

WhyWeight?
The Trainers of Excellence

Student Handbook YMCA Awards

Welcome, and thank you for choosing to study with Why Weight? The Trainers of Excellence

We trust that the time you spend with us will be a positive and rewarding experience. Our dynamic team of highly skilled and experienced professionals is here to support you throughout the course and to help you to realise your full potential.

We hope that you will take advantage of all that we have to offer, so that you will achieve your best and gain the drive and confidence to excel in your chosen career path. You will be expected to work hard, but can also expect to have fun along the way.

We would like to take this opportunity to wish you every success as you embark on this exciting journey of personal development.

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Health Questionnaire

Please complete the following questions honestly to determine your readiness to take part in exercise.

Personal Details

First Name _____ Surname _____ Title _____

DOB _____ Age _____

Name of person to contact in an emergency _____

Emergency Contact Number (Home) _____ Mobile _____

Medical Background

Do you or have you ever experienced any of the following?

	YES	NO
1. Chest pains whilst exercising	<input type="checkbox"/>	<input type="checkbox"/>
2. Heart problems or conditions	<input type="checkbox"/>	<input type="checkbox"/>
3. Recent operations	<input type="checkbox"/>	<input type="checkbox"/>
4. Bone or joint problems including osteoporosis	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you faint or pass out without warning	<input type="checkbox"/>	<input type="checkbox"/>
6. Diabetes	<input type="checkbox"/>	<input type="checkbox"/>
7. Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>
8. High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>
9. Are you pregnant ?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you had a baby in the past 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are there any other reasons not mentioned that may affect your readiness to participate in exercise?	<input type="checkbox"/>	<input type="checkbox"/>

If you have ticked the 'yes' box, please provide details _____

Thank you for your co-operation.

Candidate Signature _____ Date _____

Informed Consent

The purpose of this document is to help ensure that you are fully aware of the possible risks that could arise as a result of you participating in physical activity.

The purpose of the training or exercise programme that you are about to participate in, has been designed to improve your longer long term physical health and may include working on the following components of exercise:

- Cardiovascular
- Muscular strength
- Muscular endurance
- Flexibility
- Motor skills (agility, reaction time, speed, balance, coordination, power etc.)

The training programme may include using resistance machine, free weights and a variety of different training resource including (but not limited to) treadmills, resistance machines, dumbbells, barbells, dyna band, trampolines, body bars, power bags, stability balls and boards, benches, mats, skilling ropes, suspension ropes etc.

The exercise programme is designed to place a gradual overload on the cardiovascular and muscular system so that over time their function improves, thus helping to reduce the risk of some chronic diseases and health conditions such as reducing the risk of coronary heart disease. However, whilst every effort will be made to carry out individual screening and risk assessments to reduce any risk, the reaction of the cardiovascular and muscular system cannot always be predicted with complete accuracy.

Therefor there is a risk of changes that could happen to the body such as changes to blood pressure or heart rate that could cause discomfort or worse.

In signing this document, you are accepting the potential risks that could occur. You are also agreeing that you have had time to ask questions of your instructor and the answers provided have been acceptable to you. You are signing to agree that you are entering into exercise of your free will and that you are entitled to withdrawn your participation from the exercise at any point should you feel unwell.

You are agreeing to notify your instructor immediately should you feel unwell and you also agree to let your instructor know if there are any changes to your health or wellbeing at the start of each training session.

Signature of Client _____ Date: _____

Signature of Witness / Instructor _____ Date: _____

Individual Needs

Every learner will have their own set of personal and individual needs. At Why Weight? we try to ensure that your needs are met throughout all stages of your time with us on programme.

There may be issues that arise after induction or that you feel may have an effect on your learning. No matter the issues, please know that we will always strive to accommodate your needs when and where possible. We can only do so if you let us know how best we can support and help you at the earliest opportunity.

You will be scheduled to have one to one tutorials with your personal tutor at regular times throughout the course. Your tutor will help you to set Individual Learning Plans (ILP). This might be the perfect time to discuss your individual needs with your tutor and agree an action plan.

Health & Safety

Who is responsible for health and safety?

You are. We are all responsible for ensuring that we work in a safe manner at all times. This is to protect ourselves and others. It also helps to ensure that we comply with all the statutory and relevant policies and procedures.

Every learner will receive a Health & Safety induction, delivered by their tutor.

Accidents & Emergency procedures

All incidents that could cause harm to you or someone else must be reported. This includes incidents, accidents, fires, near misses and illnesses you think, may have been caused as a result of doing a course with us.

You must report any incident to your tutor, so that it can be recorded in the Accident / Incident Report Book.

What do I do if I have or witness an accident?

You are required to inform your tutor immediately of any accident that you may witness or are involved in if you are able. All Why Weight? tutors are qualified First Aiders. .

What if I find a Health & Safety Hazard?

If you find any kind of health and safety hazard, you should report it promptly to your tutor.

How will I know what to do if there is a fire?

Make sure you have read and understood the fire procedure for the venue you are in. This may save your life. Check the notices on display for the procedure and assembly points.

What if I hear the intermittent sound (pulsing beat) of the fire alarm?

Prepare to evacuate. Switch off any equipment you are using, if it is safe to do so.

If you are a wheelchair user or have a mobility problem and are unable to use the stairs ensure that you and your tutor complete a Personal Emergency Evacuation Plan (PEEP). You may have to make your way to a 'REFUGE AREA'

What if I hear the continuous sound of the fire alarm?

Stop what you are doing immediately

Do not stop to pick up personal belongings

Leave the building immediately, quickly and calmly by the nearest available route. Escape routes are indicated by green signs, showing a walking man and an arrow.

If you are a wheelchair user or have a mobility problem, remain in the 'REFUGE AREA' and you will be evacuated out of the building in accordance to your agreed PEEP.

Do not run, do not use lifts, you may get trapped.

Remember to check that others have heard the alarm and are able to leave. It is important for us to help each other in an emergency.

Make your way immediately to the designated assembly point.

Your tutor will take a register. If you believe anyone is trapped or missing, make sure you inform one of the fire marshals or fire service when they arrive.

Do not re-enter the building until is officially declared safe to do so by the Emergency Controller or Fire Service.

What do I do if I find a fire?

Raise the alarm by breaking the glass on the nearest call point.

Tackle the fire with the appropriate extinguisher ONLY if you are trained and it is safe to do so.

If you are not sure about this, leave the building immediately by using the nearest route.

How can I prevent a fire starting?

You can help to keep the venue safe by observing the following rules:

- Smoking is not allowed anywhere within the venue. It is against the law.
- Ensure electrical appliances you are using are safe to use (check cables and plugs are not damaged and that the sheath enters both plug and equipment).
- Never leave fire doors propped open.
- Participating in the fire drills, which are compulsory and are scheduled to take place periodically.
- Never maliciously activate fire alarms or tamper with safety equipment. Frequent false alarms may also cause a genuine alarm to be neglected, thus putting fellow learners and tutors at risk.

Malicious interference with the fire alarms or equipment is a criminal offence currently carrying a maximum penalty of three month imprisonment and / or a £2,000 fine on conviction.

It is also in breach of the venues regulations for which a fine or harsher penalty could be imposed. The venue will investigate all false alarms and will take action in all cases.

Find out more about health & safety

www.hse.gov.uk

www.support4learning.org.uk

www.wwt.uk.com

Equal Opportunities and Diversity

At Why Weight? we are committed to equal opportunities irrespective of:

- Race, colour, age, gender, disability, social class, nationality, ethnicity..
- Sexuality, marital status, family responsibility, being unemployed...
- Religion, beliefs or political beliefs...

We chose to be accepting of all people and are committed to positive action in such a way so as not to discriminate against an individual or group.

Under the Equality Act 2010, we aim never to discriminate based on the following 'protected characteristics':

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

General Data Protection Regulation

Why Weight Privacy Policy

Why Weight Complies the General Data Protection Regulation as incorporated into UK Law by the Data Protection Act 2018. Why Weight collects minimal structured personal data for the purposes of providing tuition services within the leisure industry.

Data Stored and Collected

Why Weight collects data formally via both electronic and paper Learner Application Forms. Paper versions are stored at the registered address of the company and electronic data is stored both on security protected computers and also stored on a password protected webserver and structured data is stored within a secure database.

- Data Held
- Name
- Email Address
- Password (encrypted)
- Telephone Number
- Address
- Date of Birth
- Gender
- Special Needs/Disabilities
- Physical Activities Readiness Questionnaire (PARQ)
- Electronic Images
- Accounts Data
- Qualifications

Additional Data

A record of users logging on the system and their activity on the company's website is recorded in a log for the purposes of system development, error fixing, recording of fact and cyber crime prevention.

Web Related Data

Why Weight's web hosting company may also collect IP addresses accessing the server for the purposes of avoiding fraud and or cyber crime.

Sharing of Data

For the purpose fulfilling its aim Why Weight shares information to a number of entities under different criteria.

Awarding Bodies

- Name

- Qualifications
- Email Address
- Date of Birth

No personal data will be shared to third parties for the purposes other than to fulfil Awarding Body Requirements.

Data Processing

User identifiable data will be only used in accordance to fulfil the service Why Weight provides that being tuition service within the leisure industry. None user identifiable data may be collated for statistical information purposes.

Data Retention

User data will be held for five years from the point of an individual's last activity/interaction with Why Weight.

Users Access and Rights

Users have the right to access their data at any time which is held by Why Weight. Also user have the right to have their data removed (right to be forgotten) from Why Weight on request. Such requests should be emailed to info@whyweightuk.co.uk

Safeguarding Policy - Safeguarding and Protecting Children and Adults at Risk

Purpose and Aims of the Policy is to:

- Raise the awareness of all staff of the need to safeguard students and of their responsibilities in identifying concerns and reporting them as a matter of priority
 - Provide a framework to support staff in identifying concerns that a student may be suffering or at risk of suffering harm or abuse thereby enabling them to report those concerns without delay
 - Promote and maintain an environment where students feel secure and are listened to
 - Promote an environment where students and staff treat each other with mutual respect and develop positive relationships which are built on trust
 - Enable and support good levels of communication between staff to ensure that relevant information about students is disseminated and shared with appropriate staff on a 'need to know' basis
 - Ensure that all members of staff have the appropriate level of training on safeguarding and that this is refreshed annually.
 - Develop and promote effective working relationships with partner agencies, including Children's Social Care, the Police Child Abuse Investigation Team and local authorities. (or relevant managing body)
 - Provide a systematic means of recording and monitoring students who are thought be at risk of harm or who are subject to child protection plans
 - Provide structured procedures within the Group which will be followed by all staff when there are concerns about a student who is potentially deemed at risk.
 - Ensure that all adults working with students in the Group have undergone appropriate safer recruitment vetting and checks as to their suitability to work with student in line with national guidance.
 - Ensure that procedures are followed where an allegation is made
-
- All young people and Adults at Risk have the right to be safe from harm, abuse and exploitation
 - The welfare of the student is paramount and this principle underpins all safeguarding work
 - Statements about abuse or neglect made by students will be taken seriously
 - A commitment to the Health and Wellbeing of students, which underpins a successful learning experience
 - To support young people's and Adults at Risk' development in ways that will foster security, confidence and independence and to promote this through the curriculum, the tutorial programme, enrichment activities and the student engagement.
 -
 - Roles and Responsibilities Safeguarding is everyone's responsibility. Staff are responsible for all of the above.
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- This Policy should be read in conjunction with the DCFS Summary Booklet "What to do if You're Worried a Child is Being Abused" available at www.teachernet.gov.uk/publications - reference 04319-2006BKT-EN. Our procedures are in line with the London Child Protection Procedures 2010 and subsequent amendments. These are available to read or download on the London Safeguarding Children Board website: www.Londonscb.gov.uk All Group

staff should be knowledgeable about what constitutes abuse and must attend the safeguarding training which is available to staff on an annual basis

Reporting an Absence

It is essential that you attend all your sessions. In the unlikely event that you will be absent, it is your responsibility to notify your tutor at the earliest convenience to inform them if you are unable to attend your course due to sickness or an unavoidable reason.

Please refer to our Terms and Conditions in relation to absences and assessments as you may incur a fee as a result. This can be found on our website.

Attendance & Punctuality

You are advised to attend all your lessons as poor attendance can have an effect on your progress and may jeopardise you gaining your certificate. In order not to disrupt the lesson, you are respectfully asked to arrive to all your lessons promptly.

Paying for Your Course

Pay as you Learn

At Why Weight we want our course to be accessible to all, so on many of our courses we offer a Pay as you learn system. On qualifying courses, you do not have to pay the full tuition fee at the beginning of the course, but you can pay in instalments as you are learning. There is no interest or late payment fee's and we endeavour to be as flexible as possible to budget your payment plan. We charge a one off small admin fee to cover the extra administration need.

Debit/Credit Cards, Cheques and Cash

Debit/Credit Cards, Cheques and Cash are accepted by our Tutors, for the both instalment payments and fees paid in full. It is your responsibility to ensure you have a Signed receipt from the Tutor for your payment so any errors/miss-understandings can easily be rectified.

Bank Transfer

One of the easiest methods of payment is via bank transfer. As banks have made bank to bank transfers free, transferring fees when due using this method is probably one of the easiest methods. We do ask that you ensure that your payment reference includes your name and student number so we can easily reconcile the funds with your fee account.

Our bank details are as follows

Why Weight?

Bank: Santander

Sort Code: 09-06-66

Account: 43433388.

Please add your Name and Student No in the Reference

Gym Etiquette

Please be reminded that, depending on your chosen course, you may be using the gym alongside paying members of that gym. It is therefore important that you remain professional and respectful at all times.

It is the requirement of the gyms that we use that men are required to wear sleeved t-shirt (long or short) at all times.

For the purpose of health & safety, minimal jewellery should be worn and long hair should be tied back. Remember that as fitness professionals, you have a duty to promote a positive image and lead by example.

Written Assignments and Case Studies

In order to ensure a high level of presentation, it is preferred that your written assignments and case studies are word processed. This is not compulsory as long as you can ensure that your handwriting is neat and legible.

It is compulsory that you keep a copy of any assignment that you submit to be marked. If you are posting your work to your tutor or assessor, you are advised to send your work by registered post.

Appeals Procedure

Learner appeals procedure

YMCA Awards is committed to equal opportunities, providing a fully comprehensive service to centres and learners in the area of assessment and internal quality assurance. YMCA Awards aims to protect the interests of learners at all times and offers centres the following advice:

- all learners must be assessed against the agreed and published criteria
- assessment decisions must be made by assessors who are trained, and have gained or are in the process of working towards an approved and recognised qualification, such as:
- the Certificate in Assessing (Vocational or Work Based) Competence, A1/A2 (D32/33)
- Assessor Awards or YMCA Awards Assessing and IQA Awards for the Active Leisure and Learning Sector

It is recognised that, in exceptional circumstances a learner may wish to appeal against recommendations or decisions relating to assessment. The YMCA Awards appeals policy and procedure aims to ensure that all assessment is conducted fairly and in line with specified requirements.

YMCA Awards will consider an appeal from a centre or learner only after the centre's own internal appeals procedure has been exhausted.

Please note, any appeal made by a learner relating to assessment decisions should be made to YMCA Awards within 20 working days of exhausting the centre's own procedures as stated above. This is to ensure that YMCA Awards can act in the most timely and efficient manner, and whilst the optimum amount of information and evidence is available. Any appeal made after this time may not be heard unless there are exceptional circumstances

The following procedures summarise the key points of this policy and the action that may be taken in such exceptional circumstances.

Areas for appeal

YMCA Awards appeals policy enables learners to make a formal appeal against a recommendation or assessment decision relating to:

- the mark or grade for an individual item of coursework for example, worksheets and case studies
- the final result of any element of assessment, (for example, planning, teaching and/or evaluation)
- N.B. Video evidence must accompany this appeal (see further guidance)
- the application of a Reasonable Assessment Adjustment or Special Consideration
- the external assessment (theory paper or e-assessment)
- the final overall internal/external assessment decision for a unit or qualification

Grounds for appeal

- the assessments were not conducted in accordance with the approved centre regulations

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- an agreed Reasonable Assessment Adjustment proved to be inappropriate or insufficient
- disagreement with the outcome of a Special Consideration request
- medical or other extenuating circumstances arising during the assessment process which affected the learner's performance (written evidence from the assessor or GP must be provided)
- inappropriate or irregular behaviour on the part of the assessor

Appeals procedures

Stage one:

Learners should make the first appeal through the centre's appeals system via the

Internal Quality Assurer/Centre Contact. Your IQA details will be given to you on your induction day. However, you can always send an email to appeal@whyweightuk.co.uk If the appeal is unresolved, the learner should be advised of the next stage for appeal.

Please note: The appeal should be made to the Assessor (tosi@whyweightuk.co.uk) or IQA as soon as possible after the assessment, preferably on the same day, but within 5 working days is acceptable. All centres approved by YMCA Awards will have had their appeals policies and procedures formally approved, a copy of which should be made accessible to the learner at induction.

Stage two:

The centre should contact the External Quality Assurer (EQA). If the EQA is not present or is unable to resolve the appeal issue, the learner should be directed to the third stage of the appeals process.

Stage three:

A written appeal should be made by the learner directly to the YMCA Awards Lead Quality Assurer. The Lead Quality Assurer will investigate the matter thoroughly and respond in writing within 20 working days.

Please note: In extreme circumstances, when the learner feels that the LQA has been unable to bring the matter to a satisfactory conclusion, the matter may be referred directly to the Head of YMCA Awards, the fourth stage of appeal. Any evidence in writing, in person or by telephone may be requested from the learner during this time.

Stage four:

The learner may be offered a formal appeals hearing. This will be conducted within six weeks and will be conducted by the appeals panel comprising:

- an independent appeals board member
- the Head of YMCA Awards
- the Lead Quality Assurer of YMCA Awards
- a Senior Management representative from the centre

- a chairperson employed by YMCA Awards

Please note: Provision of an appeals hearing will incur a nominal fee. The fee will be refunded if the appeal is upheld. Please refer to the YMCA Awards website for information on fees. If the appeal is upheld learners may receive an opportunity to re-take the assessment free of charge.

Stage five:

In the event of stages 1-4 being exhausted without a satisfactory resolution, stage 5 of the appeals procedure can be invoked:

- in stage 5 the case will be put before an Independent reviewer
- this stage will be considered only if the YMCA Awards stage 4 appeal process has been exhausted
- the appeal must be submitted within 20 working days of receipt of the outcome of stage 4
- the Independent reviewer will check that YMCA Awards has followed correct procedures with
- regards to the appeals process, and if appropriate they will make recommendations back
- to the appeals panel
- this is the final stage of the appeal process where a final decision will be made with
- regards to the outcome of the initial appeal
- the Independent reviewer will inform all parties of the outcome of the review and a report
- of the hearing will be sent to all parties

Learner appeals - Further guidance for centres

Centre appeals procedures should inform learners of both the centre and YMCA Awards appeals procedures. YMCA Awards advises centres to ensure learners are informed about the following:

- it is extremely difficult to investigate appeals without impartial evidence. Therefore
- appeals against referrals in practical teaching based solely on the learner's disagreement
- with the assessor's decision will only be considered when accompanied by a video
- recording, or if there is sufficient supporting evidence from an internal quality assurer
- the learner has the right to video any aspect of their assessment using their own
- recording equipment provided it does not interfere with the assessment process, other
- learners or the assessor's ability to carry out their role(s)
- it is the responsibility of the learner to arrange a video operator
- it is the responsibility of the learner to notify the centre where their assessment is taking
- place of any medical problem which may affect student performance adversely in the
- assessment process, so that a decision can be made for deferral, prior to the assessment
- date
- theory papers and e-assessment that are externally assessed by YMCA Awards are
- marked
- electronically and sampled regularly

Appeals against referrals in the external theory result can result in the following action:

- investigation into the centre's invigilation procedures/delivery
- hand marking of the theory papers

- investigation into the content of the theory paper by the YMCA Awards Senior Qualification Manager

Notification of appeals

Written notification of appeals must be received by YMCA Awards within 20 working days (Monday-Friday excluding Bank Holidays) from the time of the learner's receipt of the assessor's decision.

All enquiries relating to the appeals policy and procedures should be addressed to:

Lead Quality Assurer

YMCA Awards

112 Great Russell Street

London WC1B 3NQ

Telephone: 020 7343 1800

Fax: 020 7436 2687

Email: info@ymcaawards.org.uk

Candidate Malpractice Statement

Attempting to or actually carrying out any malpractice activity is not permitted. The following are examples of malpractice by learners; this list is not exhaustive and other instances of malpractice may be considered by the college at its discretion:

- plagiarism by copying and passing off, as your own, the whole or part(s) of another person's work, including artwork, images, words, computer generated work (including Internet sources), thoughts, inventions and/or discoveries whether published or not, with or without the originator's permission and without appropriately acknowledging the source
- collusion by working collaboratively with other learners to produce work that is submitted as your work. You should not be discouraged from teamwork, as this is an essential key skill for many sectors and subject areas, but the use of minutes, allocating tasks, agreeing outcomes, etc are an essential part of team work and this must be noted in any work submitted.
- impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test
- fabrication of results and/or evidence
- failing to abide by the instructions or advice of an assessor, a supervisor, an invigilator, or the awarding body conditions in relation to the assessment/examination/test rules, regulations and security
- misuse of assessment/examination material
- introduction and/or use of unauthorised material contra to the requirements of supervised assessment/examination/test conditions, for example: notes, study guides, personal organisers, calculators, dictionaries (when prohibited), personal stereos, mobile phones or other similar electronic devices
- obtaining, receiving, exchanging or passing on information which could be assessment/examination/test related (or the attempt to) by means of talking or written papers/notes during supervised assessment/examination/test conditions
- behaving in such a way as to undermine the integrity of the assessment/examination/test
- the alteration of any results document, including certificates
- cheating to gain an unfair advantage.

If malpractice is discovered, the college reserve the right to withdraw the learner from the programme and to withhold any monies already paid.

Should you have any queries relating to Vocational Qualification Learner Malpractice Statement please do not hesitate to contact:

Business Manager: ian@whyweightuk.co.uk

Malpractice/Maladministration Procedure – YMCA Awards

Malpractice procedure

This guidance is for centres on how to best prevent, investigate and deal with cases of suspected malpractice or maladministration.

YMCA Awards will investigate instances of alleged or suspected malpractice and will take appropriate action to maintain the integrity of units and qualifications. Malpractice is defined as any deliberate activity, neglect, default or other practice that compromises:

- the integrity of the assessment process
- the integrity of the regulated qualification
- the validity of certificates
- the reputation or credibility of the awarding body
- the qualification, or the wider qualifications community

Maladministration is any activity, neglect, default or other practice that results in the centre not complying with the specified requirements for delivery of the units and qualifications.

YMCA Awards, via its External Quality Assurance Strategy, will sample centres' internal Malpractice/Maladministration policies and procedures, plus the ongoing implementation and review of these to check for compliance. This will be recorded on the EQA Risk Assessment Report.

YMCA Awards reserves the right to withdraw centre approval in the event of an alleged or suspected occurrence of malpractice/maladministration arising on the part of learners, centre staff, or others involved in providing a YMCA Awards qualification. In order to ensure that YMCA Awards is kept fully informed, centres are responsible for the following:

- complying with published awarding body malpractice procedures
- taking reasonable steps to prevent malpractice/ maladministration from arising.
- advising candidates of the awarding body's policy on malpractice/maladministration during their induction
- implementing systems and procedures for recording all suspected instances of candidate malpractice and making this information available to the awarding body during quality assurance activities on site and/or on request.
- being vigilant to possible instances of malpractice and maladministration.
- notifying the awarding body of any incidents of malpractice/maladministration as required by the awarding body policies.
- assisting with any awarding body requests for information.
- co-operating with awarding body malpractice/maladministration investigations.
- carrying out investigations of malpractice under the guidance of the awarding body.
- implementing any actions required during and after investigation into a case of malpractice.
- taking action required to prevent the recurrence of malpractice/maladministration

YMCA Awards wishes to advise centres that failure to comply with these requirements will impact on any future acceptance of registration entries and certification issue, and may result in centre approval being withdrawn.

1. Examples of learner malpractice could include:

- non-compliance in observing the mandatory rules of conduct during an assessment,
- resulting in fraudulent claims for certification
- replication of another learner's work in either the practical, theoretical or portfolio aspect of assessment, resulting in fraudulent claims for certification (this can include plagiarism, collusion, personation, copying)
- misconduct (learner behaviour such as offensive, obscene or discriminatory material;
- disruptive language or behaviour causing a disturbance; use of unauthorized aids such as mobile phones, MP3 players etc)

Where an issue of misconduct occurs and is discovered or reported the following action will be taken:

- the Invigilator/Centre Contact is empowered to expel a learner from the assessment room
- the expelled learner's assessment paper must be securely retained and a report filed to the Centre Contact
- the report and assessment record must be available for submission to YMCA Awards and the regulatory authority (Ofqual) upon request
- if any of the rules of external assessment are deemed to have been broken by a learner, Invigilator or other person involved in the assessment process, then YMCA Awards may declare the assessment void

2. Examples of centre malpractice could include:

- failure of the approved centre to report any suspected malpractice reported to YMCA Awards from other sources
- failure of the approved centre to apply the YMCA Awards recommended invigilation procedures for external assessment, thus affecting the validity of the assessment process
- failure of the approved centre to apply YMCA Awards recommended assessment paperwork and procedures for internal assessment, thus affecting the validity of the assessment process
- failure of the centre to apply the YMCA Awards recommended security procedures as identified within the Security Declaration Form
- failure on behalf of the centre to comply with YMCA Awards /FAB guidance relating to reasonable adjustments
- claims for certification being submitted by the approved centre for units and/or qualifications that have not been approved for delivery by YMCA Awards
- delivery and assessment of units and/or qualifications that have not been approved by YMCA Awards
- claims for certification being submitted by the approved centre for learners that have not been registered with YMCA Awards
- unauthorised replication of (or other tampering with) externally assessed theory papers and/or e-assessment
- payment for YMCA Awards services/accreditation is not received in accordance with the terms and conditions of payment
- the centre or any part (if a consortium group) becomes bankrupt or insolvent or goes into liquidation, or undergoes a voluntary or compulsory winding up procedure
- there is any significant change in control of the centre (or a change of membership if a consortium group). YMCA Awards must be informed immediately in this case

Malpractice procedures (centres)

Where an issue of malpractice occurs and is discovered or reported the following action will be taken:

- YMCA Awards will investigate the suspected case of malpractice
- YMCA Awards will report significant cases of malpractice automatically to the regulatory authorities (Ofqual) (and all other cases on request)

- YMCA Awards will inform the regulatory authorities (Ofqual), whenever it finds evidence that
- certificates may be invalid
- YMCA Awards will assist the regulatory authorities with any further investigations of malpractice, and agree appropriate remedial action if there is evidence that certificates may be invalid
- YMCA Awards will withdraw approval from a centre that is proved guilty of malpractice and
- automatically refuse any further certificates or accept future registrations of learners

Malpractice investigations

- the objective of an investigation is to establish the facts relating to allegation/complaints in order to determine whether any irregularities have occurred
- all relevant evidence will be considered without bias
- YMCA Awards will also investigate allegations made by whistle blowers and anonymous informants

Please note: allegations made by a whistleblower or anonymous informant must be made within 3 months of the alleged event taking place. This is to ensure the integrity of any relevant evidence is protected as far as possible, to allow for the fullest investigation to take place. investigations will be carried out by the YMCA Awards Lead Quality Assurer, and they will liaise with the head of the centre or their nominee conclusions will be based on established evidence. A course of proposed actions will be identified, agreed, implemented and monitored

3. Withdrawal or suspension of approval

Centre approval may be suspended or withdrawn by YMCA Awards at any time if the centre has not complied with the stated terms of agreement covering all policies, regulations, requirements and procedures which are currently in force and which have been agreed with the Centre Contact and/or guarantor signatory personnel.

Examples of non compliance which result in deficiencies in the assessment process and in inappropriate quality of assessment provision, will entitle YMCA Awards to withdraw or suspend all or some of a centre's activities for a specified period of time or indefinitely.

4. Temporary suspension

A temporary suspension will allow YMCA Awards to suggest immediate remedial action and enable the centre to rectify the situation. Temporary suspension may also be implemented to protect current cohorts of learners if the centre is the subject of investigation. YMCA Awards will discuss the problem with the centre and allow a reasonable period of notice (three months) within which to resolve the problem.

Please note: If centre approval is withdrawn YMCA Awards will individually specify the earliest date for reapplication of approval. A fee will be incurred for re-approval.

In order to assist any current learners who may be affected by the suspension or withdrawal of approval, YMCA Awards expect centres to inform those learners about completion of their unit or qualification within the specified timescale, and to offer reasonable support to assist their achievement.

Withdrawal or suspension will not affect any earlier certification claims. Any document or certificate that has been issued on the result of a voided assessment will be recalled and cancelled.

Centre sanctions - The EQA completes a risk report at each visit. This document provides Student Handbook for Why Weight?

detailed information on your current status and should be reviewed carefully. Guidance on examples of sanctions relating to differing levels of malpractice is provided in the Sanction Procedure guidance (see <http://www.cyq.org.uk/files/sanction-procedure-for-non-compliance.pdf>)

5. Provision for appeal

YMCA Awards provides a formal route for appeal against a decision to suspend or withdraw centre approval and encourages its centres and learners to use the enquiry service provided to formally lodge such an appeal (please refer to the Appeals Procedures).

6. Notification to other awarding bodies

Ofqual (the regulatory authority) require that an awarding body notifies other awarding bodies of cases of malpractice where these cases are likely to impact on the other awarding body(s). In dealing with cases of malpractice each awarding body must pay due regard to this requirement and notify other awarding bodies, as appropriate. This will usually be appropriate where:

- the centre where the malpractice has occurred (or is suspected) is also approved with another awarding body (for the same or different qualifications) and the (suspected) malpractice could potentially impact on the activities undertaken on behalf of that other awarding body
- the centre where the malpractice has occurred (or is suspected) is also approved with another awarding body for the same qualifications and there is the potential for the centre to move their operations to the other awarding body in an attempt to avoid sanctions and continue sub-standard practices.
- the centre where the malpractice has occurred (or is suspected) has indicated that they are seeking approval with another awarding body (for the same or different qualifications).

Please contact YMCA Awards if you require further guidance as to how to prevent, investigate and deal with malpractice and maladministration Non-compliance monitoring guidelines – malpractice Malpractice occurrence Procedure/Rationale

Action and sanctions

Non-compliance in observing the mandatory rules of conduct during an assessment, resulting in fraudulent claims for certification.

- learner expelled from assessment
- assessment paper retained and report filed securely
- assessment paper and report file made available to YMCA Awards and regulatory authorities(Ofqual)
- suspension of certification (tariff level 3)
- suspension of registration (tariff level 3)
- suspension of YMCA Awards approval
- possible assessment void decision

Replication of another learner's work in either the practical, theoretical or portfolio aspect of assessment, resulting in fraudulent claims for certification (including plagiarism, copying, collusion, impersonation) Centre failure to report any suspected malpractice reported to YMCA Awards from other sources.

- YMCA Awards investigation
- YMCA Awards record evidence
- YMCA Awards report to Ofqual
- suspension of certification (tariff level 3)
- suspension of registration (tariff level 3)
- suspension of YMCA Awards approval
- possible assessment void decision

- loss of integrity of assessment decisions - danger of invalid claims for certification (tariff level 3)
- withdrawal of centre approval for specific units and/or qualifications (tariff level 4)
- notification to Ofqual
- possible notification to other awarding bodies Centre failure to apply YMCA Awards recommended, invigilation procedures for external assessment, thus affecting the validity of the assessment process.
- YMCA Awards investigation
- proven loss of the integrity of assessment decisions
- irretrievable breakdown in management and
- quality assurance of specific programmes
- YMCA Awards report to Ofqual

Malpractice occurrence Procedure/Rationale Action and sanctions Centre failure to apply YMCA Awards recommended assessment paperwork and procedures for internal assessment, thus affecting the validity of the assessment process.

- YMCA Awards investigation
- .proven loss of the integrity of assessment decisions
- irretrievable breakdown in management and quality assurance of specific programmes YMCA Awards report to Ofqual
- suspension of certification (tariff level 3)
- suspension of registration (tariff level 3)
- suspension of YMCA Awards approval
- possible assessment void decision
- loss of integrity of assessment decisions - danger of invalid claims for certification (tariff level 3)
- withdrawal of centre approval for specific units and/or qualifications (tariff level 4)
- notification to Ofqual
- possible notification to other awarding bodies
- Centre claims for certification being submitted for units and/or qualifications that have not been approved for delivery by YMCA Awards

Centre claims for certification being submitted for learners that have not been registered with YMCA Awards (where applicable).

Unauthorised replication of (or other tampering with) externally assessed theory papers and/or e-assessment.

Payment for YMCA Awards accreditation is not received in accordance with the payment terms (see terms and conditions).

non-compliance with contracted agreement but no threat to the integrity of the assessment decisions

- suspension of certification (tariff level 3)
- suspension of registration (tariff level 3)
- suspension of YMCA Awards approval - until resolution achieved
- withdrawal of centre approval for all programmes (tariff level 5)– if no resolution achieved

Malpractice Occurrence Procedure/Rationale

Action and Sanctions

The centre or any part (if a consortium group) becomes bankrupt or insolvent or goes into liquidation, or undergoes a voluntary or compulsory winding up procedure.

Management and quality assurance of all units and qualifications run by the centre
threat to learner completion of certification. learner support/guidance required
-suspension of centre approval for all units and qualifications

Centre begins delivery/assessment of a YMCA Awards
unit/qualification that has not been approved.

- YMCA Awards investigation
- proven loss of the integrity of assessment decisions – danger of invalid claims for certification
- suspension of certification (tariff level 3)
- suspension of registration (tariff level 3)
- suspension of YMCA Awards approval
- possible assessment void decision

Recommended Reading Resources

Title Suitable for Level 2	Author/Publisher/ ISBN Number	Information
Anatomy Colouring Book	Kapit & Elson Addison ISBN:0064550168	An excellent learning resource as it allows you to colour in various body parts to enhance your understanding of them!
The Muscle Book	Paul Blakey Bibliotek Books ISBN: 1873017006	Excellent easy to follow muscle identification, clearly illustrated, appropriate level of knowledge.
Basic Anatomy & Physiology	H. G. O. Rowett Grantham ISBN: 0719585929	This well established reference book focuses on the key aspects of human anatomy and physiology by combining concise text with clear, informative line diagrams.
National Extension College	Janette Edwards 18 Brooklands Ave Cambridge CB2 2HN Tel: 01223 316644	Excellent resource manual with tutor and study guides.
The Complete Guide to Strength Training	Anita Bean A & C Black ISBN: 0713660406	The latest scientific methods for increasing strength using training methods and optimal nutrition.
Effective Strength Training	Douglas Brooks ISBN: 0736041818	An exploration of the latest scientific principles and theories related to Resistance Training.
Steps to Success (Weight Training)	Beachle & Groves Human Kinetics ISBN: 0880117184	A background to establishing a successful weight training programme.
Strength Training for Sport	Rex Hazeldene Crowood ISBN: 0185223085	The author explains the principles of strength training as a vital part of preparing for sport, or within a general fitness programme.
Fitness for Sport	Rex Hazeldene Crowood ISBN: 0185223051	The classic beginner's guide to developing readiness for sport. It discusses endurance, flexibility, strength, speed and nutrition.
Fitness Leaders Handbook	Egger, Champion, Bolton A & C Black ISBN: 0713650915	This book guides fitness professionals through a range of topics, including: principles of exercise programming, aerobic, strength and flexibility training and fitness testing.
The Health & Fitness Handbook	Julia Dalglish & Stuart Dollery (Ed. Heather Frankham) Longman ISBN: 0582418798	Everything the candidate needs as a reference manual to accompany each module at level two.
Aerobic Instructors Handbook	N. Champion & G. Hurst A & C Black ISBN: 0713653590	A comprehensive resource for the Exercise to Music instructor.
The Complete Guide to Exercise to Music	Debbie Lawrence A & C Black ISBN: 071364995X	The definitive practical handbook, recommended by YMCA Fitness Industry Training, offering a thorough grounding in all of the disciplines covered under the Exercise to Music umbrella.
Aquarobics	Glenda Baum Tel: 0208 789 9352 ISBN: 702022349	Specially devised by physiotherapist Glenda Baum, this complete programme of water exercises can be adapted to suit anyone.
The Complete Guide to Exercise in Water	Debbie Lawrence A & C Black ISBN: 0713647949	The definitive practical handbook, recommended by YMCA Fitness Industry Training, offering a thorough grounding for the exercise instructor in this distinct area of expertise.

Step Aerobics – for Schools, Clubs & Studios	Iris Pahmeier & Corinna Niederbaumer	This book looks at the theoretical aspects of training types and teaching methods; and advances on to the practical dimension of various step combinations.
The Complete Guide to Circuit Training	Debbie Lawrence A & C Black ISBN: 0713658630	The definitive practical handbook, recommended by YMCA Fitness Industry Training, offering a thorough grounding in the field of Circuit Training.
Fitness Walking	Therese Ikoian Human Kinetics ISBN: 0873225538	Written by a leading authority on walking for fitness, offering a practical and flexible approach to training.
Abdominal Training	C. M. Norris A & C Black ISBN: 0173659521	A guide to developing the trunk muscles. It explains how the spine and trunk muscles work, the concepts of abdominal training and a variety of abdominal exercises.
The Complete Guide to Stretching	C. M. Norris A & C Black ISBN: 0713649569	An overview of the scientific principles behind stretching.
Suitable for Level 3 Title	Author/Publisher/ ISBN Number	Information
Exercise Physiology	McArdle, Katch & Katch Williams Wilkins ISBN: 0781725445	A wealth of in depth information covering Energy Systems, Nutrition and Human Performance. An excellent reference book.
Physiology of Sport and Exercise	Jack H. Wilmore & David Costill Human Kinetics ISBN: 0736000844	This book is an excellent introductory text for undergraduate students. Superbly written, with careful attention given to explaining concepts clearly in language appropriate for introductory students, this text is also impressively illustrated throughout.
Fitness & Health	Brian J. Sharkey PHD Human Kinetics ISBN: 0736039716	This study of fitness and health covers aerobic and muscular fitness, nutrition, weight management, work and sport performance.
Science of Flexibility	Michael J. Alter Human Kinetics ISBN: 0873229770	Revised and updated version contains new chapters on joint manipulation and chiropractic adjustment, controversial stretches and flexibility for specific sports and health conditions.
ACSM's Guidelines for Exercise Testing and Prescription – 6 th Ed.	Lippincott, Williams & Wilkins ISBN: 0781727359	<i>The</i> text for health and fitness professionals. Among the new topics addressed are: cardiovascular screening, supervision of exercise tests, absolute versus relative exercise intensity, and legal issues.
Advanced Fitness Assessment & Exercise Prescription	Vivian H. Heyward Human Kinetics ISBN: 0880114835	This book discusses exercise physiology, fitness assessment and exercise prescription. A useful text for Advanced Fitness Instructor and Client Appraisal programmes.
Living with Stress	C. L. Cooper, R. D. Cooper & L. H. Eaker Penguin Health ISBN: 0140098666	A useful reference book for those undertaking the Client Lifestyle and Fitness Appraisal module.
Essentials of Strength Training & Conditioning	NSCA Editors: Thomas R. Baechle & Roger W. Earle Human Kinetics ISBN: 0736000895	An in depth resource which explores the scientific principles, concepts, theories and practicalities of strength training.

Serious Strength Training	Tudor O. Bompa PHD, Mauro Di Pasquale MD & Lorenzo J. Cornacchia Human Kinetics ISBN: 0880118342	Tudor Bompa expands on his periodised approach to strength training to include periodisation of nutrition.
Designing Resistance Training Programmes	Steve J. Fleck & William J. Kraemer Human Kinetics ISBN: 0873225082	A guide to developing individualised training programmes for both athletes and fitness enthusiasts. The book may also be used as an undergraduate textbook for courses in resistance training prescription.
High Performance Sports Conditioning	Editor: Bill Foran Human Kinetics ISBN: 0736001638	This book is a guide to building athletic performance. It addresses sports specific performance factors and periodisation of training programmes.
Sports Speed	George Dintiman, Bob Ward & Tom Tellez Human Kinetics ISBN: 0880116072	Designed for both individuals and team performers, this book reveals how to train for maximum speed. It addresses strength and power training, plyometrics, speed endurance and overspeed training.
Serious Training for Endurance Athletes	Rod Sleamaker & Ray Browning Human Kinetics ISBN: 0873226445	A comprehensive guide to training plans for running, mountain biking, cycling, swimming, duathlon and triathlon.
The Complete Guide to Cross Training	Fiona Hayes A & C Black ISBN: 071364883X	This book is a useful tool for sports coaches and exercise instructors. It examines the concept and advantages of cross training exercise programmes.
Fitness Programming	Fiona Hayes ISBN: 1900078023	An approachable guide to fitness, sampling a number of typical but different fitness programmes and suggesting some of the best ways to improve your own fitness.
Periodization – Theory and Methodology of Training	Tudor O. Bompa PHD Human Kinetics ISBN: 0880118512	Probably the definitive text for athletes looking to optimise training schedules, this book examines: principles of programming, short and long term training plans, strategies for peak competition and customised training.
Ageing Physical Activity & Health	Roy J. Shepherd Human Kinetics ISBN: 0873228898	A review of the scientific literature on the physiological changes of ageing and how regular physical activity affects the ageing process.
Exercise for Older Adults	American Council on Exercise, Editor: Richard T. Cotton Human Kinetics ISBN: 088011942X	Recognising the needs of the older adult population, this text provides fitness professionals with essential information to meet their needs with safe and effective programmes.
Physical Dimensions of Ageing	Waneen W. Spirduson Human Kinetics ISBN: 0873223233	A comprehensive integration of research literature on physical ageing.
Exercise Management for Persons with Chronic Diseases and Disabilities	ACSM Human Kinetics ISBN: 0873227980	This is informative material for those who are involved in exercise for special populations.
Promoting Physical Activity	Centre for Disease Control and Prevention, Atlanta Human Kinetics ISBN: 0736001522	An overview of the importance of physical activity in reducing the risk of heart disease and other diseases.
The Diabetic Athlete	Sheri Colberg PHD Human Kinetics ISBN: 0736032711	Detailed guide to utilising sport to minimise the effects of diabetes and in turn, maximising one's athletic capacity.

Fit for Two	YMCA of the USA with Thomas W. Hanlon Human Kinetics ISBN: 0873228286	This book shows how to exercise safely and effectively during pregnancy. It examines prenatal exercise goals and guidelines, and offers aerobic and aquatic exercise programmes.
The Complete Guide to Postnatal Fitness	Judy Difiore A & C Black ISBN: 071364852X	The definitive practical handbook for the exercise instructor who needs a greater understanding of what postnatal fitness is and how to go about teaching it safely.
The Complete Guide to Sports Nutrition	Anita Bean A & C Black ISBN: 0713653892	A complete and practical guide to nutrition, providing guidance on maximising endurance and strength, formulae for calculating optimal calorie needs, advice on improving body composition and maintaining hydration, plus 30 eating plans.
Sport Nutrition for Health & Performance	Melinda Manore & Janice Thompson Human Kinetics ISBN:0873229398	This detailed text provides up to date and authoritative information on such contentious issues as the metabolic roles of various food groups, the physiology of fluid, electrolyte balance and the evaluation of ergogenic aids.
Sports Injuries: A Unique Guide to Self-diagnosis and Rehabilitation	Malcolm, Reade & Wade Butterworth Heinemann ISBN: 0750631120	This guide helps the reader to pinpoint the area of pain and then work through a range of self-diagnostic tests. It includes the latest advances in treatment and rehabilitation.
Exercise in Rehabilitation Medicine	Walter R. Frontera, David M. Dawson & David M. Slovik Human Kinetics ISBN: 0880118393	Assembles the latest research on exercise science and relates to specific clinical interventions for rehabilitation patients.

YMCA Awards Progression Routes:

Level 1 Courses:
Award in Body Image and the Relationship to Wellbeing
Award in Introduction to Lifestyle Management
Award in Introduction to Personal Wellbeing

Level 2 Courses:
Certificate in Fitness Instructing - Gym-Based Exercise
Award in Circuit Training**
Award in Introductory Work in the Outdoors
Award in Studio Resistance Training **
Award in Nutrition for Healthy Living
Award in Walk Leading
Certificate in Fitness Instructing - Exercise to Music
Certificate in Fitness Instructing - Exercise and Physical Activity for Children

Level 3 Courses:
Certificate in Personal Training **
Certificate in Sports Massage
Award in Adapting Exercise for Independently Active, Older People **
Award in Instructing Outdoor Fitness **
Award in Nutrition for Physical Activity **
Award in Programming and Supervising Exercise with Disabled Clients **

Key:

**Need level 2 Gym or equivalent as a prerequisite