

ANNEX B

Please use this ANNEX form in conjunction with the Pearson Vocational Qualification form when applying to offer the following qualifications:

Pearson BTEC Level 2 Diploma in Sports Industry Skills (Instructing Exercise in a Gym Environment) ([603/6135/9](#))

The below requirements apply for staff delivering, assessing, and verifying Unit 3 Preparing Clients for a Gym-based Exercise Programme, and Unit 4: Working as a Gym Instructor.

Pearson BTEC Level 2 Diploma in Sports Industry Skills (Instructing Circuit Training) ([603/6136/0](#))

The below requirements apply for staff delivering, assessing, and verifying Unit 3: Group Circuit Training, and Unit 4: Working as a Group Circuit Instructor

Centre/Organisation name		Centre number	
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Staffing and resource		Y/N
B1	Centre is aware of current professional standards (CIMSPA). CIMSPA standards here .	
B2	Centre complies and continues to comply with the internal staffing requirements listed below	
B3	Centre complies to CIMSPA practical assessment requirements as detailed in the specification	
B4	Staff have planned Continued Professional Development ("CPD") to develop and maintain occupational currency	
B5	Centre has the appropriate facilities to deliver and assess this qualification.	

Internal staffing and approvals requirements

Staffing requirements

All Teachers/Tutors, Assessors staff must:

- Have relevant industry experience
- Have knowledge of and a commitment to the Exercise and Fitness Code of Ethical Practice
- Demonstrate active involvement in a process of industry relevant Continued Professional Development during the last two years
- Possess a Fitness Instructing specific qualification. Please see the table below.

BTEC unit	Staffing Requirements
Pearson BTEC Level 2 Diploma in Sports Industry Skills (Instructing Exercise in a Gym Environment) (603/6135/9)	
Unit 3 Preparing Clients for a Gym-based Exercise Programme Unit 4 Working as a Gym Instructor	Level 2 Gym Instructor Qualification, or current membership with CIMSPA as a Gym Instructor
Pearson BTEC Level 2 Diploma in Sports Industry Skills (Instructing Circuit Training) (603/6136/0)	
Unit 3: Group Circuit Training Unit 4: Working as a Group Circuit Instructor	Level 2 Group Exercise qualification, e.g. Exercise to Music, Aqua Aerobics, Circuits Instructor, or current membership with CIMSPA as a Group Exercise Instructor

The Teacher/Tutor

Teachers/tutors delivering the following units listed will need to hold or be working towards a teaching qualification. Examples of acceptable qualifications are shown below:

BTEC unit	Teacher/tutor requirements
Unit 3 Preparing Clients for a Gym-based Exercise Programme Unit 4 Working as a Gym Instructor	• Certificate in Education / PGCE • Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (QCF) (PTTLS) • Level 4 Award in Preparing to Teach in the Lifelong Learning Sector (QCF) (PTTLS) • Level 4 Certificate in Teaching in the Lifelong Learning Sector (QCF) (CTTLS) • Level 5 Diploma in Teaching in the Lifelong Learning Sector (QCF) (DTTLS) • Relevant predecessor NQF tutor qualifications
Unit 3: Group Circuit Training Unit 4: Working as a Group Circuit Instructor	

Assessors

Assessors must hold or be working towards the following,

BTEC unit	Assessor Requirements
Unit 3 Preparing Clients for a Gym-based Exercise Programme Unit 4 Working as a Gym Instructor	• Certificate in Education with assessor related units specifically stated on certificate or • Level 3 Award in Assessing Vocationally Related Achievement (QCF) or • Level 3 Award in Assessing Competence in the Work Environment (QCF) or • Level 3 Certificate in Assessing Vocational Achievement (QCF) or • A1 (previously D32, D33) or • Relevant predecessor NQF assessor qualifications
Unit 3: Group Circuit Training Unit 4: Working as a Group Circuit Instructor	

The Internal Verifier

The Internal Verifier must hold or be working towards the following

BTEC unit	Internal Verifier requirements
Unit 3 Preparing Clients for a Gym-based Exercise Programme Unit 4 Working as a Gym Instructor	• Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (QCF) or • Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF) or • V1 (previously D34) or • Relevant predecessor NQF internal quality assurance qualifications
Unit 3: Group Circuit Training Unit 4: Working as a Group Circuit Instructor	It is also recommended that the IV holds an assessor qualification from the ones listed in the assessor section.

In most cases the tutor will also be the assessor.

The IV cannot have been involved in the process of the delivery or assessment of the learners for the unit that they are internally verifying. Centres may employ external staff to deliver, assess and IV on this qualification if required.

Note: CIMSPA and UK Coaching [announced](#) in February 2020 that had reached an agreement to combine the Register of Exercise Professionals (REPs) with the CIMSPA Exercise and Fitness Directory. This has created a single directory for all exercise and fitness professionals, which is hosted and managed by CIMSPA.

