 5:

| |
|---------|
| Aim: |
| Method: |
| Result: |

| |
|----------------|
| Test 6: |
| Aim: |
| Method: |
| Result: |

Exploring personal fitness (Y/601/0014)

Worksheet 2 – Aims and preparations

Learner's name: _____ Date: _____

Personal Exercise Programme overall aim:

Equipment required:

Arrangements to be made (and with whom):

Likes and dislikes:

Any other needs and personal safety considerations:

Exploring personal fitness (Y/601/0014)

Worksheet 3 – Programme plan and evaluation

Learner's name: _____ Date: _____

Personal Exercise Programme Plan

Week 1: Write down planned exercises/activities – including details of how hard you plan to work e.g. intensity, reps/sets etc. where appropriate of brief details of warm up and cool down:

Did you stick to the plan? If not, why not? Write any changes here and the reasons for them:

Week 2 - Write down planned exercises/activities – including details of how hard you plan to work e.g. intensity, reps/sets etc, and where appropriate of brief details of warm up and cool down:

Did you stick to the plan? If not, why not? Write any changes here and the reasons for them:

Week 3 - Write down planned exercises/activities – including details of how hard you plan to work e.g. intensity, reps/sets, etc, and where appropriate of brief details of warm up and cool down:

Did you stick to the plan? If not, why not? Write any changes here and the reasons for them:

Week 4 - Write down planned exercises/activities – including details of how hard you plan to work e.g. intensity, reps/sets etc, and where appropriate of brief details of warm up and cool down:

Did you stick to the plan? If not, why not? Write any changes here and the reasons for them:

Week 5 - Write down planned exercises/activities – including details of how hard you plan to work e.g. intensity, reps/sets etc., and where appropriate of brief details of warm up and cool down:

Did you stick to the plan? If not, why not? Write any changes here and the reasons for them:

Week 6 - Write down planned exercises/activities – including details of how hard you plan to work e.g. intensity, reps/sets etc., and where appropriate of brief details of warm up and cool down:

Did you stick to the plan? If not, why not? Write any changes here and the reasons for them:

Exploring personal fitness (Y/601/0014)

Worksheet 4 – Programme plan: mid-term review (week 3)

Learner's name: _____ Date: _____

(To be completed by the tutor and learner together)

Review of PEP aims

Review of PEP content

Tutor feedback on observation of PEP session

Agreed changes to PEP (content, aims etc.):

Personal exercise programme: final review

Learner's name: _____ Date: _____

Personal Exercise Programme: Baseline Tests (1)

Test 1:

Aim:

Method:

Result:

Test 2:

Aim:

Method:

Result:

Test 3:

Aim:

Method:

Result:

Test 4:

Aim:

Method:

Result:

Test 5:

Aim:

Method:

Result:

Test 6:

Aim:

Method:

Result:

Self-evaluation:

(Write down your thoughts on the following):

Did you complete the PEP as planned?

Did you achieve your aims (e.g. are you fitter now than six weeks ago)?

Did you enjoy it? (If not, why not and which part/s?)

If you were to repeat it, or try again, what would you do differently?

Tutor feedback (if required):



Participate in physical activity in the fitness environment (K/600/9370)

Worksheet

Learner's name: _____ Date: _____

Participate in an exercise session arranged by your tutor, then complete the following questions (short lists, bullet point answers or full sentences are all acceptable). It may help to write notes at the end of each section of the class (introduction, warm up, main body, cool down,) as you go along, if the session is recorded you will be able to watch the video/live practical session (or part of it) again in order to complete the questions.

1. Before the start of the session –

a) Outline a key piece of information the instructor gave to the participants?

b) Outline a relevant question the instructor asked the participants?

The warm up

2. For each of the components listed below identify 2 suitable exercises/movements

| Component | Exercise/movement |
|--|-------------------|
| Mobility (joint mobilisation) | a. |
| | b. |
| Pulse raiser | a. |
| | b. |
| Preparatory stretches/ Dynamic stretches | a. |
| | b. |

The main workout

3. List 3 exercises or activities that were performed in the main work out and identify 2 teaching points for each.

| Exercise/activity | Teaching points |
|-------------------|-----------------|
| a. | a. |
| | b. |
| b. | a. |
| | b. |
| c. | a. |
| | b. |

The cool down

4. For each of the components listed below identify 2 suitable exercises/movements.

| Component | Exercise/movement |
|----------------|-------------------|
| Pulse Lowering | a. |
| | b. |
| Stretching | a. |
| | b. |
| Re mobiliser | a. |
| | b. |

5. List 3 skills and 3 qualities needed by a fitness instructor

| Skills | Qualities |
|--------|-----------|
| | |

| | |
|-----|----|
| a. | a. |
| b. | b. |
| c.. | c. |

6. Write down any other skills or qualities you noticed about the fitness instructor (at least 1)

Participate in physical activity in the fitness environment (K/600/9370)

Checklist 1 – Peer observation

Learner's name: _____ Date: _____

Notes: This checklist can be completed in one or more taught sessions, depending on individual requirements, or independently as a separate task (so long as there are facilities and time for learners to get together outside the guided learning hours).

Choose a partner, and between you select four exercises each (for example: two from a warm up and two from a main workout). Avoid choosing all four from one section of an exercise session to ensure variety. Write your choices on your own Peer observation checklist, then swap with your partner – don't forget to write their name down in case you have to complete it at a later stage. Take turns in observing each other whilst completing the checklist below, then return the completed checklist to your partner.

| | |
|--------------------|--------------------|
| Exercise choice 1: | Exercise choice 2: |
| Exercise choice 3: | Exercise choice 4: |

Name of partner (peer): _____ Date: _____

In the spaces below, give feedback on your partner's exercise technique in terms of joint **alignment**, **speed** or **control** of movement, **range** of movement (effectiveness) and posture (write what you see):

Feedback on exercise choice 1:

Feedback on exercise choice 2:

Feedback on exercise choice 3:

Feedback on exercise choice 4:

Assist in the delivery of an exercise session (J/600/4256)

Leading and assisting skills: session plan

Learner's name: _____ Date: _____

Session title: _____

Chosen section for observation: _____

Date of observation: _____

Health and safety: _____

Outline health and safety measures to be carried out before the session

Outline the importance of pre-screening

Outline the content of the section to be observed and relevant teaching points:

| Content | Teaching points |
|---------|-----------------|
| | |

Identify leading and assisting skills to be observed:



Assist in the delivery of an exercise session (J/600/4256)

Practical observation – Tutor feedback

Learner's name: _____ Date: _____

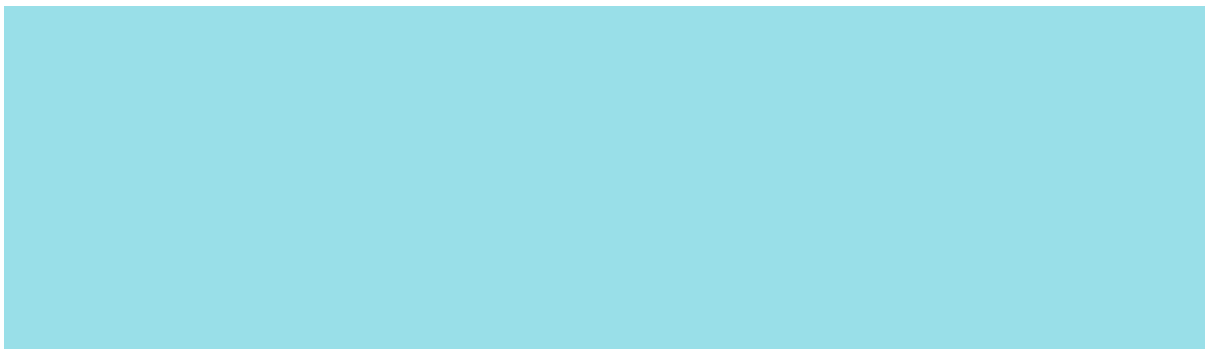
Practical Observation – Tutor Feedback:



Feedback on written plan (content, teaching points and skills):



Feedback on performance (personal technique, leading and assisting skills):



Action plan:



Introduction to healthy eating (R/615/1969)

Worksheet 1 – Importance of healthy eating

Learner's name: _____ Date: _____

1. In the word search below, find the key nutrients needed for a balanced diet:

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| X | S | T | J | O | P | G | R | O | S | U | S | D | T |
| V | C | A | R | B | O | H | Y | D | R | A | T | E | I |
| I | I | Z | Z | Y | S | P | E | L | L | S | X | P | R |
| T | U | N | P | D | M | R | L | R | S | M | L | R | E |
| A | N | F | E | R | T | O | L | I | T | Y | F | E | D |
| M | T | A | E | R | B | T | A | B | F | A | T | R | N |
| I | Y | X | J | H | T | I | D | I | C | I | U | S | E |
| N | Y | R | W | I | S | E | K | O | M | T | K | I | S |
| S | N | H | T | A | E | N | B | D | A | B | U | O | S |
| F | J | I | U | M | I | N | E | R | A | L | S | N | P |

CARBOHYDRATE

FAT

PROTEIN

VITAMINS

MINERALS

2. Provide 2 reasons why a balanced diet is important for leading a healthy lifestyle:

a.

b.

3. Identify two foods rich in fat, carbohydrates, protein, vitamins and minerals

| Fat | Carbohydrate | Protein | Vitamins | Minerals |
|-----|--------------|---------|----------|----------|
| | | | | |
| | | | | |

4. Draw an arrow to indicate where the following statements should go

Healthy eating habits

Unhealthy eating habits

Provides lots of saturated fat

Provides the correct amount of energy to maintain a healthy weight

Provides more than 6g of salt

Provides more energy than we need

Includes lots of processed foods

Contains foods high in fibre

Includes 1l of water per day

Contains mainly foods high in fat and sugar

Contains 2 portions of fruit and vegetables per day

Provides insufficient energy to support a fitness programme

Provides mainly complex carbohydrates

Prevents the development of obesity

5. Outline how food labels help us make decisions about the food we eat?

[Empty response area for question 5]

6. A poor diet can lead to (state two conditions):

| | |
|----|----|
| a. | b. |
|----|----|

Introduction to healthy eating

Case study – Food and drink diary

Learner's name: _____ Date: _____

Complete the following food and drink diary for 5 days (including weekends). Be honest! 😊

| | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
|-----------|-------|-------|-------|-------|-------|
| Breakfast | | | | | |
| Snacks | | | | | |

| | | | | | |
|--------|--|--|--|--|--|
| Lunch | | | | | |
| | | | | | |
| Snacks | | | | | |
| Dinner | | | | | |
| Snacks | | | | | |
| Drinks | | | | | |

Introduction to healthy eating (R/615/1969)

Worksheet 2 – Healthy eating improvements

Learner's name: _____ Date: _____

1. Looking at your 5 day food and drink diary, identify 3 areas of your diet that fit in with the UK healthy eating guidelines

2. Looking at your food diary, identify 3 areas of your diet that you could improve based on the UK healthy eating guidelines

3. Based on UK healthy eating guidelines, plan a healthy meal for 1 day for yourself:

Breakfast:

Snack:

Lunch:

Snack:

Dinner:

Drinks:

Assessor feedback sheet

Assessor's name: _____

Discipline: _____

Learner's name: _____

Date: _____

| Criteria number | Feedback related to specific performance criteria |
|-----------------|---|
| | |

Question and response record sheet

Assessor's name: _____ Discipline: _____

Learner's name: _____ Date: _____

| Assessor questions | Learner response |
|--------------------|------------------|
| | |

Summary of achievement

YMCA Level 1 Award in Fitness and Physical Activity

Learner's name: _____

Centre name: _____

Assessor's name: _____

IQA's name: _____

| | Assessment element | Assessment outcome | Assessor sign and date | Action plan for achievement and evidence produced for exemption | Reassessment outcome | Assessor sign and date | Assessor's signature for sign-off | IQA signature (if sampled) | EQA signature (if sampled) |
|--|------------------------------|----------------------------|------------------------|---|----------------------|------------------------|-----------------------------------|----------------------------|----------------------------|
| Exercise and fitness knowledge (J/601/0011) | Assessment Workbook | Pass Refer Exemption | | | | | | | |
| Understanding the health and fitness industry (R/600/4566) | Written worksheets/eLearning | Pass Refer Exemption | | | | | | | |
| Exploring personal fitness (Y/601/0014) | Written worksheets | Pass Refer Exemption | | | | | | | |

| | | | | | | | | | |
|--|----------------------------------|----------------------------|--|--|--|--|--|--|--|
| Participate in physical activity in the fitness environment (K/600/9370) | Written worksheets Checklist | Pass Refer Exemption | | | | | | | |
| Assist in the delivery of an exercise session (J/600/4256) | Observation checklists | Pass Refer Exemption | | | | | | | |
| Healthy eating (R/615/1969) | Written worksheets Case study | Pass Refer Exemption | | | | | | | |

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 units 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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