



Individual learning needs

Learners are requested to identify any individual learning needs, medical conditions and/or injuries that may affect learning or the assessment process, on the application form or directly to the tutor.

Your tutor and assessor will be able to advise you on the specific requirements of the course and related assessment. In some instances it may be possible to apply a '**Reasonable Assessment Adjustment**' to take into account a specific learning need. Please discuss this with your course tutor during course registration to ensure you are fully supported during the course and assessment. The course timetable will also clearly identify learner guidance and support time when your tutor will be available to answer specific queries or clarify areas that are unclear.

It is important that learners are aware that the course will involve a small amount of homework at the end of each day. This may involve some written work or practice of practical teaching skills and exercise technique.

Assessment methods

The methods of assessment you will encounter:

Formative Assessment: ongoing throughout the course in order to provide feedback on what you have learnt and what you need to improve on.

Continuous Assessment: ongoing throughout the course to obtain a result which will count towards your overall assessment result.

Summative Assessment: final assessment in order to obtain a result which will count towards your overall assessment result.

You will need to complete the following assessments for successful completion of the course:

Theory Assessments: 2 multiple choice papers or eAssessments covering 'Anatomy and Physiology for Exercise and Health' and 'Principles of Exercise, Fitness and Health'. Each theory paper comprises of 40 questions. 70% pass mark (which is a minimum of 28 questions) is required. See course timetable for the assessment date.

Worksheets: These worksheets will be completed throughout the course and will be marked by your tutor.

Pilates Worksheets

1. Health, Safety and Welfare in a Fitness Environment
2. Know How to Support Clients Who Take Part in Exercise and Physical Activity
3. Fundamentals of Pilates
4. The original exercises, adaptations and modifications

Pilates Practical Assessment:

- Learners are required to produce a client profile and session overview for a progressive course of safe and affective Pilates lessons of 60 minutes in duration which is appropriate for an apparently healthy participant (aged 18 or over). Full details of the required content will be discussed during the course.
- For the summative practical assessment the learner is required to teach parts of the planned session to an apparently healthy participant (aged 18 or over) and this should last approximately 30 to 40 minutes. The learner will be moved on at certain points within the session. The assessment criteria that the learner will be marked against will be clearly introduced during the course.
- The learner must produce a written self-evaluation and action plan that accurately reflects the session taught and takes into account verbal feedback received from the participant. A minimum of 15 minutes is allowed for this.

Should you be unsuccessful you will have the opportunity to retake any part of the above assessments. Please note there will be an additional fee of £50 for re-sitting a multiple choice paper and £150 for re-sitting a practical assessment unless it can be arranged on the same day as another practical assessment, in which case, a fee of £75 will be incurred.

In addition, throughout the duration of the course, we strongly recommend all learners attend a minimum of 20 Pilates classes, observe a minimum of 15 Pilates classes (taking notes, this can be done via DVD), and complete a minimum of 20 practical practice lessons (this can be friends, family, other learners on the course). This will be part of your homework. It will complement the practical elements covered during the course and increase your confidence and teaching skills as you prepare for success in your assessments and in the industry

Yoga Worksheets

1. Health, Safety and Welfare in a Fitness Environment
2. Know How to Support Clients Who Take Part in Exercise and Physical Activity
3. Fundamentals of teaching Yoga – Philosophy
4. Fundamentals of teaching Yoga - Practice
5. Precautions, prohibitions, modifications and benefits of Asana
6. Dealing with common conditions encountered in a yoga class

Yoga Practice Journal: The learner must produce a Yoga practice journal that reflects their development through the learning program. You will need to complete the journal for a minimum of 60 hours of self practice. We also strongly advise that

you log a minimum of 20 hours of teaching practice throughout your course, and some of this will be set as homework.

Yoga Practical Assessment:

- Learners are required to provide a health and safety session plan for an apparently healthy participant (aged 18 or over). Full details of the required content will be discussed during the course.
- Learners are required to produce a client profile and session overview for a progressive course of safe and affective Yoga lessons of 60 minutes in duration which is appropriate for an apparently healthy participant (aged 18 or over). Full details of the required content will be discussed during the course.
- Viva – learners will undertake a Viva to discuss their 10 week progressive lesson plan with an assessor. Full details will be discussed during the course.
- For the summative practical assessment the learner is required to teach parts of the progressive lesson plan to an apparently healthy group of participants (aged 18 or over) and this should last approximately 30 to 40 minutes. Further details will be given and the assessment criteria that the learner will be marked against will be clearly introduced during the course.
- The learner must produce a written self-evaluation and action plan that accurately reflects the session taught and takes into account verbal feedback received from the participants. A minimum of 15 minutes is allowed for this.

Should you be unsuccessful you will have the opportunity to retake any part of the above assessments. Please note there will be an additional fee of £50 for re-sitting a multiple choice paper and £150 for re-sitting a practical assessment unless it can be arranged on the same day as another practical assessment, in which case, a fee of £75 will be incurred.

Malpractice/Maladministration Procedure

Harmonise Training Academy will investigate instances of alleged or suspected malpractice or maladministration and will take appropriate action where required 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, and/or the validity of certificates.

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

Should an alleged malpractice/maladministration arise on the part of the learners, centre staff, or others involved in providing a CYQ qualification, Harmonise Training Academy will:

1. Report immediately to CYQ any suspected case of malpractice/maladministration arising after learners have been registered.
2. Investigate and record full details of the nature of the suspected

malpractice/maladministration issue, including personnel involved and any action taken.

