



Qualification Specification

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

603/4477/5

About VTCT Skills (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, or contact our dedicated Customer Support Team via email; customersupport@vtct.org.uk or call +44 (0)23 8068 4500

Qualification at a glance

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

About this qualification

Aims and objectives

The main aim of the VTCT Skills (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 Skills (ITEC) Level 2 Diploma in Fitness and Exercise Instruction they may progress on to other VTCT Skills (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

Qualification structure

To be awarded the VTCT Skills (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% Merit 75%-89% 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% Merit 75%-89% 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% Merit 75%-89% 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% Merit 75%-89% 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% Merit 75%-89% 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 Skills (ITEC). 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 Skills (ITEC). The theory tests will be set and marked by VTCT Skills (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 Skills (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

Quality assurance

Delivery of the qualification

A scheme of work must be approved by VTCT Skills (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 Skills (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
V6.0	01/01/2025	New branding	Qualifications Administrator