

Instructing gym-based exercise	Formative observed session	Observation				
	Summative observed session	Observation				
	Session self-evaluation	Written				

Assessment planning and record of achievement declaration

Declaration		Name	Signature	Date
Learner's agreement:	I agree to be assessed according to the assessment plan and am happy that any additional support I require has been discussed and a separate plan put in place for this. I declare that all of the evidence (listed in the assessment plan) that will be produced for this portfolio will be my own unaided work.			
Assessor's agreement:	I have discussed the planned assessments with the learner and any additional support required has been planned and recorded separately.			

Record of achievement declaration

Declaration		Name	Signature	Date
Assessor 1's agreement:	I declare that all learner evidence (listed in the assessment plan) has been assessed and meets the learning outcomes, assessment criteria and evidence requirements for the qualification.			
Assessor 2's agreement: (if applicable)	I declare that all learner evidence (listed in the assessment plan) has been assessed and meets the learning outcomes, assessment criteria and evidence requirements for the qualification.		<i>MWR</i>	
Assessor 3's agreement: (if applicable)	I declare that all learner evidence (listed in the assessment plan) has been assessed and meets the learning outcomes, assessment criteria and evidence requirements for the qualification.			
Internal verifier's agreement:	I declare that all learner evidence (initialled in the assessment plan) has been internally verified and meets the learning outcomes, assessment criteria and evidence requirements for the qualification.			

Know how to support clients who take part in exercise and physical activity

Unit accreditation number: M/600/9015

Worksheet – Know how to support clients

There are 8 marks available in this task. You must score a minimum of 8 marks in total to achieve a pass. In addition to achieving the total pass mark, you must also score at least the minimum marks set for each question to achieve an overall pass.

1. Why is it important to form an effective working relationship with your client?

1 mark (minimum 1 mark)

2. Why is it important to present yourself and your organisation positively to your client?

1 mark (minimum 1 mark)

3. Why is it important to value equality and diversity when working with your client?

1 mark (minimum 1 mark)

4. Why is it important to ensure that client care is upheld within the organisation?

1 mark (minimum 1 mark)

5. Why is it important to notify your client if there is likely to be a delay in meeting their needs?

1 mark (minimum 1 mark)

SUBTOTAL

6. Why is it important to “go the extra mile” for your client?

1 mark (minimum 1 mark)

7. Why is it important to handle any client complaints in a positive manner, ensuring you adhere to organisational procedures?

1 mark (minimum 1 mark)

8. Why is it important for your client to take personal responsibility for their own fitness and motivation?

1 mark (minimum 1 mark)

SUBTOTAL

Result total / **8 marks** (8 marks in total, with the minimum set marks achieved for each question required to pass)

Assessor's feedback: