

# apprenticeship FRAMEWORK

## Instructing Exercise and Fitness - non-statutory (Wales)

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# Instructing Exercise and Fitness - non-statutory (Wales)

## Information on the Publishing 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: 2	<b>This framework includes:</b>
Framework ID: FR00640	Level 2
Date this framework is to be reviewed by: 31/03/2012	This framework is for use in: <b>Wales</b>

## Short description

The Foundation Apprenticeship in Exercise and Fitness is designed for those individuals who are either already employed in the fitness industry or are looking to enter the industry and further develop their knowledge and skills to progress their careers. The aim of this framework is to supply a highly skilled and vocationally competent workforce for the Health and Fitness sector to provide quality service.

The framework is also suitable for those wishing to change career after having worked in a different sector.

# 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

## Contact details

Who is making this revision:

Your organisation:

Your email address:

## Why this framework is being revised

*(no information)*

## Summary of changes made to this framework

*(no information)*

## Qualifications removed

*(no information)*

## Qualifications added

*(no information)*

## Qualifications that have been extended

*(no information)*

# Purpose of this framework

## Summary of the purpose of the framework

This apprenticeship is needed in our sector in order to meet the needs of employers for an expansion of training programmes, widen recruitment and improve retention as well as to provide progression opportunities to and within the health and fitness industry at both intermediate and advanced level.

The Foundation Apprenticeship in Exercise and Fitness is designed for those individuals who are either already employed in the fitness industry or are looking to enter the industry and further develop their knowledge and skills to gain employment. The aim of this framework is to supply a highly skilled and vocationally competent workforce for the Health and Fitness sector to provide quality service.

The framework is also suitable for those wishing to change career after having worked in a different sector.

## Aims and objectives of this framework (Wales)

The health and fitness industry is a large and important component of part of the Active Leisure and Learning 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 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 privately 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 per cent of sector employment compared to 21 per cent of all establishments in Wales and 3.9 per cent of all Wales employment. The FSW data showed that 11 per cent 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 per cent of establishments and 1.2 per cent of employment.

Recent research undertaken by SkillsActive , reviewed the 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 per cent) 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 the Sports Council for Wales, these highly skilled professionals will play a key role in addressing the ambitious targets set by the Welsh Assembly 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 Health Service through the GP referral qualifications currently in place, which will contribute to achieving the targets set out by WAG in "Climbing Higher".

The aim of this apprenticeship programme is to meet the needs of employers for an expansion of training programmes, widen recruitment and improve retention and offer progression opportunities to and within the health and fitness industry at an advanced level.

This framework can contribute towards:

- meeting the generic skills priorities for the sector including communication, team working, 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 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 active leisure and learning 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 functional 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 apprentices training programme to the employers / 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 up skilling 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 have not only 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 customers.
- 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 Assembly 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 and learning 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

This Foundation Apprenticeship in Exercise and Fitness is designed for those individuals who are looking to develop their knowledge and skills in order to progress their careers , although entry to the sector is also possible at an intermediate level.

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 Instructing Exercise and Fitness

### Pathways for this framework at level 2

Pathway 1:      Exercise and Fitness

## Level 2, Pathway 1: Exercise and Fitness

### Description of this pathway

#### Exercise and Fitness

Apprentices undertaking this programme will achieve a minimum of 76 credits made up of the components of this framework.

### 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	Reception, maintenance

# Qualifications

## Competence qualifications available to this pathway

C1 - NVQ Diploma in Instructing Exercise and Fitness					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	501/0105/5	OCR	37	242	N/A
C1b	500/9411/7	City & Guilds	37	242	N/A
C1c	501/0537/1	Edexcel	37	242	N/A
C1d	501/0519/x	CYQ	37	242	N/A
C1e	500/9640/0	Active IQ	37	242	N/A
C1f	501/0718/5	VTCT	37	242	N/A
C1g	500/9840/8	LAO	37	242	N/A
C1h	501/1996/5	NCFE	37	242	N/A
C1i	501/2149/2	ITEC	37	242	N/A

## Knowledge qualifications available to this pathway(cont.)

### Knowledge qualifications available to this pathway

K1 - Certificate in Fitness Instructing					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/8136/6	OCR	23	157	N/A
K1b	500/9459/2	ITEC	23	157	N/A
K1c	500/8478/1	EDI	23	157	N/A
K1d	500/8269/3	CYQ	23	157	N/A
K1e	500/8048/9	City & Guilds	23	157	N/A
K1f	500/8722/8	VTCT	23	157	N/A
K1g	500/8756/3	Active IQ	23	157	N/A
K1h	500/8309/0	LAO	23	157	N/A
K1i	500/8513/x	NCFE	23	157	N/A

K2 - Award in Increasing Participation in Sport and Active Leisure in Community Settings					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	501/0098/1	City & Guilds	11	93	N/A

K3 - Certificate in Increasing Participation in Sport and Active Leisure in Community Settings					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value

K3a	501/0097/x	City & Guilds	30	236	N/A
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#### K4 - Diploma in Increasing Participation in Sport and Active Leisure in Community Settings

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
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K4a	501/0099/3	City & Guilds	40	320	N/A
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#### K5 - Level 2 Diploma in Exercise, Health and Fitness Instructing

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
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K5a	501/0676/4	VTCT	59	427	N/A
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## Knowledge qualifications available to this pathway(cont.)

K6 - Level 2 Certificate in Instructing Exercise to Music to Older Adult and People with Disabilities					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K6a	501/1491/8	VTCT	35	234	N/A

  

K7 - Level 2 Diploma in Sport and Active Leisure					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K7a	501/1255/7	Active IQ	58	407	N/A

  

K8 - Level 2 Award in Exercise and Fitness Instruction					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K8a	500/8430/6	Edexcel BTEC	10	60	N/A

  

K9 - Level 2 Award in Leading Health Related Activity Sessions					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K9a	500/7243/2	Active IQ	12	92	N/A

  

K10 - Level 2 Certificate in Nordic and Fitness Walking					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K10a	600/0299/2	CYQ	18	124	N/A



## Combined qualifications available to this pathway

N/A

## Notes on competence and knowledge qualifications (if any)

K1-K10 provides the underpinning knowledge for C1

A range of qualifications with a variety of credit values are available, learners and employers should choose the ones most suited to the learner's needs and job roles. For example, an apprentice working in a setting where they are responsible for planning and delivering gym sessions for clients, the most appropriate choice would be the Level 2 Certificate in Fitness Instructing. However, if an apprentice works in a community setting and is responsible for community based fitness activities then the appropriate choice could be the Level 2 Award or Certificate in Increasing Participation in Sport and Active Leisure in Community Settings.

For guidance in selecting the most appropriate knowledge qualification, providers and employers are welcome to contact SkillsActive on an individual learner basis / case.

# Transferable skills (Wales)

## Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	N/A	N/A

## 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 Work Based Learning Pathways 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 Advanced 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 Advanced 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](http://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](http://www.skillsactive.com/careers)

# Delivery and assessment of employee rights and responsibilities

In the Active Leisure and Learning 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 and Safety and Equality and Diversity training must be an integral part of the apprentice's learning programme;
- The range of sources of information and advice available to 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 understands their relevance to their industry and organisation and their main roles and responsibilities;
- How and where to get information and advice on the industry, occupation, training and career;
- 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:

- CYQ 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 5007367/9
- LAO Level 2 Award in Employment Awareness in Active Leisure and Learning 500/7237/7
- Edexcel 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
- CACHE Level 2 Award in Employment Awareness in Active Leisure and Learning 600/1331/x

*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 of 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 the disposable income has considerably reduced in most households, therefore members of 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 not only means that the fittest will survive, but unfortunately the current economic climate has also caused a drop in pay increase and reduced support in training and development due to the cost. However, this is where an apprenticeship programme like this can contribute, by ensuring that those interested in entering the sector or 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 per cent of the workforce is female and although they have a presence across all roles, this decreases as the roles become more senior.

Having foundation apprenticeship programmes 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 advanced 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 per cent with the remaining 7.5 per cent 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 (Wales)

### 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.

For apprentices with prior uncertificated learning experience, the off the job learning must have been acquired within 2 years of application for the Foundation Apprenticeship Certificate or the apprentice must have been continuously employed in the relevant job role in the industry for a minimum duration of 3 years.

Apprentices completing this framework have to achieve a total of 550 hours containing both on and off the job training hours. The framework is advised to be completed within 12 months.

### Off-the-job training

Off the job training is defined as time for learning activities away from normal work duties. For this framework the minimum amount of off the job training is 276 hours over the duration of this framework which is recommended to be completed within 12 months.

### 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 individuals 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](http://www.activepassport.com) and also contact SkillsActive.

## On-the-job training

On the job training is defined as skills, knowledge and competence gained within normal work duties. For this framework the minimum amount of on-the-job training is 274 hours over the duration of this framework which is recommended to be completed within 12 months.

## 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 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 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 individuals 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](http://www.activepassport.com) and also contact SkillsActive.

# Wider key skills assessment and recognition (Wales)

## 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 Improving own learning and performance 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 Working with others 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 therefore it was decided in consultation with the sector that separate certification of Problem solving 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.

# Additional employer requirements

As an addition to the previously listed certification components of the apprenticeship programme, all apprentices are advised to complete one additional qualifications to make them more employable in their chosen career. This must be an externally assessed and verified qualification, additional technical skills the apprentice can gain to make them more employable and competent in their job role. The selected qualification have to be relevant to the

organisation, linked to the competence element and relevant to the apprentice's job role.

The employer should contribute to the achievement of this component of the framework.

Please select one qualification from the list below:

- CYQ Level 2 Award in Circuit Training
- CYQ Level 2 Award in Group Indoor Cycling
- CYQ Level 2 Award in Step Exercise to Music
- CYQ Level 2 Award in Studio Resistance Training
- CYQ Level 2 Award in Walk Leading
- CYQ Level 2 Award in Community Activation
- CYQ Level 2 Award in Chair Based Exercise for the Frailer Older Person
- CYQ Level 2 Certificate in Improving the Customer Experience in the Active Leisure Sector
- CYQ Level 2 Certificate in Nutrition for a Healthy Lifestyle
- Active IQ Level 2 Award in Instructing Circuit Sessions
- Active IQ Level 2 Award in Adapting Fitness Instructing for Adolescents
- Active IQ Level 2 Award in Instructing Studio Cycling
- Active IQ Level 2 Certificate in Teaching Physical Activity to Children
- VTCT Level 2 Award in Instructing Circuit Training Sessions
- Vocational Assessor Units
- Any qualification deemed fit for purpose pre-approved by SkillsActive and externally assessed and validated
- Any Approved Health and Safety Executive First Aid at Work or Emergency First Aid at Work certificates (apprentices and training providers are encouraged to undertake / deliver a full First Aid qualification rather than a one day course.)
- Any Approved externally validated and awarded Health and Safety certificate
- Any Customer Service Competence Units at the same level as the framework
- Any other Wider Key Skills (Information Technology, Working with Others, Problem Solving or Improving own Learning and Performance) at level 2
- Any REP's accredited Continuing Professional Development courses/ qualifications worth 8 points or more
- Level 1 Award in Coaching [Name of Sport] qualifications or Level 2 Certificate in Coaching [Name of Sport] qualifications (for apprentices working on sites where they are responsible for delivering coaching sessions in a context of a specific sport)
- Any Additional Active Leisure and Learning competence units relating to the apprentice's job role at the same level as the framework
- Any Edexcel BTEC Level 2 Sport Awards or Certificates
- Any City& Guilds Level 2 Sport Awards or Certificates

**Please note that the Additional Employer Requirement must not be certificates of attendance and must be of a similar level (e.g. Level 2).**

***Apprentices may use Accreditation of Prior Achievement (APL) for one of the above industry skills that was achieved up to 6 months prior to the commencement of the***

### ***Apprenticeship.***

It is essential that the choice of qualification be based on the needs of the organisation and the need to provide the Apprentice with the appropriate skills in there area of work.

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apprenticeship  
**FRAMEWORKS** ONLINE

For more information visit  
[www.afo.sscalliance.org](http://www.afo.sscalliance.org)