

AWARDED BY



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RECOGNITION OF PRIOR LEARNING

Level 3 Diploma in Personal Training

RPL Mapping Report for experienced personal trainers

Level 3 Diploma

Eight units · 42 credits · 184 GLH · TQT 414

113 criteria

Awarded solely by Transcend Awards Limited, regulated by Ofqual in England, and aligned in full to the CIMSPA Professional Standard: Personal Trainer. RPL is delivered by Inspiratus Training Ltd as the Transcend recognised centre.

CLAIM DETAILS

LEARNER NAME

TRANSCEND REGISTRATION NO.

RECOGNISED CENTRE

ASSESSOR

INTERNAL QUALITY ASSURER

DATE SUBMITTED

UNIT 8 ROUTE

☒ Route 1 · business evidence ☐ Route 2 · Task D report

Fees are charged by Inspiratus Training Ltd and are shown on the Inspiratus RPL fee sheet. Transcend Awards charges learners nothing.



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How to complete this pack

Work through Sections A to C first, then map every criterion in Section D. Ask your employer or a qualified peer and a real client to complete Section E, or use their signed forms as Evidence D and E. Only pay and submit once every criterion is mapped. Sections F and G are completed by Inspiratus and the quality assurers.

What comes with this pack

- **Inspiratus RPL fee sheet:** every fee, what it covers, how to pay and the refund position. Inspiratus charges the fees, not Transcend.
- **Task D PT Enterprise Report workbook:** only if you cannot evidence Unit 8 from your own business. Ask for it before you pay.
- The testimony forms in Section E, which you can print or send on their own.

Before you start

- Check you meet every entry requirement and the two year rule (Section B). If you do not, RPL is not the right route and we will talk to you about a full programme.
- Gather your certificate, transcript, CV, testimonies and one real client programme. Label every file A to N.
- Set aside a few hours: 113 criteria is a real piece of work, and the detail you give decides the outcome.

From first enquiry to certificate

TYPICAL TIMINGS, NOT A GUARANTEE

WEEK 1

Eligibility call

We check the entry requirements, the two year rule and which Unit 8 route applies to you. Nothing is paid yet.

WEEKS 1 TO 4

You build the claim

You gather Evidence A to N, map the 113 criteria in Section D and chase your two testimonies.

WEEK 4

Pay and submit

You pay Inspiratus the fee on the fee sheet and send the pack and your evidence within one calendar month.

WEEKS 5 TO 8

Assessment and decision

Your assessor marks every criterion, asks for anything missing, and records one of the three outcomes.

WEEKS 8 TO 12

Quality assurance and certificate

Internal quality assurance, then Transcend. Certificates are issued once external quality assurance is complete.

Questions at any point: email services@inspiratus.org.uk. If something in this pack is not clear, ask before you write it out: it is quicker to answer a question than to assess a claim twice.

How RPL works

READ BEFORE YOU START

Recognition of prior learning (RPL) maps what you have already achieved to the Level 3 Diploma in Personal Training. Successful learners achieve the Transcend qualification, which supports CIMSPA membership.

1 CHECK

Read this pack and check you are eligible. If you cannot meet most criteria, join a full programme instead.

2 COLLECT

Gather your certificate, transcript, CV, testimonies, real client programme and CPD. Label them A to N.

3 MAP

Map every criterion to your evidence in Section D and say where in the document it is shown.

4 PAY AND SUBMIT

Pay Inspiratus the fee for your route, shown on the Inspiratus RPL fee sheet, then submit this pack and your evidence within one month.

5 ASSESSMENT

Inspiratus assesses and internally moderates your claim (up to two months), then Transcend quality assures and certificates (up to two more).

Who can use RPL

RPL recognises learning and experience you already have, so you are exempt from criteria you can already evidence. It is only for people who have **all** of the following. Everyone else joins a full programme of learning and assessment.

- A comparable substantial qualification, or a higher level qualification, in sport, exercise or fitness, with its transcript.
- Current, extensive experience as a personal trainer with real clients in a live training environment.
- Evidence that you have worked as a personal trainer within the last two years.
- A regulated Level 2 qualification in Fitness or Gym Instruction, or equivalent (the qualification entry requirement).
- Aged 16 or over. You cannot work as a personal trainer without supervision until you are 18.

Conditions that cannot be varied

- Every one of the 113 criteria must be mapped to evidence before you pay and submit.
- A full transcript or module list is mandatory. Without it the RPL assessment cannot take place.
- At least one employer or peer testimony and one client testimony, on the forms in this pack.
- At least one testimony must show personal training work within the last two years.
- One real client, profiled and programmed, with the programme reviewed (Evidence F).
- A recognised safeguarding certificate must be evidenced before certification.
- Submit within one calendar month of paying. Fees are not refundable.
- All evidence must be valid, authentic, current, sufficient and your own.

Assessment integrity: what RPL replaces

The qualification's assessment strategy requires a placement portfolio, an invigilated practical observation with a real client, a hard skills test and a professional discussion (Tasks A to D). On the RPL route, Unit 7 is evidenced instead by signed employer or peer and client testimonies, the real client programme and the CV. Where that evidence cannot confirm a criterion, the assessor does not accept a weaker response: a live observation is arranged at the observation fee on the Inspiratus RPL fee sheet, and testimony authors may be contacted to verify what they signed.

The six things everyone must send

SECTION C EXPLAINS THE FULL LIST, A TO N

A

Main qualification certificate

My comparable or higher level qualification, awarded by a recognised or regulated body.

B

Transcript or module list

The full transcript for Evidence A, listing the modules or units and what they covered.

C

CV

Confirms I am experienced at delivering training programmes to real clients in a fitness environment, with dates for every role, and shows my commitment to CPD.

D

Employer or peer testimony

Confirms I am experienced at delivering training programmes to real clients, and that my experience is current, within the last two years. Sole traders may use a peer testimony from another qualified personal trainer.

E

Client testimony

Confirms I am experienced at delivering training programmes to real clients in a fitness environment.

F

Real client profile and programme

Shows I can profile a real client, then develop, adapt and review the impact of a progressive programme in a live environment. Names and personal details removed.

The units and what happens next

The eight units

WHERE YOUR EVIDENCE USUALLY COMES FROM

UNIT	TITLE	TYPE	UNIT REF	GLH	CREDIT	ACS	USUAL EVIDENCE
Unit 1	Duties of a Personal Trainer	Knowledge	H/617/4916	20	4	16	B, G to N
Unit 2	Driving behaviour change through lifestyle intervention and impact analysis	Knowledge	K/617/4917	20	4	4	B, G to N
Unit 3	Driving behaviour change through health and wellbeing intervention and impact analysis	Knowledge	T/617/4919	20	4	5	B, G to N
Unit 4	Driving behaviour change through nutritional intervention and impact analysis	Knowledge	K/617/4920	20	4	4	B, G to N
Unit 5	Driving behaviour change through anatomical and movement systems intervention and impact analysis	Knowledge	M/617/4921	20	4	13	B, G to N
Unit 6	Driving behaviour change through exercise technique intervention and impact analysis	Knowledge	T/617/4922	20	8	4	B, G to N
Unit 7	Deployment of a Personal Trainer	Skills	A/617/4923	44	10	61	D, E, F, C
Unit 8	Deployment of a personal training enterprise	Business	F/617/4924	20	4	6	Business route or Task D

Who charges what

Transcend Awards Limited awards the qualification and charges you nothing. **Inspiratus Training Ltd**, the Transcend recognised centre, delivers the RPL route and charges the fees. Every fee, what it covers, how to pay and the refund position is on the **Inspiratus RPL fee sheet**, which comes with this pack. Paying confirms you accept the learner contract in Section A.

If you need Unit 8 assessed

Most learners who have not run their own personal training business complete the **Task D PT Enterprise Report**. It has its own 2026 workbook with the five report sections and space to write; ask Inspiratus for it **before** you pay, because choosing it later costs more. Section B of this pack tells you which route you are on.

After you submit

UP TO TWO MONTHS, THEN UP TO TWO MORE FOR CERTIFICATION

Outcome 1 · Achieved

Results go to Transcend. Once external quality assurance is complete your eCertificate is released and supports your CIMSPA membership application.

Outcome 2 · Part achieved

More than half, but not all, criteria are met. You complete learning and assessment for the gaps. Top up fees are on the Inspiratus RPL fee sheet.

Outcome 3 · Not achieved

Your claim does not meet the standard. We will recommend a full programme of learning and assessment.

Section A

Learner details, contract and consent

Learner details

USED TO REGISTER YOU WITH TRANSCEND

FULL NAME

DATE OF BIRTH

TELEPHONE

EMAIL

ADDRESS AND POSTCODE

CIMSPA MEMBERSHIP NUMBER, IF YOU HAVE ONE

TRANSCEND REGISTRATION NO. (CENTRE USE)

DISABILITY INFORMATION AND ACCESS REQUESTS

You may be contacted by Inspiratus or Transcend Awards to verify the details you give. Your information is used only by the recognised centre and the awarding organisation.

Learner contract

This is an agreement between you and Inspiratus Training Ltd as the Transcend recognised centre, for the **Level 3 Diploma in Personal Training via the RPL exemption process**. By signing you agree to:

- Comply with the Inspiratus code of conduct, and with legislation and regulation as an ethical citizen.
- Comply with Transcend Awards Limited and Inspiratus recognised centre policies and procedures.
- Read this pack and use it to make my own decision on eligibility.
- Collate and map evidence to all of the qualification criteria before paying.
- Pay Inspiratus Training Ltd the fees shown on the Inspiratus RPL fee sheet for registration and RPL assessment.
- Submit all evidence and mapping within one calendar month of paying.
- Make sure all evidence is valid, authentic, current, sufficient and completed by me.
- Treat centre and awarding organisation staff with respect and avoid any misconduct.
- Pay any costs for re-marks, top-up assessment or observation.
- Understand that if I do not meet the criteria I will not achieve the qualification.

Consent

I consent to Inspiratus and Transcend Awards processing and using the personal data in this pack, and any other data obtained from me or from others about me, for the purposes stated here or any other legitimate reason.

☐ I consent

We may contact you after you complete, to ask about employment or further training, or to tell you about other Transcend products.

☐ Opt in to contact ☐ Opt out

LEARNER SIGNATURE

DATE

If you need support with this pack

- Tell us in the box on the left if you need a reader, extra time, a different format, or any other adjustment. We arrange it before you start, not after.
- Your tutor assessor will talk you through the pack and what counts as evidence. Ask before you spend time writing.
- Email services@inspiratus.org.uk with your name and what you need.

What happens to your information

- Inspiratus Training Ltd is the data controller for your claim. Transcend Awards receives what it needs to register and certificate you.
- Your evidence is kept securely for the period Transcend requires for external quality assurance, then destroyed.
- Nothing is shared with an employer or anyone else without your written agreement, unless the law requires it.

Section B

Eligibility and currency

Complete this before you map anything. If you cannot meet every entry requirement and the two year rule, RPL is not the right route for you.

Entry requirements

ASSESSOR VERIFIED

REQUIREMENT	EVIDENCE	DOCUMENT OR CERTIFICATE NO.	EXPIRY OR DATE	SEEN	DATE SEEN
Photo identification	Passport or licence			☐	
Regulated Level 2 qualification in Fitness or Gym Instruction, or equivalent	Certificate			☐	
Main qualification: comparable or higher level (Evidence A)	Certificate			☐	
Transcript or module list for the main qualification (Evidence B)	Transcript			☐	
Personal training work within the last two years (Evidence C and D)	CV and testimony			☐	
Recognised safeguarding certificate (before certification)	Certificate			☐	
Aged 16 or over, 18 or over to work unsupervised	Identification			☐	

Your main qualification (Evidence A and B)

QUALIFICATION TITLE

LEVEL

AWARDING BODY OR UNIVERSITY

YEAR ACHIEVED

CERTIFICATE NUMBER

Personal training work history

MOST RECENT FIRST

EMPLOYER OR OWN BUSINESS	ROLE	FROM (MONTH, YEAR)	TO, OR CURRENT

Currency: the two year rule

You must evidence personal training work with real clients within the last two years. At least one testimony (Evidence D or E) must be dated within that period.

DATE OF YOUR MOST RECENT PT WORK

EVIDENCED BY (REF)

☐ Within the last two years ☐ Not within two years: not eligible

What counts as personal training work

- One to one or small group personal training with real clients, paid or voluntary, self employed or employed.
- Online coaching counts if you programmed for named clients and reviewed their progress.
- Gym floor supervision, class instruction and reception work on their own do not count.
- Give the employer or your own business name, not the gym chain only.

If you have been out for more than two years

- RPL is not the right route yet. You need current practice with real clients before a claim can be assessed.
- Talk to Inspiratus about returning to practice first, or about the full programme of learning and assessment instead.
- Do not pay for RPL until this is settled: fees are not refundable once assessment starts.

Section B

Unit 8 route

Unit 8 (Deployment of a personal training enterprise) is the unit most often missing. Choose the route that fits you.

Route 1 · Business evidence

For personal trainers who have run their own business. Give your UTR or Companies House number, then map real business records to each Unit 8 criterion in Section D. This is the standard fee on the Inspiratus fee sheet.

BUSINESS OR TRADING NAME	TRADING SINCE (MONTH, YEAR)
BUSINESS TYPE	
☐ Sole trader or self-employed ☐ Limited company	
HMRC UNIQUE TAXPAYER REFERENCE (10 DIGITS)	COMPANIES HOUSE NUMBER (8 CHARACTERS)

CRITERION	BUSINESS RECORDS THAT USUALLY COVER IT	YOUR EVIDENCE REF
AC1.1	Your business plan, or your services and pricing list with goals, KPIs and client growth activity	
AC1.2	Your marketing plan, or your website, social media and adverts with a note on target market and competitors	
AC1.3	Budget or cash flow forecast, bookkeeping or accountant summary (amounts may be hidden), insurance, tax responsibilities	
AC2.1	Privacy policy, client consent forms and how you store client data	
AC2.2	Booking, payment or client management systems you use, and how data shapes your decisions	
AC2.3	Apps, wearables or online coaching you use with clients	

Assessor verification of the business

Companies House number checked on the public register, or UTR checked against tax documents.

REGISTER OR DOCUMENT CHECKED	ASSESSOR	DATE

Route 2 · Task D PT Enterprise Report

For everyone who cannot evidence Unit 8 from their own business. You write the report in the **Task D PT Enterprise Report workbook (2026)**, which has all five sections and space to write, and submit it with this pack. Ask Inspiratus for the workbook **before you pay**: choosing this route afterwards costs more. The fee sheet shows both fees.

#	SECTION	WHAT IT MUST INCLUDE	UNIT 8 CRITERIA	DONE
1	Executive summary	Enterprise description, rationale, direction and vision, service offer, funding	AC1.1, AC1.3	☐
2	Market analysis	PESTLE, market size and share, market trends, service demand and supply, client demographics, two competitor profiles	AC1.1, AC1.2	☐
3	Organisational analysis	Legal, regulatory and policy requirements (self-employed and employed rules, GDPR, equality, health and safety, safeguarding, tax), workforce, facilities, IT and funding	AC1.2, AC2.1, AC2.2, AC2.3	☐
4	Strategic direction	Vision, mission and values, services and fees, four client service goals with annual KPIs	AC1.1	☐
5	Operational plan	Structure and systems, facilities plan, IT plan, fixed and variable cost forecast, 12 month best and worst case profit and loss, marketing plan, SWOT	AC1.1, AC1.2, AC1.3	☐

ROUTE CHOSEN

☐ Route 1: business evidence ☐ Route 2: Task D workbook

AMOUNT PAID	PAYMENT REFERENCE	DATE PAID

Section C Evidence profile

LIST EVERYTHING YOU SUBMIT

List every piece of evidence you are submitting. You then use these references (A to N) in the mapping grid.

REF	EVIDENCE	WHAT IT SHOWS	STATUS	FILE NAME	ATTACHED	ASSESSOR SEEN
A	Main qualification certificate	My comparable or higher level qualification, awarded by a recognised or regulated body.	MANDATORY		☐	☐
B	Transcript or module list	The full transcript for Evidence A, listing the modules or units and what they covered.	MANDATORY		☐	☐
C	CV	Confirms I am experienced at delivering training programmes to real clients in a fitness environment, with dates for every role, and shows my commitment to CPD.	MANDATORY		☐	☐
D	Employer or peer testimony	Confirms I am experienced at delivering training programmes to real clients, and that my experience is current, within the last two years. Sole traders may use a peer testimony from another qualified personal trainer.	MANDATORY		☐	☐
E	Client testimony	Confirms I am experienced at delivering training programmes to real clients in a fitness environment.	MANDATORY		☐	☐
F	Real client profile and programme	Shows I can profile a real client, then develop, adapt and review the impact of a progressive programme in a live environment. Names and personal details removed.	MANDATORY		☐	☐
Supplementary evidence: CPD certificates (required if your main qualification is more than three years old), in house training, publications, business records, Task D						
G			SUPPLEMENTARY		☐	☐
H			SUPPLEMENTARY		☐	☐
I			SUPPLEMENTARY		☐	☐
J			SUPPLEMENTARY		☐	☐
K			SUPPLEMENTARY		☐	☐
L			SUPPLEMENTARY		☐	☐
M			SUPPLEMENTARY		☐	☐
N			SUPPLEMENTARY		☐	☐

Label every file with its reference, for example **RPL Evidence B Transcript.pdf**. If you have more than one testimony, number them D1, D2, E1, E2.

What makes a piece of evidence count

- **Valid:** it actually shows the criterion, not something near it.
- **Authentic:** it is your work, about your clients.
- **Current:** it reflects how you work now.
- **Sufficient:** alone or with the rest, it covers the whole criterion.

CPD: when you need it and what counts

- Needed if your main qualification is more than three years old.
- Certificated courses, in house training, conferences and webinars, with dates and hours.
- Relevant to personal training: programming, nutrition within scope, behaviour change.

Before you send anything

- Remove client names and contact details from Evidence F.
- Scan certificates in full, both sides if needed.
- PDF or JPG, one file each, under 10MB.

Section D

Mapping grid

SHEET 1 OF 14

Map every criterion. Put the evidence reference (A to N) and say exactly where it is shown, for example "B, page 2, module SPX204". Leave nothing to chance. The assessor ticks Met or Not yet.

AC	ASSESSMENT CRITERION	DELIVERY CONTENT AND ATTAINMENT INDICATORS	PTIS	EVIDENCE REF(S)	WHERE IN THE EVIDENCE, AND ANY NOTE	MET	NOT YET
Unit 1 · Duties of a Personal Trainer · Knowledge · H/617/4916 · 16 criteria · usual evidence B, G to N							
LO1 · Understand the responsibilities associated with professional practice							
AC1.1	Justify conduct and ability to portray a professional image	Consideration of appropriate behaviours to portray a professional image and role modelling: positive, motivating and empowering honest, trustworthy and possessing personal integrity being respectful of clients and other professionals, committed, non-judgemental, consistent.	K8.1			☐	☐
AC1.2	Justify adherence to professional ethics related to the role	Consideration of ethical practices: professional membership professional code of conduct role boundaries and scope of practice and responsibilities representation of skills, abilities and knowledge interface with other relevant professionals and business practices	K8.2			☐	☐
AC1.3	Justify adherence to current legislation and organisational procedures relevant to own role	Consideration of legislation and associated organisational procedures: conflicts of interest GDPR, client privacy and confidentiality safeguarding children, vulnerable adults and DBS equality and diversity health and safety at work and reporting of injuries control of substances hazardous to health diseases and dangerous occurrences regulations electricity at work regulations first aid regulations personal liability insurance individual organisational policies and procedures	K8.3			☐	☐
LO2 · Understand the impact of Professionally interacting and effective communication							
AC2.1	Justify ability interact professionally with clients and relevant professionals to ensure effective client intervention	Consideration of introduction methods Consideration of rapport building Consideration of connecting with people to create a positive experience Consideration of adapting communication style to suit client needs, Consideration of presenting accurate information in an appropriate manner	K9.1			☐	☐
AC2.2	Justify application of different communication techniques and methods to ensure effective client intervention	Consideration of nonverbal techniques: Observation body language eye contact active listening Consideration of verbal techniques: Negotiation to deal with resistance to change questioning, [open-ended V closed questioning] motivational interviewing reflective statements, paraphrasing, summarising, decisional balance sheet	K9.2			☐	☐
LO3 · Understand the client consultation and assessment and review process							
AC3.1	Justify the client consultation process to ensure effective client intervention	Consideration of conduct of 1:1 consultation to create initial profile Consideration of assessment to gather relevant information	K4.1			☐	☐
AC3.2	Justify selected client assessment tools and confirm accuracy of implementation to ensure effective client intervention	Consideration of tool appropriate to the client + assessment conditions Consideration of assessment range Consideration of postural assessment Consideration of use of Archon Combine fitness testing for validity	K4.1			☐	☐

Section D

Mapping grid

SHEET 2 OF 14

Map every criterion. Put the evidence reference (A to N) and say exactly where it is shown, for example "B, page 2, module SPX204". Leave nothing to chance. The assessor ticks Met or Not yet.

AC	ASSESSMENT CRITERION	DELIVERY CONTENT AND ATTAINMENT INDICATORS	PTIS	EVIDENCE REF(S)	WHERE IN THE EVIDENCE, AND ANY NOTE	MET	NOT YET
Unit 1 · Duties of a Personal Trainer (continued)							
AC3.3	Justify effectiveness of client monitoring and review to ensure effective client intervention	Consideration of regular assessments to monitor progress towards goals Consideration of review and revision of exercise programmes with client based on results/goals/individual needs/changing circumstances Consideration of use of Archon Combine Fitness Testing for validity	K4.1			☐	☐
LO4 · Understand how to set and adapt meaningful SMART goals linked to client's individual needs, wants and motivators.							
AC4.1	Justify meaningful and smart goals to ensure effective client intervention	Consideration of setting goals with clients based on needs and wants Consideration of setting goals with clients based on motivations Consideration of setting goals with clients based on capabilities Consideration of setting goals for fitness via Archon Combine for effectiveness	K4.2			☐	☐
AC4.2	Justify effectiveness of goal monitoring and adapt to ensure effective client intervention	Consideration of application of tests to check goal achievement Consideration of application of tests to support monitoring Consideration of application of tests to support adaptation Consideration of adaptation based on needs, wants, motivations + capabilities Consideration of adaptation based upon fitness results via Archon Combine	K4.2			☐	☐
LO5 · Understand how to design and tailor exercise programmes for a range of clients within scope of practice.							
AC5.1	Justify design of programmes tailored to meet individual needs within scope of practice to ensure effective client intervention	Consideration of design and tailoring of exercise programmes for a range of clients within scope of practice. This list here is not exhaustive: sedentary recovering from injury over-trained high-level performer sport specific performer clients with low-risk health conditions Consideration of application of principles of training to exercise programme design to develop cardiovascular endurance, muscular strength (hypertrophy and endurance), flexibility, body composition, posture, core stability and motor skills. Consideration of advantages and disadvantages of exercising at various intensities for: sedentary [untrained] experienced [trained] high-level performers [well trained].	K4.2, K4.3			☐	☐
AC5.2	Justify application of a range of different protocols and tools to ensure effective client intervention	Consideration of the range of different protocols and tools: Calculations of repetition maximums (1RM – 10RM). Methods of monitoring exercise intensity to include, maximum heart rate formula, Rate of Perceived Exertion (RPE) scales, both 6-20 and 1-10, Metabolic equivalents (METs), Kilocalories per hour (Kcal.hr), visual assessment and verbal assessment (talk test). Consideration of rep ranges [strength, power, endurance + muscle hypertrophy] Consideration of HR training zone models [developing aerobic + anaerobic capacity] Consideration of the current ACSM to develop different components of fitness Consideration of the relevant guidelines for hands-on-contact with clients Consideration of reasons for periodisation or progressive programming and principles	K4.2			☐	☐

Section D

Mapping grid

SHEET 3 OF 14

Map every criterion. Put the evidence reference (A to N) and say exactly where it is shown, for example "B, page 2, module SPX204". Leave nothing to chance. The assessor ticks Met or Not yet.

AC	ASSESSMENT CRITERION	DELIVERY CONTENT AND ATTAINMENT INDICATORS	PTIS	EVIDENCE REF(S)	WHERE IN THE EVIDENCE, AND ANY NOTE	MET	NOT YET
Unit 1 · Duties of a Personal Trainer (continued)							
AC5.3	Justify the selected variables of training and tailored programmes in support of individuals goals to ensure effective client intervention	Consideration of manipulation of the FITT principle to tailor exercise programmes: choice of exercises sequence of exercise resistance and repetitions number of sets, rest between sets (recovery) speed of movement type of muscle contraction duration of session rest between sessions volume of training split routines development of aerobic and anaerobic CV fitness, strength endurance, hypertrophy, speed and power	K4.4			☐	☐
AC5.4	Justify implementation of principles of training within exercise programme to ensure effective client intervention	Consideration of specificity Consideration of progressive overload Consideration of reversibility Consideration of adaptability Consideration of individuality Consideration of recovery time Consideration of individual client wants, goals and needs Consideration of importance of adequate rest phases between training loads Consideration of the importance of signs and symptoms of overtraining	K4.5			☐	☐
AC5.5	Justify selected modes of training within exercise programme to ensure effective client intervention	Consideration of and reaction to different environments [gym-based] Consideration of and reaction to different environments [studio-based] Consideration of and reaction to different environments [sports hall] Consideration of and reaction to different environments [outdoors] Consideration of and reaction to different environments [home-based] Consideration of and reaction to different environments [confined space] Consideration of and reaction to different exercise modes resistance training (machines, free-weights, bodyweight) CV training, circuit training, body conditioning core exercise flexibility training	K4.6			☐	☐
AC5.6	Differentiate design and tailoring of exercise programmes for individuals and small groups within scope of practice	Consideration of and design of effective small group PT sessions Consideration of balance of needs of individuals and the group Consideration of Archon Combine for group fitness testing monitoring and review	K4.7			☐	☐
Unit 2 · Driving behaviour change through lifestyle intervention and impact analysis · Knowledge · K/617/4917 · 4 criteria · usual evidence B, G to N							
LO1 · Understand how to educate clients on the components of a healthy lifestyle.							
AC1.1	Review components of a healthy lifestyle and factors that affect health and wellbeing to ensure effective client intervention	Consideration of components of a healthy lifestyle Consideration of factors that affect health and wellbeing	K2.1			☐	☐
AC1.2	Educate clients the components of a healthy lifestyle through relevant techniques to ensure effective client intervention	Consideration of education of clients on components of healthy lifestyles Consideration of education through effective communication and signposts	K2.1			☐	☐

Section D Mapping grid

SHEET 4 OF 14

Map every criterion. Put the evidence reference (A to N) and say exactly where it is shown, for example "B, page 2, module SPX204". Leave nothing to chance. The assessor ticks Met or Not yet.

AC	ASSESSMENT CRITERION	DELIVERY CONTENT AND ATTAINMENT INDICATORS	PTIS	EVIDENCE REF(S)	WHERE IN THE EVIDENCE, AND ANY NOTE	MET	NOT YET
Unit 2 · Driving behaviour change through lifestyle intervention and impact analysis (continued)							
LO2 · Understand psychological theory, factors and motivational techniques that can influence positive behaviour change							
AC2.1	Evaluate psychological factors that can influence change to ensure effective client intervention	Consideration of psychological factors: intrinsic and extrinsic motivation social support and peer pressure individual client needs and differences (experienced, inexperienced, active and inactive) motives and barriers to change (perceived and actual, self-recognition of own barriers, reinforcement) self-efficacy Consideration of relevance and use of psychological questionnaires	K2.2			☐	☐
AC2.2	Select relevant approaches that can motivate positive behaviour change to ensure effective client intervention	Consideration of motivational theories and approaches Consideration of methods to identify a client's readiness to change Consideration of methods to identify characteristics at each stage of change Appropriate interventions/strategies to use at each stage	K2.3			☐	☐
Unit 3 · Driving behaviour change through health and wellbeing intervention and impact analysis · Knowledge · T/617/4919 · 5 criteria · usual evidence B, G to N							
LO1 · Understand health conditions, screening, risk stratification and signposting to ensure safe practice							
AC1.1	Consider health conditions and medically controlled diseases to ensure effective client intervention	Consideration of a range of health conditions and medically controlled diseases	K3.1			☐	☐
AC1.2	Justify choice of health screening method to ensure effective client intervention	Consideration of PAR-Q and PAR-Q+ Consideration of organisation or employer devised methods	K3.2			☐	☐
AC1.3	Justify risk stratification models, signposting and referral to ensure effective client intervention	Consideration use of recognised tools: Irwin and Morgan traffic light system ACSM categories National/locally agreed protocols/referral pathways (where/when exist) Consideration of relevant health history, Consideration of current health status in relation to: risk factors for heart disease, the identification of medical conditions that would necessitate medical clearance or referral to an appropriate medical professional or other clinician or medically supervised exercise programme, past and present injuries and disabilities. Consideration of risk stratification approach [clear understanding of the absolute contraindications to exercise and factors that indicate that a client is at 'low, medium or high risk' of an adverse event occurring during exercise/propensity for risk]. Gaining informed consent.	K3.2			☐	☐
LO2 · Understand professional role and scope of practice when offering health and wellbeing advice							
AC2.1	Consider scope of practice and professional boundaries to ensure effective client intervention	Consideration of education of range of roles + practice scope [list is not exhaustive]: Personal trainers Doctors Physiologists Physiotherapists Occupational therapists Strength and conditioning coach Dietitian/nutritionists Exercise referral instructors. Consideration of liaison with professionals regarding unfamiliar medical conditions.	K3.3			☐	☐

Section D

Mapping grid

SHEET 5 OF 14

Map every criterion. Put the evidence reference (A to N) and say exactly where it is shown, for example "B, page 2, module SPX204". Leave nothing to chance. The assessor ticks Met or Not yet.

AC	ASSESSMENT CRITERION	DELIVERY CONTENT AND ATTAINMENT INDICATORS	PTIS	EVIDENCE REF(S)	WHERE IN THE EVIDENCE, AND ANY NOTE	MET	NOT YET
Unit 3 · Driving behaviour change through health and wellbeing intervention and impact analysis (continued)							
AC2.2	Consider evidence-based and reputable intel sources to ensure effective client intervention	Consideration of organisations and websites where information can be sought/clients can be signposted (list is not exhaustive): NHS Choices British Heart Foundation BHF National Centre for Physical Activity and Health Change 4 Life Department of Health Campaigns Diabetes UK UK Chief Medical Officer national recommended guidelines for PA + health. Consideration of evidence-based health benefits of physical activity. Consideration of dose-response relationship. Consideration of research methods for unfamiliar medical conditions for exercise info	K3.3			☐	☐
Unit 4 · Driving behaviour change through nutritional intervention and impact analysis · Knowledge · K/617/4920 · 4 criteria · usual evidence B, G to N							
LO1 · Understand the principles of nutrition							
AC1.1	Deliver relevant advice aligned to the principles of nutrition	Consideration of main nutrients and their food sources Consideration of importance of hydration Consideration of importance of macro-nutrients and micronutrients Consideration of influence of nutrition on health	K6.1			☐	☐
LO2 · Understand effective application of nutritional assessment tools							
AC2.1	Justify use of nutritional assessment tools to ensure effective client intervention	Consideration of food diary Consideration of food recall Consideration of food frequency questionnaires Consideration of body composition assessment	K6.3			☐	☐
AC2.2	Justify choice of methods for estimating metabolic rates and energy requirements to support the achievement of client goals	Consideration of methods to estimate resting metabolic rate and energy requirements to support the achievement of client goals	K6.4			☐	☐
LO3 · Understand how to educate and motivate through nutritional strategies relevant to the individuals needs							
AC2.3	Justify nutritional strategies to ensure effective client intervention	Consideration of current government healthy eating guidelines for individual client Consideration of current evidence-based recommendations to individual client Consideration of current application to individual client's in light of: weight management and health hypertrophy sports performance Consideration of education and encouragement to clients to make good food choices	K6.2			☐	☐

Section D

Mapping grid

SHEET 6 OF 14

Map every criterion. Put the evidence reference (A to N) and say exactly where it is shown, for example "B, page 2, module SPX204". Leave nothing to chance. The assessor ticks Met or Not yet.

AC	ASSESSMENT CRITERION	DELIVERY CONTENT AND ATTAINMENT INDICATORS	PTIS	EVIDENCE REF(S)	WHERE IN THE EVIDENCE, AND ANY NOTE	MET	NOT YET
Unit 5 · Driving behaviour change through anatomical and movement systems intervention and impact analysis · Knowledge · M/617/4921 · 13 criteria · usual evidence B, G to N							
LO1 · Understand the classification, structure and function of bones and the effects of exercise							
AC1.1	Consider the classification, structure and function of bones to ensure effective client intervention	Consideration of classification and structure: Long, short, flat, sesamoid, irregular bones Compact and spongy/cancellous tissue, articular cartilage, epiphysis, diaphysis, periosteum, epiphyseal plates, bone marrow, the vertebral column (cervical, thoracic, lumbar, sacral and coccygeal), stages of bone growth, remodelling process, ageing process, osteoblasts and osteoclasts Consideration of function: Muscle attachments and levers protection of internal organs red and white blood cell production stages of bone growth, remodelling process, ageing process, the role of osteoblasts, osteoclasts, hormonal contribution, body weight, calcium and Vitamin D in bone density	K1.1			☐	☐
AC1.2	Consider the impact of exercise on bones to ensure effective client intervention	Consideration of the effects of exercise: weight bearing and non-weight-bearing exercise acute and chronic effects stabilisation of the body neutral spine alignment potential ranges of movement of the spine transmission of stress caused by impact, body weight, bone density	K1.1			☐	☐
LO2 · Understand the classification, structure and function of joints and the effects of exercise							
AC2.1	Consider the classification, structure and function of joints to ensure effective client intervention	Consideration of classification and structure: Fibrous, cartilaginous, synovial Joint capsule, synovial membrane, synovial fluid, ligaments, tendons Cartilage (hyaline and fibrocartilage), curves/regions of the spine Consideration of function: Joint movement terminology: flexion and extension, adduction and abduction, circumduction, supination and pronation, plantar flexion and dorsiflexion, lateral flexion and extension, horizontal flexion and extension, elevation and depression, inversion and eversion, tensile strength of ligaments Planes of motion: transverse, frontal and sagittal Joint stability, passive and active structures, shock absorption (e.g. natural curves of the spine)	K1.2			☐	☐
AC2.2	Analyse the impact exercise on joints to ensure effective client intervention	Consideration of the Effects of exercise: Effect of muscle contractions and movements (e.g. posture, impact, body weight) active stability of joints: key joints at risk (spine, shoulder joint) Risks: lack of biomechanical efficiency, reduction in transmission of stress, increased risk of injury, increased loading placed on synergists)	K1.2			☐	☐

Section D

Mapping grid

SHEET 7 OF 14

Map every criterion. Put the evidence reference (A to N) and say exactly where it is shown, for example "B, page 2, module SPX204". Leave nothing to chance. The assessor ticks Met or Not yet.

AC	ASSESSMENT CRITERION	DELIVERY CONTENT AND ATTAINMENT INDICATORS	PTIS	EVIDENCE REF(S)	WHERE IN THE EVIDENCE, AND ANY NOTE	MET	NOT YET
Unit 5 · Driving behaviour change through anatomical and movement systems intervention and impact analysis (continued)							
LO3 · Understand the classification, structure and function of muscles and the effects of exercise							
AC3.1	Consider the classification, structure and function of muscles to ensure effective client intervention	Consideration of the classification and structure: Cardiac, smooth, skeletal Connective tissue (epimysium, perimysium, endomysium) Muscle fibres: slow twitch type i (slow oxidative), fast twitch (type 2a: fast oxidative glycolytic and type 2b: fast glycolytic) muscles and Muscle attachment sites (origins and insertions), to cover: rotator cuff – sits (s: supraspinatus i: infraspinatus t: teres minor s: subscapularis); shoulder girdle - levator scapulae, pectoralis minor, serratus anterior, trapezius, rhomboids major/minor, teres major; spinal extensors - erector spinae, iliocostalis, longissimus, spinalis, multifidus, quadratus lumborum; hip flexors (iliopsoas) – iliacus, psoas major; adductors – magnus, brevis, longus, pectineus, gracilis, sartorius; abductors - gluteus medius, gluteus minimus, piriformis, tensor fascia latae; abdominals - internal and external obliques, transversus abdominus; intercostals, diaphragm; 'core' and pelvic floor muscles; local/deep, global/superficial muscles Consideration of the function: Muscle actions: to cover muscles listed above, roles of major muscles: prime mover (agonist), antagonist, synergist, fixators, muscle contractions: concentric and eccentric (isotonic), isometric and isokinetic, the principles of muscle contraction (e.g. all or none law, sliding filament theory, stretch reflex and reverse stretch reflex, size principle of motor unit recruitment), biomechanics: 1st, 2nd and 3rd class levers, 'core' and pelvic floor, local/deep; global/superficial	K1.3			☐	☐
AC3.2	Analyse the impact of exercise on muscles to ensure effective client intervention	Consideration of the effects of exercise: Short and long-term effects, delayed onset of muscles soreness (DOMS), muscle fatigue Response to overuse, underuse, misuse (shortening/weakening, altered roles/synergists becoming prime movers etc)	K1.3			☐	☐
LO4 · Understand the classification, structure and function of biological systems and the effects of exercise							
AC4.1	Consider the classification, structure and function of biological systems to ensure effective client intervention	Consideration of the classification and structure: Muscular and skeletal, Cardiovascular: heart e.g. atria and ventricles, arteries, arterioles, veins, venules and capillaries Respiratory: lungs, pharynx, larynx, trachea, bronchi, bronchioles, alveoli Nervous: central nervous system and peripheral nervous system, neurons, motor units, proprioceptors (muscle spindles and golgi tendon organs) Endocrine: hormones and glands Consideration of function: Cardiovascular: cardiac cycle, stroke volume, cardiac output, blood pressure (systolic and diastolic) Respiratory: mechanism of breathing, gaseous exchange Nervous: sensory input, interpretation, motor output Endocrine: secretion of hormones	K1.4			☐	☐
AC4.2	Analyse the impact of exercise on biological systems to ensure effective client intervention	Consideration of the effects of exercise: Cardiorespiratory: short and long-term effects on blood pressure, aerobic respiration, venous return, the implications of blood pooling Nervous: motor unit recruitment, inter and intramuscular coordination, neuromuscular coordination Endocrine: hormonal responses Signs and symptoms of overtraining	K1.4			☐	☐

Section D

Mapping grid

SHEET 8 OF 14

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AC	ASSESSMENT CRITERION	DELIVERY CONTENT AND ATTAINMENT INDICATORS	PTIS	EVIDENCE REF(S)	WHERE IN THE EVIDENCE, AND ANY NOTE	MET	NOT YET
Unit 5 · Driving behaviour change through anatomical and movement systems intervention and impact analysis (continued)							
LO5 · Understand the classification, structure and function of energy systems and the effects of exercise							
AC5.1	Consider the classification, structure and function of energy systems to ensure effective client intervention	Consideration of the classification and structure: Aerobic Anaerobic (lactate and creatine phosphate) Consideration of the function: How the energy systems function independently How the energy systems interact with one another	K1.5			☐	☐
AC5.2	Consider the impact of exercise on energy systems to ensure effective client intervention	Consideration of the effects of exercise: ATP re-synthesis aerobic and anaerobic threshold effects of different training methods/systems	K1.5			☐	☐
LO6 · Understand applied biomechanics and kinesiology							
AC6.1	Consider the classification of anatomical planes of movement and terms of location to ensure effective client intervention	Consideration of the classification of anatomical planes of movement: frontal (coronal), sagittal and transverse Consideration of the classification of anatomical terms of location: superior and inferior, anterior and posterior, medial and lateral, proximal and distal, superficial and deep	K1.6, K1.7			☐	☐
AC6.2	Consider the impact of exercise variables on biomechanics and kinesiology to ensure effective client intervention	Consideration of the effect of exercise variables on biomechanics and kinesiology: levers, gravity/centre of gravity momentum, force, planes of motion, length-tension relationships open and closed chain kinetic movements with examples of each and a consideration of their advantages and disadvantages	K1.8			☐	☐
LO7 · Understand posture and the effects of exercise							
AC7.1	Consider the effects of exercise on posture to ensure effective client intervention	Consideration of the effects of exercise on posture: core stabilisation exercises, impact on posture, potential for injury/aggravation of problems Consideration of the abnormal degrees of curvature of the spine and their implications [Medical conditions associated with dysfunctional stabilisation, such as common spinal disorders]	K1.9			☐	☐
Unit 6 · Driving behaviour change through exercise technique intervention and impact analysis · Knowledge · T/617/4922 · 4 criteria · usual evidence B, G to N							
LO1 · Understand a range of fitness training techniques							
AC1.1	Justify selected cardiovascular exercises to ensure effective client intervention	Consideration of cardiovascular exercises (steady state, interval, fartlek)	K5.1			☐	☐
AC1.2	Justify selected resistance exercise to ensure effective client intervention	Consideration of resistance exercises (range of training systems, exercise equipment, fixed and free weights)	K5.1			☐	☐
LO2 · Understand how to observe and monitor clients during sessions to maintain safety and effectiveness of exercise							
AC2.1	Consider correction of poor or incorrect exercise technique to ensure effective client intervention	Consideration of observation: Inadequate positioning Consideration of discussion: Impact on body	K5.2			☐	☐
AC2.2	Consider regression, progression and apply corrective strategies and adaptation as required to ensure effective client intervention	Consideration of signs and symptoms that indicate an unplanned change in intensity (e.g. excessive/insufficient effort) Consideration of modification and adaptation exercises (offer alternatives that regress or progress an exercise)	K5.2			☐	☐

Section D

Mapping grid

SHEET 9 OF 14

Map every criterion. Put the evidence reference (A to N) and say exactly where it is shown, for example "B, page 2, module SPX204". Leave nothing to chance. The assessor ticks Met or Not yet.

AC	ASSESSMENT CRITERION	DELIVERY CONTENT AND ATTAINMENT INDICATORS	PTIS	EVIDENCE REF(S)	WHERE IN THE EVIDENCE, AND ANY NOTE	MET	NOT YET
Unit 7 · Deployment of a Personal Trainer · Skills · A/617/4923 · 61 criteria · usual evidence D, E, F, C							
LO1 · Be able to ensure responsibility and professional duty of care to clients							
AC1.1	Demonstrate client safety and wellbeing at all times	Skills criterion: evidenced in live practice.	S8.1			☐	☐
AC1.2	Demonstrate compliance with relevant legal responsibilities	Skills criterion: evidenced in live practice.	S8.1			☐	☐
AC1.3	Demonstrate ethical practice and professional conduct	Skills criterion: evidenced in live practice.	S8.1			☐	☐
AC1.4	Demonstrate ability to educate client about own role, responsibilities and limitations in providing assistance	Skills criterion: evidenced in live practice.	S8.2			☐	☐
LO2 · Be able to interact and communicate in a professional manner							
AC2.1	Demonstrate ability to use effective communication to introduce oneself, build rapport and create a positive customer experience	Skills criterion: evidenced in live practice.	S9.1			☐	☐
AC2.2	Demonstrate ability to use effective communication to suit the client needs (e.g. their stage of change)	Skills criterion: evidenced in live practice.	S9.1			☐	☐
LO3 · Be able to incorporate technology to ensure effective practice							
AC3.1	Be able to incorporate technology within practice to ensure effective client intervention	Skills criterion: evidenced in live practice.	S7.1			☐	☐
LO4 · Be able to conduct effective client consultation and assessment							
AC4.1	Demonstrate collection of information required to design, tailor and coach an effective exercise programme	Skills criterion: evidenced in live practice.	S4.1			☐	☐
AC4.2	Demonstrate collection of informed consent	Skills criterion: evidenced in live practice.	S4.1			☐	☐
AC4.3	Demonstrate pre-exercise assessment screening to assess if client onward referral is advised and where necessary refer the client to a more appropriate professional	Skills criterion: evidenced in live practice.	S4.1			☐	☐
AC4.4	Demonstrate collection of information from other relevant professionals concerning the client where indicated	Skills criterion: evidenced in live practice.	S4.1			☐	☐

Section D

Mapping grid

SHEET 10 OF 14

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AC	ASSESSMENT CRITERION	DELIVERY CONTENT AND ATTAINMENT INDICATORS	PTIS	EVIDENCE REF(S)	WHERE IN THE EVIDENCE, AND ANY NOTE	MET	NOT YET
Unit 7 · Deployment of a Personal Trainer (continued)							
AC4.5	Demonstrate education of client on purpose and value of pre-exercise assessments	Skills criterion: evidenced in live practice.	S4.2			☐	☐
AC4.6	Demonstrate selection of assessments appropriate to the individual client	Skills criterion: evidenced in live practice.	S4.2			☐	☐
AC4.7	Demonstrate selection of assessments appropriate to the assessment conditions, equipment and time available	Skills criterion: evidenced in live practice.	S4.2			☐	☐
AC4.8	Demonstrate delivery of advice to client of correct procedures, protocols and risks prior to commencing any physical assessment	Skills criterion: evidenced in live practice.	S4.2			☐	☐
AC4.9	Demonstrate supervision of client physical assessment in a safe and effective manner	Skills criterion: evidenced in live practice.	S4.2			☐	☐
AC4.10	Demonstrate conduct basic postural analysis on client	Skills criterion: evidenced in live practice.	S4.2			☐	☐
AC4.11	Demonstrate accurate interpretation of results and recorded data using accepted criteria	Skills criterion: evidenced in live practice.	S4.2			☐	☐
AC4.12	Demonstrate effective communication to client on outcomes of analysis and discuss and agree actions and goals	Skills criterion: evidenced in live practice.	S4.2			☐	☐
AC4.13	Demonstrate development of a summary profile of client to assist in the design of a safe and effective programme tailored to their specific needs	Skills criterion: evidenced in live practice.	S4.2			☐	☐
AC4.14	Demonstrate regular assessments and re-assessments to monitor client progress and achievement of goals	Skills criterion: evidenced in live practice.	S4.2			☐	☐
LO5 · Be able to plan an effective programme and associated sessions							
AC5.1	Demonstrate planning of timings and sequences for the session	Skills criterion: evidenced in live practice.	S4.3			☐	☐
AC5.2	Demonstrate ability to incorporate teaching strategies to enhance client performance	Skills criterion: evidenced in live practice.	S4.3			☐	☐
AC5.3	Demonstrate determination and variation of modality and intensity of exercise	Skills criterion: evidenced in live practice.	S4.3			☐	☐

Section D

Mapping grid

SHEET 11 OF 14

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AC	ASSESSMENT CRITERION	DELIVERY CONTENT AND ATTAINMENT INDICATORS	PTIS	EVIDENCE REF(S)	WHERE IN THE EVIDENCE, AND ANY NOTE	MET	NOT YET
Unit 7 · Deployment of a Personal Trainer (continued)							
AC5.4	Demonstrate effective allocation of equipment and resources required	Skills criterion: evidenced in live practice.	S4.3			☐	☐
AC5.5	Demonstrate ability to link sessions to client goals	Skills criterion: evidenced in live practice.	S4.3			☐	☐
AC5.6	Demonstrate effective incorporation of warm-up and cool down activities appropriate to the session and individual	Skills criterion: evidenced in live practice.	S4.3			☐	☐
AC5.7	Demonstrate planning of sessions in different environments [gym, studio, sports hall, outdoors, client's home or other confined space	Skills criterion: evidenced in live practice.	S4.3			☐	☐
AC5.8	Demonstrate planning of sessions for both individuals and small groups	Skills criterion: evidenced in live practice.	S4.3			☐	☐
LO6 · Be able to deliver an effective lifestyle intervention							
AC6.1	Demonstrate ability to clarify own role, the client's role, responsibilities and those of any other professionals involved in supporting lifestyle	Skills criterion: evidenced in live practice.	S2.2			☐	☐
AC6.2	Demonstrate application of strategies to identify client's readiness to change their behaviour considering their 'stage of change'.	Skills criterion: evidenced in live practice.	S2.1			☐	☐
AC6.3	Demonstrate ability to use evidence-based strategies and techniques to create a positive, motivating and empowering environment that supports clients to participate in exercise	Skills criterion: evidenced in live practice.	S2.2			☐	☐
AC6.4	Demonstrate ability to apply relevant motivational strategies to encourage long term adherence to exercise and other positive lifestyle practices	Skills criterion: evidenced in live practice.	S2.2			☐	☐
AC6.5	Demonstrate ability to recognise personal barriers to exercise and use strategies to overcome them	Skills criterion: evidenced in live practice.	S2.2			☐	☐
AC6.6	Demonstrate ability to set SMART goals linked to client's individual needs, wants and motivators	Skills criterion: evidenced in live practice.	S2.3			☐	☐
AC6.7	Demonstrate ability to monitor targets, review and evaluate progress; adapting accordingly	Skills criterion: evidenced in live practice.	S2.3			☐	☐

Section D

Mapping grid

SHEET 12 OF 14

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AC	ASSESSMENT CRITERION	DELIVERY CONTENT AND ATTAINMENT INDICATORS	PTIS	EVIDENCE REF(S)	WHERE IN THE EVIDENCE, AND ANY NOTE	MET	NOT YET
Unit 7 · Deployment of a Personal Trainer (continued)							
AC6.8	Demonstrate ability to apply strategies to maintain contact and motivate clients between sessions	Skills criterion: evidenced in live practice.	S2.4			☐	☐
L07 · Be able to deliver an effective health and wellbeing intervention							
AC7.1	Demonstrate ability to use recognised pre-exercise health screening and risk stratification methods to assess client's readiness to exercise and potential need to signpost or refer to other specialist exercise professionals and/or medical professionals	Skills criterion: evidenced in live practice.	S3.1			☐	☐
AC7.2	Demonstrate ability to offer advice and guidance within scope of practice to promote positive healthy lifestyle choices	Skills criterion: evidenced in live practice.	S3.2			☐	☐
L08 · Be able to deliver an effective nutrition intervention							
AC8.1	Demonstrate effective use of nutritional assessment tools to identify client's dietary habits.	Skills criterion: evidenced in live practice.	S6.1			☐	☐
AC8.2	Demonstrate ability to analyse client's dietary habits and identify areas for improvement within scope of practice	Skills criterion: evidenced in live practice.	S6.1			☐	☐
AC8.3	Demonstrate application of appropriate strategies to educate and encourage clients about healthy eating within scope of practice and current government guidelines	Skills criterion: evidenced in live practice.	S6.2			☐	☐
AC8.4	Demonstrate ability to distinguish between credible and non-credible sources of nutritional information and guidance	Skills criterion: evidenced in live practice.	S6.3			☐	☐
AC8.5	Demonstrate ability to provide clients with appropriate information and signposting according to their individual health and nutrition needs	Skills criterion: evidenced in live practice.	S6.3			☐	☐
L09 · Be able to deliver an effective physical intervention							
AC9.1	Demonstrate ability to apply exercise science to programme design and delivery through consideration musculoskeletal system systems	Skills criterion: evidenced in live practice.	S4.5			☐	☐
AC9.2	Demonstrate ability to apply exercise science to programme design and delivery through consideration of biomechanical systems	Skills criterion: evidenced in live practice.	S4.5			☐	☐
AC9.3	Demonstrate ability to apply exercise science to programme design and delivery through consideration of physiological concepts	Skills criterion: evidenced in live practice.	S4.5			☐	☐

Section D

Mapping grid

SHEET 13 OF 14

Map every criterion. Put the evidence reference (A to N) and say exactly where it is shown, for example "B, page 2, module SPX204". Leave nothing to chance. The assessor ticks Met or Not yet.

AC	ASSESSMENT CRITERION	DELIVERY CONTENT AND ATTAINMENT INDICATORS	PTIS	EVIDENCE REF(S)	WHERE IN THE EVIDENCE, AND ANY NOTE	MET	NOT YET
Unit 7 · Deployment of a Personal Trainer (continued)							
AC9.4	Demonstrate ability to apply exercise science to programme design through consideration of cardio-respiratory and energy systems	Skills criterion: evidenced in live practice.	S4.5			☐	☐
AC9.5	Demonstrate ability to apply appropriate methods and techniques to facilitate clients' desired physiological goals	Skills criterion: evidenced in live practice.	S1.1			☐	☐
LO10 · Be able to instruct effective exercise technique							
AC10.1	Demonstrate ability to explain and demonstrate exercise technique that are technically correct, safe and appropriate to the individual client	Skills criterion: evidenced in live practice.	S5.2			☐	☐
AC10.2	Demonstrate effective instruction of resistance exercise technique	Skills criterion: evidenced in live practice.	S5.1			☐	☐
AC10.3	Demonstrate effective instruction of functional exercise technique	Skills criterion: evidenced in live practice.	S5.1			☐	☐
AC10.4	Demonstrate effective instruction of flexibility exercise technique	Skills criterion: evidenced in live practice.	S5.1			☐	☐
LO11 · Be able to observe and monitor clients during the session to ensure safety and effectiveness							
AC11.1	Demonstrate ability to correct exercise technique to ensure safe and effective alignment, execution and use of equipment	Skills criterion: evidenced in live practice.	S5.2			☐	☐
AC11.2	Demonstrate ability to provide client specific instructing points, feedback, encouragement and reinforcement	Skills criterion: evidenced in live practice.	S5.2			☐	☐
AC11.3	Demonstrate ability to offer alternatives that meet a client's individual needs and circumstances	Skills criterion: evidenced in live practice.	S5.2			☐	☐
AC11.4	Demonstrate ability to modify and adapt exercises, sessions and programmes for a range of individual needs	Skills criterion: evidenced in live practice.	S5.2			☐	☐
LO12 · Be able to review sessions and programme to ensure effective client intervention							
AC12.1	Demonstrate evaluation of sessions against session aims, SMART goals, activities, participant performance, own performance (preparation, delivery) and health and safety.	Skills criterion: evidenced in live practice.	S4.4			☐	☐
AC12.2	Demonstrate review of client goals based on outcomes and revise programme accordingly	Skills criterion: evidenced in live practice.	S4.4			☐	☐

Section D

Mapping grid

SHEET 14 OF 14

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AC	ASSESSMENT CRITERION	DELIVERY CONTENT AND ATTAINMENT INDICATORS	PTIS	EVIDENCE REF(S)	WHERE IN THE EVIDENCE, AND ANY NOTE	MET	NOT YET
Unit 7 · Deployment of a Personal Trainer (continued)							
AC12.3	Demonstrate amends and improvements to future session plans and own performance based on evaluation and feedback from the client	Skills criterion: evidenced in live practice.	S4.4			☐	☐
AC12.4	Demonstrate ability to feedback to client based on review	Skills criterion: evidenced in live practice.	S4.4			☐	☐
Unit 8 · Deployment of a personal training enterprise · Business · F/617/4924 · 6 criteria · usual evidence Business route or Task D							
LO1 · Understand business acumen required to successfully deploy a personal training enterprise							
AC1.1	Develop a personal training business plan	Consideration of individual and organisational goals, targets and KPIs Consideration of client-facing services, sales and how to grow a client base Consideration of activities to support business objectives and growth	K10.2			☐	☐
AC1.2	Develop an effective marketing plan	Consideration of marketing strategies and techniques Consideration of brand awareness and self- promotion) Consideration of market research and planning (SWOT/PEST analysis) Consideration of traditional and modern marketing platforms and social media	K10.1			☐	☐
AC1.3	Create a financial management plan	Consideration of budgeting: forecasting, sales and targets, profit and loss (gross profit, net gain) and balance sheets, tax and insurance (legislation), financial reporting, self-employed and employed UK requirements)	K10.3			☐	☐
LO2 · Understand how to influence through effective use of information technology							
AC2.1	Evaluate the impact of ethical and legislative practice on the use of information technology	Consideration of current legislation and ethical practice that affects the use of technology [GDPR, intellectual property (IP), patents and copyright]	K7.3			☐	☐
AC2.2	Evaluate the impact of IT and data on business operations	Consideration of IT systems capabilities: finance and accounting, marketing and sales, records and data management. Consideration of data monitoring and interpretation using a range of systems (e.g. CRM, social media).	K7.1, K7.2			☐	☐
AC2.3	Evaluate the impact of technological advancements on customer experience to increase physical activity levels, motivation and focus	Consideration of use of technological advancements to support the customer experience and increase physical activity levels, motivation and focus (wearable technology, pedometers, mobile phone applications, gamification) Consideration of Archon Combine as the most relevant fitness testing software	K7.2			☐	☐

Section E Employer or peer testimony · Evidence D

COMPLETED BY THE EMPLOYER OR A QUALIFIED PEER

Sole traders may ask another qualified personal trainer. You may be contacted by Inspiratus or CIMSPA to verify what you sign. Your details are used only for that purpose.

NAME AND OCCUPATION	BUSINESS OR EMPLOYER, AND ADDRESS	MOBILE AND EMAIL	PROFESSIONAL RELATIONSHIP TO THE APPLICANT

#	STATEMENT	YOUR COMMENTS: GIVE A SPECIFIC EXAMPLE OF WHAT YOU SAW
1	The named applicant acts professionally, lawfully and ethically in all aspects of their role as a personal trainer.	
2	The named applicant consults effectively with clients and assesses their capabilities before planning and delivering any programme.	
3	The named applicant considers the health and wellbeing of their clients and checks that they are able to participate in exercise before planning programmes.	
4	The named applicant considers their clients' physical abilities before planning programmes, and helps them to understand the influence of training on their physical capabilities and body.	
5	The named applicant is able to influence lifestyle changes and motivates clients based on their own unique needs, including helping them to set and monitor goals.	
6	The named applicant considers clients' nutritional needs and gives guidance and support that is relevant to each client's needs and programme.	
7	The named applicant creates relevant programme plans, with exercises that meet the client's needs while increasingly challenging them.	
8	The named applicant motivates clients throughout their programme, giving useful demonstrations and adaptations where needed.	
9	The named applicant uses excellent communication techniques and technical expertise to support clients throughout their programmes.	
10	The named applicant helps clients to review the success of their programmes, with a positive impact on their motivation and progress.	
11	The named applicant understands how to develop business plans, goals, targets, marketing plans and financial management plans, and understands the sales techniques that make a business plan succeed.	
12	The named applicant understands the impact of ethical and legislative practice on the use of information technology and the impact of IT and data on business operations, and applies technological advances to the customer experience to increase physical activity levels, motivation and focus.	

EMPLOYER OR PEER SIGNATURE	DATE	APPLICANT NAME

Section E

Client testimony · Evidence E

COMPLETED BY A REAL CLIENT

You may be contacted by Inspiratus or CIMSPA to verify what you sign. Your details are used only for that purpose.

CLIENT NAME	MOBILE	EMAIL	HOW LONG YOU TRAINED WITH THE APPLICANT

#	STATEMENT	YOUR COMMENTS: GIVE A SPECIFIC EXAMPLE OF WHAT YOU SAW
1	My personal trainer acted professionally, and was lawful and ethical in all aspects of their work with me.	
2	My personal trainer consulted with me and assessed my capabilities before planning and delivering my programme.	
3	My personal trainer considered my health and wellbeing and checked that I was able to take part in exercise before planning my programme.	
4	My personal trainer considered my physical abilities before planning my programme and helped me to understand the influence of training on my body.	
5	My personal trainer influenced lifestyle changes and motivated me based on my own needs, including helping me to set and monitor my goals.	
6	My personal trainer considered my nutritional needs and gave guidance and support that was relevant to my needs and my programme.	
7	My personal trainer created a programme plan with exercises that were relevant to my needs while increasingly challenging me.	
8	My personal trainer motivated me throughout my programme, giving useful demonstrations and adaptations where needed.	
9	My personal trainer used excellent communication and technical expertise to support me throughout the programme.	
10	My personal trainer helped me to review the success of my programme and the positive impact it had on my progress and motivation.	

CLIENT SIGNATURE	DATE	APPLICANT NAME

Section E

Real client summary · Evidence F

Summarise the real client you profiled and programmed, and point to where each stage is shown in Evidence F. Remove names and personal details before you submit.

CLIENT REFERENCE (NO NAMES)	AGE RANGE	PROGRAMME DATES	SESSIONS DELIVERED

STAGE	WHAT TO INCLUDE	YOUR SUMMARY	PAGE IN F
Consultation and screening	Date, PAR-Q or screening method, risk stratification outcome		
Lifestyle, health and nutrition assessment	What you assessed and the tools you used		
Physical assessment	Tests used, baseline results		
Goals	SMART goals agreed with the client		
Programme	Length in weeks, number of sessions, training modes and principles applied		
Progression and adaptation	How and why the programme changed over time		
Monitoring and review	Re-test results, client feedback, what changed for the client		

WHAT CHANGED FOR THIS CLIENT, IN YOUR WORDS	WHAT YOU WOULD DO DIFFERENTLY NEXT TIME

Section F

Assessor RPL decision · checks

ASSESSOR ONLY

Where evidence cannot confirm a criterion, do not accept a weaker response. Record the gap and arrange the top up or live observation.

Verification checks

CONFIRMED · NOT CONFIRMED

CHECK	EVIDENCE	YES	NO	NOTE
Main qualification is Level 3 or higher, in sport, exercise or fitness	Evidence A	☐	☐	
Transcript present and shows the content mapped	Evidence B	☐	☐	
PT work within the last two years	Evidence C, D	☐	☐	
Testimonies on the Inspiratus forms, signed, dated, with contact details	Evidence D, E	☐	☐	
At least one testimony author contacted and details confirmed	Record who and when	☐	☐	
Real client programme shows consultation, goals, progression and review	Evidence F	☐	☐	
CPD provided where the main qualification is over three years old	Evidence G to N	☐	☐	
Names on all documents match the learner, or a change is explained	All	☐	☐	
No sign of altered, copied or borrowed evidence	All	☐	☐	
Unit 8 business verified, or Task D report received	Section B	☐	☐	

Unit summary

UNIT	ACS	MET	NOT YET	TOP UP NEEDED
Unit 1	16	☐	☐	☐
Unit 2	4	☐	☐	☐
Unit 3	5	☐	☐	☐
Unit 4	4	☐	☐	☐
Unit 5	13	☐	☐	☐
Unit 6	4	☐	☐	☐
Unit 7	61	☐	☐	☐
Unit 8	6	☐	☐	☐

TESTIMONY AUTHORS CONTACTED: WHO, WHEN AND WHAT THEY CONFIRMED

ASSESSOR SUMMARY OF THE CLAIM, INCLUDING ANYTHING REFERRED TO THE IQA

Integrity: what to do when evidence falls short

- Do not accept a weaker response because the learner has paid. Record the criterion as not yet met.
- Where current practice cannot be confirmed, arrange the live observation rather than relying on a third testimony.
- Contact at least one testimony author on every claim.

Refer to the internal quality assurer when

- The claim is your first for this learner, or your first since your last standardisation meeting.
- Any criterion rests on a single piece of evidence you are not certain about.
- You suspect copied, bought or AI written work, including a Task D report that does not match the learner's other writing.

Section F

Assessor RPL decision · outcome and top up

ASSESSOR ONLY

Outcome

☐ Outcome 1 · Achieved
 ☐ Outcome 2 · Part achieved
 ☐ Outcome 3 · Not achieved

CRITERIA MET

CRITERIA NOT YET MET

PERCENTAGE MET

DATE OF DECISION

Top up plan for a part achieved outcome

TOP UP FEES ARE ON THE INSPIRATUS RPL FEE SHEET

UNIT	CRITERIA	WHAT THE LEARNER MUST DO	METHOD	FEE	BY WHEN

FEEDBACK TO THE LEARNER

Section G

Sign off and quality assurance

SIGNED ON COMPLETION

Learner declaration

I confirm that the information in this report is authentic and accurate, that all the evidence is my own and genuine, that I have worked with real clients in a real environment, and that my main qualification and other evidence meet the requirements of this qualification. I consent to my claim being sampled by the internal and external quality assurer.

LEARNER NAME

SIGNATURE

DATE

Assessor declaration

I confirm that I have assessed this claim against the published criteria, that the evidence is valid, authentic, current and sufficient for every criterion recorded as met, and that the outcome is my own decision.

ASSESSOR NAME

SIGNATURE

DATE

Internal quality assurer

I confirm that this claim was sampled under the centre IQA plan and the assessment decisions reviewed.

UNITS SAMPLED

CRITERIA SAMPLED

DECISION CONFIRMED OR
CHANGED

IQA NAME

SIGNATURE

DATE

External quality assurer, where sampled

I confirm that this claim formed part of an external quality assurance sample for Transcend Awards.

UNITS SAMPLED

CRITERIA SAMPLED

DECISION CONFIRMED OR
CHANGED

EQA NAME

SIGNATURE

DATE

CENTRE COMMENTS AND RESULTS SUBMITTED TO TRANSCEND (DATE)

What happens after sign off

- Inspiratus submits the result to Transcend Awards with the sampling record.
- Transcend releases the certificate once external quality assurance is complete. Allow up to two months.
- Your certificate names the Level 3 Diploma in Personal Training. It does not say that you claimed it by RPL.
- Inspiratus supports your CIMSPA membership application when you ask.

If you disagree with the decision

- Ask your assessor first: most queries are a missing piece of evidence rather than a disagreement.
- If that does not settle it, appeal in writing to Inspiratus within 20 working days, under the centre appeals procedure.
- If you are still not satisfied, Transcend Awards operates its own appeals process, and Ofqual regulates the awarding organisation.
- Ask for the appeals and complaints procedure at any time: services@inspiratus.org.uk.