

apprenticeship FRAMEWORK

Exercise and Fitness

IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills and Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 14th October. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

Latest framework version?

For any previous versions of this framework: www.acwcerts.co.uk/framework_library

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Exercise and Fitness

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Framework information

Information on the Issuing Authority for this framework:

SkillsActive

The Apprenticeship sector for occupations in sports coaching, active leisure, hairdressing and beauty (also includes fitness, stewarding, outdoors, playwork and sporting excellence).

Issue number: 4	This framework includes:
Framework ID: FR02142	Level 2 <input checked="" type="checkbox"/> Level 3 <input checked="" type="checkbox"/> Level 4-7 <input type="checkbox"/>
Date this framework is to be reviewed by: 31/12/2017	This framework is for use in: Wales

Short description

This apprenticeship is designed to meet the needs of employers for an expansion of training programmes, to widen recruitment and to improve retention as well as to provide progression opportunities to and within the health and fitness industry at a range of levels.

The Foundation Apprenticeship in Exercise and Fitness is designed for those individuals who are either already employed in the fitness industry or who are looking to enter the industry and further develop their knowledge and skills to progress within the sector. The framework is also suitable for those wishing to change career after having worked in a different sector.

The Apprenticeship in Exercise and Fitness is designed for those who already work in the health and fitness industry and wish to continue their professional development as well as for those who wish to enter the sector in a supervisory / managerial role. The framework is also suitable for those wishing to change career after having worked in a different sector, entering this sector changing their hobby into a job. The expectation is that the achievement of this framework will require a minimum duration of: 12 months at Foundation Apprenticeship level and 18 months at Apprenticeship level.

Contact information

Proposer of this framework

[This framework is published by SkillsActive on a non-statutory basis prior to the designation of Issuing Authorities for Wales]

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Revising a framework

Why this framework is being revised

[The main purpose of this review is to update the framework with newly accredited knowledge and competence qualifications and to check the currency of the framework content.]

Summary of changes made to this framework

[This framework has been updated with newly accredited knowledge and competence qualifications, employee rights and responsibilities qualifications and the Additional Employer Requirements section has been updated.]

Qualifications removed

[Instructing Exercise and Fitness

The following qualification has been removed from the framework:

- OCR Level 2 NVQ Diploma in Instructing Exercise and Fitness 501/0105/5
- OCR Level 2 Certificate in Fitness Instructing 500/8136/6
- EDI Level 2 Certificate in Fitness Instructing 500/8478/1
- VTCT Level 2 Diploma in Exercise, Health and Fitness Instructing 501/0676/4
- VTCT Level 2 Certificate in Instructing Exercise to Music to Older Adult and People with Disabilities 501/1491/8
- YMCA Awards Level 2 Certificate in Fitness Walking 600/0299/2
- Active IQ Level 2 Diploma in Active Leisure 600/4973/x
- ASA Level 2 Certificate in Fitness Instructing (Water Based Exercise) 600/8162/4
- EDI Level 2 Award in Employment Awareness in Active Leisure and Learning 600/4424/x
- OCR Level 2 Award in Employment Awareness in Active Leisure and Learning 600/2422/7

Personal Training

- OCR Level 3 NVQ Diploma in Personal Training 501/0111/0
- OCR Level 3 Certificate in Personal Training 500/8135/4

ED Level 3 Award in Employment Awareness in Active Leisure and Learning 600/4425/1 OCR Level 3 Award in Employment Awareness in Active Leisure and Learning 600/2423/9

Qualifications added

Instructing Exercise and Fitness

The following qualifications have been added to the framework:

- 1st4sport Level 2 NVQ Diploma in Instructing Exercise and Fitness 601/6791/9
- Focus Awards Level 2 NVQ Diploma in Instructing Exercise and Fitness 601/4885/8
- 1st4sport Level 2 Certificate in Fitness Instructing 601/6790/7
- Focus Awards Level 2 Certificate in Fitness Instructing 601/5883/9
- YMCA Awards Level 2 Certificate in Fitness Walking 600/6203/4
- Active IQ Level 2 Diploma in Active Leisure 600/8160/0
- YMCA Awards Level 2 Diploma in Health, Fitness and Exercise Instruction 600/6744/5
- Active IQ Level 2 Diploma in Health and Fitness 600/9561/1
- Active IQ Level 2 Certificate in Fitness Instruction and Self-Development in Active Leisure 601/0298/6
- YMCA Awards Level 2 Diploma in Promoting Health and Wellness 601/0191/x
- YMCA Awards Level 2 Certificate In Instructing Circuit Training Sessions 601/0485/5
- YMCA Awards Level 2 Certificate In Instructing Parkour/ Freerunning Fitness Training 601/1696/1
- IAO Level 2 Diploma in Active Leisure for Exercise Professionals 601/3720/4
- Active IQ Level 2 Diploma in Fitness Instructing, Sales and Business Skills 601/6069/X
- 1st4sport Level 2 Certificate in Coaching Weight Lifting 601/5280/1
- Active IQ Level 2 Diploma In Physical Activity, Fitness and Exercise Science 601/6041/X
- Focus Awards Level 2 Award in Employment Awareness in Active Leisure and Learning 601/4968/1
- NOCN Level 2 Award in Employment Awareness in Active Leisure and Learning 600/8097/8

Personal Training

- 1st4sport Level 3 NVQ Diploma in Personal Training 601/6794/4
- Focus Awards Level 3 NVQ Diploma in Personal Training 601/4888/3
- 1st4sport Level 3 Certificate in Personal Training 601/6792/0
- Focus Awards Level 3 Certificate in Personal Training 601/4709/x
- IAO Level 3 Diploma in Fitness Instructing and Personal Training b

601/3866/x

- Focus Awards Level 3 Diploma in Fitness Instructing and Personal Training 601/5840/2
- Active IQ Level 3 Diploma In Personal Training and Business Skills for Fitness Professionals 600/9744/9
- Active IQ Level 3 Diploma In Health and Fitness 601/0348/6
- YMCA Awards Level 3 Diploma in Personal Training (Gym-Based Exercise) 601/0195/7
- VTCT Level 3 Diploma in Personal Training (Gym-Based Exercise) 601/4323/X
- Active IQ Level 3 Diploma In Physical Activity, Fitness and Exercise Science 601/6042/1
- VTCT Level 3 Diploma in Personal Training (Specific Populations) 601/4324/1
- VTCT Level 3 Diploma in Instructing Mat-Based Pilates 600/7050/x
- VTCT Level 3 Diploma in Exercise, Health and Fitness Studies 600/8787/0
- HABC Level 3 Award in Employment Awareness in Active Leisure and Learning 600/6501/1

Focus Awards Level 3 Award in Employment Awareness in Active Leisure and Learning 601/4969/3

Qualifications that have been extended

N/A

Purpose of this framework

Summary of the purpose of the framework

The Foundation Apprenticeship in Exercise and Fitness is designed for those individuals who are either already employed in the fitness industry or who are looking to enter the industry and further develop their knowledge and skills to progress within the sector. The framework is also suitable for those wishing to change career after having worked in a different sector.

The Apprenticeship in Exercise and Fitness is designed for those who already work in the health and fitness industry and wish to continue their professional development as well as for those who wish to enter the sector in a supervisory / managerial role. The framework is also suitable for those wishing to change career after having worked in a different sector, entering this sector changing their hobby into a job.

Aims and objectives of this framework (Wales)

The health and fitness industry is a large and important component part of the active leisure, learning and well-being sector, comprising both privately operated fitness clubs such as David Lloyd, Fitness First and Cannons, and public gyms in leisure facilities run by local authorities or leisure trusts.

There were 324 clubs in Wales in 2010 according to the FIA State of the Industry report, valued at £135m, equivalent to 4 per cent of the value for the UK as a whole. With regard to business start up, figures from the Fitness Industry Association's 'State of the UK Fitness Industry report' suggest that around eight public and private facilities opened between 2009 and 2010 in Wales. The sector has seen growth since 2007 of around 11 per cent or 33 additional facilities (nine private and 24 public). Club membership in Wales stands at 330,000 with an average of 1,000 members per club. This is lower than average membership per club across the UK, which may be accounted for by the lower concentrations of population in Wales.

Across the UK, the private clubs comprise 54 per cent of all clubs and attract 61 per cent of members. In Wales this proportion is different, with private clubs including those located in hotel premises, accounting for a mere 40 per cent of all facilities open to the public, attracting an almost identical proportion of members at 41 per cent. This means that there is a far greater reliance on public provision of health and fitness sector services in Wales than there is in England.

It is challenging to estimate the number of people employed in these facilities, as leisure centre staff are employed by local authorities whose main business is unlikely to be fitness and hotel-based fitness staff are likely to be subsumed within hotel employment figures. In 2008,

SkillsActive estimated there were 2,100 working in health and fitness in Wales.

The level of vacancies recorded in the sector by the Future Skills Wales (FSW) 2005 was higher than that for the Welsh economy, at 24 per cent of establishments equating to 5.3 percent of sector employment compared to 21 percent of all establishments in Wales and 3.9 percent of all Wales employment. The FSW data showed that 11 percent of sector establishments had hard-to-fill vacancies (1.9 per cent of total sector employment) higher than the Welsh economy as a whole at ten percent of establishments and 1.2 percent of employment.

Research undertaken by SkillsActive (jobs advertised during the course of 2009, via Leisure Opportunities across the UK), found that ten per cent of the 1,600 job opportunities advertised related to fitness instructor, coaches and activity leader positions.

Health and fitness employers in both the public and private sectors reported that class instructors (circuit training and aerobics instructors) were proving very difficult to recruit across Wales. High quality general managers were also difficult to obtain as well as GP referral specialists. A number of public sector employers in Wales identified that they were 'fishing from the same pool' in terms of recruiting people, particularly leisure related posts. Local authority employers reported a trend in lifeguards regularly moving on to work for police or fire authorities.

Fitness instructors:

Fitness roles range from level 2 gym instructors to level 4 specialist instructors who work with clients with health conditions. There are common skill requirements across all roles and levels with communication, customer handling, self motivation and dependability appearing throughout. Personal attributes are also important due to the customer facing nature of the job. Customer handling, team working and problem solving skills are found to be lacking.

The association between health and fitness is strengthening and employers have highlighted the need to upskill fitness professionals to work with specialist populations and health conditions. SkillsActive research found that two in five REPs instructors who do not currently work with special populations expect to work with more in the future.

The Employer Training Survey shows that the highest qualification held by almost a third (31 percent) of employees currently working within the health and fitness sector is level 1 and a further quarter hold a level 2 qualification as their highest. Therefore, there is a clear need to up-skill existing employees working within health and fitness, for job roles which require skills and knowledge at level 2 and 3 such as fitness instructor and personal trainer providing clearly defined routes for entrants into the sector.

Since its inception in Wales in 2005 the Register of Exercise Professionals has seen a rise in the number of registered instructors within Wales. Supported by Sport Wales, these highly skilled professionals will play a key role in addressing the ambitious targets set by the Welsh

Government's "Climbing Higher" Strategy for Sport and Physical Activity.

Registration is achieved and maintained through the gaining of qualifications and training which are endorsed by industry experts and are nationally recognised. Qualifications which allow entry onto the register include both knowledge and competence qualifications. All the fitness related qualifications within this Apprenticeship framework allow entry onto the register giving the Apprentice a solid and rounded understanding of the industry as well as the opportunity to gain employment and further skills.

This apprenticeship programme will provide the skilled staff to help the nation achieve a healthier, better lifestyle. SkillsActive are also developing excellent links with the National Health Service through the GP referral qualifications currently in place, which will contribute to achieving the targets set out by the Welsh Government in "Climbing Higher".

The provision of recreational, sport and fitness facilities is a key element in the drive to improve the active lifestyles of individuals across all strata of the population. As outlined in Creating an Active Wales, the Welsh Government action plan for sport and physical activity, regular engagement with physical activity has additional benefits to the wider economy. The action plan highlights that those who are physically active have as much as a 50 percent reduced risk of developing major health related diseases in later life. Improvements to the number of people engaged in physical activity could therefore have long term bearings on health expenditure. Estimates suggest that physical inactivity costs the Welsh economy around £650 million per year.

The Welsh Health Survey 2009 suggests that around 57 per cent of adults are classified as overweight or obese (21 per cent are obese). Additionally, Wales records the highest levels of childhood obesity compared with the other Home Countries at 19 per cent. There is continued commitment to improve participation in sport and physical activity in Wales. Creating an Active Wales is the Welsh Government's plan for improving levels of physical activity in Wales (launched in 2009). The report outlines the need to increase participation in physical activity to ensure improvements in health and wellbeing and sets out a range of targets to increase activity levels.

The Welsh Government's Economic Renewal Programme highlights a commitment to the continuous development of the apprenticeship model as a flagship vocational training option.

This framework can contribute towards:

- meeting the generic skills priorities for the sector including communication, teamworking, customer services and employability skills;
- addressing health and fitness sector specific skills gaps in order to provide a quality, welcoming, safe and motivating environment in which customers can become healthy and active with appropriate guidance, advice and supervision from fully qualified professionals;

- bringing about a more diverse workforce which reflects the community and customers the health and fitness facilities serve;
- business sustainability by increasing the number of staff holding level 2 and 3 qualifications and who are REPs (Register of Exercise Professionals) registered;
- offering clear progression pathways beyond level 2 within health and fitness as well as across the whole of the active leisure, learning and well-being sector;
- offering the opportunity for level 2 staff to further develop their skills by engaging in further training at level 3 and above.

How will the framework achieve the above objectives?

- The framework will address the issue of generic skills priorities as all of these skills from customer services to communication and team working are essential parts of the framework elements and apprentices will be required to learn, use and practice these skills both by obtaining transferable skills qualifications and studying for both the competence and knowledge element of the programme.
- The qualifications contributing to a better skilled workforce within the sector will not only be the competence and the knowledge elements but also the additional employers requirement which will give a great opportunity to tailor an apprentice's training programme to the employer's / customers' particular needs and for apprentices to gain additional technical skills.
- Due to the recession, it is important that the sector recognises the value of apprenticeship programmes in upskilling the health and fitness workforce and the value of apprentices to their businesses. Having a workforce grown internally by apprenticeship programmes ensures that businesses are supplied with a workforce who will not only have the soft skills but also the specific technical skills to work and progress within the industry making it a successful business for the employer and a quality experience for the customer.
- Clear progression to further specialist courses allowing continuing professional development not only in exercise and fitness, but Leisure Management and Sports Development as well.
- The apprenticeship will build further confidence in our sector from other professions such as physiotherapists and doctors.

This framework will also contribute to the priorities of the Welsh Government set out in Skills That Work for Wales (2008) in particular:

Preparing Young People for the Future by:

- Developing a combination of technical occupational skills and generic work related skills.
- Providing a pathway from school and the Welsh Baccalaureate to employment.
- Requiring apprentices to obtain an understanding of the sector and its career pathways so that they can make informed choices about their future.

Investing in Apprenticeships by:

- Providing a comprehensive suite of apprenticeship frameworks, of which this is one, covering all of the main occupations in the active leisure, learning and well-being sector.
- Providing a framework that meets the requirements of the Specification of Apprenticeship Standards for Wales, that can integrate with the Welsh Baccalaureate and help end the separation between vocational and academic qualifications.
- Supporting the implementation of new QCF qualifications included in the framework.

Getting the basics right by:

Supporting learners, who have not achieved basic skills during their schooling to obtain literacy, numeracy and ICT skills with Essential Skills Wales accreditation. This will help reduce the 25 per cent of adults in Wales who do not have Level 1 literacy skills and the 53 per cent who do not have Level 1 numeracy skills.

Entry conditions for this framework

The Foundation Apprenticeship in Exercise and Fitness is designed for those individuals who are either already employed in the fitness industry or who are looking to enter the industry and further develop their knowledge and skills to progress within the sector. The framework is also suitable for those wishing to change career after having worked in a different sector.

The Apprenticeship in Exercise and Fitness is designed for those who already work in the health and fitness industry and wish to continue their professional development as well as for those who wish to enter the sector in a supervisory / managerial role. The framework is also suitable for those wishing to change career after having worked in a different sector, entering this sector changing their hobby into a job.

It is good practice that apprentices are interviewed by both their employer and training provider and undergo a centre devised initial assessment, testing their literacy and numeracy skills as well as their attitude to the workplace and customers.

Potential apprentices should have a positive, motivating, can do attitude and be willing to work both as part of a team or on their own. They should be motivated to succeed in the health and fitness industry and be willing to work shifts, sometimes unsociable hours and travel between sites. Potential apprentices are expected to have the skills to work with and motivate a variety of different clients they will work with. Apprentices might also need to undergo police checks for example when working with vulnerable adults and children.

Apprentices will be given the opportunity to gain literacy and numeracy qualifications alongside their industry related skills and qualifications.

It is not a mandatory part of this framework to achieve ICT qualifications, although apprentices are encouraged to take every opportunity to broaden their skills base.

Level 2

Title for this framework at level 2

Foundation Apprenticeship in Exercise and Fitness

Pathways for the framework at level 2:

Pathway 1: Instructing Exercise and Fitness

Level 2, Pathway 1: Instructing Exercise and Fitness

Description of this pathway

Instructing Exercise and Fitness

Apprentices undertaking this programme will achieve a minimum of 73 credits made up of the components of this framework.

- 37 credits for competence - NVQ Diploma in Instructing Exercise and Fitness
- 18 credits for knowledge - Level 2 Certificate in Fitness Walking (being the smallest knowledge qualification option on the framework)

12 credits for Transferrable skills - 6 credits for each Essential Skills Wales qualification 6 credits for ERR - Level 2 Award in Employment Awareness in Active Leisure and Learning

Entry requirements for this pathway in addition to the framework entry requirements

There are none in addition to the entry conditions specified in the framework entry conditions earlier in the document.

Job title(s)	Job role(s)
Fitness Instructor / Gym Instructor	Reception duties, maintenance, session plans and session delivery for members, membership sales
Recreation Assistant	Prepare for, deliver and evaluate exercise sessions
Exercise Instructors e.g.: Aerobics; Step Aerobics; Circuit Training; Aqua aerobics; Working with children	Prepare for, deliver and evaluate exercise sessions with a variety of apparently healthy people
Leisure Centre Assistant	Responsibility for the cleaning, preparation and general safety of areas in a sport and recreation facility. Assisting customers

Qualifications

Competence qualifications available to this pathway

C1 – Level 2 NVQ Diploma in Instructing Exercise and Fitness

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9411/7	City & Guilds	37	242	X
C1b	501/0537/1	Edexcel	37	242	
C1c	501/0519/x	YMCA Awards	37	242	
C1d	500/9640/0	Active IQ	37	242	
C1e	501/0718/5	VTCT	37	242	
C1f	500/9840/8	IAO	37	242	
C1g	501/1996/5	NCFE	37	242	
C1h	501/2149/2	ITEC	37	242	
C1i	601/4885/8	Focus Awards	37	242	
C1j	601/6791/9	1st4sport	37	242	

Knowledge qualifications available to this pathway

K1 – Level 2 Certificate in Fitness Instructing

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9459/2	ITEC	23	157	X
K1b	500/8269/3	YMCA Awards	23	157	
K1c	500/8048/9	City & Guilds	23	157	
K1d	500/8722/8	VTCT	23	157	

K1e	500/8756/3	Active IQ	23	157	
K1f	500/8309/0	IAO	23	157	
K1g	500/8513/x	NCFE	23	157	
K1h	600/4355/6	Edexcel BTEC	23	157	
K1i	601/5883/9	Focus Awards	23	157	
K1j	601/6790/7	1st4sport	23	157	

K2 – Level 2 Certificate in Fitness Walking

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/6203/4	YMCA Awards	18	124	X

K3 – Level 2 Diploma in Active Leisure

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K3a	600/8160/0	Active IQ	60	390	X

K4 – Level 2 Certificate in Instructing Pre-designed Exercise Sessions

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K4a	600/2823/3	Active IQ	22	155	X

K5 – Level 2 Diploma in Health, Fitness and Exercise Instruction

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K5a	600/6744/5	YMCA Awards	58	395	X

K6 – Level 2 Diploma in Health and Fitness

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K6a	600/9561/1	Active IQ	63	463	X

K7 – Level 2 Certificate in Fitness Instruction and Self - Development in Active Leisure

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K7a	601/0298/6	Active IQ	25	164	X

K8 – Level 2 Diploma in Promoting Health and Wellness

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K8a	601/0191/x	YMCA Awards	49	350	X

K9 – Level 2 Certificate in Instructing Circuit Training Sessions

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K9a	601/0485/5	YMCA Awards	24	159	X

K10 – Level 2 Certificate in Instructing Parkour / Freerunning Fitness Training

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K10a	601/1696/1	YMCA Awards	27	172	X

K11 – Level 2 Diploma in Active Leisure for Exercise Professionals

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K11a	601/3720/4	IAO	60	387	X

K12 – Level 2 Diploma in Fitness Instructing, Sales and Business Skills

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K12a	601/6069/X	Active IQ	73	467-515	X

K13 – Level 2 Certificate in Coaching Weight Lifting

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K13a	601/5280/1	1st4sport	17	108	X

K14 – Level 2 Diploma In Physical Activity, Fitness and Exercise Science

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K14a	601/6041/X	Active IQ	65	477-518	X

K15 – Level 2 Diploma in Exercise, Health and Fitness Studies

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K15a	600/8631/2	VTCT	43	310	X

K16 – Level 2 Certificate in Gym Instructing

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K16a	603/5240/1	1 st 4 Sport Qualifications	23	157	X

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

K1-K15 provides the underpinning knowledge for C1.

All listed knowledge qualifications provide the underpinning knowledge for the competence qualification as they are all based on the same overarching National Occupational Standards for fitness and they all cover the mandatory knowledge units for the competence qualification:

- Principles of exercise, fitness and health
- Anatomy and Physiology for exercise
- Know how to support clients who take part in exercise and physical activity
- Health, safety and welfare in a fitness environment

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

[Enter alternative grade/level requirements and reasons here.]

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☐ **NO** ☒

Progression routes into and from this pathway

PROGRESSION INTO THIS PROGRAMME

There are no pre-defined entry routes, however learners wishing to progress into this apprenticeship programme could come from a variety of backgrounds with a variety of qualifications.

These might include diplomas, GCSEs, Welsh Baccalaurate qualifications, A levels or vocational training routes such as Pathways To Apprenticeships or other vocational qualifications and work experience.

Learners can also progress into this apprenticeship if they are already employed in the sector and wish to develop their knowledge and skills to progress their careers.

Learners can also progress into this programme from employment in a different sector as a career change.

PROGRESSION FROM THIS PROGRAMME

On completion of this Foundation Apprenticeship, learners can progress onto a specialist role in teaching exercise to children, or onto the Apprenticeship in Exercise and Fitness and progress to roles which are more specialist and require greater technical knowledge and skill, for example Studio Coordinator, Assistant Manager.

They can also progress onto a variety of vocational qualifications offered by private providers or FE colleges allowing them to gain further knowledge in any of our subsectors, for example they can become Personal Trainers by completing an Apprenticeship in Exercise and Fitness or Centre Managers by progressing onto a Leisure Management programme.

Further information on qualifications and progression guidance within health and fitness can be found at www.exerciseregister.org

Please also check the SkillsActive Careers site for further information on progression opportunities and more detailed information on available job roles in the sector - www.skillsactive.com/careers

... Exercise and Fitness (Wales)
..... level 2
..... Pathway 1

UCAS points for this pathway:

[Framework Developer to complete with relevant info]

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

In the active leisure, learning and well-being sector the employee rights and responsibilities requirement of the apprenticeship programme will be met by all apprentices completing an externally assessed and verified qualification covering all nine national outcomes listed below:

- Employer and employee statutory rights and responsibilities under Employment Law;
- Procedures and documentation in their organisation which recognises and protects their relationship with their employer / health & safety and equality & diversity training must be an integral part of the apprentice's learning programme;
- The range of sources of information and advice available on employment rights and responsibilities;
- The role played by this occupation within the organisation and industry;
- Types of career pathways open to the apprentice;
- Types of representative bodies and an understanding of their relevance to the industry & organisation and their main roles & responsibilities;
- How and where to get information and advice on the industry, occupation, training and careers;
- The organisation's principles and codes of practice;
- Issues of public concern that affect the organisation and industry.

It is a mandatory outcome of the apprenticeship programme that all apprentices complete one of the qualifications listed below covering all nine of the national outcomes of the employee rights and responsibilities listed above:

- YMCA Awards Level 2 Award in Employment Awareness in Active Leisure and Learning 500/6534/8
- City & Guilds Level 2 Award in Employment Awareness in Active Leisure and Learning 500/6581/6
- 1st4sport Level 2 Award in Employment Awareness in Active Leisure and Learning 500/7337/0
- VTCT Level 2 Award in Employment Awareness in Active Leisure and Learning 500/7393/x
- Active IQ Level 2 Award in Employment Awareness in Active Leisure and Learning

500/7367/9

- IAO Level 2 Award in Employment Awareness in Active Leisure and Learning 500/7237/7
 - Edexcel BTEC Level 2 Award in Employment Awareness in Active Leisure and Learning 500/9273/X
 - NCFE Level 2 Award in Employment Awareness in Active Leisure and Learning 501/1810/9
 - NCFE CACHE Level 2 Award in Employment Awareness in Active Leisure and Learning 600/1331/x
 - IQ Level 2 Award in Employment Awareness in Active Leisure and Learning 600/4709/4
 - SQA Level 2 Award in Employment Awareness in Active Leisure and Learning 600/4939/x
 - HABC Level 2 Award in Employment Awareness in Active Leisure and Learning 600/4477/9
-
- Focus Awards Level 2 Award in Employment Awareness in Active Leisure and Learning 601/4968/1
 - NOCN Level 2 Award in Employment Awareness in Active Leisure and Learning 600/8097/8

Please note that all of the above qualifications account for 6 credits towards the framework.

Evidence of achievement of ERR will be a copy of the achievement certificate for one of the above listed qualifications. |

|

Level 3

Title for this framework at level 3

Apprenticeship in Exercise and Fitness

Pathways for the framework at level 3:

Pathway 1: Personal Training

Level 3, Pathway 1: Personal Training

Description of this pathway

Personal Training

Apprentices undertaking this programme will achieve a minimum of 104 credits made up of the components of this framework.

- 48 credits for competence - NVQ Diploma in Personal Training
- 36 credits for knowledge - Level 3 Certificate in Personal Training (being the smallest knowledge qualification on the framework)
- 12 credits for Transferrable skills - 6 credits for each Essential Skills Wales qualification
- 8 credits for ERR - Level 3 Award in Employment Awareness in Active Leisure and Learning

Entry requirements for this pathway in addition to the framework entry requirements

There are none in addition to the entry requirements listed for the framework earlier in the document.

Job title(s)	Job role(s)
Personal Trainer	Prepare and deliver training programmes for adults on an individual basis, be able to cater for a variety of needs ranging from older adults to athletes and people wishing to train for a specific sporting activity

Qualifications

Competence qualifications available to this pathway

C1 – Level 3 NVQ Diploma in Personal Training

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	501/0158/4	YMCA Awards	48	295	N/A
C1b	500/9410/5	City & Guilds	48	295	N/A
C1c	500/9305/8	Active IQ	48	295	N/A
C1d	501/0722/7	VTCT	48	295	N/A
C1e	501/0404/4	IAO	48	295	N/A
C1f	501/1999/0	NCFE	48	295	N/A
C1g	501/2195/9	ITEC	48	295	N/A
C1h	600/1786/7	Edexcel	48	295	N/A
C1i	601/6794/4	1st4sport	48	295	N/A
C1j	601/4888/3	Focus Awards	48	295	N/A

Knowledge qualifications available to this pathway

K1 – Level 3 Certificate in Personal Training

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/8049/0	City & Guilds	36	245	N/A
K1b	500/8259/0	YMCA Awards	36	245	N/A
K1c	500/8820/8	Active IQ	36	245	N/A
K1d	500/8721/6	VTCT	36	245	N/A
K1e	500/8526/8	NCFE	36	245	N/A
K1f	500/8404/5	IAO	36	245	N/A

K1g	500/9458/0	ITEC	36	245	N/A
K1h	600/4543/7	Edexcel BTEC	36	245	N/A
K1i	601/6792/0	1st4sport	36	245	N/A
K1j	601/4709/x	Focus Awards	36	245	N/A

K2 – Level 3 Diploma in Advanced Exercise, Health and Fitness Instruction

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	500/8337/5	City & Guilds	63	356	N/A

K3 – Level 3 Diploma in Personal Training and Instruction

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K3a	600/1275/4	YMCA Awards	48	340	N/A

K4 – Level 3 Diploma in Personal Training and Business Planning

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K4a	600/4683/1	IAO	38	253	N/A

K5 – Level 3 Diploma in Fitness Instructing and Personal Training

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K5a	600/4941/8	Active IQ	52	346	N/A
K5b	601/3866/x	IAO	52	346	N/A
K5c	601/5840/2	Focus Awards	52	346	N/A

K6 – Level 3 Diploma In Personal Training and Business Skills for Fitness Professionals

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K6a	600/9744/9	Active IQ	38	261	N/A

K7 – Level 3 Diploma In Health and Fitness

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K7a	601/0348/6	Active IQ	90	635	N/A

K8 – Level 3 Diploma in Personal Training (Gym-Based Exercise)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K8a	601/0195/7	YMCA Awards	52	346	N/A
K8b	601/4323/X	VTCT	52	346	N/A

K9 – Level 3 Diploma In Physical Activity, Fitness and Exercise Science

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K9a	601/6042/1	Active IQ	131	900-995	D-48; M-32; P-16

K10 – Level 3 Diploma in Personal Training (Specific Populations)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K10a	601/4324/1	VTCT	58	377	N/A

K11 – Level 3 Diploma in Instructing Mat-Based Pilates

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K11a	600/7050/x	VTCT	370	240	N/A

K12 – Level 3 Diploma in Exercise, Health and Fitness Studies

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K12a	600/8787/0	VTCT	53	352-367	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

K1-K12 can provide the underpinning knowledge for C1.

All listed knowledge qualifications provide the underpinning knowledge for the competence qualification as they are all based on the same overarching National Occupational Standards for fitness and they all cover the mandatory knowledge units for the competence qualification:

- Principles of exercise, fitness and health
- Anatomy and Physiology for exercise
- Know how to support clients who take part in exercise and physical activity
- Health, safety and welfare in a fitness environment
- Programming personal training with clients
- Delivering personal training sessions
- Applying the principles of nutrition for a physical activity programme

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? YES ☒ NO ☐

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Level 2

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? YES ☒ NO ☐

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Level 2

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☐ **NO** ☒

Progression routes into and from this pathway

PROGRESSION INTO THIS PROGRAMME

There are no pre-defined entry routes into the Apprenticeship in Fitness, however learners wishing to progress into this apprenticeship programme could come from a variety of backgrounds with a variety of qualifications.

These might include diplomas, GCSEs, Welsh Baccalaureate qualifications, A levels or vocational training routes such as Pathways To Apprenticeships or Foundation Apprenticeships. Learners can progress into this apprenticeship from the Foundation Apprenticeship in Exercise and Fitness or any other Foundation Apprenticeship in the active leisure, learning and well-being sector.

Learners can also progress into this apprenticeship if they are already employed in the sector and wish to develop their knowledge and skills to progress their careers. Learners can also progress into this apprenticeship programme from employment in a different sector as a career change.

PROGRESSION FROM THIS PROGRAMME

On completion of this programme, apprentices can progress into employment in a variety of roles, ranging from Personal Trainer to working alongside a GP doing GP referral. They can also progress onto a variety of vocational qualifications allowing them to further specialise, for

... Exercise and Fitness (Wales)
..... level 3
..... Pathway 1

example in Ante and Post-natal exercise or dealing with older adults.

Once level 3 qualifications are completed, there is a direct progression route for those interested in becoming specialist instructors for the conditions listed below:

- Cardiac
- Falls

- Stroke
- Mental Health
- Back pain
- Obesity/Diabetes
- Military rehab

On completion of this programme, learners can progress into Further or Higher Education institutes in order to study a variety of subjects ranging from those which are sports and fitness specific, such as Sports and Exercise Science or Sports Nutrition, to general subjects such as Management or Business Studies.

It is not unusual that on completion of this programme, fully qualified REPs registered Personal Trainers can set up their own business.

Further details on these progression routes can be obtained from the Register of Exercise Professionals website, www.exerciseregister.org

Please also check the SkillsActive Careers site for further information on progression opportunities. www.skillsactive.com/careers

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

In the active leisure, learning and well-being sector the employee rights and responsibilities requirement of the apprenticeship programme will be met by all apprentices completing an externally assessed and verified qualification covering all nine national outcomes listed below:

- Employer and employee statutory rights and responsibilities
- under Employment Law; Procedures and documentation in their organisation which recognises and protects their relationship with their employer / health & safety and equality & diversity training must be an integral part of the apprentice's learning programme;
- The range of sources of information and advice available on employment rights and responsibilities;
- The role played by this occupation within the
- organisation and industry; Types of career pathways open to the apprentice;
- Types of representative bodies and an understanding of their relevance to the industry & organisation and their main roles & responsibilities;
- How and where to get information and advice on the industry, occupation, training and careers;
- The organisation's principles and codes of practice;
- Issues of public concern that affect the organisation and industry.

It is a mandatory outcome of the apprenticeship programme that all apprentices complete one of the qualifications listed below covering all nine national outcomes listed above:

- YMCA Awards Level 3 Award in Employment Awareness in Active Leisure and Learning 500/6535/x

- Edexcel BTEC Level 3 Award in Employment Awareness in Active Leisure and Learning 500/9274/1
- City& Guilds Level 3 Award in Employment Awareness in Active Leisure and Learning 500/6580/4
- 1st4sport Level 3 Award in Employment Awareness in Active Leisure and Learning 500/7423/4
- VTCT Level 3 Award in Employment Awareness in Active Leisure and Learning 500/7395/3
- Active IQ Level 3 Award in Employment Awareness in Active Leisure and Learning 500/7410/6
- IAO Level 3 Award in Employment Awareness in Active Leisure and Learning 500/7401/5
- NCFE Level 3 Award in Employment Awareness in Active Leisure and Learning 501/1812/2
- NCFE CACHE Level 3 Award in Employment Awareness in Active Leisure and Learning 600/1310/2
- SQA Level 3 Award in Employment Awareness in Active Leisure and Learning 600/4938/8
- IQ Level 3 Award in Employment Awareness in Active Leisure and Learning 600/4710/0
- HABC Level 3 Award in Employment Awareness in Active Leisure and Learning 600/6501/1
- Focus Awards Level 3 Award in Employment Awareness in Active Leisure and Learning 601/4969/3

Please note all of the above qualifications account for 8 credits towards the framework.

Evidence of achievement of ERR will be a copy of the achievement certificate for one of the above listed qualifications.

The remaining sections apply to all levels and pathways within this framework.

How equality and diversity will be met

Apprenticeships in our sector aim to promote diversity, equal opportunity and inclusion by offering a high quality learning experience.

The delivery of this programme must be in a setting free from prejudice and discrimination where all learners can contribute fully and freely and feel valued.

The selection and recruitment of apprentices to the programme must be inclusive and available to all people irrespective of their age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, and sexual orientation (protected characteristics of Equality Act 2010).

ISSUES, BARRIERS AND ACTIONS

The health and fitness industry is made up of nearly 6000 private and public health clubs across the UK, of which 324 clubs operated in Wales in 2010.

The majority of the workforce are members of staff who work on the gym floor. As a result of the current economic situation, a possible barrier to entering the fitness industry is the fact that disposable income has considerably reduced in most households, therefore members of the public are more cautious about spending money on health club membership. There is notably a competitive spirit amongst health clubs offering shorter commitment periods, reduced joining/membership fees and competitive rates for group exercise sessions. Ultimately competition means that the fittest will survive, but unfortunately the current economic climate has also caused a drop in pay increases and reduced support for training and development due to the cost. However, this is where an apprenticeship programme can contribute by ensuring that those interested in entering the sector, or who are already employed in the sector, are given the opportunity to gain and develop their knowledge and skills despite the current economic difficulties to ensure they stand out and succeed.

63% of the workforce is female and although they have a presence across all roles, this decreases as the roles become more senior. Having a Foundation Level Apprenticeship programme on offer in fitness makes it possible for all members of staff to develop their skills and knowledge. Therefore this framework can contribute to encouraging more women to develop their skills and the fact that an Apprenticeship Level programme is available in both fitness and leisure management will enable them to fill more senior roles in the near future.

The fitness workforce is predominantly white at 92.5% with the remaining 7.5% split between other minorities. By having an open access, prejudice and discrimination free recruitment process to our apprenticeship programmes, we are encouraging anyone interested from any

race, religion and ethnicity to enter the sector, and this way we can make a small contribution to trying to ensure the ethnicity balance will improve over a period of time. |

On and off the job training

Summary of on- and off-the-job training

These hours may vary depending on previous experience and attainment of the apprentice. Where a learner enters an apprenticeship agreement having previously attained or acquired the appropriate competencies or knowledge, this prior learning needs to be recognised and documented using the relevant QCF credit transfer, QCF exemption or Recognition of Prior Learning (RPL) procedures. The amount of on the job training required to complete the apprenticeship under the apprenticeship agreement may then be reduced accordingly, provided the total number of on the job hours for this framework can be verified for apprenticeship certification.

Apprentices who commence training under a new apprenticeship agreement with a new employer may bring a range of prior experience with them. When an apprentice can claim 5 per cent or more hours towards the on the job framework total through prior learning acquired from previous full-time education, employment or other vocational programmes, then the apprentice's learning programme should include customisation.

Training providers are encouraged to identify additional on the job training programmes that customise the learning to the new workplace. Customisation programmes may include selecting appropriate additional Unit(s) from QCF qualifications, or relevant units recognised as Quality Assured Lifelong Learning (QALL) through a CQFW (Credit and Qualifications Framework Wales) recognised body, or follow Essential Skills at a level higher than that specified in the framework, include one or more Wider Key Skills or other competency-based qualifications/units relevant to the workplace

Previous attainment

For apprentices who have already achieved the relevant qualifications, they must have been certificated no earlier than 6 months prior to the date the learner was registered on the programme. The number of training hours delivered under an apprenticeship agreement may vary depending on the previous experience and attainment of the apprentice. The amount of off the job training required to complete the apprenticeship under the apprenticeship agreement may then be reduced accordingly, providing the total number of off the job hours for this framework can be verified for apprenticeship certification.

Previous experience

Where a learner enters an apprenticeship agreement with previous work-related experience, this prior learning needs to be recognised. For further details please see QCF Guidance on Claiming Credit. To count towards apprenticeship certification, previous experience must be recorded using the appropriate Awarding Organisation's QCF "Recognition of Prior Learning" procedures and the hours recorded may then count towards the off the job hours required to complete the apprenticeship.

Definition:

ON THE JOB TRAINING HOURS = Learning/training which encourages and enables the apprentice to demonstrate practical job-related skills and to practise and apply these skills in the context of the job. This type of learning will be delivered in the workplace and through practical experience of doing the job.

OFF THE JOB TRAINING HOURS = Learning/training which encourages and enables the apprentice to develop the technical skills of the job and to develop their knowledge of theoretical concepts across a range of contexts and the wider market. This type of guided learning will be delivered away from the immediate pressures of the job. It may be delivered in the workplace, in a college or training provider premises.

Foundation Apprenticeship in Exercise and Fitness

The total training hours for this framework is set at 534 training hours and we advise the framework to be completed within 12 months. Therefore the total training hours for year one of this programme will be 534 hours which exceeds the minimum legal requirement of 280 training hours per year.

The 534 total training hours for this framework is made up of the components of this framework as follows:

- Training hours associated with the competence qualification (242 hours)
- Training hours associated with the knowledge qualification (157 hours)
- Training hours associated with the employee rights and responsibilities qualification (45 hours)
- Training hours associated with the transferrable skills qualifications (90 hours - 45 hours per skill)

Apprenticeship in Exercise and Fitness

The total training hours for this framework is set at 691 hours and we advise the framework to be completed within 18 months. Therefore the total training hours for year one of this programme will be 460 hours which exceeds the minimum legal requirement of 280 training hours per year.

The 691 total training hours for this framework is made up of the components of this framework as follows:

- Training associated with the competence qualification (295 hours)
- Training associated with the knowledge qualification (245 hours)
- Training associated with the employee rights and responsibilities qualification (61 hours)
- Training associated with the transferrable skills qualifications (90 hours - 45 hours per skill)

Off-the-job training

Foundation Apprenticeship in Exercise and Fitness

The total off the job training hours will be set at 250 hours for this framework.

This is made up of the following components of the framework:

- part of the knowledge qualification (125 hours)
- transferrable skills (90 hours)
- part of the employee rights and responsibilities qualification (35 hours)

Apprenticeship in Exercise and Fitness

The total off the job training hours will be set at 335 hours for this framework. This is made up of the following components of the framework:

- part of the knowledge qualification (195 hours)
- transferrable skills (90 hours)
- part of the employee rights and responsibilities qualification (50 hours)

The first year total off the job training hours will be set at 223 hours.

How this requirement will be met

This requirement will be met via debriefing sessions, supervision, team sessions, shift handovers and activities similar to the above listed where the learner / apprentice is away from the pressures of the workplace and / but are supported and mentored by fellow workers and management and completion of the knowledge qualification and Essential Skills assessment.

The provider will be required to gather evidence of this achievement where it occurs outside of formal certification of a qualification.

We propose that this will be evidenced through apprentices holding an active passport, which is an online skills passport supported by leading employers and training providers. It allows learners to easily build and maintain a verified record of their skills, qualifications and achievements and keeps track of individual's progress and commitment to their career and professional development.

For more information and guidance on active passports, providers and employers can visit the active passport website www.activepassport.com and also contact SkillsActive. |

On-the-job training

Foundation Apprenticeship in Exercise and Fitness

The total on the job training hours will be set at 284 hours for this framework.

This is made up of the following components of the framework:

- Competence qualification (242 hours)
- Remainder of the knowledge qualification (32 hours)
- Remainder of the employee rights and responsibilities qualification (10 hours)

Apprenticeship in Exercise and Fitness

The total on the job training hours will be set at 356 hours for this framework.

This is made up of the following components of the framework:

- Competence qualification (295 hours)
- Remainder of the knowledge qualification (50 hours)
- Remainder of the employee rights and responsibilities qualification (11 hours)

The first year total off the job training hours will be set at 237 hours.

How this requirement will be met

This requirement will be met by the apprentices delivering their daily job roles, gaining technical experience as well as time they spent acquiring knowledge and skills to achieve the competence requirement set out by the apprenticeship programme / framework.

The provider will be required to gather evidence of this achievement where it occurs outside of formal certification of a qualification.

We propose that this could also be evidenced through apprentices holding an active passport, which is an online skills passport supported by leading employers and training providers. It allows learners to easily build and maintain a verified record of their skills, qualifications and achievements and keeps track of individual's progress and commitment to their career and professional development.

For more information and guidance on active passports, providers and employers can visit the active passport website www.activepassport.com and also contact SkillsActive.

Wider key skills assessment and recognition

While Wider Key Skills are not a **mandatory** part of the framework, training providers are encouraged to provide apprentices the opportunity to achieve them.

For this framework, there are natural opportunities for Wider Key Skills to be embedded within the mandatory units of the following qualifications:

Enter Qualification Names

Improving own learning and performance

Improving own learning and performance is an essential skill within our sector and is covered in the competence qualification, therefore it was decided in consultation with the sector that separate certification of this skill is not required for the completion of this framework. However, SkillsActive would encourage training providers to consider the value added element of delivery within the framework.

Working with others

Working with others is an essential skill within our sector and is covered in the competence qualification, therefore it was decided in consultation with the sector that separate certification of this skill is not required for the completion of this framework. However, SkillsActive would encourage training providers to consider the value added element of delivery within the framework.

Problem solving

Problem solving is an essential skill within our sector and is covered in the competence qualification, therefore it was decided in consultation with the sector that separate certification of this skill is not required for the completion of this framework. However, SkillsActive would encourage training providers to consider the value added element of delivery within the framework.

apprenticeship **FRAMEWORK**

For more information visit-
www.acwcerts.co.uk/framework_library