

Qualification specification

**NCFE Level 2 Award in Instructing Circuit
Training
QN: 603/3934/2**

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Summary of changes

This section summarises the changes to this qualification specification since the last version (Version 2 October 2020).

Version	Publication date	Summary of amendments
1.2	January 2020	Information regarding the wellbeing and safeguarding of learners added to Section 4 (page 31).
2.0	October 2020	References to the Register of Exercise Professionals (REPs) removed as this qualification is no longer endorsed.
2.1	June 2022	Information regarding entry requirements added to Section 1 Information about the language of assessment evidence added to Section 2

Section 1

About this qualification

About this qualification

This Qualification Specification contains details of all the units and assessments required to complete this qualification.

To ensure that you are using the most up-to-date version of this Qualification Specification, please check the version number and date in the page footer against that of the Qualification Specification on the NCFE website.

If you advertise this qualification using a different or shortened name, you must ensure that learners are aware that their final certificate will state the full regulated qualification title.

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Support Handbook

This Qualification Specification must be used alongside the mandatory Support Handbook on the Qualifications page on the NCFE website, which contains additional supporting information to help with the planning, delivery and assessment, such as:

- definition of Total Qualification Time (TQT)
- quality assurance
- staffing requirements
- assessment
- qualification support
- equality and diversity
- equal opportunities.

This Qualification Specification contains all of the qualification specific information you will need that is not covered in the Support Handbook.

Qualification summary	
Qualification title	Level 2 Award in Instructing Circuit Training
Qualification number (QN)	603/3934/2
Aim reference	60339342
Total Qualification Time (TQT)	58
Guided Learning Hours (GLH)	48
Minimum age	16
Qualification purpose	This qualification is designed for learners who wish to develop the skills and knowledge to plan and instruct safe and effective circuit training sessions as a core group exercise instructor.
Aims and objectives	<p>This qualification aims to:</p> <ul style="list-style-type: none"> • focus on the role and scope of a circuit training instructor • offer breadth and depth of study, incorporating a key core of knowledge • provide opportunities to acquire a number of practical and technical skills. <p>The objectives of this qualification are to:</p> <ul style="list-style-type: none"> • develop skills and knowledge in a range of areas relevant to a circuit training instructor, such as: <ul style="list-style-type: none"> – the benefits and training effects of circuit training – health and safety considerations – the layouts, equipment and exercises that could be used in a circuit training session – the use of music and licensing – how to plan safe and effective circuit training sessions – how to instruct, observe and monitor participants • demonstrate the knowledge, understanding and practical skills needed to work as a circuit training instructor.
Real work environment (RWE) recommendation	Where the assessment requirements for a unit allow, it is essential that organisations wishing to operate a RWE do so in an environment which reflects a real work setting and replicates the key characteristics of the workplace in which the skill to be assessed is normally employed. Often used to support simulation.
Rules of combination	Learners must achieve both mandatory units.
Grading	Achieved/Not Yet Achieved.

Assessment method	Internally assessed and externally quality assured portfolio of evidence.
Endorsement	This qualification is endorsed by CIMSPA (Chartered Institute for the Management of Sport and Physical Activity) and is aligned to the CIMPSA Core Group Exercise Instructor Professional Standard.
Recognition	
Progression	<p>Learners who achieve this qualification could progress to:</p> <ul style="list-style-type: none"> • Level 2 Award in Instructing Kettlebell Training • Level 2 Award in Instructing Suspension Training • Level 2 Award in Instructing Group Cycling • Level 3 Diploma in Personal Training. <p>Learners who achieve this qualification could also progress into employment or self-employment as a circuit training instructor.</p>
Regulation information	This is a regulated qualification. The regulated number for this qualification is 603/3934/2.
Funding	This qualification may be eligible for funding. For further guidance on funding, please contact your local funding provider.

Entry guidance

This qualification is designed for learners who wish to work in the exercise and fitness industry as a circuit training instructor or for existing gym instructors who wish to expand their current skills to offer circuit training sessions.

Learners must have achieved a suitable Level 2 Fitness or Gym Instructing qualification before enrolling onto this qualification.

Registration is at the discretion of the centre, in accordance with equality legislation and should be made on the Portal. Learners should be aged 16 or above to undertake this qualification.

Centres are responsible for ensuring that this qualification is appropriate for the age and ability of learners. They need to make sure that learners can fulfil the requirements of the learning outcomes and comply with the relevant literacy, numeracy and health and safety aspects of this qualification.

Learners registered on this qualification should not undertake another qualification at the same level with the same or a similar title, as duplication of learning may affect funding eligibility.

Achieving this qualification

To be awarded this qualification, learners are required to successfully achieve **both mandatory units**.

Please refer to the list of units on the following page or the unit summaries in Section 2 for further information.

To achieve this qualification, learners must successfully demonstrate their achievement of all learning outcomes of the units as detailed in this Qualification Specification. A partial certificate may be requested for learners who do not achieve their full qualification but have achieved at least one whole unit.

Units

To make cross-referencing assessment and quality assurance easier, we've used a sequential numbering system in this document for each unit.

The regulated unit number is indicated in brackets for each unit (eg M/100/7116) within Section 2.



Knowledge only units are indicated by a star. If a unit is not marked with a star, it is a skills unit or contains a mix of knowledge and skills.

Mandatory units

Unit number	Regulated unit number	Unit title	Level	GLH
Unit 01	F/617/4017	Planning circuit training sessions	2	27
Unit 02	J/617/4018	Instructing circuit training sessions	2	21

How the qualification is assessed

Assessment is the process of measuring a learner's skill, knowledge and understanding against the standards set in a qualification.

This qualification is internally assessed and externally quality assured.

The assessment consists of one component:

- an internally assessed portfolio of evidence which is assessed by centre staff and externally quality assured by NCFE.

Learners must be successful in this component to gain the Level 2 Award in Instructing Circuit Training.

Learners who aren't successful can resubmit work within the registration period; however, a charge may apply.

All the evidence generated by the learner will be assessed against the standards expected of a Level 2 learner for each learning outcome.

Unless otherwise stated in this specification, all learners taking this qualification must be assessed in English and all assessment evidence presented for external quality assurance must be in English.

Internal assessment

Each learner must create a portfolio of evidence generated from appropriate assessment tasks, which demonstrates achievement of all the learning outcomes associated with each unit. The assessment tasks should allow the learner to respond to a real life situation that they may face when in employment. On completion of each unit, learners must declare that the work produced is their own and the Assessor must countersign this. Examples of suitable evidence for the portfolio for each unit are provided in Section 2.

Internally assessed work should be completed by the learner in accordance with the Qualification Specification.

The Tutor must be satisfied that the work produced is the learner's own.

If a centre chooses to create their own internal assessment tasks, they must:

- be accessible and lead to objective assessment judgements
- permit and encourage authentic activities where the learner's own work can be clearly judged
- refer to Course File Documents on the NCFE website.

Assessment guidance is provided for each unit. Assessors can use other methods of assessment as long as they are valid and reliable and maintain the integrity of the assessment and of the standards required of this qualification.

Supervision of learners and your role as an Assessor

Guidance on how to administer the internal assessment and the support you provide to learners can be found on the NCFE website.

Feedback to learners

Guidance on providing feedback during teaching and learning and each stage of the assessment can be found on the NCFE website.

Section 2

Unit content and assessment guidance

Unit content and assessment guidance

This section provides details of the structure and content of this qualification.

The types of evidence listed are for guidance purposes only. Within learners' portfolios, other types of evidence are acceptable if all learning outcomes are covered and if the evidence generated can be internally and externally quality assured. For approval of methods of internal assessment other than portfolio building, please contact our Quality Assurance team.

The Explanation of terms explains how the terms used in the unit content are applied to this qualification. This document can be found in Section 3.

For further information or guidance about this qualification, please contact our Customer Support team.

Unit 01 Planning circuit training sessions (F/617/4017)

Unit summary	The aim of this unit is to develop the knowledge and understanding that an instructor needs to plan safe and effective circuit training sessions.
Guided learning hours	27
Level	2
Mandatory/optional	Mandatory

Learning outcome 1

The learner will:

- 1 Understand the benefits, uses and principles of circuit training

The learner can:

- 1.1 Define circuit training
- 1.2 Describe the benefits of circuit training
- 1.3 Describe the training effects from circuit training

Assessment guidance

Delivery and assessment
<p>1.1 Learners must define circuit training. This could include:</p> <ul style="list-style-type: none"> • the purpose of circuit training • the mix of cardiovascular and strength/endurance training • the exercise and rest time of a typical circuit. <p>1.2 Learners must describe the benefits of circuit training, examples could include:</p> <ul style="list-style-type: none"> • physical benefits, eg cardiovascular and muscular workout, uses multiple joints and muscle groups, reduction of disease risk and stress, weight management and body composition, improved sleep patterns, etc • benefits to the instructor, eg can accommodate all levels of ability in one class, not reliant on equipment • benefits to participants, eg keeps participants engaged, offers a variety of exercise, efficiency of training saves time • logistics, eg can be carried out at different venues and locations. <p>1.3 Learners must describe the different training effects that can be achieved with circuit training and that the training effect may be dictated by the objectives and content of the session.</p> <p>Training effects could include: muscular strength, endurance, aerobic and anaerobic fitness, core strength, stability (kinetic chain), flexibility and joint mobility, body composition, skill-related fitness (power, balance, coordination, speed, agility, reaction time).</p> <p>The Explanation of terms (Section 3) explains how the terms used in the unit content are applied to this qualification.</p>

Types of evidence

Evidence could include:

- NCFE optional workbook
- worksheet
- assignment
- report.

Learning outcome 2

The learner will:

- 2 Understand the health and safety considerations for circuit training sessions

The learner can:

- 2.1 Explain the safety considerations relating to circuit training sessions, including:
- environment
 - equipment
 - participants
- 2.2 Explain the potential risks to participants and the precautions to take
- 2.3 Describe possible contraindications to circuit training

Assessment guidance

Delivery and assessment

2.1 Learners must explain the main safety considerations and checks to make for circuit training sessions. Examples could include:

- environment, eg floor cleared, adequate floor space for number of participants and layout, hygiene, temperature and ventilation of the room, etc
- equipment checks, eg wear and tear, use of clips and collars, cleanliness, safe set up, dismantling and storing of equipment
- participants, eg initial screening and verbal screening (any contraindications, injuries, reasons for temporary deferral of exercise, ability), adequate warm-up and cool-down, suitable clothing, removal of jewellery, appropriate footwear, using a manageable weight, use of gloves/chalk, rest when needed and rehydration.

2.2 Learners must explain the potential risks to participants and the precautions to take.

Risks could include: potential injury through; overuse, incorrect techniques, incorrect posture, lack of control, using inappropriate weight, dropping equipment, eg dumbbells, overexertion, hydration and overheating.

Precautions could include: screening of participants, checking of ability/experience, using correct weights, education about overtraining, control temperature/ventilation of room, instructor (teaching points, observation, correct demonstrations, clear verbal and visual communication, reinforcing controlled/correct movements, adaptations/alternatives, encouraging to rehydrate).

2.3 Learners must describe possible contraindications to circuit training; this could include examples from different special population groups, joint problems (hips, shoulders, knees, wrists) or lower back injuries.

The Explanation of terms (Section 3) explains how the terms used in the unit content are applied to this qualification.

Types of evidence

Evidence could include:

- NCFE optional workbook
- worksheet
- health and safety worksheet
- assignment.

Learning outcome 3

The learner will:

3 Understand the techniques to use in circuit training sessions

The learner can:

- 3.1 Describe different methods of circuit training which can be used
- 3.2 Describe different types of circuit training layout
- 3.3 Identify methods of varying intensity
- 3.4 Describe a range of circuit training exercises
- 3.5 Identify a range of equipment that could be used in a circuit training session

Assessment guidance

Delivery and assessment

3.1 Learners must describe at least six different methods used to manage circuit training sessions and include the key features of each chosen method. Examples could include:

- timed
- repetition
- progressive colour
- command
- sports specific
- weight training
- bodyweight only
- circuit with equipment
- two thirds workload
- any other contemporary methodology.

3.2 Learners must describe at least four different layouts that can be used to perform circuit training. Learners should include the advantages and disadvantages of each. Layouts could include:

- satellite square
- satellite circle
- MSE satellite – aerobic unison
- bow tie – aerobic
- squares – strength
- lines
- pairs
- once through
- corners
- radial
- follow the leader
- shuttle
- work, rest and play
- forward and back
- bleep
- tone up
- sports specific, eg boxing
- any other contemporary method.

3.3 Learners must give examples of how the intensity of circuit exercises can be varied, eg lever length, angle, repetitions, sets, work/rest ratio, weight, speed of movement.

3.4 Learners must describe a range of circuit training exercises. For each exercise learners must:

- identify the muscle groups used
- identify key teaching points.

3.5 Learners must identify a range of different equipment, eg skipping ropes, dumbbells, barbells, stability balls, bosu, hurdles, sandbags.

The Explanation of terms (Section 3) explains how the terms used in the unit content are applied to this qualification.

Types of evidence

Evidence could include:

- NCFE optional workbook
- worksheets
- assignment.

Learning outcome 4

The learner will:

- 4 Understand the use of music during circuit training sessions

The learner can:

- 4.1 Describe licensing requirements that cover the use of music
 4.2 Describe the importance of music and considerations to make for circuit training sessions
 4.3 Identify the reasons and risks of using a microphone during circuit training sessions

Assessment guidance**Delivery and assessment**

- 4.1 Learners must describe the legal requirements for using music with circuit training, this must include PPL and PRS and the implications of not having a licence. Learners will also give examples of the options they have for buying pre-paid licensed music.
- 4.2 Learners must describe how important music is to regulate intensity and motivate participants during training and how the music must be appropriate (speed, beat, tempo, instrumentals, lyrics, timings, phrasing) to meet the class objectives and ensure the flow of the class.
- 4.3 Learners must identify the reasons and risk of using a microphone during a session, examples could include:
- why a microphone is used
 - use of volume
 - benefits to the instructor (eg instructions being clear/heard, not damaging voice)
 - risk to the instructor (eg malfunction, clarity of instructions to participants).

The Explanation of terms (Section 3) explains how the terms used in the unit content are applied to this qualification.

Types of evidence

Evidence could include:

- NCFE optional workbook
- worksheets
- report
- assignment.

Learning outcome 5

The learner will:

- 5 Be able to plan a safe and effective circuit training session

The learner can:

- 5.1 Plan the aims and objectives of the session
 5.2 Plan the equipment and the training environment
 5.3 Plan the structure and content of the circuit training session
 5.4 Plan exercise adaptations, alternatives and modifications

Assessment guidance

Delivery and assessment

Learners must plan for a safe and effective circuit training session for a minimum of 4 participants. Learners must plan for a minimum of a 30 minute session and present the plan in a suitable format that could be used in the industry.

5.1 Learners must include in the plan, the aims and objectives of the session, eg improve health related components of fitness, improve skills related fitness (balance, power, coordination, speed, agility, reaction time), improve sport-specific skills, weight management, fun and enjoyment, etc.

5.2 Learners must include in the plan:

- the type of environment being used, eg gym
- the equipment required, eg station cards, barbells, dumbbells, kettlebells, bands, ladders, cones, stability balls, bosu, mats, body bars, medicine balls, ropes, functional equipment, music playlists, speaker, microphone, etc
- how much equipment is needed (considering variety of weights/equipment to allow for regression/progression/ability)
- any other considerations (heating, ventilation).

5.3 The session plan must include the following components with appropriate exercises included for each section.

- warm-up (with appropriate stretching)
- main session
- cool-down (with appropriate stretching).

The main session must include:

- methods eg timed, repetition, progressive colour, command, sports specific, weight training, bodyweight only, circuit with equipment, two thirds workload, etc
- layout, eg satellite, square, circle, line, pairs, once through, corners, shuttle, bow tie, bleep, etc
- number of stations, exercise order, varying the muscle/muscle groups used or component of fitness (health/skill), work/rest ratio

- exercises, eg using body weight, using equipment, compound and isolated exercises, standing and lying exercises, drills, exercises for cardiovascular and muscular strength and endurance, flexibility, exercises for skill related fitness, eg power, balance, agility.

5.4 Learners must include in the plan, adaptations/alternatives for all circuit exercises.

The Explanation of terms (Section 3) explains how the terms used in the unit content are applied to this qualification.

Types of evidence

Evidence must include:

- session plan.

Evidence could include:

- circuit cards for stations (name of exercise, diagram (image), teaching points, adaptations, alternatives)
- class profile sheet.

Learning outcome 6

The learner will:

6 Understand how to instruct safe and effective circuit training sessions

The learner can:

- 6.1 Explain the importance of correct demonstrations and clear instruction
- 6.2 Describe ways to observe and monitor performance
- 6.3 Explain ways to improve, correct and reinforce technique
- 6.4 Explain ways to engage and motivate participants during circuit training sessions

Assessment guidance

Delivery and assessment

6.1 Learners must explain the importance of correct demonstrations and clear instruction, this could include:

- prevent injury
- participants understand what is required
- correct alignment and posture
- participants use correct technique.

6.2 Learners must describe ways to observe and monitor performance, this could include:

- positioning, so that the instructor can see the whole class
- moving around the group
- use of teaching tools (mirror/ceiling height)

- benefits and limitations of monitoring techniques, eg RPE (the rate of perceived exertion), heart rate monitoring, talk test
- participant interaction – to check engagement and effort levels.

6.3 Learners must explain ways to improve, correct and reinforce technique, this could include:

- use of teaching points/demonstrations
- reinforcement of technique
- breaking down complex exercises into smaller parts
- offering of alternatives/adaptations
- moving around the group to correct or improve a participant's technique
- use of mirrors for participants to observe themselves
- emphasis on correct posture and breathing.

6.4 Learners must explain ways to engage and motivate participants during circuit training sessions, this could include:

- use of music
- pitch and tone of voice
- engagement with the class
- encouragement
- visualisation
- eye contact with participants.

The Explanation of terms (Section 3) explains how the terms used in the unit content are applied to this qualification.

Types of evidence

Evidence could include:

- NCFE optional workbook
- worksheets
- assignment
- poster.

Unit 02 Instructing circuit training sessions (J/617/4018)

Unit summary	This unit covers the skills that an instructor needs to deliver safe and effective circuit training sessions and evaluate performance to improve future sessions.
Guided learning hours	21
Level	2
Mandatory/optional	Mandatory

Learning outcome 1

The learner will:

- 1 Be able to prepare for a circuit training session

The learner can:

- 1.1 Prepare self for a circuit training session
- 1.2 Prepare the environment for a circuit training session
- 1.3 Prepare the equipment for a circuit training session

Assessment guidance**Delivery and assessment**

1.1 Learners must prepare self for the circuit training session, which must include:

- wearing appropriate clothing and having a professional appearance
- arriving in good time to prepare the environment
- allowing time to welcome and screen participants and complete pre-session checks.

1.2 Learners must prepare the environment for the circuit training session, which must include:

- safely preparing the space
- checking ventilation
- checking lighting
- checking fire hazards (if applicable)
- cleaning water spills/sweat, etc (if applicable).

Learners should deal with or refer any issues discovered. Learners could carry out a risk assessment for the circuit training session.

1.3 Learners must prepare the equipment for the circuit training session, which could include:

- safely setting up the equipment and ensuring that it's in place ready for the session
- having an adequate amount and varying weights available for the participants
- checking any audio/visual equipment that they intend to use
- having music prepared for the session.

Learners must deal with or refer any issues discovered. Learners could carry out a risk assessment for the circuit training session.

The Explanation of terms (Section 3) explains how the terms used in the unit content are applied to this qualification.

Types of evidence

Evidence could include:

- NCFE optional observation checklist
- written Assessor observation
- risk assessment.

Learning outcome 2

The learner will:

- 2 Be able to prepare participants for a circuit training session

The learner can:

- 2.1 Welcome and make participants feel at ease
 2.2 Carry out pre-exercise screening with participants
 2.3 Provide key safety information to participants

Assessment guidance

Delivery and assessment

- 2.1 Learners must welcome participants and make them feel at ease eg be friendly, use open body language, smile, greet participants at entrance to class, identify previous experience, identify any concerns, have general conversation, set tone, etc.
- 2.2 Learners must carry out pre-exercise screening of new participants (can include verbal screening), check experience, and check for any injuries or potential contraindications. If injuries are identified, appropriate alternatives/modifications should be offered to the participant. If contraindications are identified, appropriate action should be taken.
- 2.3 Learners must provide key safety information to participants, which could include: hydration, working within own ability, remembering to pace oneself, to take a break when needed, stop if feeling unwell.

The Explanation of terms (Section 3) explains how the terms used in the unit content are applied to this qualification.

Types of evidence

Evidence could include:

- NCFE optional observation checklist
- written Assessor observation
- video with written commentary.

Learning outcome 3

The learner will:

- 3 Be able to deliver a safe and effective circuit training session

The learner can:

- 3.1 Provide an introduction to the circuit training session
- 3.2 Deliver a safe and effective circuit training session, to include:
- warm-up
 - main training component
 - cool-down and stretches
- 3.3 Give clear instructions and correct demonstrations of circuit exercises
- 3.4 Manage the class safely and effectively
- 3.5 Demonstrate a range of effective verbal/non-verbal communication techniques
- 3.6 Provide motivation and encouragement to participants throughout the session
- 3.7 Manage the overall session timings
- 3.8 Conclude the session and leave the environment in a safe, suitable condition, ready for further use

Assessment guidance

Delivery and assessment

For this learning outcome, learners should be assessed in a real work environment, ideally, 'on the job'/at work. For this role it could include: a gym, studio, sports hall, the outdoors, etc. Where practically possible 'real' participants should be used as opposed to peers. Learners must be observed for 30 minutes with ideally a minimum of 4 participants.

3.1 Learners must provide an introduction to the circuit training session, which must include:

- the aims and objectives of the session, eg fat loss, increase cardiovascular fitness, etc
- basic information on the session, eg how long the session will be, what to expect, etc.

3.2 Learners must deliver a safe and effective circuit training session. The delivery must be appropriate for each section of the session, which must include a warm-up, main training component, and cool-down section with stretches.

3.3 Learners must use effective coaching, teaching or instruction methods and they must also give clear instructions and correct demonstrations throughout the circuit training session.

3.4 Learners must manage the class safely and effectively, this must include:

- positioning themselves effectively to observe and monitor the class
- observing participants effectively - reacting and adapting to participants needs
- providing appropriate intervention (if applicable), eg offer alternatives or adaptations to participants, reinforce teaching points, adjust resistance, pace, correction of technique/posture/breathing, reinforce safety points as appropriate, etc
- effective monitoring of safety and intensity of exercise, eg using a range of recognised techniques (talk test, heart rate monitoring).

- 3.5 Learners must demonstrate a range of effective verbal and non-verbal communication techniques. This could include: mirroring, demonstrations, cueing, etc.
- 3.6 Learners must provide motivation and encouragement to participants throughout the session, eg positive vocal encouragement, providing positive feedback throughout the class, being enthusiastic etc.
- 3.7 Learners must be able to manage the timings of the sessions effectively and efficiently (as appropriate for each section of the session).
- 3.8 Learners must bring the session to an end safely and appropriately, and leave the area in a safe and suitable condition ready for further use. Examples could include an appropriate cool-down, used equipment being dismantled, cleaned and stored away, according to manufacturers' instructions, showing an awareness of manual handling.

The Explanation of terms (Section 3) explains how the terms used in the unit content are applied to this qualification.

Types of evidence

Evidence could include:

- NCFE optional observation checklist
- video with written commentary
- written Assessor observation.

Learning outcome 4

The learner will:

- 4 Be able to evaluate and reflect on a circuit training session

The learner can:

- 4.1 Provide feedback to participants on their performance during the session
- 4.2 Gain feedback from participants about the circuit training session
- 4.3 Evaluate the session and reflect on own performance
- 4.4 Plan improvements for personal performance and future sessions

Assessment guidance

Delivery and assessment

- 4.1 Learners must give feedback to participants on the circuit training session, this could relate to participation, effort levels, engagement or future developments/sessions.
- 4.2 Learners must gather feedback from participants on the circuit training session and record the feedback in an appropriate way. This could include: what went well, what could be improved, what they liked or disliked, etc.
- 4.3 Learners must consider how well the training session and instructing style met the participants' needs and take into consideration the feedback gathered from participants.

4.4 Learners must plan improvements for personal performance and for future sessions.

The Explanation of terms (Section 3) explains how the terms used in the unit content are applied to this qualification.

Types of evidence

Evidence could include:

- feedback forms
- self evaluation
- action plan
- personal development plan.

Section 3

Explanation of terms

Explanation of terms

This table explains how the terms used at Level 2 in the unit content are applied to this qualification (not all verbs are used in this qualification).

Apply	Link existing knowledge to new or different situations.
Assess	Consider information in order to make decisions.
Classify	Organise according to specific criteria.
Compare	Examine the subjects in detail looking at similarities and differences.
Define	State the meaning of a word or phrase.
Demonstrate	Show an understanding of the subject or how to apply skills in a practical situation.
Describe	Write about the subject giving detailed information.
Differentiate	Give the differences between two or more things.
Discuss	Write an account giving more than one view or opinion.
Distinguish	Show or recognise the difference between items/ideas/information.
Estimate	Give an approximate decision or opinion using previous knowledge.
Explain	Provide details about the subject with reasons showing how or why. Some responses could include examples.
Give (positive and negative points...)	Provide information showing the advantages and disadvantages of the subject.
Identify	List or name the main points. (Some description may also be necessary to gain higher marks when using compensatory marking).
Illustrate	Give clear information using written examples, pictures or diagrams.
List	Make a list of key words, sentences or comments that focus on the subject.
Perform	Do something (take an action/follow an instruction) which the question or task asks or requires.
Plan	Think about and organise information in a logical way. This could be presented as written information, a diagram, an illustration or other suitable formats.
Provide	Give relevant information about a subject.
Reflect	Learners should look back on their actions, experiences or learning and think about how this could inform their future practice.

Select	Choose for a specific purpose.
Show	Supply sufficient evidence to demonstrate knowledge and understanding.
State	Give the main points clearly in sentences.
Use	Take or apply an item, resource or piece of information as asked in the question or task.

Section 4

Additional information

Additional information

Resource requirements

To assist in the delivery of this qualification, centres should have access to appropriate facilities and equipment to enable them to cover all the learning outcomes.

Support for learners

Learner's Evidence Tracking Log (LETL)

The LETL can help learners keep track of their work. This blank document can be downloaded free of charge from the NCFE website. You do not have to use the LETL – you can devise your own evidence tracking document instead.

Support for centres

Key Facts

This document outlines the key information of this qualification for the centre, learner and employer.

Useful websites

Centres may find the following websites helpful for information, materials and resources to assist with the delivery of this qualification:

- CIMSPA (Chartered Institute for the Management of Sport and Physical Activity) www.cimspa.co.uk/

NCFE workbook

There is an optional NCFE workbook which covers Unit 01 in this qualification. This document can be downloaded free of charge on the NCFE website.

Learning resources

We offer a wide range of learning resources and materials to support the delivery of our qualifications. Please check the qualifications page on the NCFE website for more information and to see what is available for this qualification.

The resources and materials used in the delivery of this qualification must be age-appropriate and due consideration should be given to the wellbeing and safeguarding of learners in line with your institute's safeguarding policy when developing or selecting delivery materials.

Contact us

NCFE
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**** To continue to improve our levels of customer service, telephone calls may be recorded for training and quality purposes.***