

Exercise and Fitness

Level 3 Certificate in Personal Training

Scheme code 01784

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1 Introduction

This Centre Handbook provides information for centre staff involved in the planning, delivery and assessment of the following qualification which has been accredited onto the Qualifications and Credit Framework (QCF) at Level 3:

01784 OCR Level 3 Certificate in Personal Training

It is important that centre staff involved in the delivery of the above qualification understand the requirements laid down in this handbook. Centres should therefore ensure that staff have access to this publication.

Further copies are available to download from our website www.ocr.org.uk.

1.1 The OCR Exercise and Fitness suite of qualifications

The OCR Exercise and Fitness suite of qualifications provides candidates with high quality, industry-recognised qualifications that are also recognised on the Register of Exercise Professionals (REPs). They are vocationally-related qualifications that provide valuable opportunities for individuals to develop skills and gain underpinning knowledge and understanding which will support entry into the Exercise and Fitness area of the leisure sector. They provide an ideal progression to the OCR Level 3 Diploma in Personal Training once individuals are in suitable employment.

The Level 3 Certificate in Personal Training is a vocationally-related, credit-based qualification. The units may also be taken as stand alone qualifications, suitable for any person wishing to gain a broad understanding of employment within the leisure sector.

The qualification provides valuable opportunities for individuals to gain underpinning knowledge and understanding in generic exercise and fitness principles at Level 3 of the Qualifications and Credit Framework. It is based on national occupational standards from the SkillsActive Sector Skills Council.

The awarding body for these qualifications is Oxford Cambridge and RSA Examinations (OCR) and the regulatory body is Ofqual.

These qualifications have been accredited onto the Qualifications and Credit Framework (QCF). They are endorsed by Skills Active, the sector body for Active Leisure, Learning and Well Being.

1.2 Administration arrangements for this qualification

A separate publication, the *Administrative Guide to Vocational Qualifications* (code A850), provides details of the administration arrangements for this qualification. The Administrative Guide is issued free on centre approval and is available on our website: www.ocr.org.uk.

1.3 What is the Qualifications and Credit Framework (QCF)?

The QCF is a unit and credit-based regulatory framework which will replace the National Qualifications Framework (NQF). It is a way of recognising skills and qualifications by awarding credit for qualifications and units achieved.

1.4 If centre staff have queries

This Centre Handbook and the Administrative Guide contain all the information needed to deliver and administer this qualification. If centre staff have any queries about this qualification that are not answered in these publications, they should refer to the section [Further support and information](#) for details of who to contact. Support is also available on the dedicated OCR qualification page.

1.5 Documentation updates

The information provided in this handbook was correct at the time of production. Occasionally OCR may update this information. Please refer to the qualification home pages on our website www.ocr.org.uk for details regarding updates to this qualification. For your convenience, the latest amended version of this handbook is available to download from the OCR website.

2 General information

2.1 Qualification profile

Title	OCR Level 3 Certificate in Personal Training			
OCR code	01784			
Level	This qualification has been accredited on to the Qualifications and Credit Framework (QCF) at Level 3			
QAN	500/8135/4			
Age group approved	Pre-16	16-18	18+	19+
		✓	✓	✓
This qualification is suitable for	Those who wish to prepare to work as a personal trainer. Successful completion will allow access to the Register of Exercise Professionals as a Personal Trainer			
Entry requirements	There are no formal entry requirements for this qualification.			
Qualification structure	To achieve this qualification, candidates must complete a total of 36 credits from 7 mandatory.			
Assessment and grading	This qualification is internally assessed by the centre staff (eg teachers/tutors, support workers, carers, assessors) and externally verified by OCR. Assessments are set by OCR. Units will be graded pass or fail			
Funding	For details on eligibility for public funding please refer to the following websites: http://www.dcsf.gov.uk/section96/ http://skillsfundingagency.bis.gov.uk/			
Performance figures	For information on this qualification's contribution to performance measurement please see the QCA's National Database of Accredited Qualifications (NDAQ): http://www.accreditedqualifications.org.uk			
Last entry date*	31/12/2013			
Last certification date*	31/12/2016			

*OCR will inform centres of changes to these dates. Please refer to our website www.ocr.org.uk for current dates. All centre records must be updated accordingly.

2.2 Target market

The OCR Level 3 Certificate in Fitness Instructing is suitable for those who wish to prepare to work as a personal trainer. Successful completion will allow access to the Register of Exercise Professionals as a Personal Trainer. The qualification is also suitable for those who already have roles in the exercise and fitness industry but who would benefit from additional training, or those who wish to be on the Register of Exercise Professionals (REPs). The units within the qualification would also be appropriate for anyone who wishes to gain further CPD or who has an interest in one of the unit subjects.

2.3 Qualification aims

Achievement of the Certificate in Personal Training at Level 3 demonstrates that the holder of the qualification has the knowledge, understanding and skills needed to competently undertake an personal training role. This qualification allows for progression to further qualifications.

This qualification specifically aims to:

- 1 recognise candidates' understanding of the theory underpinning exercise and health
- 2 evaluate candidates' level of interpersonal skills when dealing with clients
- 3 evaluate candidates' ability to apply knowledge of fitness instructing to practical situations

2.4 Entry requirements

This qualification is available to anyone who is capable of reaching the required standards. It has been developed free from any barriers that restrict access or progression thereby promoting equal opportunities.

All centre staff involved in the assessment or delivery of this qualifications should understand the requirements of the qualification and match them to the needs and capabilities of individual learners before entering them as candidates for this qualifications.

There are no formal requirements for entry for this qualification. Candidates will be expected to have a standard of literacy and numeracy and a level of industry knowledge appropriate for a person working at Level 3.

2.5 Unique Learner Number (ULN)

It is a QCA requirement that Awarding Bodies must capture the Unique Learner Number (ULN) for all candidates who have claimed certification for Level 3 Certificate in Personal Training. Where a candidate has a ULN, you should enter their number in the ULN field within the Candidate submission sheet (NQF4). For candidates who do not have a ULN, a claim will still be accepted if you leave this field blank but OCR will not be able to send these achievements to the Diploma Aggregation Service.

2.6 Entry restrictions

There are no entry restrictions for OCR's Level 3 Certificate in Personal Training.

2.7 Progression opportunities

The OCR Level 3 Certificate in Personal Training opens up the following progression options to candidates:

- Enter employment at an operative/practitioner/trainee level (eg personal trainer at a gym, or independently) and undertake further job-related training eg an Apprenticeship or occupational qualification appropriate to their job role.
- Undertake additional Level 3 qualifications part-time or full-time in further education (eg OCR Level 3 NVQ Diploma in Personal Training, GCE).
- Undertake higher level qualifications part-time or full-time in further or higher education eg foundation degree).

2.8 Supporting candidates

Centres should ensure that candidates are informed of the title and level of the qualification they have been entered for and that Oxford Cambridge and RSA Examinations (OCR) is the awarding body for their chosen qualification.

2.9 Wider issues

This qualification provide potential for centres to develop candidates' understanding of spiritual, moral, ethical, social and cultural issues and heighten candidates' awareness of environmental issues, health and safety considerations and European developments.

Spiritual, moral, ethical, social and cultural issues

Teachers and tutors delivering a course in personal training that supports these specifications would have opportunities to address ethical, social and moral values throughout all units.

For example, candidates will need to understand the ethical issues around maintaining confidentiality when dealing with clients' personal information and when maintaining professional relationship boundaries with the same clients. Candidates will also need to convey to their clients, the spiritual fitness benefits in relation to total fitness.

Environmental issues, health and safety considerations and European developments

Teachers and tutors may have opportunities to address all of these issues through their choice of teaching materials. For example, a discussion on health and safety in a gym or fitness studio environment could provide an opportunity to explore issues in this qualification.

Health and safety issues and their application are an integral part of Unit 2. In this unit candidates will need to understand the legislative requirements and how they apply to the normal working practice of an instructor.

2.10 Guided learning hours

The time it will take a candidate to complete this qualification will depend on a number of things, for instance, mode of study (ie whether full-time or part-time) and level of knowledge or experience on entry onto the programme of study. . As a general guide the units in this qualification are likely to require the following numbers of guided learning hours (glh).

Unit	Title	glh
Unit 1	Know how to support clients who take part in exercise and physical activity	13
Unit 2	Health, safety and welfare in a fitness environment	16
Unit 3	Principles of exercise, fitness and health	28
Unit 4	Anatomy and physiology for exercise and health	43
Unit 5	Programming personal training with clients	47
Unit 6	Delivering personal training sessions	58
Unit 7	Applying the principles of nutrition to a physical activity programme	40

2.11 Funding

This qualification is accredited at Level 2 of the Qualifications and Credit Framework and is eligible for funding under Section 96 and/or Skills Funding Agency. For details on eligibility for public funding please refer to the following websites:

<http://www.dcsf.gov.uk/section96/>

<http://skillsfundingagency.bis.gov.uk/>

2.12 Mode of delivery

OCR does not specify the mode of study or specify a time limit for the achievement of this qualification other than the expiry dates for entry and certification laid down by the regulatory authorities detailed in the qualification profiles.

Centres are free to deliver this qualification using any mode of delivery that meets the needs of their candidates. Whatever mode of delivery is used, centres must ensure that learners have appropriate access to the resources identified below.

Centres should consider the candidates' complete learning experience when designing learning programmes. This is particularly important in relation to candidates studying part time alongside real work commitments where candidates may bring with them a wealth of experience that should be utilised to maximum effect by teachers/tutors and assessors.

2.13 Resources

OCR strongly advises that teaching and development of subject content and associated skills be referenced to real vocational situations, through the utilisation of appropriate work-based contact, vocationally experienced delivery personnel, and real life case studies.

Candidates should be encouraged to read around the subject and have an appropriate knowledge of the application of the appropriate legislation (eg Health and Safety).

Centres will need to provide appropriate assessment facilities for candidates that comply with the regulations laid down by OCR in the *Admin guide: Vocational Qualifications (A850)* and the *JCQ Instructions for Conducting Examinations*, available on the OCR website www.ocr.org.uk

Centres will need to meet the above requirements when they seek centre approval from OCR.

Centres should ensure that appropriate physical resources are available in line with guidance provided in this handbook.

2.14 Delivery in Wales and Northern Ireland

The specification for this qualification has been approved by Ofqual for delivery in England/Wales/Northern Ireland during the life of the qualification.

The specification for this qualification has been approved by the Department for Children, Education, Lifelong Learning and Skills (DCELLS) for use by centres in Wales and by the Council for the Curriculum Examinations and Assessment (CCEA) for use by centres in Northern Ireland.

Candidates in Wales or Northern Ireland should not be disadvantaged by terms, legislation or aspects of government that are different from those in England. Where such situations might occur, including in the external assessment, the terms used have been selected as neutral so that candidates may apply whatever is appropriate to their own situation.

We will provide specifications, assessments and supporting documentation in English.

Further information concerning the provision of assessment materials in Welsh and Irish may be obtained from the OCR Customer Contact Centre: 024 76 851509.

2.15 Arrangements for candidates with access-related needs

We aim to make sure that all candidates are given equal opportunity to demonstrate their skills.

OCR recognises that there are some candidates who can demonstrate attainment in the skills being assessed, but who may be disadvantaged by standard assessment arrangements. For these candidates standard assessment arrangements may be adjusted to enable them to compete on an equal basis with other candidates, provided that the adjustments do not compromise the integrity of the qualification(s).

Adjustments to standard assessment arrangements are made on the basis of the individual needs of candidates. This is to ensure that the adjustment will only compensate candidates for their particular difficulty without giving them an advantage over others.

It is important, therefore, that centres identify as early as possible whether candidates have disabilities or particular difficulties that will put them at a disadvantage in the assessment situation and select an appropriate qualification or adjustment that will allow them to demonstrate attainment.

The responsibility for providing adjustments to assessment is one which is shared between OCR and the centre. Centre staff should consult the JCQ publication *Access Arrangements and Special Consideration for General and Vocational Qualifications* for a description of their responsibilities and the procedures by which adjustments can be made.

For further guidance on specific assessment requirements of individual qualifications and appropriate adjustments to assessment, centres are advised to contact the relevant Qualifications Team at OCR's Coventry office.

Centres should ensure that all candidates are given equal opportunity to demonstrate their competence for the qualifications against specified criteria. All of the specified criteria must be met by all candidates independently and may not be reworded or omitted in any circumstances. However, candidates may use mechanical, electronic and other aids in order to demonstrate competence so long as the aids are generally commercially available and can feasibly be used on employers' premises, software must not perform tasks for which credit is given to the candidate. OCR's website provides further advice on assessment arrangements for candidates with particular assessment requirements in the Administration/Vocational Qualifications/Special Requirements area.

2.16 Results enquiries and appeals

Please refer to the *Administrative Guide to Vocational Qualifications* (code A850) which can be downloaded from the OCR website www.ocr.org.uk

2.17 Centre malpractice guidance

It is the responsibility of the Head of Centre* to report (in writing) all cases of suspected malpractice involving centre staff or candidates, to the OCR Quality and Standards division.

When asked to do so by OCR, Heads of Centres are required to investigate instances of malpractice promptly, and report the outcomes to the OCR Quality and Standards division.

Further information is contained in the publication *JCQ publication: Suspected Malpractice in Examinations and Assessment* which is available from the OCR Customer Contact Centre: 024 76 851509.

* The Head of Centre is defined as the most senior officer in the organisation, directly responsible for the delivery of OCR qualifications, eg the Principal of a College, the Head Teacher of a school, the Managing Director of a Private Training Provider or the Group Training Manager of a major company.

3 Assessment and moderation

3.1 Internal Assessment

This qualification is designed around the principle that learners will build evidence towards the achievement of a level over a period of time. Evidence is assessed on an ongoing basis. Once all assessment criteria have been met the evidence is then submitted to OCR for external verification.

The unit assessment criteria reflect the demands of the learning outcomes for the unit.

In order for learners to be able to effectively progress towards meeting the requirements of each assessment criterion, teachers/tutors must make sure that the supporting knowledge, understanding and skills requirements for each criterion are fully addressed. The identified knowledge, understanding and skills are not exhaustive and may be expanded upon or tailored to particular contexts to which the unit is being taught and the assessment criteria applied.

We recommend that teaching and development of subject content and associated skills be referenced to real life situations, through the utilisation of appropriate work-based contact, vocationally experienced delivery personnel, and real life case situations.

Assessment of this/these qualification(s) will be conducted in accordance with the appropriate codes of practice approved and published by the regulatory authorities.

Centre assessed unit(s)

The OCR Level 3 Certificate in Personal Training is assessed within the centre and is then externally verified by OCR. OCR produces assessment materials for use by centres.

Key features of the assessment of this qualification are:

- Assessment of all units is through a mixture of practical assessments, portfolio evidence assignments and short answer examinations.
- Performance at unit level is graded as Pass or Fail based on the achievement of the required assessment criterion.
- All Units are centre-assessed and externally verified by OCR. OCR provide assessment materials to centres which fully meet the learning outcomes and assessment criteria for each unit.

When candidates complete an assignment/activity, the centre assessor (usually the teacher/tutor) assesses their work. Centres will need to identify staff who will act as assessors. Assessors will need to have experience in making judgments about candidates' progress.

Assessors must:

- judge candidate work against the standard identified in the Assessment Guidance
- identify valid and sufficient evidence
- identify gaps in evidence
- give feedback to candidates
- liaise with other assessors in the centre to ensure standards
- verify candidate achievement by completing and signing OCR documentation (ie Candidate Evidence Sheets, Evidence Checklists)

- maintain records of candidates' achievements.

Internal standardisation

Internal standardisation is an important part of the local assessment process. Centres will be required to demonstrate that a system is in place which ensures that all assessment is being carried out in a similar way and to an equivalent standard across all teachers/tutors acting as assessors. OCR will require evidence of this process. Centres are required to keep evidence of standardisation and records of any decisions/issues for a minimum of one year.

In order to maintain a consistent approach to internal standardisation, a centre co-ordinator should be nominated. The centre co-ordinator will be responsible for:

- maintaining a list of current assessors
- ensuring that all current assessors are working to the same standard
- arranging regular meetings
- ensuring cross-moderation of work between assessors
- maintaining records of the outcome of cross-moderation activities
- regularly sampling the assessment of all assessors and documenting the outcome
- advising assessors of any discrepancies in assessment and suggesting ways in which assessment may be brought into line with the work of other assessors
- completing the relevant centre standardisation document.

OCR-set tests

Units 3 and 4 are assessed through a short answer test provided by OCR and downloadable from OCR Interchange and are marked by a centre assessor, before being verified by an OCR-appointed External Verifier.

These assessments are based on candidates gaining mastery of the assessment criteria and are marked by learning outcome. The pass mark for each learning outcome is indicated on the front cover of the task and answer booklet. A minimum of 90% of the assessment criteria for each learning outcome are covered in the exam.

Where a learner does not meet the required standard for a learning outcome on the test, these learning outcome sections should be revisited after a period of further learning

External Verification

OCR will allocate an external verifier who will visit the centre to verify assessments and internal verification.

External verifiers will want to interview candidates, assessors and internal verifiers during their visits. Assessment records and evidence for all candidates must also be available for verifiers to see if they ask to. It is the assessor's (and not the internal or external verifiers') responsibility to 'sign off' each unit of competence.

Centres should have the following available for each external verification visit:

- a list of candidates registered for these qualifications, together with their achievements to date plus certification records
- access to evidence (for example, up-to-date portfolios) and CARs

- access to OCR on-line claim system (Interchange)
- relevant assessors and selected candidates as requested by the external verifier (EV), including those whose certificates have been claimed through Direct Claims Status (DCS)
- all portfolios (access to evidence) relating to certificates claimed through DCS
- a copy of the external verifier's last visit report
- a sample signature list for all assessors and internal verifiers
- details of training and curriculum vitae for new members of the assessment team
- all **centre records** (see **Centre records – assessment and verification** for more details)
- evidence of achieving action points since the last external verifier visit
- notes of any action carried out due to particular points mentioned by an external verifier in any correspondence since their last visit
- recommendations to the external verifier
- if recorded evidence is used, ensure all recordings and appropriate playback equipment is available.

4 Certification

Learners who achieve the full qualification will receive:

- a certificate listing the unit achieved with their related credit value, and
- a certificate giving the full qualification title

OCR Level 3 Certificate in Personal Training

Candidates achieving one or more units but who do not meet the credit requirements for a full certificate will receive a certificate listing the units they have achieved along with their credit value.

4.1 Claiming certificates

Certificates will be issued directly to the centre for successful candidates. In order to ensure that these are automatically issued centres must ensure that the OCR candidate number is **always** used where a candidate has already achieved one or more units. See the *Administrative Guide to Vocational Qualifications* (code A850) for full details.

4.2 Replacement certificates

If a replacement certificate is required a request must be made to the OCR Operations Division on 024 76 470033, or in writing to the Coventry office, and an application form with further instructions will be sent. A charge will be made for a replacement certificate.

5 Qualification structure and units

5.1 Qualification structure

Candidates do not have to achieve units in any particular order and teachers/tutors should tailor learning programmes to meet individual candidate needs. It is recommended that, wherever possible, centres adopt a holistic approach to the delivery of this qualification and identify opportunities to link the units together.

If a candidate is not able to complete a full award, their achievements will be recognised through the issue of a unit certificate listing the units achieved.

OCR Level 3 Certificate in Personal Training

(Qualification Accreditation Number 500/8135/4)

To achieve this qualification, candidates must achieve a total of 36 credits made up as follows:

All 7 units are mandatory, candidates must achieve 36 credits

Unit No	Unit title	QCA accreditation number	Level	Credit value
1	Know how to support clients who take part in exercise and physical activity	M/600/9015	2	2
2	Health, safety and welfare in a fitness environment	T/600/9016	2	2
3	Principles of exercise, fitness and health	A/600/9017	2	4
4	Anatomy and physiology for exercise and health	A/600/9051	3	6
5	Programming personal training with clients	F/600/9052	3	7
6	Delivering personal training sessions	J/600/9053	3	9
7	Applying the principles of nutrition to a physical activity programme	L/600/9054	3	6

Unit	Level	Method of Assessment
Unit 1 Know how to support clients who take part in exercise and physical activity	2	Worksheet Assignment
Unit 2 Health, safety and welfare in a fitness environment	2	Worksheet
Unit 3 Principles of exercise, fitness and health	2	1 hour 30 minute short answer test
Unit 4 Anatomy and Physiology for exercise and health	3	1 hour 15 minute short answer test
Unit 5 Programming personal training with clients	3	Planning Assignment
Unit 6 Delivering personal training sessions	3	Practical Assessment
Unit 7 Applying the principles of nutrition to a physical activity programme	3	Worksheet Assignment and Case Study

5.2 Unit format

Each unit contains:

A unit title

This is a summary of the content of the unit.

Level

This advises the QCF level on which the unit is accredited.

Credit value

This advises how many credits the candidate will achieve for successful achievement of the unit.

Guided learning hours

This specifies the amount of time that the average candidate would be expected to take to complete all requirements of the unit.

Learning outcomes

These set out what the candidate is expected to know, understand or be able to do as a result of the learning process.

Assessment criteria

These detail the requirements that the learner will be assessed against in order to evidence the learning outcomes.

Knowledge, understanding and skills

This details the underpinning, knowledge, understanding and skills which candidates will need in order to be able to undertake the assessment for the unit and to meet the requirements of the assessment criteria. Teachers/tutors should cover all of the knowledge, understanding and skills requirements fully prior to entering candidates for assessment.

Unit purpose and aim

This section specifies the overall purpose and aim of the unit.

Unit expiry date

This section specifies the end accreditation date of the unit on the QCF.

Details of the relationship between the unit and the national occupational standards

This section specifies any signposting to the relevant national occupational standards.

Assessment

This specifies the requirements in relation to assessment of the unit. It details the way in which the assessment criteria will be assessed. All units will be internally assessed and externally verified by OCR External Verifiers.

Evidence requirements

These provide specific detail to amplify the knowledge or understanding required to meet the assessment criteria.

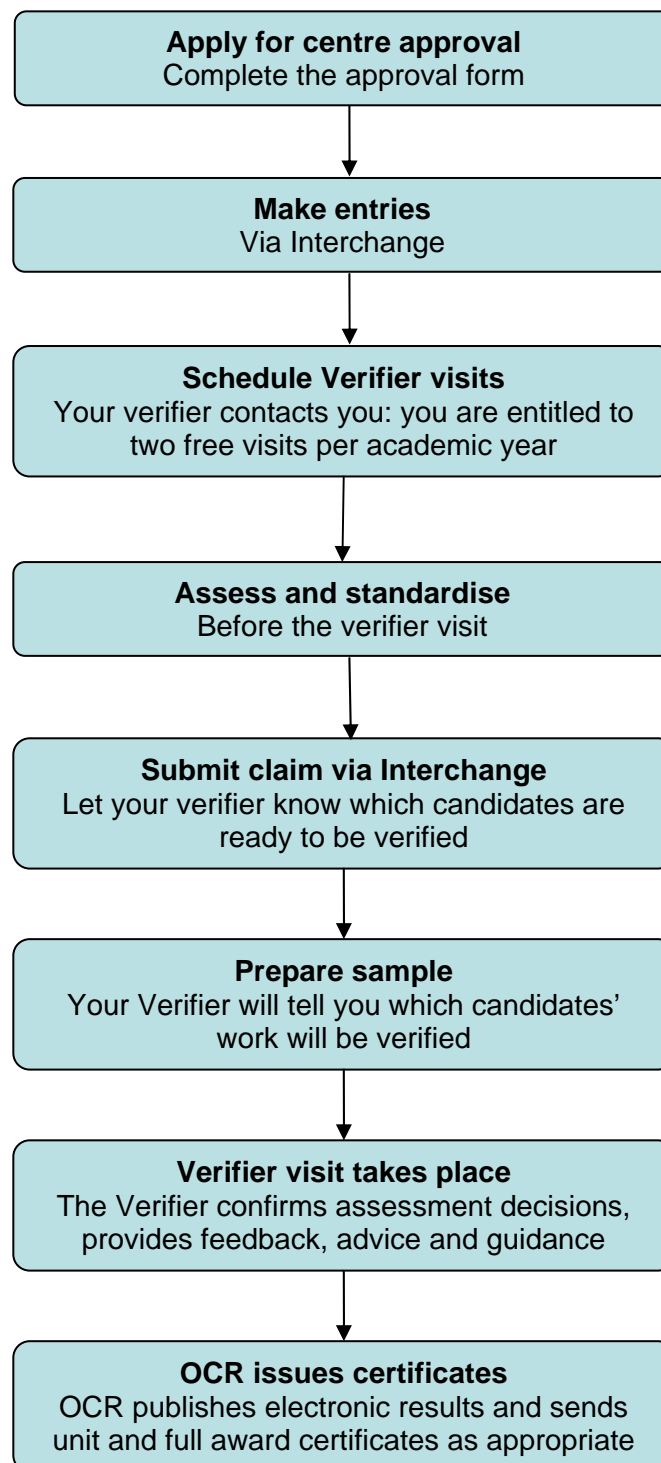
Other additional information regarding the unit

Further information such as sector support and unit classification can be found within each unit. Units can be downloaded from the OCR website www.ocr.org.uk.

6 Administration arrangements

6.1 Overview of full process

For detailed information on this qualification centres must refer to OCR's Admin guide: Vocational Qualifications (A850). The following flow chart provides a brief summary of how this qualification is delivered.



7 Supporting Documentation

7.1 OCR assessment materials

OCR assessment material is available for all units. Centres must use these assessments for the summative assessment of candidates. Most assessment materials and support materials for centres are available to download directly from the OCR website www.ocr.org.uk.

OCR assessment material for Unit 3 Principles of exercise, fitness and health and Unit 4 Anatomy and physiology for exercise is available to download from our secure website <https://interchange.ocr.org.uk>. Assessment materials for all other units is available to download from the qualification page of our website: http://www.ocr.org.uk/qualifications/type/qcf/slr/per_train_l3_cert/

Assessment materials

The OCR assessment materials for OCR Level 3 Certificate in Personal Training include candidate resource sheets, guidance and assessments for each unit and assessment records. Assessment materials are issued on an annual basis for use within the 12 months following the issue date, or as indicated by OCR.

OCR assessment material is available to download from our website www.ocr.org.uk.

8 Guidance For Candidates

8.1 What is the Level 3 Certificate in Personal Training?

The OCR Level 3 Certificate in Personal Training is an industry-recognised qualification that is also recognised at Level 3 of the Register of Exercise Professionals (REPs). It supports career progression in the Exercise and Fitness industry and provides an ideal progression to:

1. National Vocational Qualifications (NVQs) once individuals are in suitable employment
2. Qualifications beyond Level 3

Some of the units taken as part of the Level 2 Certificate in Fitness Instructing can also count towards the achievement of the Level 3 Certificate in Personal Training.

The units may also be taken as stand alone qualifications, suitable for any person wishing to gain a broad understanding of employment within the leisure sector.

8.2 What do I have to do to achieve this qualification?

To achieve this qualification you must achieve all of the units listed below.

Unit No	Unit title	QCA accreditation number	Level	Credit value
1	Know how to support clients who take part in exercise and physical activity	M/600/9015	2	2
2	Health, safety and welfare in a fitness environment	T/600/9016	2	2
3	Principles of exercise, fitness and health	A/600/9017	2	4
4	Anatomy and physiology for exercise and health	A/600/9051	3	6
5	Programming personal training with clients	F/600/9052	3	7
6	Delivering personal training sessions	J/600/9053	3	9
7	Applying the principles of nutrition to a physical activity programme	L/600/9054	3	6

8.3 What if I cannot complete enough units for a full award?

This qualification is very flexible and allows you to achieve recognition for what you have already achieved even if you do not finish the full qualification. OCR has systems in place which allow you to be awarded a certificate listing the unit (or units) you have achieved even if you are unable to complete the full qualification.

8.4 How do I know that this qualification is right for me?

This qualification is designed for candidates wishing to gain an appropriate qualification for the purposes of working as a Personal Trainer in the Exercise and Fitness sector.

This qualification may also form a progression route to higher level courses such as the Level 3 NVQ Diploma in Personal Training or other qualifications at Level 3 and beyond.

8.5 How are the units tested?

All of the units are assessed by set tests, assignments and assessment of practical performance.

8.6 Do I need to pass all of the units?

Yes. All units are mandatory and must be passed in order to achieve a full Level 3 Certificate in Personal Training. However, each unit represents a worthwhile achievement in its own right, and certification is also available at unit level.

8.7 How do I keep track of my achievements?

We have designed a **Record of Achievement** form for you to use to keep track of your achievements. This form is optional (you do not have to use it if you do not want to).

8.8 Finally

To gain a full OCR Level 3 Certificate in Personal Training you must achieve 36 credits. If you do not achieve all of the units for the full qualification, you will be issued with a 'unit certificate' which lists the unit or units which have been passed.

OCR wishes you every success in your achievement of this qualification.

9 Mapping

9.1 Mapping to National Occupational Standards

This qualification provides a key progression route between education and employment (or further study/training leading to employment). It is directly relevant to the needs of employers and relates to national occupational standards in Instructing Exercise and Fitness.

The following table indicates where units within this qualification contain knowledge and understanding that map against the above national occupational standards.

This mapping provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards. It does not claim to guarantee that evidence will meet the NVQ requirements. This information is also available within the units themselves.

OCR Level 3 Certificate in Personal Training		Mapping to National Occupational Standards
Unit	Title	
Unit 1	Know how to support clients who take part in exercise and physical activity	Instructing Exercise and Fitness 2009 NOS Instructing Physical Activity and Exercise 2009 NOS
Unit 2	Health, safety and welfare in a fitness environment	Instructing Exercise and Fitness 2009 NOS Instructing Physical Activity and Exercise 2009 NOS C22 Promote health, safety and welfare in active leisure and recreation
Unit 3	Principles of exercise, fitness and health	Instructing Exercise and Fitness 2009 NOS Instructing Physical Activity and Exercise 2009 NOS
Unit 4	Anatomy and physiology for exercise and health	Instructing Exercise and Fitness 2009 NOS
Unit 5	Programming personal training with clients	Instructing Physical Activity and Exercise 2009 NOS D460 Design, manage and adapt a personal training programme with clients
Unit 6	Delivering personal training sessions	Instructing Physical Activity and Exercise 2009 NOS D461 Deliver exercise and physical activity as part of a personal training programme
Unit 7	Applying the principles of nutrition to a physical activity programme	Instructing Physical Activity and Exercise 2009 NOS D462 Apply the principles of nutrition to support client goals as part of an exercise and physical activity programme

10 Further Support and Information

10.1 General enquiries

For general enquiries relating to any of OCR's vocational qualifications, please contact the OCR Customer Contact Centre on:

Telephone: 024 76 851509
Fax: 024 76 851633
Email: vocational.qualifications@ocr.org.uk

Alternatively, you could visit OCR's website at www.ocr.org.uk for further information on OCR qualifications.

10.2 Claim forms and claim enquiries

All claim forms should be returned to:

Operations
OCR
Progress House
Westwood Way
Coventry
CV4 8JQ

Telephone 024 76 470033

10.3 Results enquiries

Forms and current fees can be obtained from:

Results Enquiries
OCR
Progress House
Westwood Way
Coventry
CV4 8JQ

Telephone 024 76 470033

10.4 Customer feedback

We welcome feedback from customers on all aspects of our provision. Comments relating to this documentation should be sent to:

The OCR Qualification Manager
Exercise and Fitness
Qualifications Division
OCR
Coventry Office
Westwood Way
Coventry
CV4 8JQ

10.5 OCR Training Events

Information on OCR's training events for centres can be found on the OCR website by going to www.ocr.org.uk, or by contacting:

OCR Training
Customer Support Division
Progress House
Westwood Way
Coventry CV4 8JQ

Telephone: 02476 496 398
Fax: 02476 496 399
Email: training@ocr.org.uk

10.6 OCR Publications

The OCR Publications Service offers support to OCR customers, centres, parents and candidates. It offers a wide range of up-to-date materials for sale which relate to our key qualifications. These materials include specifications, past papers, mark schemes and a range of support materials.

The OCR Publications Catalogue holds the full list of materials currently available to order. To obtain a copy of this and to order publications, please go to <http://publications.ocr.org.uk> or call our dedicated order line on 0870 770 6622.

Orders can also be emailed to publications@ocr.org.uk or posted to the address on the order form printed in the OCR Publications Catalogue.

OCR Support Materials prepare extra resources to help you deliver our qualifications. These support materials can be ordered from OCR Publications and more information about the materials can be obtained from support.materials@ocr.org.uk.

10.7 Publications (related to this qualification)

Administrative Guide to Vocational Qualifications (code A850)

JCQ publication *Access Arrangements and Special Consideration for General and Vocational Qualifications* www.ocr.org.uk

11 Glossary

Analyse	to examine in detail in order to discover meaning, essential features, etc
Apply	to devote oneself with diligence to bring into operation or use to put to practical use; utilise; employ
Assess	to judge the worth, importance, etc, of; evaluate
Calculate	to solve (one or more problems) by a mathematical procedure; compute
Carry out	to perform or cause to be implemented
Chart	to plot or outline the course of to make a detailed plan of to make a chart of
Classify	to arrange or order by classes; categorise
Collect	to gather together or be gathered together
Communicate	to impart (knowledge) or exchange (thoughts, feelings, or ideas) by speech, writing, gestures, etc
Compare	to regard or represent as analogous or similar; liken
Compile	to make or compose from other materials or sources
Complete	to make whole or perfect to end; finish
Conduct	to do or carry out
Contrast	to distinguish by comparison of unlike or opposite qualities
Contribute	to give (support, money, etc) for a common purpose or fund to supply (ideas, opinions, etc) as part of a debate or discussion
Cook	to prepare (food) by the action of heat, as by boiling, baking, etc, or (of food) to become ready for eating through such a process
Define	to state precisely the meaning of (words, terms, etc)
Deliver	to carry (goods, etc) to a destination, esp. to carry and distribute (goods, mail, etc) to several places to hand over, transfer, or surrender to produce or perform something promised or expected
Demonstrate	to show, manifest, or prove, esp. by reasoning, evidence, etc
Describe	to give an account or representation of in words
Design	to work out the structure or form of (something)
Detail	to list or relate fully to include all or most particulars
Develop	to come or bring to a later or more advanced or expanded stage; grow or cause to grow gradually
Devise	to work out, contrive, or plan (something) in one's mind
Discuss	to have a conversation about; consider by talking over; debate to treat (a subject) in speech or writing
Estimate	to form an approximate idea of (distance, size, cost, etc); calculate roughly; gauge

Evaluate	to ascertain or set the amount or value of to judge or assess the worth of; appraise
Examine	to look at, inspect, or scrutinise carefully, or in detail; investigate
Explain	to make (something) comprehensible, esp. by giving a clear and detailed account of the relevant structure, operation, surrounding circumstances, etc
Explore	to examine or investigate, esp. systematically
Generate	to produce or bring into being; create
Give	to present or deliver voluntarily (something that is one's own) to the permanent possession of another or others to impart or communicate
Identify	to prove or recognise as being a certain person or thing; determine the identity of
Illustrate	to clarify or explain by use of examples, analogy, etc
Implement	to carry out; put into action; perform
Interact	to act on or in close relation with each other
Interpret	to clarify or explain the meaning of; elucidate
Investigate	to inquire into (a situation or problem) thoroughly; examine systematically, especially in order to discover the truth
Justify	to prove or see to be just or valid; vindicate to show to be reasonable; warrant or substantiate
Keep	to have or retain possession of
Lead	to show the way to (an individual or a group) by going with or ahead to guide or be guided by holding, pulling, etc to phrase a question to (a witness) that tends to suggest the desired answer
Measure	to determine the size, amount, etc, of by measurement
Monitor	to observe or record (the activity or performance) of (an engine or other device)
Organise	to form (parts or elements of something) into a structured whole; co ordinate
Outline	to give the main features or general idea of
Participate	to take part, be or become actively involved, or share (in)
Perform	to carry out or do (an action)
Plan	to have in mind as a purpose to make a plan of (a building)
Prepare	to make ready or suitable in advance for a particular purpose or for some use, event etc to put together using parts or ingredients; compose or construct to equip or outfit
Present	to show, exhibit to put forward; submit to bring or suggest to the mind
Produce	to bring (something) into existence; yield to bring forth (a product) by physical or mental effort; make
Profile	to draw, write or make a profile of
Promote	to further or encourage the progress or existence of to raise to a higher rank, status degree etc to urge the adoption of; work for to encourage the sale of (a product) by advertising or securing financial support

Propose	to put forward (a plan, motion, etc) for consideration or action
Provide	to put at the disposal of; furnish or supply
Recognise	to perceive (a person, creature, or thing) to be the same as or belong to the same class as something previously seen or known; know again
Recommend	to advise as the best course or choice; counsel
Research	to carry out investigations into (a subject, problem etc)
Review	to look at or examine again to look back upon
Select	to choose (someone or something) in preference to another or others
Serve	to render or be of service to (a person, cause, etc); help to distribute or provide
Show	to make, be, or become visible or noticeable to indicate or explain; prove
Suggest	to put forward (a plan, idea, etc) for consideration
Summarise	to make or be a summary of; express concisely
Understand	to know and comprehend the nature or meaning of
Undertake	to contract to or commit oneself to (something) or to do (something)
Use	to put into service or action; employ for a given purpose