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# Qualification Specification

iSP2D3 - VTCT (ITEC) Level 2 Diploma in Fitness and  
Exercise Instruction

603/4477/5

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# About VTCT (ITEC)

iTEC is a global specialist organisation providing qualifications internationally, and specialises in beauty & spa therapy, hairdressing, complementary therapies and sports and fitness therapy. iTEC offers centres and learners high quality regulated qualifications for employability, specialist subjects and skills enhancement.

iTEC has close working partnerships with over 700 approved centres in over 40 countries, and offices in England, Ireland, South Africa, Asia Pacific and the USA. iTEC became part of VTCT (Vocational Training and Charitable Trust), in 2016 to strengthen its position in the industry internationally.

For more information visit us at [www.itecworld.co.uk](http://www.itecworld.co.uk), or contact our dedicated Customer Support Team via email; [customersupport@vtct.org.uk](mailto:customersupport@vtct.org.uk) or call +44 (0)23 8068 4500

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# Qualification at a glance

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| <b>Qualification title</b>            | VTCT (ITEC) Level 2 Diploma in Fitness and Exercise Instruction                                                                                                                                                                                                                                                                                                      |
| <b>Qualification number</b>           | 603/4477/5                                                                                                                                                                                                                                                                                                                                                           |
| <b>Product code</b>                   | iSP2D3                                                                                                                                                                                                                                                                                                                                                               |
| <b>First registration date</b>        | 01/10/2019                                                                                                                                                                                                                                                                                                                                                           |
| <b>Age range</b>                      | 16-18, 19+                                                                                                                                                                                                                                                                                                                                                           |
| <b>Credit value</b>                   | 54                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Total Qualification Time (TQT)</b> | 540                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Guided Learning (GL) hours</b>     | 342                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Assessment</b>                     | <p>To be awarded this qualification, learners must successfully achieve the following assessments:</p> <ul style="list-style-type: none"><li>• External practical examination</li><li>• External theory examination</li><li>• Portfolio of evidence containing<ul style="list-style-type: none"><li>- Performance evidence</li><li>- Assignments</li></ul></li></ul> |
| <b>Grading</b>                        | Pass/Merit/Distinction                                                                                                                                                                                                                                                                                                                                               |
| <b>Entry requirements</b>             | It is the responsibility of the centre to ensure that learners have the required knowledge, understanding and skills to enrol and successfully achieve this qualification.                                                                                                                                                                                           |

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# About this qualification

## Aims and objectives

The main aim of the VTCT (ITEC) Level 2 Diploma in Fitness and Exercise Instruction is to enable learners to gain the necessary practical and theoretical skills as an introduction into the fitness sector. This qualification is suitable for learners aged 16 and over and is designed to provide occupational competence at level 2. It also provides a sound platform into further training at level 2 and 3.

## Content

This qualification is for learners who want to work within the fitness industry. The qualification consists of 12 mandatory units with a total of 342 hours of Guided Learning (GL) to achieve the full qualification.

The main skills the learner will perform are:

- Planning gym-based exercise – to include collecting participant information, screening clients, PARQ test, gaining informed consent, agreeing goals and objectives, planning timings and sequences for exercise and recording programme plans in an appropriate format
- Instructing gym-based exercise – to include selecting and preparing equipment to suit the client's needs, preparing the environment, performing demonstrations that are technically correct, adapting the exercises to meet the needs of the client, monitoring the safety and intensity of the exercises and providing feedback
- Planning group exercise to music – to include collecting participant information, screening clients, PARQ test, gaining informed consent, agreeing goals and objectives, planning timings and sequences for exercise, planning and using music to enhance group exercise and meet the needs of the group and recording programme plans in an appropriate format
- Instructing group exercise to music – to include selecting and preparing equipment, environment and participants, adapting exercises and music to suit the participants' needs, performing demonstrations that are technically correct, using volume, pitch and voice projection relative to the music, monitoring the safety and intensity of the exercises and providing feedback
- Planning water-based exercise – to include collecting participant information, informed consent, screening, PARQ test, preparing range of equipment, pool environment and music, uses of shallow and deep water, considering factors when non-swimmers are included in a session, managing risks
- Instructing water-based exercise – to include preparing participants, using different methods to adapt water-based exercises to ensure appropriate progression and/or regression, giving explanations and demonstrations that are technically correct using safe and effective alignment and timing, using effective volume pitch and voice projection, varying pace and speed, developing exercises gradually and adapting to suit the needs of the participants and providing feedback
- Planning health related exercise and physical activity for children – to include collecting participant information and informed consent as it applies to children, legislation, process of screening as it applies to children, PARQ test, safe and effective exercises, use of music, motivating, realistic timing
- Instructing health related exercise and physical activity for children – preparing environment, resources and children for exercise and physical activity, identifying safe and effective alignment for a range of exercises and physical activity, using different methods of adapting health related exercise and physical activity to meet the needs of the children,

motivating, giving explanations and demonstrations that are technically correct and appropriate for the levels of experience, building exercises and physical activities gradually as appropriate and providing guidance and feedback

- Health, safety and welfare – contextualised to the environment the learners will be working in

The learner will also learn about related health and safety and client care and communication which is essential in order to work and be successful in the industry.

This qualification also provides:

- The related knowledge and understanding required to perform the fitness skills listed above effectively, in particular the anatomy and physiology of the body and common diseases and disorders that may affect when a client should or should not take part in exercise
- Opportunities for learners to focus on the development of their wider skills in a fitness setting such as communicating with clients, working with others and problem solving
- Opportunities for learners to develop a range of skills, techniques, personal qualities and attitudes essential for successful performance in employment as a fitness Instructor

## Opportunities for progression

Once learners have achieved the VTCT (ITEC) Level 2 Diploma in Fitness and Exercise Instruction they may progress on to other VTCT (ITEC) or equivalent qualifications at level 3 for example:

- Level 3 Diploma in Personal Training (Gym-based Exercise)
- Level 3 Diploma in Pilates Teaching
- Level 3 Diploma in Yoga Teaching
- Level 3 Diploma in Sports Massage Therapy

## Opportunities for employment

There are opportunities for a fitness instructor to find employment in a variety of areas:

- Gym
- Health club
- Spa
- Cruise ships
- Hotels or resorts
- Own fitness studio

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# Qualification structure

To be awarded the VTCT (ITEC) Level 2 Diploma in Fitness and Exercise Instruction, learners must achieve all mandatory units.

The minimum GLH required for this qualification is 342

The minimum TQT required for this qualification is 540

**Table 1**

| Unit code | Mandatory units                                                             | Guided Learning Hours (GLH) | Unit reference number | Unit weighting for the overall qualification grade |
|-----------|-----------------------------------------------------------------------------|-----------------------------|-----------------------|----------------------------------------------------|
| iUSP159   | Anatomy and physiology for exercise                                         | 41                          | K/617/5646            | 20%                                                |
| iUSP179   | Health, safety and welfare in a fitness environment                         | 16                          | Y/617/5688            | 0                                                  |
| iUSP143   | Principles of exercise, fitness and health                                  | 28                          | L/617/5610            | 0                                                  |
| iUSP172   | Know how to support clients who take part in exercise and physical activity | 13                          | F/617/5670            | 0                                                  |
| iUSP145   | Planning health related exercise and physical activity for children         | 23                          | D/617/5725            | 0                                                  |
| iUSP180   | Instructing health related exercise and physical activity to children       | 36                          | H/617/5726            | 20%                                                |
| iUSP152   | Planning gym-based exercise                                                 | 23                          | H/617/5628            | 0                                                  |
| iUSP144   | Instructing gym-based exercise                                              | 37                          | D/617/5613            | 20%                                                |
| iUSP153   | Planning group exercise to music sessions                                   | 24                          | D/617/5630            | 0                                                  |
| iUSP163   | Instructing group exercise to music                                         | 37                          | Y/617/5657            | 20%                                                |
| iUSP168   | Planning water-based exercise                                               | 26                          | K/617/5727            | 0                                                  |
| iUSP176   | Instructing water-based exercise                                            | 38                          | M/617/5728            | 20%                                                |

## Guided Learning Hours (GLH)

Guided Learning Hours is 'the activity of a learner in being taught or instructed by – or otherwise participating in education or training under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training'. This includes 'the activity of being assessed if the assessment takes place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training'.

## Total Qualification Time (TQT)

Total Qualification Time is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required, in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of the qualification.

# Assessment

All external practical examinations (MCQ), performance evidence, assignments and underpinning knowledge must be completed prior to the final summative internal practical assessment.

The summative internal practical assessment will be carried out by the lecturer/assessor and verified by an external quality assurer at the end of the period of learning. The external quality assurer will also verify a sample of the performance evidence.

**Table 2**

| Unit code | Mandatory units                                                             | Assessment                              | Grading                                               |
|-----------|-----------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------------|
| iUSP159   | Anatomy and physiology for exercise                                         | MCQ                                     | Pass 50%-74%<br>Merit 75%-89%<br>Distinction 90%-100% |
| iUSP179   | Health, safety and welfare in a fitness environment                         | Portfolio of evidence – Assignment      | Pass or Refer                                         |
| iUSP143   | Principles of exercise, fitness and health                                  | Portfolio of evidence – Assignment      | Pass or Refer                                         |
| iUSP172   | Know how to support clients who take part in exercise and physical activity | Portfolio of evidence – Assignment      | Pass or Refer                                         |
| iUSP145   | Planning health related exercise and physical activity for children         | Portfolio of evidence – 3 performances  | Pass or Refer                                         |
| iUSP180   | Instructing health related exercise and physical activity to children       | Portfolio of evidence – 2 performances  | Pass or Refer                                         |
|           |                                                                             | Summative internal practical assessment | Pass 60%-74%<br>Merit 75%-89%<br>Distinction 90%-100% |
| iUSP152   | Planning gym-based exercise                                                 | Portfolio of evidence – 3 performances  | Pass or Refer                                         |
| iUSP144   | Instructing gym-based exercise                                              | Portfolio of evidence – 2 performances  | Pass or Refer                                         |
|           |                                                                             | Summative internal practical assessment | Pass 60%-74%<br>Merit 75%-89%<br>Distinction 90%-100% |



|         |                                           |                                         |                                                       |
|---------|-------------------------------------------|-----------------------------------------|-------------------------------------------------------|
| iUSP153 | Planning group exercise to music sessions | Portfolio of evidence – 3 performances  | Pass or Refer                                         |
| iUSP163 | Instructing group exercise to music       | Portfolio of evidence – 2 performances  | Pass or Refer                                         |
|         |                                           | Summative internal practical assessment | Pass 60%-74%<br>Merit 75%-89%<br>Distinction 90%-100% |
| iUSP168 | Planning water-based exercise             | Portfolio of evidence – 3 performances  | Pass or Refer                                         |
| iUSP176 | Instructing water-based exercise          | Portfolio of evidence – 2 performances  | Pass or Refer                                         |
|         |                                           | Summative internal practical assessment | Pass 60%-74%<br>Merit 75%-89%<br>Distinction 90%-100% |

Unit specifications and additional supporting material for this qualification can be found on the iTEC website.

## Grading of the qualification

Learners must achieve a Pass grade or higher in the requisite number of units as specified in the rules of combination, see table 1 above. Only mandatory units which are graded Pass/Merit/Distinction will contribute to the overall grade.

Practical examinations and theory examinations will be graded Pass/Merit/Distinction.

Portfolio of evidence containing the following will be graded Pass/Fail:

- Performance evidence
- Assignments

The overall qualification is graded Pass/Merit/Distinction.

Grade boundaries for units and the overall calculation for the qualification grade are open to annual review. Following this review, these boundaries and overall calculations can be adjusted by VTCT. This review and possible change within a qualification are to ensure the standard of the qualification grade is upheld throughout the qualification's lifecycle.

## Theory examination

All theory tests must be conducted in a controlled environment and follow the procedures defined by VTCT (ITEC). The theory tests will be set and marked by VTCT (ITEC). The centre is responsible for ensuring the examination can operate seamlessly by organising the process as defined in the 'Instructions for Conducting Examinations' which can be found on the iTEC website.

## Practical examination

Once all aspects of the mandatory units have been completed, learners will be expected to complete a summative internal practical assessment. This will be undertaken by the internal assessor/lecturer using the internal assessment forms. These must be verified by the external quality assurer.

All practical assessments must be conducted in a controlled environment defined by VTCT (ITEC). The summative internal practical assessment will be conducted by the lecturer/assessor and verified by the external quality assurer. The centre is responsible for ensuring the examination can operate seamlessly by organising the process as defined in the 'Instructions for Conducting Examinations' which can be found on the ITEC website. The marking criteria and marking scheme can be found under the documents tab within the qualification.

## Portfolio of evidence

Learners are required to provide a portfolio of evidence containing performance and/or case studies that they have performed on clients during their training under the supervision of the lecturer who will monitor the quality of the treatments in order to ensure that they meet the criteria.

- The criteria are detailed on the performance evidence guidance forms
- The learner will need to complete a client consultation form as evidence that they performed the required number of performances and practical assessments during their training (see Table 2) as they form part of the internal assessment for the qualification. They can be stored in the learner's portfolio.

Learners are required to provide assignments under the supervision of the lecturer who will monitor the quality of the assignments in order to ensure that they meet the criteria.

- The criteria are detailed on the assignment guidance forms and form part of the internal assessment for the qualification

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# Quality assurance

## Delivery of the qualification

A scheme of work must be approved by VTCT (ITEC) for all units prior to the commencement of the course.

Lecturers should aim to deliver the theory and practical of each unit simultaneously, i.e., both theory and practical of each unit should be taught together to ensure the underpinning knowledge is being delivered at the same time as the practical skills. This will help to ensure that learners understand the structures they are working on as a result of combining delivery with the practical application of treatments.

## Centre resources

The organisation delivering the qualification must provide a suitable environment for teaching the VTCT (ITEC) Level 2 Diploma in Fitness and Exercise Instruction as well as all equipment both fixed and free standing to complete all aspects of the qualification.

## Achievement record

All units will require an Achievement Record to be completed by the lecturer for each learner. This achievement record will need to be kept by the centre and may be sampled by the external examiner or external quality assurer on their visit.

An Achievement Record for each unit can be downloaded from the ITEC website.

## Document History

| Version | Issue Date | Changes                                                              | Role                                  |
|---------|------------|----------------------------------------------------------------------|---------------------------------------|
| v0.6    | 14/05/2019 | Draft version published to inform centres prior to September launch. | Systems Integration Team              |
| v1.0    | 16/09/2019 | First published                                                      | Head of Qualifications and Processing |
| v2.0    | 03/12/19   | Grading boundary review statement added                              | Qualifications Administrator          |
| v3.0    | 01/09/2020 | Added COVID-19 Infection Prevention pre-requisite                    | Product and Regulation Manager        |
| v4.0    | 26/10/2020 | Removal of NOS reference                                             | Qualifications Administrator          |
| v5.0    | 01/08/2022 | Removal of the COVID-19 Infection Prevention pre-requisite           | Qualifications Administrator          |