

National Qualifications Framework – Edexcel Level 2 NVQ in Instructing Exercise and Fitness

Automatic Approval Process and Frequently Asked Questions

Part One – AUTOMATIC APPROVAL PROCESS – KEY INFORMATION

What happens next?

The following qualification is being replaced. If you meet the following criteria for the current NVQ, you are entitled to automatic approval for the replacement NVQ.

NVQ Title	Last Registration	Last Certification
Q5000087 – Edexcel Level 2 NVQ in Instructing Exercise and Fitness (100/3216/2)	31 May 2008	31 May 2010

The following is the new replacement qualification:

Q5000350 – Edexcel Level 2 NVQ in Instructing Exercise and Fitness (QAN: 500/3986/6)

Criteria for Automatic Approval:

- Centres approved for the NVQ being replaced within the last 6 months will receive Automatic Approval for the new NVQ (as they have so recently been through the rigorous approval process).
- Centres approved over 6 months ago for the NVQ being replaced, will receive Automatic Approval for the new NVQ, if they fulfil both the following eligibility requirements:
 - having registered candidates on the replaced NVQ within the last two years
 - having received a sanction level 2 or lower reported on the e-QRF for the replaced NVQ within the last year.

Any centre meeting these requirements will receive automatic approval for the NVQ at the level for which they are currently approved.

How do I obtain a copy of my centre's approved qualification structure?

To obtain a copy of the qualification structure you will need to access your 'programme definition' through your Edexcel Online account and select the NVQ tab,

- Go to Qualifications on the left hand side
- Select Reports where you will be asked to select programme definitions.
- Select the programmes from the 'Currently Approved Award Codes' option and submit.

The programme definitions are sent to your Edexcel Online mailbox. You can access this by clicking on "mailbox" at the top of the Edexcel Online screen. Please ensure that copies of the programme definitions are distributed to all relevant personnel, as they contain important administrative and course delivery information.

If my centre does not meet the automatic approval criteria outlined on the previous page, what do I need to do to seek approval?

If your centre does not meet the criteria outlined above or you wish to apply for an NVQ title where there was no previous provision, a member of the relevant Edexcel regional team can support and assist your centre in the completion of the approvals application process

Please contact your Regional Office to put you in contact with an appropriate member of the Edexcel regional team.

Contact details of your Edexcel Regional Office can be found in the Contact Section of the Edexcel Information Manual.

You will need to complete and return a NVQ QA form to BTEC Approvals. If you have any queries relating to this process, please email approvals@edexcel.org.uk

The NVQ QA form and guidance can be found on the Edexcel website - [NVQ Qualification Approval \(NVQ QA\)](#)

If my centre has been given automatic approval to offer the new NVQ, but does not wish to have approval to offer it, what do I need to do to withdraw approval?

If your centre does not wish to offer the new NVQ for which your centre has been given automatic approval and would like approval to be withdrawn, please write to:

Quality Standards Team
One90 High Holborn
London
WC1V 7BH

Requests for further advice
and queries about approval
may be directed to:
approvals@edexcel.org.uk

Part Two – GENERAL FREQUENTLY ASKED QUESTIONS

How will these new qualifications access funding?

This new Edexcel NVQ qualification will be listed on the current DCSF Funding Lists (Section 96 and 97 as appropriate) and subsequent DCSF update circulars.

The replaced Edexcel NVQ title listed in part 1 above, which expires on 31 May 2008, will no longer attract public funding as of that date. Please note that candidates already registered with Edexcel on this NVQ title will be funded to complete their programme.

It is appreciated that centres in Wales and Northern Ireland operate under different funding arrangements; please contact your Edexcel Regional Office if you have particular queries (see below).

For Centres in Wales:

Cardiff Regional Office
Unit C
Fairway House
Links Business Park
St Mellons
Cardiff
CF3 OLT

Tel: 0292 079 4865
Fax: 0292 036 2830

For Centres in Northern Ireland:

Bristol Regional Office
Cribbs Business Centre
Hollywood Lane
Cribbs Causeway
Bristol
BS10 7TW

Tel: 0117 950 1908
Fax: 0117 950 1115

Where can we obtain copies of the DfES funding listings?

For funding information please see the [LSC Learning Aims Database](#).

Why is there a change in qualification coding?

QCA have changed the way in which they code NVQs accredited to the National Qualifications Framework (NQF). Instead of the previous system of allocating Q numbers for each NVQ they now allocate a Qualification Accreditation Number (QAN), which consists of an eight figure number. In addition, individual units are no longer allocated a U number, but instead start with a letter and then seven digits.

The new style of coding will run alongside the old, which remains valid in relation to existing NVQ Qualifications and NVQ units that have previously been allocated Q and U numbers.

Edexcel systems will continue to use Q numbers for NVQ approvals and registrations. For qualifications and units allocated QAN codes we will generate unique Q and U numbers, beginning with 'Q5' and 'U5' respectively, these Edexcel codes should be used when completing all Edexcel documentation.

The Edexcel generated codes will not appear on certificates; these will be linked to the NQF QAN codes, which will appear on all certification. All other forms from other bodies relating to NVQs (e.g. for funding) should be completed using the NQF QAN codes.

The QCA qualification accreditation code needed to apply for funding are listed against the new title on page 1 of this document.

When can we register candidates on the revised Edexcel NVQ programmes?

You may register candidates from **1 June 2008** onwards, provided that you have either:

- Received an automatic approval letter
- Received a letter of approval from Edexcel following a full application using the NVQ QA Application Form.

Information about registration arrangements are given in the Edexcel Information Manual which is on the Edexcel website at www.edexcel.org.uk/sfc

Can I advertise and market the new qualifications?

Yes, if you have received an automatic approval letter or if you have received your approval letter following submission of the NVQ QA Application Form. If you have applied via the NVQ QA but are still awaiting your formal Approval Letter, then any marketing must make it clear that you are awaiting approval from Edexcel. Candidates must be made aware of the exact, correct title of the qualification they are working towards.

What support materials will be available?

The following products will be available:

Title	Media	When available
Edexcel Level 2 NVQ in Instructing Exercise and Fitness Issue 2 — sector guidance for centres	Website	End of May
Edexcel Level 2 NVQ in Instructing Exercise and Fitness Issue 2 — Logbook for candidates	Website	End of May

Link to Edexcel website: <http://www.edexcel.org.uk/quals/nvq/sport/2/q5000087/>

Part Three – NVQ SPECIFIC FREQUENTLY ASKED QUESTIONS AND ISSUES

How has the Edexcel Level 2 NVQ in Instructing Exercise and Fitness changed?

In summary, the changes made have been adjustments, simplifications, removal of overlap and repetition, and greater clarification of the difference between instructing exercise and coaching.

Some elements have been amended to bring them more into line with modern thinking on exercise and in some places the number of Performance Criteria has been reduced, bringing greater clarity to the standard required. There is also an emphasis now on encouraging the client to take responsibility for their own fitness.

The Qualification structure remains the same with 3 mandatory units plus an optional pairing.

A key aspect of the incremental change was to establish a further distinction between the coaching National Occupational Standards and those for exercise and fitness.

Summary of the Changes:

Changes to unit titles and numbering :

D416* Evaluate coaching sessions and develop personal coaching practice

has been replaced by a new unit;

D448 Evaluate and develop own practice in instructing exercise and fitness

*D416 continues to be utilised in the Coaching, Teaching, Instructing suite of NOS

D417 Support participants in developing and maintaining fitness

has been re-worded to include the motivational aspect

D417 Motivate and support clients to develop and maintain their fitness

Changes to unit title only:

The table below shows the units that have slight wording changes made to the title but retain the same numbering. The new title wording is shown in the left hand column.

New wording of title	Old wording of title
Optional Pair A: Group exercise with music D414 Plan and prepare a group exercise with music session D415 Instruct a group exercise with music session	Optional Pair A: Group exercise with music D414 Plan and prepare group exercise sessions with music D415 Instruct a group exercise session with music
Optional Pair B: Gym-based exercise D410 Plan and prepare a gym-based exercise session D411 Instruct a gym-based exercise session	Optional Pair B: Gym-based exercise D410 Plan and prepare gym-based activities with clients D411 Instruct, observe and assist gym-based activities
Optional Pair C: Water-based exercise D412 Plan and prepare a water-based exercise session D413 Instruct a water-based exercise session	Optional Pair C: Water-based exercise D412 Plan and prepare water-based exercise sessions D413 Instruct a water-based exercise session

Changes to unit content:

All the changes made to the content of each unit are side barred in the Sector Guidance Version 2 which will be available on the Edexcel website: <http://www.edexcel.org.uk/quals/nvq/sport/2/q5000087/>