

Subject guidance for internally assessed qualifications in 2020-21

Please read this document in conjunction with [guidance for the assessment of internally assessed qualifications issued to centres in August 2020](#).

Sports Coaching; Fitness; Health and Exercise; Sports Therapy

Covers all SfW, NC, NPA, PDA and HN Group Awards and individual subject specific units.

<p>Group Award title(s) and codes:</p>	<p>SfW Sport and Recreation (C219 74) SfW Sport and Recreation (C219 75) NPA Sport and Fitness: Individual Sports (G9CG 45) NPA Sport and Fitness: Outdoor Sports (G9CH 45) NPA Sport and Fitness: Team Sports (G9CJ 45) NPA Sports Development (G9GF 46) NPA Exercise and Fitness Leadership (G9GC 46) NPA Achieving Excellence in Sport (G9G5 46) NPA Organising Volunteering Events in Sport (G9GD 46) NPA Sporting Events: Personal Best (G9V6 44) NC Sport and Fitness (GF4G 44) NC Sport and Fitness (G92G 45) HNC Fitness, Health and Exercise (GH07 15) HND Fitness, Health and Exercise (GH0F 16) HNC Soft Tissue Therapy (GH18 15) HND Sports Therapy (GJ58 16)</p>	<p>HNC Coaching and Developing Sport (GD5R 15) HND Coaching and Developing Sport (GD7G 16) HNC Sports Coaching and Development (GP7X 15) HND Sports Coaching and Development (GR5J 16) PDA in Sports Coaching at SCQF Level 7 (GP7Y 47) PDA in Sports Coaching at SCQF Level 8 (GR3C 48) NPA Sports Coaching (SCQF 4) (formerly UKCC 1) NPA Sports Coaching (SCQF 5) (formerly UKCC 2) NPA Sports Coaching (SCQF 6) (formerly UKCC 3) Sports Coaching Award (SCQF 5) (GR31 45) PDA in Swimming Teaching at SCQF Level 7 (GR32 47) PDA in Scottish FA: Refereeing at SCQF Level 7 (GA51 47) PDA in Personal Training at SCQF Level 7 (GH02 47) Stand-alone subject specific units</p>
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Units and/or outcomes where conditions of assessment can or cannot be altered

Mandatory Assessment Requirements

For reasons of Critical Competence to the Group Award and/or Risk to Self and/or Others, the assessment requirements identified in the following unit specifications are mandatory and may not be altered.

NPA Exercise and Fitness Leadership (G9GC 46)

Exercise and Fitness: Cardiovascular Training (F7JB 12)

Exercise and Fitness: Fixed Weight Training (F7JC 12)

Exercise and Fitness: Free Weight Training (F7JD 12)

No adaptation to evidence requirements is allowed in terms of equipment stipulated for *Cardiovascular Training* and *Fixed Weight Training*. For the summative assessment of Outcome 4 in all three units, performance evidence of practical application can be generated on **one** occasion which is a reduction from two separate occasions. (Also see Adaptations to evidence requirements to assist manageability of assessment).

Plan, Teach and Evaluate Gym Based Exercise Sessions (H4TK 34)

Use of cardiovascular and fixed machines is required.

First Aid for Sport and Fitness (FW5Y 34)

Use of Automated External Defibrillator, CPR manikin equipment, and demonstration of chest compressions is required. You should refer to Resuscitation Council UK guidance (See Further Guidance and Support).

Exercise Principles and Programming (H4TC 34)

Equipment requirements: blood pressure monitor and spirometer/peak flow metre for lung function. Outcome 5 assessment does **not** need to take place in a gym.

Plan, Teach and Evaluate a Water Based Exercise Session (DW5V 34)

Swimming Pool Lifeguard: Skills and Practice (H4TM 34)

Swimming Teaching: Practical Application (J46T 34)

No adaptation to assessment environment is allowed.

Foundations of Outdoor Activities (DF8D 34)

Safe Practice in Outdoor Activities (FW64 34)

Application of Management and Organisational Skills in Outdoor Activities (DP26 35)

Outdoor Activities: Safe Practice (J424 34)

Outdoor Activities Provision (J425 34)

Outdoor Activities: Application of Management and Organisational Skills (J42E 35)

No adaptation to evidence requirements and assessment environment is allowed.

Electrotherapy (H71N 35)

Outcome 3 – Apply electrical, mechanical, and thermal modalities in relation to the management of sports therapies. No adaptation to evidence requirements is allowed for this outcome. The summative assessment of this outcome must be directly supervised by a suitably qualified person. Candidates should not carry out practical assessment on themselves.

Where assessments can be altered, that is where no subject guidance is given above to insist on closed book conditions, centres can gather evidence for outcomes under open book conditions where this is more practicable for 2020-21. Examples of alternative assessment could be questions which have been answered and submitted by learners in a given time period, an electronic presentation with questions and answers, case studies, professional discussions, viva voce examinations or a report. Centres must ensure that the revised assessment task(s) is of the same level of demand for the learner as required by the original assessment requirements.

Adaptations to evidence requirements to help manage assessment

Interim arrangements for assessment that were put in place in 2018-19 and 2019-2020 will continue in 2020-2021 for the following Group Awards:

GD5R 15 and GD7G 16: HNC/D Coaching and Developing Sport

GH18 15: HNC Soft Tissue Therapy and GJ58 16: HND Sports Therapy

GH07 15 and GH0F 16: HNC/D Fitness, Health and Exercise

In addition, for session 2020/2021, these interim arrangements will also apply to

- ◆ GF4G 44 and G92G 45: NC 4/NC 5 Sport and Fitness
- ◆ Sports Sector National units contained in locally devised NC 6 Sport Sector Group Awards
- ◆ All NPAs listed above

As a reminder to centres, an extract from the letter to centres of 11 October 2019 about the cut off scores that applied in 2019/20 is copied below:

Cut Offs

'... we are conscious of centres' concerns on the current burden of assessment. While this will be addressed by unit revisions going forward, we feel that it would be appropriate to introduce cut off scores, to be applied to the units being delivered in this academic session. Our judgement is that a cut off score of 80% will allow students to demonstrate sufficient knowledge and understanding for the majority of units. This is in keeping with the previous iterations of courses and will fit with our intentions to be applied going forward.'

Where the evidence requirements in a unit specification stipulate a cut off less than 80%, the cut off for that unit should be maintained, and not increased to 80%.

Coaching of Sports Performance Development (FX9N 35)

Outcome 3 – reduction in the number of delivered coaching sessions from 12 to three.

Plan 12 sessions, three of which should be delivered, assessed, and reviewed. The delivered sessions must be assessed by an appropriate assessor.

For assessment purposes the candidate should plan and deliver each session for a minimum duration of 45 minutes.

Applied Exercise Prescription for Special Population Groups (H4T5 35)

A reduction from two to one client/population group for practical assessment.

Candidates will meet all practical related evidence requirements with the minimum of **one** client/population group. Once they have met these requirements, practical evidence will not be needed for a second client as candidates will be deemed competent in practical application. However, **planning** for **two** populations is still required and a case study for results etc, can be provided for candidates to use for data analysis and programme development purposes.

See the examples in this document in the section titled *Combining Assessment – Examples*.

Exercise and Fitness: Cardiovascular Training (F7JB 12)

Exercise and Fitness: Fixed Weight Training (F7JC 12)

Exercise and Fitness: Free Weight Training (F7JD 12)

For the summative assessment of Outcome 4 in all three units, performance evidence of practical application can be generated on one occasion ie reduced from two separate occasions.

Clinical Sports Massage (H4XX 35)

Basic Subjective and Objective Assessment (H4XW 34)

100 logged hours appears in the Guidance section, this means it is not part of the Evidence Requirements and therefore is **not** mandatory.

Clinical and Team Experience 1 (H4Y3 35)

Evidence Requirements for Outcome 3 include: devise, apply and record approximately 74 hours of sports massage treatment to clients in Clinical and Training/Events environments (*logged hours to total 100 across three Units: this Unit, Clinical Sports Massage and Sports Massage for Events and Special Populations).

It is desirable for candidates to have 100 logged hours across the three units; a total minimum of 50 hours across the three units, which are demonstrated across all relevant, practical elements of the course. Consideration can be given to all practical competency for example class attendance at practical class, clinical classroom, training clinic, practice sessions with peers and/or with clients in candidates' bubble(s). It follows that for Outcome 3 of Clinical Sports Massage (H4XX 35) candidates will apply massage techniques (effleurage, petrissage, compressions, frictions, vibration, tapotement) safely and appropriately in terms of biomechanics, sequence, continuity, depth of pressure, rate and rhythm across a minimum of two case studies (reduced from four to a minimum of two). Evidence of candidate competence in massage techniques and soft-tissue techniques (MET), proprioceptive neuromuscular facilitation (PNF), soft tissue release (STR), neuromuscular techniques (NMT)/trigger point release (TPR), positional release technique (PRT), myofascial release(MFR) may be collected formatively prior to candidates applying these techniques appropriately in the summative assessment/case studies.

Additional guidance and information

Recommended Approach to Assessment

For the purposes of summative assessment, candidates may use 'clients' and participants from their educational, realistic workplace environment or household bubble(s). They may also use 'clients' and participants from their sports club and/or fitness club bubble(s).

A combined approach to practical assessment is encouraged to reduce client/participant footfall and avoid overassessment. Where evidence requirements within or across units can be covered through combined assessment, candidates may be able to show competence on fewer clients and/or occasions. Professional judgement, in collaboration with the wider course team and internal verifier(s), should be used to agree where any combining/integration of assessment is appropriate. Such decisions should be recorded and retained with the candidate evidence.

Depending on the knowledge and skills being assessed, you should use your professional judgement in determining the number of participants that would be appropriate for a candidate to demonstrate competence in a practical session, for example, one-to-one basis, small or large groups for coaching sessions.

Maintaining a record of formative assessment evidence as candidates move towards the point when they are assessment ready is encouraged. This evidence will not take the place of summative assessment evidence but it may support summative assessment decisions.

Opportunities should be taken to adopt a combined approach when gathering written evidence. Such integration should be clear and where units of differing SCQF levels are being integrated it is important that evidence generated is at the appropriate SCQF level.

Environment and Equipment

Please note: The guidance below excludes unit specifications listed under *Mandatory Assessment Requirements* above.

Environment

Where evidence requirements in a unit specification and/or an ASP stipulate a summative assessment should take place in a particular environment, eg a gym, you may use your professional judgement in making changes to the environment to allow the assessment to take place. For example, it may be suitable to observe free weight demonstrations in an outdoor or home environment; instructing a group-based exercise session, outdoors in the park.

Equipment

Where evidence requirements in a unit specification and/or an ASP stipulate the use of particular equipment you may use your professional judgement in making changes to the equipment to allow the assessment to take place. For example, in assessing body composition it may be suitable to use alternative methods, eg callipers, both limb girths, waist to hip ratio, Body Mass Index (BMI), bio-electrical impedance.

You should carefully consider if a candidate is at a stage where they can complete assessment safely. You should use your centre's risk assessment policy prior to allowing candidates to undertake summative assessment remotely, out with your centre.

For all centres, in whatever circumstances, the first duty is to deliver high quality learning and teaching, and to assess candidates in a way that is valid, reliable, practical, equitable and fair.

You should use professional judgement in collaboration with the wider course team and internal verifiers to agree where changes are appropriate. Where adaptation is made to the environment and/or equipment, for summative assessment purposes, you should record this, including the reason for change, the different environment and/or equipment used, and retain it with the candidate evidence.

Further guidance and support

The sources below may provide you with further guidance and support:

sportscotland Covid-19 information and resources <https://sportscotland.org.uk/covid-19/> including the Covid Officer e-learning module. For assessors who are deploying candidates as coaches, we are working with sportscotland to develop a Getting Coaches Ready for Sport webinar. Information will follow when it is available.

CIMSPA (Chartered Institute for the Management of Sport and Physical Activity)
<https://www.cimspa.co.uk/cimspa-news/news-home>

Royal Life Saving Society (RLSS)
<https://www.rlss.org.uk/Pages/News/Category/coronavirus-disease-covid-19>

First Aid Awarding Organisation Forum has a Covid-19 information
<http://www.firstaidqualifications.org.uk/>

Combining Assessment – Examples

The following examples provide some illustrations of how assessments may be combined. Your centre's delivery model may provide opportunities to combine other assessments to assist with the manageability of assessment.

PDA in Scottish FA: Refereeing at SCQF Level 7 (GA51 47)

Scottish FA: Laws of the Game (FF2Y 34) – Outcome 2

Scottish FA: Practical Refereeing (FF2X 34) – Outcomes 1 and 4

There are opportunities to combine assessment of *Laws of the Game* – Outcome 2 and *Practical Refereeing* – Outcomes 1 and 4.

Fitness, Health and Exercise

HNC Fitness Health and Exercise (GH07 15)

Exercise Principles and Programming (H4TC 34) – Outcome 5: Design a client specific programme; deliver and evaluate an effective exercise session for a specific client or client group. This could be cross assessed with either of these three units:

Plan, Teach and Evaluate Group Exercise Sessions (H4TH 34)

Plan, Teach and Evaluate Group Exercise with Music Sessions (H4TJ 34)

Plan, Teach and Evaluate Gym Based Exercise Sessions (H4TK 34)

HNC Fitness Health and Exercise (GH07 15)

Health Screening (H4TE 34) and Exercise Principles and Programming (H4TC 34)

Both units require the candidates to work with clients during the consultation process, due to this the assessment requirements can be combined. This will mean that the candidate will only need to have one client.

HND Fitness Health and Exercise (GH0F 16)

Units (Mandatory)

- ◆ Applied Exercise Prescription for Special Population Groups (H4T5 35)
- ◆ Applied Fitness Assessment for Special Population Groups (H4T6 35)
- ◆ Applied Nutrition Assessment and Prescription (H4T7 35)
- ◆ Fitness, Health and Exercise: Graded Unit 2 (H4VM 35)

Units (Optional)

- ◆ Deliver Personal Training Sessions (H1S4 34)
- ◆ Managing Stress through Exercise and Therapy (DP2M 35)
- ◆ Strength and Conditioning: An Introduction (FW60 34) or (J421 34)
- ◆ Metabolic Considerations for Personal Trainers (H1S1 34)
- ◆ Planning and Management of Personal Training (H1S5 34)

Applied Exercise Prescription for Special Population Groups (H4T5 35) and Applied Fitness Assessment for Special Population Groups (H4T6 35) are mandatory units and require the candidates to work with two population groups. The requirements of these two units can be integrated from all the units stated above, either in single outcomes or multiple outcomes within the individual units.

- ◆ If delivering, evidence requirements can be marked off across Deliver Personal Training Sessions (H1S4 34)
- ◆ If delivering Strength and Conditioning: An Introduction (FW60 34) or (J421 34) evidence requirements can be partially met by ensuring one of the population groups that candidates work with is athletic based for both Applied Exercise Prescription for Special Population Groups (H4T5 35) and Applied Fitness Assessment for Special Population Groups (H4T6 35)

HND Fitness Health and Exercise (GH0F 16)

- ◆ Applied Exercise Prescription for Special Population Groups (H4T5 35)
- ◆ Applied Fitness Assessment for Special Population Groups (H4T6 35)

Due to the current circumstances it may be difficult to access some of the special population groups to work with as clients for example older adults in care homes or children in schools. A solution for this year could be pairing up HND candidates with NC SCQF level 5 candidates who may come under the special population groups such as children aged 5-18, or sports clients. Another example could be working with the other special population groups with a client within their own bubble.

NPA in Exercise and Fitness Leadership (G9GC 46)

- ◆ Circuit Training (F7JE 12)

Candidates would be able to meet the evidence requirements of Outcome 3 by producing a body weight circuit relevant to the major muscle groups including the required technical information. For Outcome 4 they could provide video evidence of their demonstrations with coaching points, as detailed in Outcome 3. This could be assessed remotely.

Sports Coaching

HNC/HND Sport Coaching and Development (GP7X 15 / GR5J 16)

PDA in Sports Coaching at SCQF Level 7 (GP7Y 47)

Link the client groups (two required) for Sport Coaching Practitioner: Knowing Coaching (J2AR 34); Sport Coaching Practitioner: Knowing Others (J2AS 34) and Sport Coaching Practitioner: Knowing Yourself (J2AT 34) to the two optional units Physical Activity for Participants with Disabilities (J423 34) and Coaching Children (J41Y 34).

Use the practical time in the three Sports Coaching Practitioner units for skill acquisition or the practical time in the optional unit Strength and Conditioning: An Introduction (J421 34) for demonstrating conditioning exercises to assess Outcome 2 of Human Anatomy, Physiology and Biomechanics in Sport (J2AP 34) where it asks the student to 'Research and present analysis of a sporting skill using biomechanical principles'.

HNC Coaching and Developing Sport (GD5R 15)

Principles of Fitness Training (FW62 34); Fitness Testing for Sport (FW63 34); Strength and Conditioning: An Introduction (FW60 34) or (J421 34); Flexibility Training (H4TD 34)

The above units are suited to being delivered through the entire academic year as a block class. Evidence requirements can be met by integrating the units together:

- ◆ Working with a chosen sports/athlete performer a fitness/athlete portfolio can be used that includes the assessment of the performer, conducting a needs analysis of the sport (athletics event/sport) and developing a programme. Ensure the programme development includes the required components to meet the evidence requirements of Principles of Fitness Training, Strength and Conditioning: An Introduction and Flexibility Training when possible.
- ◆ Strength and Conditioning: An Introduction (FW60 34) or (J421 34) requires two programmes. The second programme can be met through developing a plan for the athlete as if they had sustained an injury.

HNC/HND Coaching and Developing Sport (GD5R 15 / GD7G 16)

Coaching a children's group and using the Coaching of Sports: An Introduction (FW5R 34) observation process would reduce repetition of required candidate evidence. However, this would only be the case if the competence had been met. This method would cover all practical assessment excluding Inclusive Sports Provision: An Introduction (H01A 34). Inclusive Sport would require an appropriate client group to be used adopting the same principle guidelines as above.

HNC/HND Coaching and Developing Sport (GD5R 15/GD7G 16)

There are opportunities for combining the 240 minutes practical assessment in Sports Development: An Introduction (FW5T 34) with the four practical assessments in Coaching Children (FW5X 34). For example, students could deliver four 60 minute online sessions to children living in an area with a low Scottish Index of Multiple Deprivation (SIMD) score through the children's primary school.

HND Coaching and Developing Sport (GD7G 16)

When appropriate - and when candidates choose an athlete that is relevant to both units - Fitness Conditioning in Sport (FX9K 35) and Strength and Conditioning: An Introduction (FW60 34) or (J421 34) can be combined for outcomes relating to the planning programming to reduce the number of assessed session plans.

Skills for Work Sport and Recreation (National 5) (C219 75)

Candidates could use Sport and Recreation: Assist with Fitness Programming (J16L 75) and integrate it into the individual coaching sessions in Assist with a Component of Activity Session (J16H 75) and could investigate how they could integrate it into the group session (groups being smaller due to current regulations). Daily Centre Duties (J16N 75) could be combined into practical tasks of an assessed session to gather evidence of the candidate doing the tasks needed around their practical assessment.

Sport and Recreation: Employment Opportunities in the Sport and Recreation Industry (J16J 75) stands alone.

Sports Therapy

HNC Soft Tissue Therapy (GH18 15) / HND Sports Therapy (GJ58 16)

There are opportunities to cross-assess muscle/tendon assessments completed in Functional Anatomy that are included in Functional Anatomy 2 (H71P 35) and Clinical Assessment of Sports Injuries (H71M 35)

HNC Soft Tissue Therapy (GH18 15)

There are opportunities to cross-assess select and carry out/administer fitness testing and record the data/results in Sports Therapy: Exercise Principles and Testing (H4Y4 34) outcome 3 and Sport and Fitness: Return to Participation Criteria (H71V 34) Outcome 2.

HNC Soft Tissue Therapy (GH18 15)

There are numerous opportunities for cross-assessment across the following units: Clinical and Team Experience 1 (H4Y3 35), Clinical Sports Massage (H4XX 35) and Sports Massage for Events and Special Populations (H4XY 35)

HND Sports Therapy (GJ58 16)

Strength and Conditioning: An Introduction (H71W 34) and Biomechanics and Movement Patterns (H71K 34). There are opportunities for cross-assessment of Outcome 3 in both units.

HND Sports Therapy (GJ58 16)

Biomechanics and Movement Patterns (H71K 34) and Basic Subjective and Objective Assessment (H4XW 34). There are opportunities for cross-assessment of gait analysis in both units