



TRANSCEND
AWARDS

RPL Induction

FAB
Federation of
Awarding Bodies

CIMSPA
AWARDING ORGANISATION
PARTNER



#RPL



Welcome!



#RPL Assessment



Your Learning Objectives

To understand the definition of RPL

To understand your RPL eligibility and the mapping process

To understand the fees associated with RPL

To understand the RPL Assessment process



The industry explained

Before we introduce you to the RPL process. It is important for you to understand the organisations involved and their roles.



CIMSPA is responsible for the professional standards which underpin job roles. These are developed in collaboration with industry employers.



Awarding Organisations develop regulated vocational qualifications to align to the CIMSPA professional standards. These are endorsed by CIMSPA as licence to practice certificates if they meet all the criteria.



Qualification certificates can then be used to support CIMSPA membership which is recognised by employers in their minimum operating standards.



Transcend is an Ofqual regulated Awarding Organisation. Transcend is a CIMSPA awarding organisation partner. Transcend's industry qualifications are endorsed by CIMSPA and recognised by employers.



Transcend qualifications are delivered to learners through reputable education providers. **INSPIRATUS** is the training provider that is recognised by Transcend to deliver RPL services.



RPL Defined

-  Recognition of prior learning is the evidencable submission of learning you have completed, skills you have developed and your certificates of achievement prior to registering onto a new qualification. These attainments must be directly relevant and comparable to the knowledge and skills which would be assessed as part of the new qualification.
-  The purpose of RPL is to create the opportunity to recognise your achievements, map these to the new qualification and enable you to be exempt from some or all of the assessment criteria. An effective RPL process means that you do not have to repeat learning or assessment and commit more time to the new qualification than is necessary.



RPL Eligibility



Not everyone is eligible to complete the Transcend RPL process.



Some learners have achieved qualifications which have not been mapped to the new professional standards. Other learners have a wealth of experience having operated in the **personal training** industry for many years.



The RPL process will enable those with a similar substantial qualifications **AND** industry experience to achieve the **Transcend Level 3 Diploma in Personal Training** and associated CIMSPA professional standards. This is achieved by completing a comprehensive mapping exercise which must be supported by valid evidence.



The RPL process is therefore **ONLY** available to learners who have achieved a comparable substantial qualification **OR** a higher-level qualification **AND** have extensive industry experience in a relevant job role.



All other learners are required to attend and register onto a full programme of learning and assessment.



RPL evidence

The evidence required to be mapped and submitted for the **Transcend Level 3 Diploma in Personal Training** as a MINIMUM:



A comprehensive resume showcasing your industry experience



Copies of valid regulated qualification certificates and transcripts



Employer and client testimonials using the templates that we have designed for you



Evidence of working with a real participant in a live personal training environment through a documented client profile and progressive programme that shows how your client improved.

For those who completed their qualifications years before, evidence of CPD certificates must be provided.



RPL Mapping



To determine your eligibility for RPL you should collate all of your evidence and map this to the criteria in the qualification.



Please open your RPL Mapping document to commence the process.



We will walk you through this right now!





RPL Mapping



Please turn to page 2 of your RPL mapping document.



Insert your personal details.



This is required to be able to register you onto the qualification if you decide to proceed with the RPL process.



COMMITTED TO YOUR TRANSFORMATION

Welcome!

Welcome to the RPL Mapping Report for the Transcend Level 3 Diploma in Business Training. Please make your payment before submitting this report and all supporting evidence to services@inspirelearning.co.uk.

RPL Learner Enrolment Form		
RPL Learner Details	Name	
	Date of birth	
	Telephone number	
	Email address	
	Address	
	Gender	
	Nationality	
Disability information and access requests		

Please note you may be contacted by your recognised centre or awarding organisation representative to verify details supplied. Your information will not be shared with anyone and used only by the recognised centre and awarding organisation.



RPL Mapping



Please turn to page 3 of your RPL mapping document.

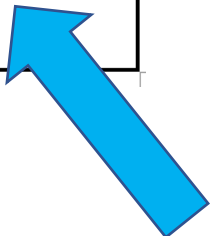
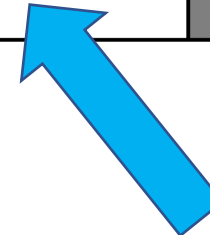


Complete the declaration and data content form to confirm your Learner Contract



We cannot register you without this being completed.

RPL Learner Contract			
This learning agreement is a legal agreement between the named learner and INSPIRATUS as the recognised centre			
Qualification title:	Transcend Level 3 Diploma in Personal Training via the RPL Exemption Process		
Learning contract: in signing this form you are agreeing to:		Consent agreement	
Comply with the INSPIRATUS code of conduct Comply with legislation and regulation as an ethical citizen Comply with Transcend Awards Limited policy and procedures Comply with INSPIRATUS recognised centre policy and procedures Read the RPL Induction PPT and use it to make a decision on own eligibility Collate and map evidence required to meet all of the qualification criteria Make an informed decision on own eligibility where criteria is met with evidence Make a payment to the recognised centre for £180 for registration and RPL assessment Submit all evidence and mapping to enable registration and RPL assessment to take place Ensure that your submission is completed within 1 calendar month of the payment made Ensure that all evidence provided is valid, authentic and sufficient and completed by yourself Ensure that you do not engage in any misconduct and treat centre and AO staff with respect Ensure that you abide by any costs associated with re-marks or re-assessment Ensure that if you do not meet the criteria, you will not achieve the qualification		I consent to INSPIRATUS and Transcend Awards ¹ processing and using personal and sensitive data set out in this form. I also consent to the processing and use of any other data which may be obtained from me or from other people about me for the purposes stated on this form or any other legitimate reason.	CONSENT ☒
		You may be contacted after you have completed your qualification to establish whether you have entered employment or gone onto further training or to provide you with details of any other Transcend products that may be of interest. However, if you do not wish to be contacted you can opt out.	OPT IN ☐
			OPT OUT ☐
Learner signature:		Date:	





RPL Mapping

Turn to page 4 to populate your RPL Evidence Profile by listing the evidence of your achievements

You will see that some of the evidence descriptions have been completed to help you.

This refers to the statements associated with your resume, employer testimonial, client testimonial and client profile and programme.

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RPL Evidence Profile			
RPL Evidence A	Main qualification certificate		Mandatory evidence
RPL Evidence B	Main qualification and transcript		Mandatory evidence
RPL Evidence C	Resume	This resume confirms that I am experienced at delivering training programmes to real clients in a fitness environment. It shows that I am committed to CPD and I have undertaken CPD in the following areas: [] in this field.	Mandatory evidence
RPL Evidence D	Employer testimony	This employer testimony confirms that I am experienced at delivering training programmes to real clients in a fitness environment. It shows that my experience in the environment is current (within the last [] years).	Mandatory evidence
RPL Evidence E	Client testimony	This client testimony confirms that I am experienced at delivering training programmes to real clients in a fitness environment.	Mandatory evidence
RPL Evidence F	Programming	This programme evidences my ability to profile a client, develop, adapt, and review impact of a programme for a real client in the real environment.	Mandatory evidence
RPL Evidence G	CPD certificate		Supplementary evidence
RPL Evidence H	CPD certificate		Supplementary evidence
RPL Evidence I	Other		Supplementary evidence
RPL Evidence J	Other		Supplementary evidence
Declaration	I confirm that the information in this report is authentic and accurate. I have worked with a real client in a real environment and my main qualification and other evidence meets the requirements of this qualification.		RPL Learner name and date of declaration



RPL Mapping

Remain on page 4 of your RPL Mapping Document and populate the boxes provided with information on your **substantial and comparable qualification achievement**. Here are some examples:

RPL Evidence Profile			
RPL Evidence A	Main qualification certificate	BSC in Sport Science Certificate [University of Manchester]	Mandatory evidence
RPL Evidence B	Main qualification and transcript	BSC in Sport Science Transcript [University of Manchester]	Mandatory evidence

RPL Evidence Profile			
RPL Evidence A	Main qualification certificate	BTEC in Sport and Physical Education Certificate [Wakefield College]	Mandatory evidence
RPL Evidence B	Main qualification and transcript	BTEC in Sport and Physical Education Transcript [Wakefield College]	Mandatory evidence

If you have two significant qualifications – simply choose one to populate here and use the CPD space further down the page to add the other. **You must always submit a transcript – without this we cannot do the RPL assessment.**

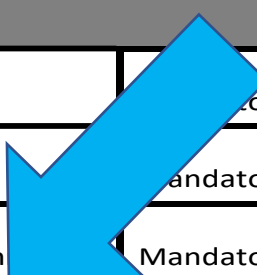
Remember to save an electronic copy of your qualification certificate into a folder ready for submission and label this as EVIDENCE A. Then Save your qualification Transcript and label this as EVIDENCE B



RPL Mapping

Remain on page 4 of your RPL Mapping Document and prepare your **resume**! Make sure this is current and contains accurate information on your experience as a personal training in the live training environment. Also make sure that any CPD is captured in your resume as confirmed in the statement.

RPL Evidence Profile			
RPL Evidence A	Main qualification certificate	BSC in Sport Science Certificate [University of Manchester]	Mandatory evidence
RPL Evidence B	Main qualification and transcript	BSC in Sport Science Transcript [University of Manchester]	Mandatory evidence
RPL Evidence C	Resume	This resume confirms that I am experienced at delivering training program to real clients in a fitness environment. It also shows that I am committed to CPD and I have undertaken CPD in the last two years in this field.	Mandatory evidence



Remember to save an electronic copy of your resume into a folder ready for submission and label this as EVIDENCE C.



RPL Mapping

Remain on page 4 of your RPL Mapping Document and request you employer and client testimonials! If you are a sole trader we will accept a peer testimony from another qualified personal trainer in the industry.

You **MUST** have a minimum of one employer or peer testimony and one client testimony. If you wish to submit more to make your submission more comprehensive then this is good practice. Your evidence must showcase that you have worked in the industry in the last two years. You must use the testimony templates that we have provided to you as these are already mapped to the qualification skills criteria.

RPL Evidence D	Employer testimony	This employer testimony confirms that am experienced at delivering training programmes to real clients in a fitness environment. It also shows that my experience in the environment is current [within the last two years].	Mandatory evidence
RPL Evidence E	Client testimony	This client testimony confirms that am experienced at delivering training programmes to real clients in a fitness environment.	Mandatory evidence

Remember to save electronic copies of your testimonials into a folder ready for submission and label these as EVIDENCE D and EVIDENCE E.

If you have two or more copies of testimonials it is recommended that you labels these as EVIDENCE D1, EVIDENCE D2, EVIDENCE E1 and EVIDENCE E2 and so on.



RPL Mapping

Remain on page 4 of your RPL Mapping Document and then request populate the spaces provided to showcase any **RELEVANT CPD! Here are some examples:**

RPL Evidence G	CPD certificate	Kettlebells Training Certificate safety [state the training company]	Supplementary evidence
RPL Evidence H	CPD certificate	Safeguarding Certificate [state the training company]	Supplementary evidence
RPL Evidence I	Other	In house training on health and safety [state the actual company]	Supplementary evidence
RPL Evidence J	Other	Publication of research into applied physiology	Supplementary evidence

Remember to save electronic copies of your CPD and other evidence into a folder ready for submission and label these as EVIDENCE G, EVIDENCE H, EVIDENCE I and EVIDENCE J

If you have more! evidence than spaces provided simply add some more boxes continue the labelling as shown

RPL Evidence K	Additional evidence	In house business planning certificate	Supplementary evidence
RPL Evidence L	Additional evidence	In house financials and commercial training certificate	Supplementary evidence



RPL Mapping

Remain on page 4 of your RPL Mapping Document to complete the declaration!

Declaration	I confirm that the information in this report is authentic and accurate. I have worked with a real client in a real environment and my main qualification and other evidence meets the requirements of this qualification.	RPL Learner name and date	Stacey Doherty 25.09.2021
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Well done! You are now ready to commence the mapping of your evidence to the qualification criteria!

Lets look at how to do this right now!



RPL Mapping

Turn to page 5 of your RPL Mapping Document to commence the mapping exercise!

Read through all of the qualification assessment criteria. Identify which of your evidence showcases when you achieved that criteria by checking the delivery content – then simply map it as shown here!



Unit 1						
Unit title:		Duties of a Personal Trainer			Unit Level	3
Unit aim:		The aim of this unit is to develop the learners understanding of the personal trainer's role, responsibilities and required duty of care. It is recommended that to fulfil their duties effectively the personal trainer engages with the Archon Combine fitness testing and review software to promote valid results and evidence behaviour change.				
Learning outcomes		Assessment criteria		Delivery content and assessment attainment indicators	PTIS	Mapping
LO1	Understand the responsibilities associated with professional practice	AC1.1	Justify conduct and ability to portray a professional image	Consideration of appropriate behaviours to portray a professional image and role modelling: - positive, motivating and empowering - honest, trustworthy and possessing personal integrity - being respectful of clients and other professionals, committed, non-judgemental, consistent.	K8.1	Evidence A Evidence B: Module A Evidence B: Module C
		AC1.2	Justify adherence to professional ethics related to the role	Consideration of ethical practices: - professional membership - professional code of conduct - role boundaries and scope of practice and responsibilities - representation of skills, abilities and knowledge - interface with other relevant professionals and business practices	K8.2	Evidence A Evidence B: Module A Evidence B: Module C
		AC1.3	Justify adherence to current legislation and organisational procedures relevant to own role	Consideration of legislation and associated organisational procedures: - conflicts of interest - GDPR, client privacy and confidentiality - safeguarding children, vulnerable adults and DBS - equality and diversity - health and safety at work and reporting of injuries - control of substances hazardous to health - diseases and dangerous occurrences regulations - electricity at work regulations - first aid regulations - personal liability insurance - individual organisational policies and procedures	K8.3	Evidence A Evidence B: Module A Evidence B: Module C



RPL Mapping



Units 1 – 6 are knowledge units. It is recommended therefore that you use your evidence from your qualification certificates and transcript to map into the criteria for these units.



In some cases you may find that simply stating Evidence B: Module B is enough and clear. For example if you have done an anatomy and physiology in a module in your degree or BTEC programme.

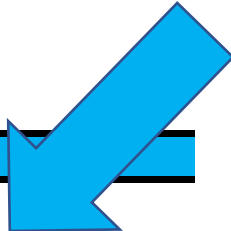
Learning outcomes		Assessment criteria		Delivery content and assessment attainment indicators	PTIS	Mapping
LO1	Understand the classification, structure and function of bones and the effects of exercise	AC1.1	Consider the classification, structure and function of bones to ensure effective client intervention	Consideration of classification and structure: - Long, short, flat, sesamoid, irregular bones - Compact and spongy/cancellous tissue, articular cartilage, epiphysis, diaphysis, periosteum, epiphyseal plates, bone marrow, the vertebral column (cervical, thoracic, lumbar, sacral and coccygeal), stages of bone growth, remodelling process, ageing process, osteoblasts and osteoclasts Consideration of function: - Muscle attachments and levers - protection of internal organs - red and white blood cell production - stages of bone growth, remodelling process, ageing process, - the role of osteoblasts, osteoclasts, hormonal contribution, body weight, calcium and Vitamin D in bone density	K1.1	Evidence A Evidence B: Module B
		AC1.2	Consider the impact of exercise on bones to ensure effective client intervention	Consideration of the effects of exercise: - weight bearing and non-weight-bearing exercise - acute and chronic effects - stabilisation of the body - neutral spine alignment - potential ranges of movement of the spine - transmission of stress caused by impact, body weight, bone density	K1.1	Evidence A Evidence B: Module B



RPL Mapping

You might feel that sometimes you need to add a note for clarity as shown here:

Learning outcomes		Assessment criteria		Delivery content and assessment attainment indicators	PTIS	Mapping
LO1	Understand how to educate clients on the components of a healthy lifestyle.	AC1.1	Review components of a healthy lifestyle and factors that affect health and wellbeing to ensure effective client intervention	Consideration of components of a healthy lifestyle Consideration of factors that affect health and wellbeing	K2.1	Evidence A Evidence B: Module A as this was covered in the psychology elements of the degree. Evidence C: My resume showcases how I delivered wellbeing presentations in my time as a lecturer.



You should not leave anything to chance – if you feel the need to clarify how you have met the criteria then make sure that you do!



RPL Mapping

Units 1 – 6 are knowledge units. It is recommended therefore that you use your evidence from your qualification certificates, transcript and CPD training to map into the criteria for these units.

Unit 7 is the skills based unit. is recommended therefore that you use your evidence from your employer testimonial and client testimonials and programme!

Unit 7					
Unit title:		Deployment of a Personal Trainer [SKILLS]			Unit Level 3
Unit aim:		The aim of this unit is to evidence the learner's ability to fulfil the role of a Personal Trainer in the personal training environment. It is recommended that to fulfil this role effectively the personal trainer engages with the Archon Combine fitness testing and review software to promote valid results and evidence behaviour change.			
Learning outcomes		Assessment criteria			PTIS Map
LO1	Be able to ensure responsibility and professional duty of care to clients	AC1.1	Demonstrate client safety and wellbeing at all times		S8.1 Evidence C Evidence D Evidence E
		AC1.2	Demonstrate compliance with relevant legal responsibilities		S8.1 Evidence C Evidence D Evidence E
		AC1.3	Demonstrate ethical practice and professional conduct		S8.1 Evidence C Evidence D Evidence E
		AC1.4	Demonstrate ability to educate client about own role, responsibilities and limitations in providing assistance		S8.2 Evidence C Evidence D Evidence E Evidence F

Don't forget to map in evidence from your CPD where this is relevant!

Unit 8 is the business skills unit. Some learners have found this tricky to evidence.

Some people have a business qualification. Others have attended in house training. Others have managed the business, financials and marketing and a sole trader. Here is an example:

Learning outcomes		Assessment criteria		Delivery content and assessment attainment indicators	PTIS	Mapping
LO1	Understand business acumen required to successfully deploy a personal training enterprise	AC1.1	Develop a personal training business plan	Consideration of individual and organisational goals, targets and KPIs Consideration of client-facing services, sales and how to grow a client base Consideration of activities to support business objectives and growth	K10.2	Evidence J: Business planning for own business
		AC1.2	Develop an effective marketing plan	Consideration of marketing strategies and techniques Consideration of brand awareness and self- promotion) Consideration of market research and planning (SWOT/PEST analysis) Consideration of traditional and modern marketing platforms and social media	K10.1	Evidence K: Website for own business
		AC1.3	Create a financial management plan	Consideration of budgeting: forecasting, sales and targets, profit and loss (gross profit, net gain) and balance sheets, tax and insurance (legislation), financial reporting, self-employed and employed UK requirements)	K10.3	Evidence L: Financial plan for own business

If you do not have business planning evidence, please contact us as we have an assessment and guidance that you can complete and submit as evidence. Failure to request this in advance will lead to additional assessment charges.



Here are some frequently asked questions!

Question	Answer
Will my level 2 qualification be appropriate to meet the criteria in this qualification.	No, a level 2 qualification is not comparable to a level 3. Please do NOT make a submission based on the achievement of a similar level 2 qualification. Please register onto a full programme of training and assessment.
I have a Personal Training qualification that I completed fully online. Is this appropriate to meet the criteria in this qualification?	No, Personal Training qualification that I completed fully online is NOT comparable. Please do NOT make a submission based on the achievement of an online qualification unless you have evidence of having been trained in a practical environment delivering to real clients.
I deliver programmes to clients in a rehabilitation environment. Is this acceptable.	Yes, this is considered to be a live personal training environment.



You must map your evidence to 100% of the criteria.

This does take time but will ensure that you have the best chance of success to be exempt from any additional assessments



RPL Mapping

-  Having completed the mapping you will see whether you are eligible. You must be able to evidence 100% of the criteria to be exempt from additional assessment and charges.
-  If you do not meet the majority of the criteria, please do NOT make an RPL submission and do register onto a full training and assessment programme.
-  If you are confident in that your mapping exercise showcases how you meet the criteria **it is your decision to make a payment and submission. Payments are not refundable.**
-  We will now describe the RPL Assessment process for those who wish to proceed.



RPL Process

STEP 01: RPL Payment and submission

To commence the RPL process please make sure that you are eligible. If you have a comparable or higher-level qualification AND current industry experience and you can evidence this in your mapping activities, then you are eligible. The fee for the RPL process is £180. This pays for your registration onto the qualification, RPL Assessment and the moderation procedures. If you require the additional Unit 8 assessment, payment will be £240.

If you wish to proceed, you can use the secure STRIPE payment link (please use the same email address that we have responded to):

£180 - <https://buy.stripe.com/eVafZ7aD4gMkasw7ss>

£240 - <https://buy.stripe.com/7slcMVcLc2Vu6cg145>

Alternatively please make a BACS payment to INSPIRATUS TRAINING LTD as your training provider. Please use your first initial, surname name and CIMSPA as a reference i.e: J.BloggsCIMSPA

Sort Code: 16 58 10

Account Number 20318626

The fees are **non-returnable**. And in making the payment you are automatically agreeing to comply with the Learning Contract outlined on page 4 of the RPL Mapping Report.

Having made the payment, PLEASE email services@inspiratus.org.uk who will send you a personalised link to submit your RPL Mapping Report and all evidence.

If you require additional assessments due to failure to submit enough or inaccurate evidence, you will be charged for additional assessments as outlined in the next slide.



RPL Process

STEP 02: RPL assessment and results

Upon receipt of RPL Mapping Report and supporting evidence the **INSPIRATUS** will conduct the RPL Assessment as your recognised centre. Outcomes will be subject to internal moderation. The assessment and internal moderation processes can take up to **2 calendar months**. Upon completion, one of the following outcomes will be confirmed:

Outcome 1: Qualification Achieved. **INSPIRATUS** will submit results to Transcend as the awarding organisation. External moderation will be completed by Transcend and results or eCertificates will be released. External quality assurance and certification can take up to a further **2 calendar months**.

Outcome 2: Qualification Part Achieved. **INSPIRATUS** will notify you via email to confirm that your RPL mapping and portfolio of evidence has met more than 50% but less than 100% of the qualification criteria. You will be asked to complete a programme of learning and assessment for the criteria which you have not met. You will be charged at £60 per qualification unit where there are outstanding gaps. In the event that a practical observation is required in the live personal training environment with a real client this will be charged at £300 per observation plus travel fees for the assessor. Upon successful completion of the re-assessment all evidence will be submitted for internal moderation prior to confirmation of results. **INSPIRATUS** will submit results to Transcend as the awarding organisation. External moderation will be completed by the Transcend and results or eCertificates will be released. External quality assurance and certification can take up to **2 calendar months**.

Outcome 3: Qualification Not Achieved. **INSPIRATUS** will notify you via email to confirm that you have not been successful. We will recommend that you attend a full programme of learning and assessment to complete the qualification.



Upon successful achievement of the
Transcend Level 3 Diploma in Personal Training
you can submit your eCertificate to CIMSPA to
support your application for CIMSPA
membership.



Thank you!

#RPL



Thank you!



Thank you!



Thank you!

Thank you!

