

## Tutor, assessor and IQA requirements for YMCA Awards qualifications

This document sets out the staffing requirements that centres must meet in order to be approved to provide YMCA Awards qualifications. Centres' ongoing adherence to these requirements is monitored through external quality assurance, carried out by YMCA Awards. The document is in three sections:

1. Broad principles
2. Exceptions
3. Additional requirements for specific, named qualifications.

### 1. Broad principles

It is our expectation that all staff involved in the delivery, assessment and internal quality assurance of YMCA Awards qualifications at our approved centres will hold a discipline specific qualification at or above the level being delivered. Often this will be combined with relevant industry experience, particularly for staff working in delivery and/or assessor roles; centres should seek our advice on this if they are unsure. For some qualifications, an undergraduate or postgraduate degree in a relevant subject combined with practical experience in the field will be considered.

Tutors, assessors and internal quality assurance staff should also hold relevant delivery, assessor and verifier qualifications as listed below. Where a member of staff is working towards achievement of one of these qualifications, centres should supply information on the staff member's progress and anticipated completion date.

#### **Tutors:**

Tutors should hold, or be working towards, one of the following qualifications:

- Level 3 Award, Level 4 Certificate or Level 5 Diploma in Education and Training
- Bachelor of Education (BEd)
- Certificate in Education (Cert Ed)
- Preparing to Teach in the Lifelong Learning Sector (PTLLS)
- Certificate in Teaching in the Lifelong Learning Sector (CTLLS)
- Diploma in Teaching in the Lifelong Learning Sector (DTLLS)
- City & Guilds Further and Adult Education Teaching Certificate
- Postgraduate Certificate in Education (PGCE)
- SVQ Learning and Development [units should relate to provision of learning and development]

If none of the above are held, a recognised teaching qualification should be achieved within 12 months of approval.

### **Assessors:**

Assessors should only assess in their area of technical competence and experience. In addition, assessors should hold, or be working towards, one of the following qualifications:

- Level 3 Certificate in Assessing Vocational Achievement
- Level 3 Award in Assessing Competence in the Work Environment
- Assessor unit A1 Assess Candidates Using a Range of Methods
- D32/33 Assess Candidate Performance Using Differing Sources of Evidence

Please note: holders of A1 and D32/33 qualifications should work to the reviewed National Occupational Standards for Learning and Development which can be found on the NOS Database: [www.ukstandards.org.uk](http://www.ukstandards.org.uk)

If none of the above qualifications are held, a recognised assessing qualification should be achieved within 12 months of approval. Assessors who are working toward achievement of any of the qualifications above must be fully supported and have their assessment decisions countersigned by a qualified assessor to ensure the learner has achieved the required standard.

The assessor may be the tutor. However, the assessor **cannot** be the internal verifier.

### **Internal quality assurers:**

Internal verifiers should only verify assessments in their area of technical competence and experience.

Internal verifiers should hold, or be working towards, one of the following qualifications:

- Level 4 Award in Internal Quality Assurance
- Level 4 Certificate in Leading Internal Quality Assurance
- SVQ Learning and Development Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment
- V1 Conduct Internal Quality Assurance of the Assessment Process
- D34 Internally Verify the Assessment Process

Note: holders of V1 and D34 qualifications should work to the reviewed National Occupational Standards for Learning and Development which can be found on the NOS Database: [www.ukstandards.org.uk](http://www.ukstandards.org.uk)

If none of the above are held, a recognised Internal Quality Assurance qualification must be achieved within 12 months of approval. Please note that all unqualified internal verifiers must be supported by a qualified internal verifier and have their quality assurance decisions countersigned by a qualified internal verifier to ensure the quality and consistency of assessment decisions.

It is also recommended that internal verifiers hold a recognised assessing qualification.

## 2. Exceptions

Tutor, assessor and internal quality assurance qualifications not listed above may be considered as equivalents; centres should outline the areas of equivalence in approval applications and during external quality assurance activity carried out by YMCA Awards. We will consider all reasonable cases for claiming equivalence.

### YMCA Awards Level 1 qualifications:

For schools delivering YMCA Awards Level 1 qualifications, assessors are not required to hold formal assessing qualifications. It is acceptable for tutors or teachers to assess Level 1 units and qualifications. Similarly, no formal internal quality assurance qualifications are required. However, quality assurance activity should be conducted by a head of department and/or line manager of the tutor/assessor.

## 3. Additional requirements for specific qualifications

### Qualifications in Sport

#### Qualifications in Increasing Participation in Sport and Active Leisure in Community Settings

##### Level 2 Award in Working with Participants with Disabilities in Sport and Active Leisure

The staffing requirements for these qualifications are provided in the individual qualification specifications available on our website.

##### Level 2 Award in Community Activation

All staff must hold:

- Relevant expertise and experience in all areas of the qualification being delivered; this should include the following as a minimum:
- Level 2 Certificate in Fitness Instructing *or*
- An undergraduate degree in health related fitness combined with practical application within community health or the active leisure sector.

##### Level 2 Award in Delivering Chair-Based Exercise

Tutors must hold:

- A relevant higher level qualification in the specialist area e.g. Level 3 Older Adults, Level 3 Disabled Adults, Level 4 Postural Stability Specialist Instructor in Falls Prevention or an undergraduate qualification in Physiotherapy or Occupational Therapy.

In addition, all staff must hold:

- Current knowledge informed by best practice, standards and guidance through regular Continued Professional Development (CPD).
- Relevant expertise and experience in all areas of the qualification being delivered. This should include the following as a minimum;
- Level 2 Award in Delivering Chair-Based Exercise.

**Level 2 Award in Understanding Stewarding at Spectator Events**

**Level 2 NVQ Certificate in Spectator Safety**

**Level 3 NVQ Certificate in Spectator Safety**

**Level 4 NVQ Diploma in Spectator Safety Management**

The staffing requirements for these qualifications are provided in the individual qualification specifications available on our website.

**Level 3 Award in Adapting Exercise for Ante Natal and Post Natal Clients**

**Level 3 Award in Adapting Exercise for Independently Active, Older People**

**Level 3 Award in Programming and Supervising Exercise with Disabled Clients**

All staff must hold:

- A special population specific qualification equivalent to the YMCA Awards qualification or units.
- A context-specific qualification in the context of the fitness activity being delivered e.g. Exercise to Music, Yoga.
- Relevant industry experience.
- Knowledge of, and a commitment to, the Exercise and Fitness Code of Ethical Practice.
- Evidence of active involvement in a process of industry relevant CPD during the last two years (this may be discipline or context specific, or relevant to tutoring, assessing or quality assurance).

**Level 3 Award in Education and Training**

**Level 3 Award in Assessing Competence in the Work Environment**

**Level 3 Award in Assessing Vocationally Related Achievement**

**Level 3 Award in Understanding the Principles and Practices of Assessment**

**Level 3 Certificate in Assessing Vocational Achievement**

**Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice**

**Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice**

**Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice**

Assessors must:

- Hold the qualification they are assessing (or a recognised equivalent) and have successfully assessed learners for other Teaching, Learning or Assessment qualifications. If assessing quality assurance roles, they must have experience as a qualified quality assurance practitioner of carrying out internal or external quality assurance of qualifications with regard to a minimum of two assessors.
- Have up-to-date working knowledge and experience of best practice in assessment and quality assurance.
- hold one of the following qualifications or their recognised equivalent:
  - Level 3 Award in Assessing Competence in the Work Environment *or*
  - Level 3 Certificate in Assessing Vocational Achievement *or*
  - A1 Assess candidate performance using a range of methods *or*
  - D32 Assess candidate performance *and* D33 Assess candidates using differing sources of evidence.
- Show current evidence of continuing professional development in assessment and quality assurance.

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*Important note:* Learners (trainee assessors) **must** be assessed by qualified assessors.

Internal quality assurers must:

- Have up-to-date working knowledge and experience of best practice in assessment and quality assurance.
- Hold one of the assessor qualifications listed above under assessor requirements for these qualifications (or a recognised equivalent).
- Hold one of the following internal quality assurance qualifications (or a recognised equivalent):
  - Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice *or*
  - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice *or*
  - V1 Conduct internal quality assurance of the assessment process *or*
  - D34 Internally verify the assessment process
- Show current evidence of continuing professional development in assessment and quality assurance.

### **Level 3 Award in Emergency First Aid at Work**

#### **Level 3 Award in First Aid at Work**

The staffing requirements for these qualifications are provided in the individual qualification specifications available on our website.

### **Level 3 Award in Instructing Boot Camp Fitness Training**

All staff must hold:

- Level 3 Award in Instructing Outdoor Fitness/Training in Different Environments *plus*
- Level 2 Certificate in Instructing Circuit Training Sessions (or equivalent) *or*
- Level 2 Certificate in Fitness Instructing plus Level 2 Award in Circuit Training.

### **Level 3 Diploma in Exercise Referral**

All staff must hold:

- An exercise referral specific qualification equivalent to the YMCA Awards qualification or units.
- A context specific qualification in the context of the fitness activity being delivered e.g. Exercise to Music, Yoga.
- Relevant industry experience.
- Knowledge of, and a commitment to, the Exercise and Fitness Code of Ethical Practice.
- Evidence of active involvement in a process of industry relevant CPD during the last two years (this may be discipline or context specific, or relevant to tutoring, assessing or quality assurance).

**Level 3 Diploma in Sports Massage Therapy**  
**Level 4 Certificate in Sports Massage Therapy**

All staff must hold:

- A sports massage qualification equivalent to the YMCA Awards qualification or units.
- Relevant industry experience (evidenced through an up to date CV or experience log).
- Knowledge of, and a commitment to, CNHC Code of Conduct, Ethics and Performance.
- Evidence of active involvement in a process of industry relevant CPD during the last two years (this may be discipline or context specific, or relevant to tutoring, assessing or quality assurance).

**Level 3 Diploma in Teaching Pilates**

All staff must hold, as a minimum:

- A Pilates specific qualification equivalent to the YMCA Awards qualification or units *or*
- Current Level 3 Certificate in Teaching Mat Pilates/ Level 3 Diploma in Teaching Pilates *plus*
- Current knowledge informed by best practice, standards and guidance through regular and documented CPD.

In addition, it is advised that tutors also hold a Level 3 Certificate in Personal Training, Level 3 Advanced Fitness Instructor or equivalent.

Other Pilates qualifications issued by awarding organisations, that are regulated by Ofqual, SQA, Qualification Wales or CCEA Regulation, may be considered on an individual basis. YMCA Awards will request further information as required.

**Level 3 Diploma in Teaching Yoga**

All staff must hold:

- A Yoga specific qualification equivalent to the YMCA Awards qualification or units *or*
- British Wheel of Yoga Level 4 Teacher Training Diploma *or*
- Yoga Alliance UK Registered Yoga School (200) qualification *plus*
- Current knowledge informed by best practice, standards and guidance through regular and documented CPD.

Other Yoga qualifications may be considered on an individual basis. YMCA Awards will request further information and evidence as part of the approval process to assure this.

**Level 4 Certificate in Weight Management for Individuals with Obesity, Diabetes Mellitus and/or Metabolic Syndrome**

**Level 4 Certificate in Programming Physical Activity for Individuals with Low Back Pain**

**Level 4 Certificate in Delivering Physical Activity for Individuals with Mental Health Conditions**

Delivery teams must include:

- A practicing or former NHS clinical or healthcare specialist in the area (e.g. a physiotherapist or nurse specialist) who is involved in the delivery of contact time in the application of concepts, theories and clinical exercise practice. The specialist does not need to hold a teaching qualification. The contact time with the clinical or healthcare specialist can consist of asynchronous learning modalities such as online discussion

boards or forums etc.

- A REPs registered exercise instructor with expertise and experience in the specialist area (direct industry experience for at least six months) who is at least Level 3 qualified in Exercise Referral and holds, or is working towards, a Level 4 qualification in the specialist area, and who is present throughout the direct delivery of contact time.
- An appropriately qualified assessor and internal quality assurer with recent experience and understanding of the specialist area and who ideally holds a qualification in the specialist area.