



## **Education Policy Guidance**

**CIMSPA guidance for education partners who are required to adapt teaching, learning and assessment due to the impact of the COVID 19 pandemic.**

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## **CIMSPA guidance for education partners who are required to adapt teaching, learning and assessment due to the COVID 19 pandemic.**

### **Background.**

CIMSPA is the professional development body for the UK's sport and physical activity sector, committed to supporting, developing and enabling professionals and organisations to succeed and, as a result inspire our nation to become more active. CIMSPA are the guardians of a single professional and apprenticeship standards framework for the sport and physical sector and are driving the development of quality education products for the sectors workforce. This enables employers to easily assess the appropriate qualifications that meet the agreed minimum standards for deployment. CIMSPA as the sector body were tasked by the sectors employers and funded by the Department for Culture, Media and Sport via Sport England to develop a set of employer-led professional standards.

This policy guidance is written for CIMSPA education partners offering endorsed qualifications, that are mapped to the sport and physical activity sector's professional standards and enable entry into CIMSPA membership. It is also in response and to support the initial [OFQUAL consultation on VTQ assessment for 2021](#). And has been updated in response to the most recent OFQUAL consultation VTQ assessment for 2021-2022- [Arrangements for the assessment and awarding of Vocational and Technical Qualifications and Other General Qualifications in 2021 to 2022](#).

CIMSPA have worked with partners throughout the pandemic to develop and update policy to enable learners to be able to progress, complete their qualification or programme of study safely, with validity and integrity.

As we recover from the pandemic it is critical our future policy shifts with the changes, but also has flexibility to allow partners to respond to shifts in policy that may occur. This document outlines our policy and guidance to cover the period 1 September 2021 to 31 August 2022 for Vocational and Technical Qualifications (VTQ), and the same for the End Point Assessment (EPA) of apprenticeships. For more information from the Institute for Apprenticeships click [here](#).

\*This document will be reviewed regularly in line with national guidelines.

Section 1. Covers VTQs & PTQs.

Section 2 Covers EPA.

## **Section 1. VTQs & PTQs.**

Within the sport and physical activity sector there are several ways in which vocational training qualifications are delivered, for example shorter roll on roll off courses, college programmes, part time, full time and distance learning.

We understand that it has been especially difficult in the further education setting where learners have been allocated estimated grades and some content may not have been taught to them as a result.

Over the past twelve months the sector and its partners have worked tirelessly to keep on top of the ever-changing landscape that COVID 19 has caused. Since the end of March there has been continuous review of all qualifications, and appropriate adaptations have been put in place to avoid disadvantaging learners and support them to complete in a safe manner, that also ensures the integrity of the qualification and professional standard is maintained.

The recent OFQUAL consultation outlines that where necessary, the appropriate adaptations can be carried over into 2021 to 2022, to support education recovery and mitigate the ongoing impact of the pandemic. As a general principle for adaptation within qualifications, below is a list that has been widely accepted as appropriate:

- Allowing peer to peer
- Non-real-world environment
- Adaptation to equipment
- Professional discussion

\*These adaptations should be used only as and when required.

We are advising that the sector returns to a near to normal situation as possible whilst complying with Public Health guidelines, especially as facilities are now opening and there is the opportunity to meet and deliver services to clients outside the home and in a more real-world environment. However, if there is a need to apply adaptations the above principles will continue to remain available.

An Awarding Organisation must take all reasonable steps to minimise risks to validity by ensuring that coverage of the key areas of the construct of the qualification is retained within any adapted assessment.

Where there continues to be a need to review adaptations that are out of the norm, or not on the list that we have deemed appropriate, Awarding Organisations will need to submit these to CIMSPA on an individual request with evidence of their risk-based process.

In the unfortunate event that there is a further need to implement adaptations for assessments, the below situations will be deemed for consideration:

- In the event of a local lockdown.
- In the event of an increase in social distancing.
- In the event of future facility closures.

\*\*Practical assessment must be delivered in line with current Public Health guidance on social/ physical

distancing (if still in place).

Adaptations were put in place for the following qualifications:

- Personal Trainer
- Gym Instructor
- Group exercise/Coach/Pilates/Yoga (group based)
- Swimming teacher/ Assistant

**General conditions for ongoing adaptations:**

1. Practical assessment must be delivered in line with appropriate Public Health guidance.
2. Learners using members of their household or peers to conduct assessment is permitted, where required and approved by the Awarding Organisation.
3. CIMSPA education partners are advised to consider their policies and guidance to centres and learners regarding image capture. We consider there is a significant risk of over-burdening assessors and referring (failing) learners based on poor image capture rather than their capability to perform the task.
4. Due to the increased risk, Awarding Organisations must insist all learners are subject to internal quality assurance activity from their approved centres and must increase their external verification sampling for learners affected during this period. They may also wish to consider temporarily amending their appeals policy in line with OFQUAL guidance.

*See appendix A for full adaptations.*

**Section 2. End Point Assessment**

The EPA guidance that was issued with support from the Institute for Apprenticeships and Technical Education in June 2020, which included the special measures that are enabling apprentices to complete their End Point Assessment, will continue to be available until the 31 August 2021. This was announced by the Institute on the 30 November [2020](#).

The IfATE issued a press release, on the 5 August 2021 setting out the approach to apprenticeship flexibilities and temporary discretions. In respect of temporary discretions, the IfATE have signalled that these will be switched off on 31 December 2021. EPAOs are asked to note that: “Where there remain exceptional challenges to apprentices being able to complete their end point assessments (EPA) it will be possible to ask for temporary discretions to be retained beyond this period, and you should speak to your end point assessment organisation (EPAO) or the external quality assurance provider (EQAP) in the first instance to discuss. EQAPs can then formally pass on the request to the Institute and must do so by 1 October 2021 to guarantee a resolution before the cut-off date.”

Where possible, apprentices should continue with scheduled EPAs, that are in line with requirements set out in the assessment plan and only apply the flexibility (or temporary discretion where one applies) if necessary. This includes where apprentices change employers.

Several of the flexibilities for the sectors apprenticeships will be retained as permanent amendments, where it is clear they represent an improvement on the arrangements which were in place before COVID 19. The IfATE will publish further guidance early September 2021, outlining how the flexibilities should be applied from 2022.

Further guidance from IfATE can be found [here](#).

*See appendix B for the approved adaptations.*

## Appendix

Appendix A. The table below outlines the approved adaptations for 2021-2022, Awarding Organisations can continue to implement these in 2021-2022 inclusive of local lockdown.

<b>Standard/qualification</b>	<b>Policy/condition of assessment</b>
<p>Personal Trainer</p> <p>All qualifications that are endorsed against the professional standards and National Occupational Standards.</p>	<ul style="list-style-type: none"><li>• Learners must have been formatively assessed utilising equipment as prescribed in either the National Occupational or Professional Standard. Evidence of formative assessment having taken place must be available upon request.</li><li>• Summative practical assessments must be conducted practically. Adaptations to the prescribed assessment methods are not permitted.</li><li>• The expectation remains that the practical delivery is in line with the client screening and goal setting process, client used for the practical assessment must be screened and the delivery of the assessed session(s) must be in line with the agreed plan.</li><li>• Learners using members of their household and peers to conduct the assessment is permitted, where required.</li><li>• CIMSPA education partners are advised to consider their policies and guidance to centres and learners regarding image capture. We consider there is a significant risk of over-burdening assessors and referring (failing) learners based on poor image capture rather than their capability to perform the task.</li><li>• Due to the increased risk, Awarding Organisations must insist all learners are subject to internal quality assurance activity from their approved centres and must increase their external verification sampling for learners affected during this period.</li></ul>

Gym Instructor

All qualifications that are endorsed against the professional standards and National Occupational Standards.

- Learners must have been formatively assessed utilising equipment as prescribed in either the National Occupational or Professional Standard. Evidence of formative assessment having taken place must be available upon request.
- Have been formatively assessed in the gym environment instructing a range of equipment as set out in the qualification's specification.
- Summative practical assessments should be conducted practically.
- Practical assessment must be delivered in line with government guidance on social/physical distancing (if still in place).
- The expectation remains that the practical delivery is in line with the client screening and goal setting process, client used for the practical assessment must be screened and the delivery of the assessed session(s) must be in line with the agreed plan.
- Where facilities are unable to be accessed due to reasons stated above, the use of professional discussion can be included within the accepted assessment methods, which will be monitored by the AO.
- Learners using members of their household and peers to conduct the assessment is permitted, where required.
- CIMSPA education partners are advised to consider their policies and guidance to centres and learners regarding image capture. We consider there is a significant risk of over-burdening assessors and referring (failing) learners based on poor image capture rather than their capability to perform the task.
- Due to the increased risk, Awarding Organisations must insist all learners are subject to internal quality assurance activity from their approved centres and must increase their external verification sampling for learners affected during this period.

<p>Group Exercise/Coach/Pilates/Yoga (Group based)</p> <p>All qualifications that are endorsed against the professional standards and National Occupational Standards.</p>	<ul style="list-style-type: none"> <li>• Learners must have been formatively assessed utilising equipment as prescribed in either the National Occupational or Professional Standard. Evidence of formative assessment having taken place must be available upon request.</li> <li>• Summative practical assessments must be conducted practically. Adaptations to the prescribed assessment methods are not permitted.</li> <li>• Practical assessment must be delivered in line with appropriate government guidance.</li> <li>• The expectation remains that the practical delivery is in line with the client/participants screening process. Client/participants used for the practical assessment must be screened and the delivery of the assessed session(s) must be in line with the agreed plan.</li> <li>• Learners using members of their household and peers to conduct the assessment is permitted, where required.</li> <li>• CIMSPA education partners are advised to consider their policies and guidance to centres and learners regarding image capture. We consider there is a significant risk of over-burdening assessors and referring (failing) learners based on poor image capture rather than their capability to perform the task.</li> <li>• Due to the increased risk, Awarding Organisations must insist all learners are subject to internal quality assurance activity from their approved centres and must increase their external verification sampling for learners affected during this period.</li> <li>• Delivery should be in line with Public Health guidance regarding social distancing.</li> </ul>
<p>Swimming teacher</p> <p>All qualifications that are endorsed against the professional standards and National Occupational Standards.</p>	<ul style="list-style-type: none"> <li>• Swimming Teacher standard – Five sessions must be with a minimum of 4 participants and one with 8 participants.</li> <li>• Adaptation for this would be to allow a minimum of 5 participants instead of the 8.</li> </ul>
<p>Exercise Referral</p>	<ul style="list-style-type: none"> <li>• Delivery should be in line with Public Health guidance regarding social distancing.</li> <li>• Due to the increased risk, Awarding Organisations must insist all learners are subject to internal quality assurance activity from their approved centres and must increase their external verification sampling for learners affected during this period.</li> </ul>

Appendix B. The table below outlines the viability of the prescribed assessment methods for EPA-

Standard	EQA Provider	Assessment method	Viability of remote delivery
ST0478 - Community Activator Coach	CIMSPA	<p>Practical Coaching Observation – 2 hours</p> <ul style="list-style-type: none"> <li>• Plan (1 hour), deliver (30 - 45 mins) and reflect (15 mins) upon a coaching session</li> <li>• EPA plan states this must take place in the apprentice’s employment environment</li> <li>• Location is restricted to the courts, pitches, halls or areas available at the employer’s workplace.</li> <li>• Must take place within 2 weeks of the other EPA tasks</li> </ul>	<p>VIABLE – under the conditions below.</p> <p>Sessions must be completed in line with current Public Health guidelines including social distancing.</p> <p>The assessment process must be as close to business as usual as is permissible while adhering to current Public Health guidelines.</p> <p>It is acceptable to use household members as participants if lockdown and social distancing restrictions remain in place.</p> <p>*The temporary discretion of the delivery element of the Practical Coaching Observation replaced with a witness testimony and the sequential panel interview (Q&amp;A session) extended to allow for validation of the evidence presented will be switched off on 31 December 2021.</p>
		<p>Presentation with question and answers - 30 mins</p> <ul style="list-style-type: none"> <li>• Completed sequentially with panel interview</li> <li>• Includes an independent assessor (chair) and a further member from an independent employer or stakeholder</li> </ul>	<p>VIABLE</p> <p>By using remote conferencing e.g., Skype, Zoom or Microsoft Teams.</p>



		<p>Panel interview - underpinned by reflective accounts - 30 mins</p> <ul style="list-style-type: none"> <li>• Completed sequentially with presentation</li> <li>• Includes an independent assessor (chair) and a further member from an independent employer or stakeholder</li> </ul>	<p>VIABLE</p> <p>By using remote conferencing e.g., Skype, Zoom or Microsoft Teams.</p>
ST0093 – Community Sport and Health Officer	CIMSPA	<p>Work based observation – 90 mins</p> <ul style="list-style-type: none"> <li>• Must be observed in realistic work situations under normal conditions</li> <li>• It is anticipated that assessment organisations will use the apprentice’s normal work environment to carry out the observation</li> <li>• Observation includes working with external partners, reporting on frontline delivery work, working individually and as part of a team</li> </ul>	<p>Viable under the conditions outlined below.</p> <p>When being observed working with external partners, stakeholders. e.g., in the form of a meeting.</p> <ul style="list-style-type: none"> <li>• The meeting can be held remotely via use of an appropriate online meeting platform. e.g., Skype, Zoom or Microsoft Teams.</li> <li>• Consent must be sought from the external partner/ stakeholder.</li> <li>• The meeting must be recorded, and the assessor must be present.</li> </ul> <p>When presenting or reporting on frontline delivery work in supporting local people to change their behaviour in approaches to sport and physical activity.</p> <ul style="list-style-type: none"> <li>• The presentation can be conducted remotely via an appropriate online meeting platform. e.g., Skype, Zoom or Microsoft Teams.</li> </ul> <p>When working individually as well as working as part of a team.</p> <ul style="list-style-type: none"> <li>• Examples of working solo projects or joint project working should be assessed via professional discussion, recorded appropriately, and supported by appropriate evidence. e.g., meeting agendas, minutes, work outputs – reports, emails, witness testimonies. <ul style="list-style-type: none"> <li>○ Working with external partners – done via online meeting software</li> <li>○ Presenting/reporting front line delivery work – presentation done remotely</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>○ Working individually/part of a team – Assessed via professional discussion with supporting evidence</li> </ul> <p>*There is no requirement for a manager or team leader to be present throughout this assessment method.</p>
		<p>Case study challenge – 2.5 hours</p> <ul style="list-style-type: none"> <li>• Controlled exam conditions</li> </ul>	<p>VIABLE</p> <p>Apprentice could complete remotely with EPAO invigilating through live stream e.g., Skype, Zoom or Microsoft Teams.</p> <p>*Flexibilities agreed in line with COVID 19 guidance:</p> <p>The EQA provider for this standard has agreed the following temporary flexibilities for this standard until further notice and has informed the relevant end-point assessment organisations.</p> <p>The case study exam may be delivered online via computer, with online invigilation of every exam in real time with a ratio of one-to-one. Each session will be audio-visual recorded.</p>
		<p>Presentation and Q&amp;A – 30 mins</p> <ul style="list-style-type: none"> <li>• Must be completed sequentially with panel interview</li> <li>• Includes an independent assessor (chair) and a further member from an independent employer or stakeholder</li> </ul>	<p>VIABLE</p> <p>By using remote conferencing e.g., Skype, Zoom or Microsoft Teams.</p>
		<p>Panel interview supported by reflective accounts – 30 mins</p> <ul style="list-style-type: none"> <li>• Must be completed sequentially with presentation and Q&amp;A</li> <li>• Includes an independent assessor (chair) and a further member from an</li> </ul>	<p>VIABLE</p> <p>By using remote conferencing e.g., Skype, Zoom or Microsoft Teams.</p>

		independent employer or stakeholder	
ST0301 - Leisure Duty Manager	CIMSPA	Project – 2000–3000 words <ul style="list-style-type: none"> <li>• Work based project</li> </ul>	VIABLE  No requirement for assessor to be present, so most likely already submitted electronically and remotely.  *Flexibilities agreed in line with COVID 19 guidance:  The EQA provider for this standard has agreed the following temporary flexibilities for this standard until further notice and has informed the relevant end-point assessment organisations.  All assessment methods can be delivered remotely with appropriate security measures implemented to ensure validity.
		Presentation – 30 mins <ul style="list-style-type: none"> <li>• Delivered to assessor and apprentices line manager</li> </ul>	VIABLE  By using remote conferencing, e.g., Skype, Zoom or Microsoft Teams.
		Professional discussion – no time specified <ul style="list-style-type: none"> <li>• Only requires assessor</li> </ul>	VIABLE  By using remote conferencing, e.g., Skype, Zoom or Microsoft Teams.

ST0302 – Personal Trainer	CIMSPA	<p>Practical observation with questions and answers – 3 hours 20 mins</p> <ul style="list-style-type: none"> <li>• Plan mandates the assessments are taken in this order</li> <li>• Observation is 3 hours, questioning 20 minutes</li> <li>• Practical observation can be split into 2 x 1-hour sessions, and 2 x 30 mins</li> <li>• Must be conducted in the normal work environment</li> <li>• Involves designing and delivering an exercise programme</li> </ul>	<p>VIABLE under the conditions below:</p> <p>Sessions must be completed in line with current Public Health guidelines including social distancing.</p> <p>The assessment process must be as close to business as usual as is permissible while adhering to current Public Health guidelines.</p> <p>It is acceptable to use household members as participants if lockdown and social distancing restrictions remain in place.</p>
		<p>Presentation with questions and answers – 30 mins</p> <ul style="list-style-type: none"> <li>• Delivered to assessor only</li> </ul>	<p>VIABLE</p> <p>By using remote conferencing, e.g., Skype, Zoom or Microsoft Teams.</p>
		<p>Interview – 90 mins</p> <ul style="list-style-type: none"> <li>• Employer may be present but only as an observer</li> <li>• Apprentice may bring work products with them that will support their answers</li> </ul>	<p>VIABLE</p> <p>By using remote conferencing, e.g., Skype, Zoom or Microsoft Teams. Apprentice to ensure work products are emailed prior to interview.</p>