

Student Handbook

O R I G Y M



Welcome to OriGym

Welcome to OriGym Centre of Excellence Ltd. This booklet is going to give you information as to those things which you may need during the duration of your course.

Along with this booklet you should have received the following information:

- Email enclosing your log in details for the learning platform
- Invitation to join student social media groups
- Confirmation of Enrollment
- Details of Tutor support

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Mission Statement



As an organisation, you and all our students are at the forefront of all our developments in the provision of quality fitness qualifications. It is our mission to ensure that each and every one of you receives the best and most professional service available within our industry.

Our commitment to you starts from your very first interaction with us and remains strong till you have passed the course and are on your way in your desired career path.

We pride ourselves on our unrivalled support both during your course and after.

About Us

OriGym has grown exponentially within the health and fitness sector, now enrolling more personal training graduates than any other training provider and for good reason.

OriGym provides a cost-effective solution to the market, of providing top quality training for a genuinely affordable price. This has been recognised by our nomination by the Active Training Awards for Training Provider of the Year 2017 and 2018.

OriGym is widely considered to be the most reliable course provider operating in the UK and we have received coverage from The Guardian, The Daily Telegraph and numerous other publications for our great work with aspiring fitness professionals.

You can learn via the learning method that suits you, your availability and preferred learning style and will receive nothing but 5-star service that our previous students have been accustom.

Accreditations & Certifications

All of OriGym's qualifications are recognised by REPs, CIMSPA, approved by PD Approval and are internationally acclaimed so you can take your qualifications with you, wherever your career takes you. We use Focus Awards as our certification body of choice.

Who are Ofqual?

Ofqual is the vocational equivalent to Ofsted and was set-up in 2010. They are a non-ministerial government department that regulate qualifications and reliability and oversee reform of qualification frameworks within the health and fitness sector amongst other industries. All of OriGym's courses are Ofqual regulated and exceed the standards set.



Who are Focus Awards?

Focus awards are an established awarding body spanning over many industries and qualifying thousands of students each and every month. Their accreditations are recognised by all major health and fitness chains across the globe and are fully regulated by Ofqual. OriGym is an approved Focus Awards provider of qualifications.



Who are REPs?

REPs (Register of Exercise Professionals) established in 2002 to provide a system of qualification recognition, regulation and standardisation within the UK. REPs are an independent organisation and register to safeguard all individuals that utilise the services of health and fitness professionals. Through this vigorous system, REPs maintain the national occupational standards of fitness professionals operating within the UK and requires all its members to ensure they have met such requirements. By having a REPs accredited qualification, it gives confidence and clarification to fitness employers of the standard of their employees and quality of service provided. All OriGym Centre of Excellence's qualifications are REPs recognised.



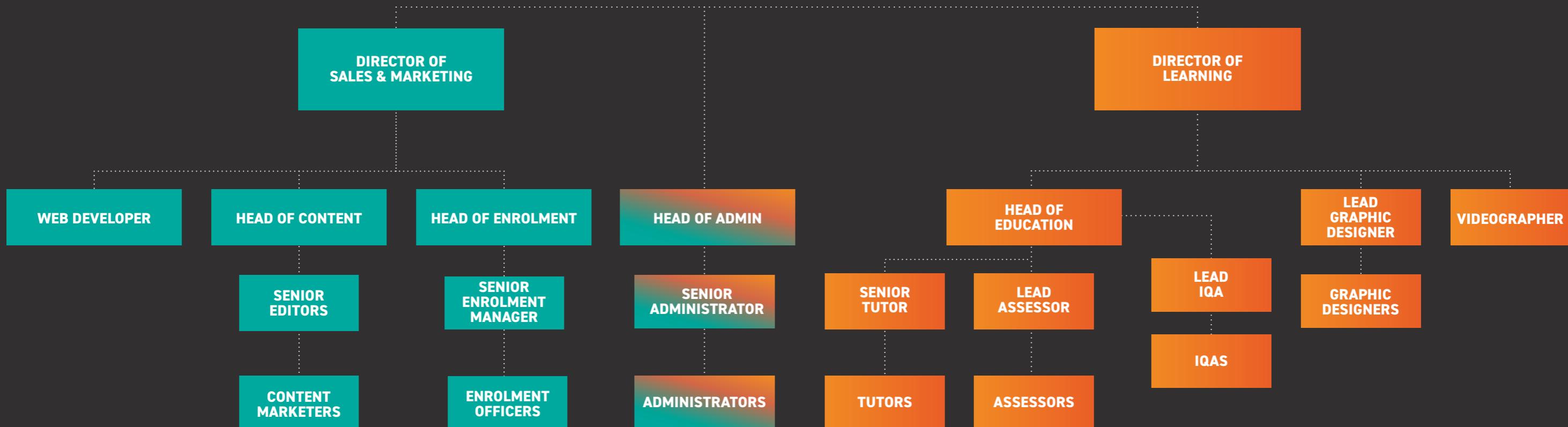
Who are CIMSPA?

CIMSPA or The Chartered Institute for the Management of Sport and Physical Activity is the professional development body for the UK's sport and physical activity sector. CIMSPA provides leadership, support and empowerment for professionals working in sport and physical activity and a single unified voice for the sector. CIMSPA helps develop a vibrant, UK wide sport and physical activity sector, led by professionals providing advocacy and leadership and working in partnership with its stakeholders to help ensure the highest standards of service delivery.



Company Staff Structure

O R I G Y M



OriGym Contact Information



ADMINISTRATION DEPARTMENT:

ACCOUNTS DEPARTMENT:

Monday - Friday 9:00 - 5:30

Email: accounts@origym.co.uk

BOOKINGS DEPARTMENT:

Monday - Saturday 9:00 - 5:30

Email: bookings@origym.co.uk

ENROLLMENT DEPARTMENT:

Monday - Saturday 9:00 - 8:00

Email: enrol@origym.co.uk

CERTIFICATION:

Email: certificates@origym.co.uk

POST COURSE SUPPORT:

Email: postcourse@origym.co.uk

TUTORING DEPARTMENT:

Monday - Friday 9:00 - 7:00

Saturday - Sunday 9:00 - 5:00

GYM INSTRUCTOR AND PERSONAL TRAINER COURSES:

Email: etutor@origym.co.uk

SPORTS MASSAGE THERAPY COURSES:

Email: smt@origym.co.uk

OBESITY AND DIABETES COURSES:

Email: pawmod@origym.co.uk

LOWER BACK PAIN COURSES:

Email: lbp@origym.co.uk

NUTRITION COURSES:

Email: nutrition@origym.co.uk

TEACHING COURSES:

Email: etutor@origym.co.uk

ASSESSING COURSES:

Email: avra@origym.co.uk

CONTINUOUS PROFESSIONAL DEVELOPMENT COURSES:

Email: etutor@origym.co.uk

YOGA COURSES:

Email: yoga@origym.co.uk

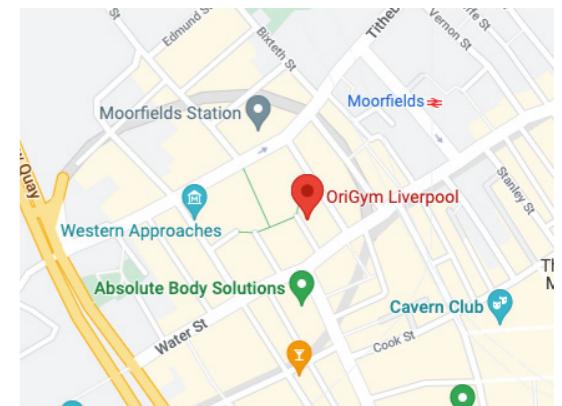
Head Office Address:

OriGym Centre of Excellence Exchange Flags

1 Dale Street

Liverpool

L2 2PP

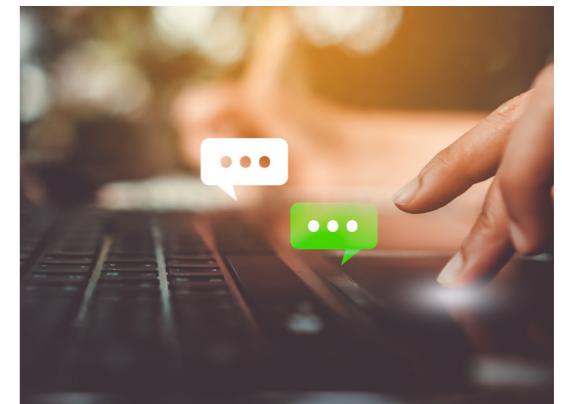


Chatbox:

As part of our service to Students we have opened up a Chatbox facility which is available:

9:00am - 7:00pm Monday - Friday

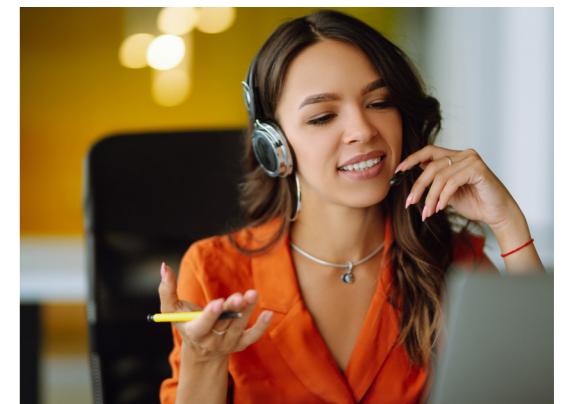
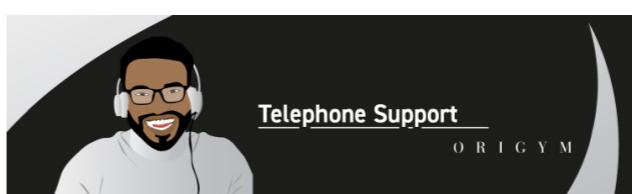
9:00am - 5:30pm Saturday & Sunday



Book A Call:

All students have the facility to arrange telephone support with either a tutor or a member of the administration team.

Calls can be booked through the student zone platform, Which is shown on your homepage like so;



Emergency Closings

The safety of our staff and students is our primary concern and it will remain our priority in any decisions that need to be taken.

A decision concerning closure or cancellation will be made in conjunction with various agencies including those that manage the external training centres that Origym are partnered with.

Origym will inform all those booked onto any of the workshops, assessment or full time courses as much in as advance as possible by email and telephone (it is important that your contact details are kept up to date).

It should be noted that whilst we endeavour to do this with as much notice as possible, we ask that you are considerate that on occasion notification may come with less than preferable notice to the parties.

Refunds will not be offered of any kind where emergency situation arises.

ALL STUDENTS MUST RE-BOOK THROUGH THE ONLINE PORTAL.

OriGym Course Cancellation Policy

This policy is created to ensure students are fully aware of OriGym's processes and terms relating to cancellations for courses, assessments and workshops and potential fees that may be incurred for failing to adhere to them.

Please note, this policy does not supersede our terms and conditions contained within your legally governed contract.

This policy is for guidance purposes only and OriGym reserve the right to make amendments to this policy at any time.

Course Cancellations

If you have enrolled onto a course with OriGym and wish to cancel you course, you can do so within the first 14 days only in line with distance selling law in the United Kingdom.

You will be entitled to a full refund on all monies paid and you can do this by emailing accounts@origym.co.uk. We will only accept course cancellations that have been sent in writing to this email address. Please review your terms and conditions on your enrollment form for further details pertaining to cool off periods.

After 14 days you will be unable to cancel your course and will be fully liable for all fees incurred. Cancellations past this point in time is solely down to the discretion of OriGym and their senior management.

Workshops, CPDs & Assessment Cancellations:

Our venues hold limited places, and many of our workshops/assessment days are fully booked. For this reason, we request that you cancel at least 5 days prior to your workshop or assessment taking place, this is also the case for CPDs.

This will allow us to offer your spot to another student and sustains fairness to all students. You can cancel via the OriGym bookings platform directly.

Please note, failure to adhere to this process or if you do not turn up without the stated prior notice, a £25 charge will be applied to your account and your booking availability suspended until that £25 charge has been cleared.

CANCELLED



Course Cancellations By OriGym

Under the rare circumstances OriGym may need to fully cancel your course, you will be fully reimbursed for all payments made and OriGym will terminate your legally binding contract.

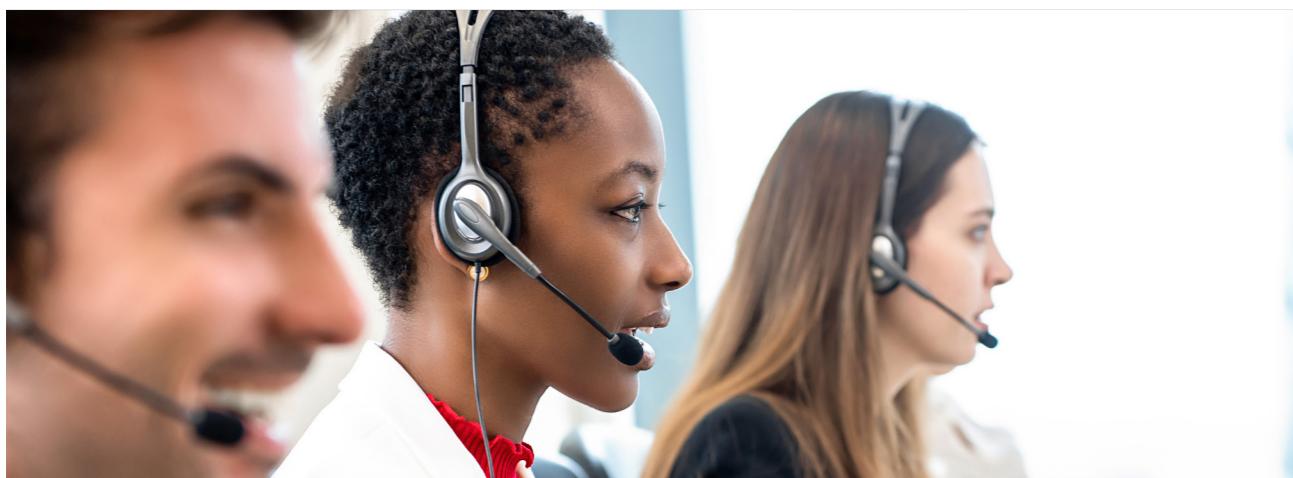
You will be notified by phone or email correspondence if this does occur and you will be entitled to a full refund which will be paid within 30 days to the account details held on file.

Workshop Or Assessment Cancellations By OriGym

OriGym reserves the right to change workshop and assessment days of any of our courses with 24 hours' notice and are not liable for any charges that are incurred in the forms of travel, accommodation or any other form of incurred financial loss.

If however, an assessor fails to turn up, a venue has to close down at short notice or an unforeseen event occurs within 24 hours which leads to cancellation of your workshop or assessment by OriGym we shall pay you for travel and accommodation upon successful approval of receipts.

Payment reimbursement will be within 7 days of receiving such receipts and to the account information we have on file.



Course Delivery Methods

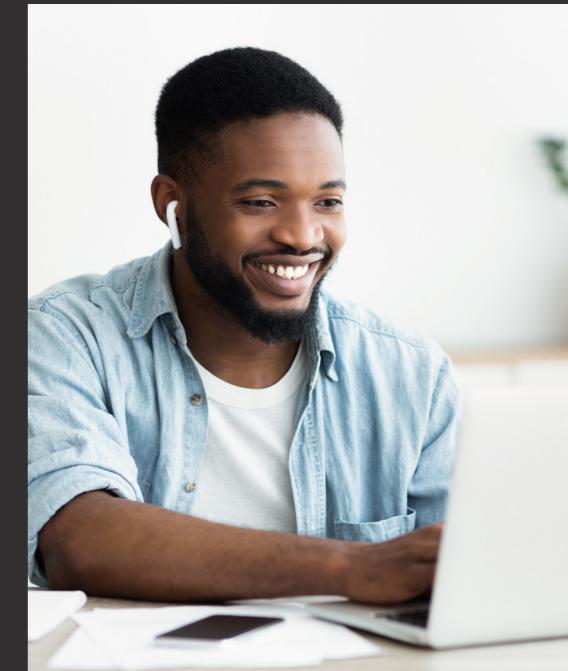
Online

You can complete the course at a pace and time convenient to you. You will study the course via our custom built e-learning platform.

This enables you to learn at a pace and in a way that is suitable to you and this is why we don't have a one size fits all approach to the resources we offer.

As part of your student journey with us you will benefit from many alternative resources to aid your learning journey:

- E-Books
- Interactive e-learning
- Interactive quizzes
- Online lectures
- Videos for guidance and demonstration



All these resources will provide the completion of the course ahead of your in person assessment.

Part Time

The part-time course is ideal if you feel you would benefit from more face to face interaction, but still like the flexibility that the online course provides. The part-time course gives you the best of both worlds! You will get the flexibility of when you can start and then attend our group based workshops at your closest venue.

GYM INSTRUCTOR AND PERSONAL TRAINER WORKSHOPS

If you have chosen this option you will have the benefit of online and face to face learning. This offers you an experience to receive invaluable feedback on some of the work you have been completing at home.

The benefit is that you can still complete the majority of work online and attend as many workshop days with your course as you like.

There are 3 structured workshops. They are listed on your learning platform as 1,2,3 and they focus on a specific key practical element of the course.

We recommend that you attend the workshops in order and complete a minimum of each workshop once before completion.

SPORTS MASSAGE WORKSHOPS

This blended learning course gives you all the flexibility of online learning with that added bonus of cementing your learning.

The Workshops are available monthly and delivered over an entire weekend.

Attendance to all workshops are MANDATORY in order to complete the course, however you are not limited to just one workshop during your course.



Full Time

GYM INSTRUCTOR AND PERSONAL TRAINING COURSES ONLY

Having chosen this 4 week full time course at either our Liverpool, London or Birmingham settings you are given yourself the chance to accelerate into your career path.

You will be part of a cohort of between 8 - 12 students and you will be taught via a combination of training on the gym floor and in the classroom.

You must attend Monday - Friday 9am - 5.30pm at your designated training centre. You must attend each of the delivery days to ensure you are prepared for the assessment.

Failure to do so may result in an immediate referral of assessment.

All students must successfully complete their Level 2 Gym Instructor qualification in order to start the Level 3 Personal Training Course.

NO EXCEPTIONS WILL BE MADE.

Should it be the case that you do not complete the Level 2 Gym Instructor qualification you will be excepted to complete the relevant areas either online or by way of another assessment prior to moving forward on a different Level 3 Personal Training Course at a later date.

Course Specifications Level 3

FOCUS AWARDS LEVEL 2 CERTIFICATE IN PLANNING AND DELIVERING GYM BASED EXERCISE (RQF)

QUALIFICATION OVERVIEW

The aim of this qualification is to provide you with the skills and knowledge to a professionally competent level enabling them to plan deliver and evaluate safe and effective fitness instruction sessions unsupervised via the context of gym-based exercise.

- To develop your knowledge of anatomy and physiology and how it relates to exercise and fitness.
- To develop your ability to plan and deliver safe and effective gym sessions.
- To provide you with the knowledge to develop good customer service and the personal qualities required by the exercise and fitness industry.
- To provide you with an awareness of health and safety in an exercise and fitness environment.
- To provide you with the opportunity to progress to further qualifications in the exercise and fitness industry.

QUALIFICATION DETAILS

QAN: 603/5231/0
GLH: 158
CREDIT: 24
TQT: 240

FOCUS AWARDS LEVEL 3 DIPLOMA IN EXERCISE REFERRAL (RQF)

QUALIFICATION OVERVIEW

The purpose of the Focus Awards Level 3 Diploma in Exercise Referral (RQF) is to provide you with the knowledge and understanding of applying the principles of Anatomy and Physiology, medical conditions, professional practice and nutrition. You will develop the skills and knowledge needed to plan and instruct suitable programmes' for exercise referral patients. The Focus Awards Level 3 Diploma in Exercise Referral (RQF) is aimed at those that are currently working or are wishing to work within the Fitness and Active Leisure sector.

QUALIFICATION DETAILS

QAN: 601/7916/8
GLH: 242
CREDIT: 38
TQT: 380

UNIT TITLE UNIT	REF	CREDIT	LEVEL	GLH
Unit 1 – Principles Of Health And Wellbeing For Exercise, Fitness And Health	Y/617/8588	2	28	4
Unit 2 – Anatomy Physiology And Kinesiology For Exercise And Health	D/617/8589	2	41	6
Unit 3 – Know How To Support Clients Lifestyle Management And Enhance Client Motivation For Exercise And Physical Activity	R/617/8590	2	13	2
Unit 4 – Principles Of Professional Practice And Health And Safety In A Fitness Environment	T/600/9016	2	16	2
Unit 5 – Planning Professional Practice With Effective Consultations And Assessments For Gym-Based Exercise Sessions	D/617/8592	2	23	4
Unit 6 – Instructing Professional Practice And Effective Exercise Supervision In Gym-Based Exercise Sessions	H/617/8593	2	37	6

ASSESSMENT STRUCTURE

PASS RATE:

Unlimited re-sits for all Assessment Methods.

Assignment Coursework = 100%

Online Multiple Choice Theory Exams = > 90%

NB: Full-Time course students = Invigilated Multiple Choice Theory Exams = > 70%

Practical Observed Assessment = Pass or Refer

Unit 1: Assignment Based Coursework and a Timed Open Book Multiple Choice Theory Exam - **NB**

Unit 2: Assignment Based Coursework and a Timed Open Book Multiple Choice Theory Exam - **NB**

Unit 3: Assignment Based Coursework

Unit 4: Assignment Based Coursework

Unit 5: Assignment Based Coursework

Unit 6: Practical Assessment

LEARNER ENTRY REQUIREMENTS

Some experience of gym-based exercises, including free weights, is highly recommended.

The course requires physical exertion and individual participation is essential; therefore, a degree of physical fitness is necessary.

There is also an element of communication (discussing, presenting, reading and writing) involved and learners should have basic skills in Communication at Level 2.

NB: Full-Time Course Students must sit an Invigilated Multiple Choice Theory Exam.

UNIT TITLE UNIT	REF	CREDIT	LEVEL	GLH
Mandatory Units				
Unit 1 - Planning Exercise Referral Programmes With Patients	D/503/7494	3	8	52
Unit 2 - Understanding Medical Conditions For Exercise Referral	R/503/7492	4	7	35
Unit 3 - Professional Practice For Exercise Referral Instructors	Y/503/7493	3	2	14
Unit 4 - Instructing Exercise With Referred Patients	L/503/7491	3	9	58
Unit 5 - Anatomy And Physiology For Exercise And Health	A/600/9051	3	6	43
Unit 6 - Applying The Principles Of Nutrition To A Physical Activity Programme	L/600/9054	3	6	40

ASSESSMENT STRUCTURE

PASS RATE:

Unlimited re-sits for all Assessment Methods.

Assignment Coursework = 100%

Online Multiple Choice Theory Exams = > 90%

Practical Observed Assessment = Pass or Refer

Unit 1: Assignment Based Coursework

Unit 2: Assignment Based Coursework

Unit 3: Assignment Based Coursework

Unit 4: Practical Assessment

Unit 5: Assignment Based Coursework and a Timed Open Book Multiple Choice Theory Exam

- If Qualified as a Level 3 Personal Trainer this Unit can be given Recognised Prior Learning (RPL) Status.

Unit 6: Assignment Based Coursework and a Timed Open Book Multiple Choice Theory Exam

- If Qualified as a Level 3 Personal Trainer this Unit can be given Recognised Prior Learning (RPL) Status.

LEARNER ENTRY REQUIREMENTS

You must have achieved a Pre-Requisite Qualification either in Fitness Instructing (Gym Based, Exercise to Music or Aqua) at Level 2 or Personal Training at Level 3.

FOCUS AWARDS LEVEL 3 CERTIFICATE IN PLANNING AND DELIVERING PERSONAL TRAINING (RQF)

QUALIFICATION OVERVIEW

The Focus Awards Level 3 Certificate in Planning and Delivering Personal Training (RQF) aims to provide you with the skills, knowledge and competence required for an individual to work unsupervised as a personal trainer.

This includes being able to offer one-to-one training, baseline assessment, nutritional advice and progressive programming which is specific to the individual needs of a client.

- To provide you with the knowledge of anatomy and physiology, functional kinesiology and concepts and components of fitness.
- To provide you with the knowledge and skills to successfully gather and analyse client information using the most accepted techniques.
- To provide you with the knowledge and skills to assess a client's current health and fitness status.
- To provide you with the knowledge and skills to be able to plan and conduct a physical activity session, within a variety of environments using multiple resources.
- To provide you with the knowledge and skills to perform a client consultation using the most accepted methods and providing strategies for successful behaviour change.
- To provide you with the knowledge and skills to be able to communicate effectively to build successful relationships with their clients and other health care professionals.
- To provide you with the knowledge and skills to be able to manage, evaluate and improve own performance.
- To provide you with the knowledge to be able to offer nutritional advice for physical activity based on clients' needs.

QUALIFICATION DETAILS	
QAN:	603/5232/2
GLH:	280
CREDIT:	41
TQT:	410

ASSESSMENT STRUCTURE

PASS RATE:

Unlimited re-sits for all Assessment Methods.

Assignment Coursework = **100%**

Online Multiple Choice Theory Exams = > **90%**

NB: Full-Time course students = Invigilated Multiple Choice Theory Exams = > **70%**

Practical Observed Assessment = **Pass or Refer**

Unit 1: Assignment Based Coursework and a Timed Open Book Multiple Choice Theory Exam - **NB**

Unit 2: Assignment Based Coursework and a Timed Open Book Multiple Choice Theory Exam - **NB**

Unit 3: Assignment Based Coursework

Unit 4: Practical Assessment

Unit 5: Assignment Based Coursework

Unit 6: Assignment Based Coursework

Unit 7: Assignment Based Coursework

Unit 8: Assignment Based Coursework

LEARNER ENTRY REQUIREMENTS

Prior to enrolling on the Level 3 Certificate in Planning and Delivering Personal Training, you must have the necessary underpinning knowledge at Level 2. Therefore, learners must have already achieved a Level 2 Certificate in Fitness Instructing in Gym, or equivalent.

The course requires physical exertion and individual participation is essential, therefore a degree of physical fitness is necessary.

There is an element of communication (discussing, presenting, reading and writing) and application of number involved, and you should have basic skills in communication and application of number at Levels 3 and 2 respectively.

NB: Full-Time Course Students must sit an Invigilated Multiple Choice Theory Exam.

UNIT TITLE	UNIT	REF	CREDIT	LEVEL	GLH
Mandatory Units					
Unit 1 - Anatomy Physiology And Kinesiology For Exercise And Health		K/617/8594	3	43	6
Unit 2 - Applying Nutritional Principles To Personal Training		M/617/8595	3	40	6
Unit 3 - Planning Exercise Programme Design For Personal Training Clients		T/617/8596	3	47	7
Unit 4 - Delivering Exercise Programmes For Personal Training Sessions		A/617/8597	3	58	9
Unit 5 - Business Acumen And The Use Of Information Technology For A Personal Trainer		F/617/8598	3	35	5
Unit 6 - Principles Of Health And Well-Being For Exercise, Fitness And Health		Y/617/8588	2	28	4
Unit 7 - Know How To Support Clients Lifestyle Management And Enhance Client Motivation For Exercise And Physical Activity		R/617/8590	2	13	2
Unit 8 - Principles Of Professional Practice And Health And Safety In A Fitness Environment		Y/617/8591	2	16	2

FOCUS AWARDS LEVEL 3 AWARD IN EDUCATION AND TRAINING (RQF)

QUALIFICATION OVERVIEW

The Focus Awards Level 3 Award in Education and Training (RQF) is aimed at those learners not currently teaching, learners currently teaching and training and those learners currently working as assessors who wish to achieve a qualification that provides an introduction to teaching.

The Focus Awards Level 3 Award in Education and Training (RQF) provides you with the knowledge of the roles, responsibilities and relationships in education and training. It provides understanding and implementation of inclusive teaching and learning, facilitation of individual and group learners and knowledge of assessment and its implementation in education and training.

QUALIFICATION DETAILS

QAN: 601/6099/8
GLH: 48
CREDIT: 12
TQT: 120

FOCUS AWARDS LEVEL 3 CERTIFICATE IN ASSESSING VOCATIONAL ACHIEVEMENT (RQF)

QUALIFICATION OVERVIEW

The Focus Awards Level 3 Certificate in Assessing Vocational Achievement (RQF) is aimed at those who assess both occupational competence in the work environment and vocational skills, knowledge and understanding in environments other than the workplace (for example a workshop, classroom or other training environment).

This qualification will introduce you to the principles and practices of assessment, assessment of occupational competence in the work environment and the assessment of vocational skills, knowledge and understanding.

QUALIFICATION DETAILS

QAN: 601/6104/8
GLH: 84
CREDIT: 15
TQT: 234

UNIT TITLE UNIT	REF	CREDIT	LEVEL	GLH
Unit 1 - Understanding Roles, Responsibilities And Relationships In Education And Training	H/505/0053	3	3	12
Unit 2 - Understanding And Using Inclusive Teaching And Learning Approaches In Education And Training	D/505/0052	6	3	24
Unit 3 - Facilitate Learning And Development For Individuals	J/502/9549	6	3	25
Unit 4 - Understanding Assessment In Education And Training	R/505/0050	3	3	12
Unit 5 - Understanding The Principles And Practices Of Assessment	D/601/5313	3	3	24

ASSESSMENT STRUCTURE

PASS RATE:

Unlimited re-sits for all Assessment Methods.

Assignment Coursework = 100%

Case Study = **Pass or Refer**

Practical Assessment = **Pass or Refer**

LEARNER ENTRY REQUIREMENTS

There are no specific entry requirements for this qualification.

UNIT TITLE UNIT	REF	CREDIT	LEVEL	GLH
Mandatory Units				
Unit 1 - Understanding The Principles And Practices Of Assessment	D/601/5313	3	3	24
Unit 2 - Assess Occupational Competence In The Work Environment	H/601/5314	6	3	30
Unit 3 - Assess Vocational Skills, Knowledge And Understanding	F/601/5319	6	3	30

ASSESSMENT STRUCTURE

PASS RATE:

Unlimited re-sits for all Assessment Methods.

Assignment Coursework = 100%

Case Study = **Pass or Refer**

LEARNER ENTRY REQUIREMENTS

There are no specific entry requirements for this qualification.

FOCUS AWARDS LEVEL 3 DIPLOMA IN MASSAGE THERAPY FOR SPORTS (RQF)

QUALIFICATION OVERVIEW

The Focus Awards Level 3 Diploma in Massage Therapy for Sports (RQF) is aimed at those learners currently working in the sports and active leisure sector.

The purpose of the Focus Awards Level 3 Diploma in Massage Therapy for Sports (RQF) is to provide you with the knowledge of anatomy and physiology for sports massage, provide an understanding of sports massage techniques, and demonstrate professional practice.

QUALIFICATION DETAILS

QAN: 603/4659/0
GLH: 225
CREDIT: 37
TQT: 370

FOCUS AWARDS LEVEL 3 DIPLOMA IN TEACHING YOGA SESSIONS (RQF)

QUALIFICATION OVERVIEW

The level 3 Diploma in Teaching Yoga Sessions is aimed at learners who are passionate about the practice of Yoga and intend on working in the industry.

The qualification will provide you with the expertise required to design and teach challenging and effective yoga sessions in studios or on a self-employed basis.

QUALIFICATION DETAILS

QAN: 603/6961/9
GLH: 317
CREDIT: 33
TQT: 390

UNIT TITLE UNIT	REF	CREDIT	LEVEL	GLH
Unit 1 - Anatomy And Physiology For Sports Massage	F/616/8377	3	5	40
Unit 2 - Principles Of Health And Fitness	J/616/8378	2	4	28
Unit 3 - Understand The Principles Of Soft Tissue Dysfunction And Injury	M/617/6331	3	5	30
Unit 4 - Understand Professional Practice In Sports Massage Treatments	T/617/6332	3	6	40
Unit 5 - Understand And Provide Different Sports Massage Treatments	A/617/6333	3	17	87

ASSESSMENT STRUCTURE

PASS RATE:

Unlimited re-sits for all Assessment Methods.

Assignment Coursework = **100%**

Online Multiple Choice Theory Exams = > **90%**

Practical Observed Assessment = **Pass or Refer**

Unit 1: Assignment Based Coursework and a Timed Open Book Multiple Choice Theory Exam

Unit 2: Assignment Based Coursework and a Timed Open Book Multiple Choice Theory Exam

- If Qualified as a Level 2 Gym Instructor or Level 3 Personal Trainer this unit can be given

Recognised Prior Learning (RPL) Status

Unit 3: Assignment Based Coursework

Unit 4: Assignment Based Coursework

Unit 5: Mandatory Workshop Completion and Practical Assessment

LEARNER ENTRY REQUIREMENTS

There are no specific entry requirements for this qualification.

UNIT TITLE UNIT	UNIT REF	CREDIT	LEVEL	GLH
Mandatory Units				
Unit 1 – Anatomy Physiology And Kinesiology For Exercise And Health	K/617/8594	6	3	43
Unit 2 – Principles Of Health And Wellbeing For Exercise, Fitness And Health	Y/617/8588	4	2	28
Unit 3 – Know How To Support Clients Lifestyle Management And Enhance Client Motivation For Exercise And Physical Activity	R/617/8590	2	2	13
Unit 4 – Understanding and Applying the Philosophy of Yoga	Y/507/4544	9	4	90
Unit 5 – Planning and Delivering Yoga Classes	R/507/4526	4	4	80
Unit 6 – The Moving Body	L/507/6145	4	3	40
Unit 7 – Planning Professional Practice with Effective Consultations and Assessments for Group Training Sessions	D/618/5848	4	2	23

ASSESSMENT STRUCTURE

PASS RATE:

Unlimited re-sits for all Assessment Methods.

Assignment Coursework = **100%**

Online Multiple Choice Theory Exams = > **90%**

Case Study: 6-week Progressive Yoga Planning Assignment = **PASS or REFER**

Practical Observed Assessment = **PASS or REFER**

LEARNER ENTRY REQUIREMENTS

The Yoga course does not require a pre-requisite qualification. However, it is advised that learners should have basic skills in communication and application of numbers at levels 2 and 3 respectively, with a degree of physical fitness.

Course Specifications Level 4

FOCUS AWARDS LEVEL 4 CERTIFICATE IN DEVELOPING PHYSICAL ACTIVITY AND WEIGHT MANAGEMENT STRATEGIES FOR OBESE CLIENTS (RQF)

QUALIFICATION OVERVIEW

The Focus Awards Level 4 Certificate in Developing Physical Activity and Weight Management Strategies for Obese Client (RQF) is aimed at learners who are already qualified at level 3 personal trainer or equivalent.

The qualification will provide you with the knowledge and understanding in order to have the ability to plan and deliver physical activity with weight management strategies for obese clients.

QUALIFICATION DETAILS

QAN:	603/4638/3
GLH:	98
CREDIT:	16
TQT:	160

UNIT TITLE	UNIT	REF	CREDIT	LEVEL	GLH
Mandatory Units					
Unit 1 - Planning Exercise To Support Obese Clients	M/617/6300	4	3	22	
Unit 2 - Delivering Exercise To Support Obese Clients	T/617/6301	4	4	22	
Unit 3 - Behavioural Strategies For Managing Obesity	A/617/6302	4	5	33	
Unit 4 - Classification Of Obesity	F/617/6303	4	4	21	

ASSESSMENT STRUCTURE

PASS RATE:

Unlimited re-sits for all Assessment Methods.

Assignment Coursework = **100%**

Case Study = **Pass or Refer**

Unit 1: Assignment Based Coursework And Successful Completion Of A Case Study

Unit 2: Assignment Based Coursework And Successful Completion Of A Case Study

Unit 3: Assignment Based Coursework And Successful Completion Of A Case Study

Unit 4: Assignment Based Coursework And Successful Completion Of A Case Study

LEARNER ENTRY REQUIREMENTS

You must hold a recognised Level 3 personal trainer qualification or equivalent.

FOCUS AWARDS LEVEL 4 CERTIFICATE IN DEVELOPING PHYSICAL ACTIVITY AND WEIGHT MANAGEMENT STRATEGIES FOR DIABETIC CLIENTS (RQF)

QUALIFICATION OVERVIEW

The aim of the Focus Award Level 4 Certificate in Developing Physical Activity and Weight Management Strategies for Diabetic Clients (RQF) is to provide you with the knowledge and skills required to support diabetic clients through exercise.

Whilst completing the qualification you will gain the understanding of the types of diabetes and how to plan exercise for clients with diabetes, before being able to successfully deliver exercise to support clients with diabetes.

QUALIFICATION DETAILS

QAN: 603/5234/6
GLH: 66
CREDIT: 10
TQT: 110

FOCUS AWARDS LEVEL 4 CERTIFICATE IN EXERCISE FOR MANAGING LOWER BACK PAIN (RQF)

QUALIFICATION OVERVIEW

The Focus Awards Level 4 Certificate in Exercise for Managing Lower Back Pain (RQF) is aimed at those learners who are already qualified at Level 3 for personal training.

The qualification will allow you to be able to plan, deliver and review programmes for patients or clients with lower back pain.

QUALIFICATION DETAILS

QAN: 603/4637/1
GLH: 99
CREDIT: 15
TQT: 200

UNIT TITLE UNIT	REF	CREDIT	LEVEL	GLH
Mandatory Units				
Unit 1 - Planning Exercise To Support Diabetic Clients	J/617/8599	4	22	3
Unit 2 - Delivering Exercise To Support Diabetic Clients	M/617/8600	4	22	4
Unit 3 - Understanding Diabetes In Relation To Exercise	T/617/8601	4	22	3

UNIT TITLE UNIT	REF	CREDIT	LEVEL	GLH
Mandatory Units				
Unit 1 - Classification Of Lower Back Pain	D/617/6289	4	4	28
Unit 2 - Behavioural Strategies For Managing Lower Back Pain	A/617/6297	4	3	16
Unit 3 - Planning Exercise For Clients With Lower Back Pain	F/617/6298	4	4	27
Unit 4 - Delivering Exercise For Clients With Lower Back Pain	J/617/6299	4	4	28

ASSESSMENT STRUCTURE

PASS RATE:

Unlimited re-sits for all Assessment Methods.

Assignment Coursework = 100%

Case Study = **Pass or Refer**

Unit 1: Assignment Based Coursework And Successful Completion Of A Case Study

Unit 2: Assignment Based Coursework And Successful Completion Of A Case Study

Unit 3: Assignment Based Coursework And Successful Completion Of A Case Study

LEARNER ENTRY REQUIREMENTS

You must hold a recognised Level 3 personal trainer qualification or equivalent.

ASSESSMENT STRUCTURE

PASS RATE:

Unlimited re-sits for all Assessment Methods.

Assignment Coursework = 100%

Case Study = **Pass or Refer**

Practical Observed Assessment = **Pass or Refer**

LEARNER ENTRY REQUIREMENTS

You must hold a recognised Level 3 personal trainer qualification or equivalent.

Unit 1: Assignment Based Coursework And Successful Completion Of A Case Study

Unit 2: Assignment Based Coursework And Successful Completion Of A Case Study

Unit 3: Assignment Based Coursework And Successful Completion Of A Case Study

Unit 4: Practical Assessment

FOCUS AWARDS LEVEL 4 CERTIFICATE IN NUTRITION FOR WEIGHT MANAGEMENT AND ATHLETIC PERFORMANCE (RQF)

QUALIFICATION OVERVIEW

The Level 4 Certificate in Nutrition for Weight Management and Athletic Performance qualification will provide you with the skills, knowledge and competence to provide nutritional support to clients with a range of weight management and athletic performance goals.

The qualification can be completed with no prior anatomical, physiological or nutritional background as you will journey through the fundamentals of human anatomy and physiology and how the food we eat and supplements we take, impact on these basic systems. Once achieved, this elementary content is expanded upon and applied in a practical environment to ensure you can competently:

- Obtain client data to perform a nutritional analysis of their client's current eating regime.
- Analyse collated data and summarise to a client their current nutritional status and areas where support can be applied.
- Develop nutritional strategies for achieving specific weight management and/or athletic performance goals.
- Design appropriate eating plans for clients who are apparently healthy, taking into account a myriad of possible considerations.

UNIT TITLE UNIT	REF	CREDIT	LEVEL	GLH
Unit 1 - Systems Of The Human Body	D/618/0536	4	16	6
Unit 2 - Human Metabolism, The Energy Balance, And The Currency Of Calories	H/618/0537	4	10	4
Unit 3 - Applied Nutrition For Health	K/618/0538	4	12	5
Unit 4 - Fueling For Athletic Performance	M/618/0539	4	12	5
Unit 5 - Common Diets, Food Labeling, And The Effects Of Marketing	H/618/0540	4	12	5
Unit 6 - Understanding Supplemental Aids And Strategical Nutritional Goals For Clients	K/618/0541	4	20	8

ASSESSMENT STRUCTURE

PASS RATE:

Unlimited re-sits for all Assessment Methods.

Multiple Choice Theory Exams = **>90%**

Case Study = **Pass or Refer**

Unit 1: Assignment Based Coursework And Successful Completion Of A Case Study And 2 Timed

Open Book Multiple Choice Theory Exams

Unit 2: Assignment Based Coursework

Unit 3: Assignment Based Coursework

Unit 4: Assignment Based Coursework

Unit 5: Assignment Based Coursework And Successful Completion Of A Case Study

Unit 6: Assignment Based Coursework And Successful Completion Of A Case Study And Final Timed

Open Book Multiple Choice Theory Exam

QUALIFICATION DETAILS

QAN: 603/5682/0
GLH: 208
CREDIT: 33
TQT: 331

Bookings Assessment Policy

Method Of Booking

As the student it is your responsibility before making a booking to ensure that:

- You are currently a student on the course that you are making the booking for.
- You are up to date with your payments. Results will not be issued to any students with a debt owing on their account.
- That you have completed all pre requisites of the Course prior to booking an assessment.
- It is your responsibility to ensure you have made bookings for the correct workshop or assessment and that it is the right course and the right location.
- By making a booking on your online platform you are accepting the bookings terms and conditions.
- Bookings will not be confirmed whilst your payments are in arrears.
- If a medical issue has the potential to affect your performance then it is your responsibility to inform us PRIOR to booking the assessment so that an informed decision can be made to ensure we have the most appropriate action plan.

Confirmation Of Bookings

All bookings made via the learning platform will be confirmed via email within 24hours and will also appear in the 'my bookings' section on the learning platform.

It is your responsibility to check the accuracy of the booking made and should you spot any inaccuracy you should contact OriGym as soon as possible (no more than 10 working days from the date of the confirmation email) to have the error/omission dealt with.

You will receive final booking confirmations 7 days AND 3 days before the relevant booking with all confirmed details along with any supporting documentation that is required for the day.



OriGym Course Cancellation Policy

This policy is created to ensure students are fully aware of OriGym's processes and terms relating to cancellations for courses, assessments and workshops and potential fees that may be incurred for failing to adhere to them.

Please note, this policy does not supersede our terms and conditions contained within your legally governed contract. This policy is for guidance purposes only and OriGym reserve the right to make amendments to this policy at any time.

Cancellations And Deferrals -

Workshops, CPDs & Assessment Cancellations:

Our venues hold limited places, and many of our workshops / assessment days are fully booked. Cancellations of any bookings are allowed 5 working days (7 days in total) prior to the booking taking place; however, all fees where applicable are non-refundable. This will allow us to offer your spot to another student and sustains fairness to all students.

You can cancel via the OriGym bookings platform directly.

Please note, failure to adhere to this process or if you do not turn up without the stated prior notice, a £50 charge will be applied to your account and your booking availability suspended until that £50 charge has been cleared.

Workshop Or Assessment Cancellations By OriGym

OriGym reserves the right to change workshop and assessment days of any of our courses with 24 hours' notice and are not liable for any charges that are incurred in the forms of travel, accommodation or any other form of incurred financial loss.

If however, an assessor fails to turn up, a venue has to close down at short notice or an unforeseen event occurs within 24 hours which leads to cancellation of your workshop or assessment by OriGym we shall pay you for travel and accommodation upon successful approval of receipts.

Payment reimbursement will be within 7 days of receiving such receipts and to the account information we have on file.

Late Cancellations

It is strongly recommended that you book as early as possible (especially for those taking assessments) to guarantee a place at your preferred assessment centre.

If you cancel outside of the permitted cancellation time frame a surcharge of £50 will be added to your account and your future bookings will be suspended.

Payment will need to be received before attendance of prior bookings or of access to additional bookings. A member of the bookings team will contact you in regards to this.

Student Code Of Conduct

All Origym Students Must:

- Demonstrate honesty and integrity.
- Respect the differences in people, their ideas and opinions.
- Treat one another with respect and dignity especially when there is disagreement.
- Respect and treat others fairly.
- Respect the rights of others.
- Demonstrate respect for others especially those in positions of authority.
- Respect the need of others to work in an environment that is conducive learning and teaching in an online setting.
- Be courteous and polite at all times in electronic mail exchanges, telephone calls and face to face meetings.
- Respect the integrity of all online systems and networks.
- Respect all copyright laws.
- Respect the personal information and privacy of others.
- Be active and engaged participants in the learning program.
- Courteously follow directions from teaching and administrative staff.



Unacceptable Behaviour

All OriGym Students Must Not:

- Engage in bullying or aggressive behaviour.
- Threaten or intimidate others.
- Engage in behaviours motivated by hate or bias.
- Commit any act of vandalism that causes damage to OriGym property both physical and electronic including software. As well as the property of OriGym third-party partners.
- Create a disturbance with interrupts or disquiets the proceedings of the workshop, assessment or any learning environment.
- Engage in any behaviour that would be considered as conduct injurious to the moral tone of OriGym or injurious to the physical or mental well being of others.
- Misrepresent an identity or assume the identity of another by using login credentials other than those specifically assigned. This includes using email or login information issued to another including family members as well as practical workshops and assessments.

Students Can Expect That:

Appropriate and progressive discipline will result when code of conduct rules and routines are violated.

Login privileges will be revoked at the discretion of OriGym Directors for acts deemed injurious to the moral tone of the company [OriGym], injurious to the physical or mental well-being of any other member of the OriGym Community.

Expulsion may be considered for any act considered by the Directors of OriGym to be significantly injurious to the moral tone of the company [OriGym] and/or to the physical well-being of others or for any conduct which is so refractory as to demonstrate that the student is unwilling to respect or respond to authority and/or respect the rights or dignity of other OriGym staff or students despite having been given reasonable opportunity to do so.



In Addition, All Students Must Not:

- Share login credentials with anyone else.
- Knowingly upload any file or program that contains a virus, malware or other malicious code.
- Reproduce course content including assessments, electronic mail correspondence, digital captures, discussion or chat threads in any fashion and to any other server without explicit written permission from the OriGym Directors.
- Use anyone else's login account.
- Write, use, send, download or display any information that is hostile, insulting to others, obscene, threatening, or otherwise offensive.
- Discuss in any open forum information that is critical of another student or tutor/assessor.
- Discussion forums and chat threads are open to all school members and not appropriate mediums for private correspondence.

Engage in any of the following acts of academic misconduct:

- **Cheating:** The act or attempted act of deception, in which a participant falsely represents that he or she has learned information in an academic exercise including unauthorized collaboration with others.
- **Plagiarism:** Representing the words, data or ideas of another as one's own in any academic exercise.
- **Collusion:** Intentionally or knowingly helping or attempting to help another commit academic misconduct such as substituting for a test or completing an assignment for someone else. Collaborating with others while taking online tests or similar summative evaluation.

Academic Policies

Equal Opportunities And Diversity Policy Statement

OriGym does not tolerate discrimination; we will always investigate allegations of discrimination and take appropriate action. We promote a working environment in which diversity is recognised, valued and encouraged. We acknowledge the multi-cultural and diverse nature of the UK workforce and society in general, uphold the principles of fairness and mutual respect.

These principles are embedded into OriGym Centre of Excellence processes in selection, recruitment, programme delivery, assessment and quality management/assurance. We recognise that discrimination in the workplace or in provision of training in any form is unacceptable and in most cases unlawful.

Diversity

The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique, and recognizing our individual differences.

Victimisation

Victimisation is a term used in discrimination law to describe action by an employer, against an employee, in retaliation for involvement in bringing, or supporting, a complaint of discrimination.

Direct Discrimination

Direct Discrimination occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have, or because they associate with someone who has a protected characteristic.

Indirect Discrimination

Indirect discrimination is when there's a practice, policy or rule, which applies to everyone in the same way, but it has a worse effect on some people than others. No learner, or anyone our organisation deals with, receives less favourable treatment because of their protected characteristics.

The protected characteristics are:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race (including colour, nationality, ethnic or national origin)
- Religion or Belief
- Sex and Sexual Orientation.

Notice of Non-Discrimination

OriGym Centre of Excellence does not discriminate in their educational programs, services or activities based on race, colour, creed, sex, national origin, age, disability, genetic information, or sexual orientation.

Our equality and diversity commitment will be demonstrated through:

- Raising awareness of equality and diversity.
- Ensuring that no staff member or student is discriminated against or receives less favourable treatment because of a protected characteristic.
- Acknowledging any issues that could be defined as discrimination, victimisation or harassment with an appropriately sensitive and prompt investigation.
- Complying with Focus Awards policy in making suitable reasonable adjustments which can apply to all of the listed protected characteristics.
- Ensuring that all our procedures support the above principles.

Our equality and diversity objectives:

- To further underpin these principles we resolve:
- To structure our internal audit programme (specified by our Integrated Management System manual) so that questions of equality and diversity are monitored and fully dealt with.
- To make it widely and persistently known within the organisation that all reports of discrimination or victimisation will be thoroughly investigated and action taken against anyone found to be a guilty party.
- To make known and understood the clear responsibility of every member of staff to behave equitably with no exceptions and no excuses such as the claim that no harm was intended or a remark was only in jest.
- To ensure that everyone involved in our organisation is aware of the procedure for complaints concerning discrimination or victimisation.



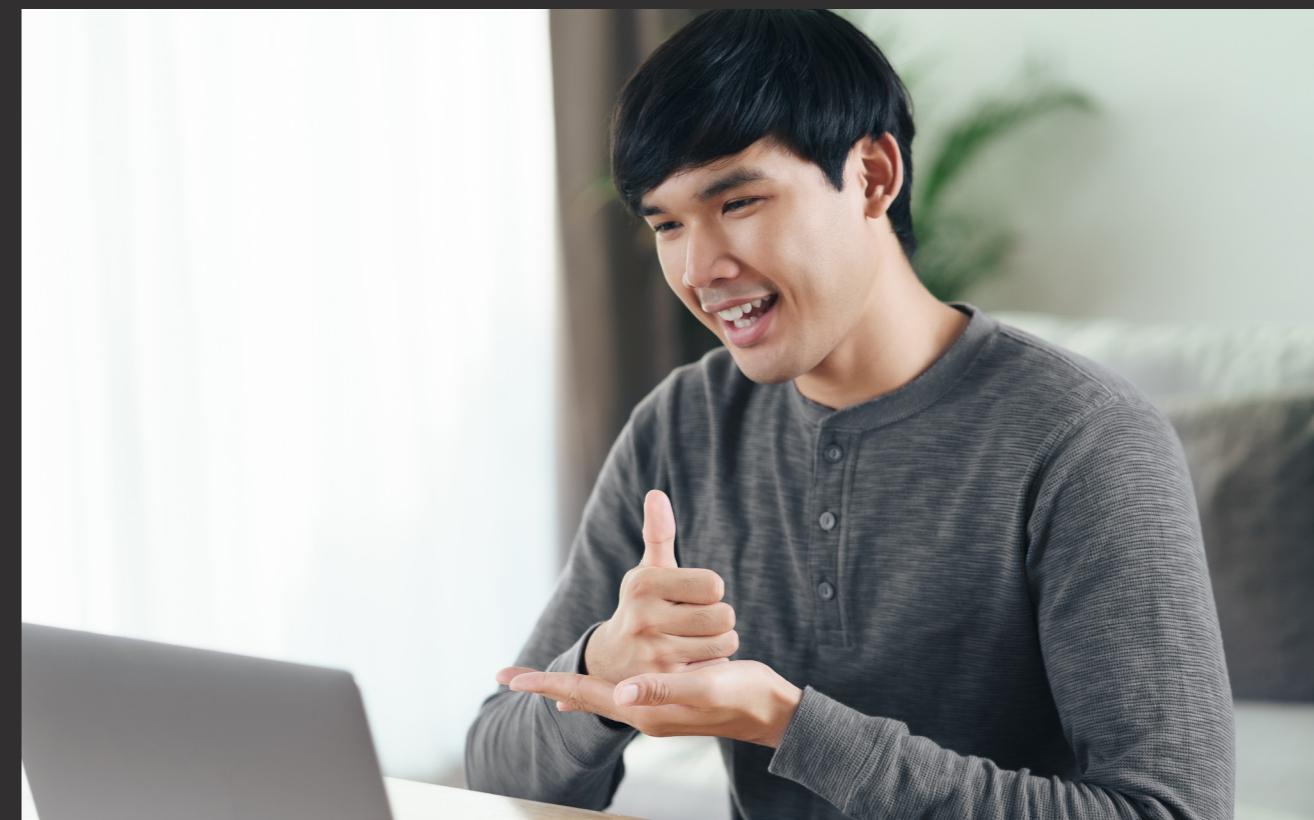
Equality And Diversity Performance

Our objectives will be delivered in the context of a programme of equality and diversity targets which will be established and monitored by our senior managers.

Who is this policy statement for?

Copies of this policy statement will be made freely available to all those with an interest in the company. This statement will be promoted to employees, customers and representatives of the local communities in which we operate.

No learner, or anyone our organisation deals with, receives less favourable treatment because of their protected characteristics. In adhering to this stance OriGym Centre of Excellence ensures equality of treatment for all.



Students With Disabilities

If you have a disability that may affect your studies, please first of all note this on your enrollment form.

Secondly contact the OriGym Accounts Department - accounts@OriGym.co.uk as soon as is possible.

The information supplied by you will be communicated to those key members of staff that require it to ensure the effective delivery and assessment of your course.

OriGym will make reasonable adjustments to accommodate your needs and to provide appropriate support for you to complete your study successfully.

Where necessary, you will be asked for evidence to help identify appropriate adjustments.

Assessment Arrangements For Students With A Disability

Arrangements are made for students who have a disability/ learning difficulty for which valid supporting evidence can be made available.

Contact the OriGym Accounts Department for advice and information via accounts@origym.co.uk as soon as is possible.

Your Responsibilities

Each and every one of us is a stakeholder in the success of this policy. We expect you to make a positive contribution towards maintaining an environment of equal opportunity throughout the organisation. Please make sure you observe this policy at all times.

In particular, you have an individual responsibility to adopt the following:

- Do not take unlawful discriminatory actions or decisions contrary to the spirit of this policy.
- Do not discriminate against, harass, abuse or intimidate anyone on account of their protected characteristics.
- Do not place pressure on any other learners to act in a discriminatory manner.
- Resist pressure to discriminate placed on you by others and report such approaches to an appropriate member of staff.
- Co-operate when we investigate, including providing evidence of conduct which may amount to discrimination.
- Co-operate with any measures introduced to develop or monitor equal opportunity.



Student Contact Information

If any of your contact information, including email, phone, or address, changes whilst you are studying with us, please notify the accounts department so your official record can be updated.

Current information is essential to our ability to keep you up to date regarding class and program updates and changes as well as for correct certification.

Where You Encounter Discrimination

If you feel subject to discrimination of any kind as identified within this policy, make clear to the individual concerned that you find it unacceptable. Person-to-person discussion at an early stage may be enough to resolve your concern without involving anyone else.

Alternatively, please email us at etutor@origym.co.uk including details of the incident and a senior member of the team will review the same and be in contact you within 3 working days.

If discrimination continues, or you consider an instance to be particularly serious, you should consider who to highlight the issue with. For the majority of cases this will likely to be the tutor or assessor. However we appreciate that this staff member may be implicated in your concern and therefore when this happens they should approach the tutor/assessors line manager or the designated internal verifier.

The staff member approached will carry out a suitable documented investigation or where more appropriate will refer the issue to an appropriate individual responsible for this area within the company; our Lead Quality Assurer.

The result of the investigation into alleged discrimination will be communicated to you with information including the action taken and outcome highlighted if applicable or appropriate.

If you feel dissatisfied about the outcome of the investigation and you want to appeal then you will need to contact Luke Hughes, Managing Director, within five working days of receiving the outcome, who will carry out appoint a senior staff member to review these concerns.

Discrimination is not just treating one person less favourably than another. It can take place because:

- Someone associates a person with a protected characteristic.
- That someone is believed to possess a protected characteristic - even though they do not.

We expect you to treat, and be treated by, other learners and the people our organisation deals with considerately and with respect.

Appeals Procedure

The Appeals process is to ensure that if you are not satisfied with the outcome of an assessment decision you have the right to appeal against the decision that has been made.

You will be assessed by criteria published via the awarding organisation Focus Awards, you can find this criteria on their website. <http://www.focusawards.co.uk>.

All Assessors will be qualified in the required assessment area.

Should you feel it necessary to appeal against any decision that has been made than you should follow the appeals procedure as detailed:

Stage 1

All appeals should be initially directed to the assessor and should be made within one week of the initial assessment. The assessor will then respond to the appeal within 10 working days.

Stage 2

If you do not agree with the outcome detailed in stage 1, then you send details of your appeal to etutor@origym.co.uk where it will be reviewed by a senior member of the tutoring team who will again take a look at your appeal and the decision of the assessor before returning to you within 10 working days of acknowledgment of your email.



Stage 3

Should you still be unsatisfied with the response of senior member of the team then upon receipt of the decision from stage 2 you should further submit your appeal to the Head of the Tutoring Department who will review all the information in respect of your appeal and return to you within 10 working days.

If following the review by the original assessor, a senior member of the tutoring team and the head of the department you feel the appeal still has not been dealt with then you can request that the matter be looked into by OriGym's internal Quality Assurance team.

You should send all information over to the team to allow them to investigate and return to you within 10 working days.

The result of the appeal will be made known in writing to the parties concerned, together with any correspondence with the awarding body. A written record of the appeal will be kept and made available to Focus Awards at their request.

Confirming The Identity Of All Learners Policy

As a student or Origym Centre of Excellence it is your responsibility to ensure you comply with our request to meet the criteria set by the awarding organisation Focus Awards, one of which is to ensure the identity of all students

Upon enrollment onto the course you will have provided identification of your identity, name and address which is stored in your personal electronic file.

ALL STUDENTS MUST BRING PHOTOGRAPHIC IDENTIFICATION TO AN ASSESSMENT/ WORKSHOP.

FAILURE TO DO SO WILL RESULT IN THE TUTOR REFUSING THE STUDENT TO COMPLETE THE ASSESSMENT/ WORKSHOP.



Complaints Policy

How Should I Complain?

Stage 1

All OriGym Centre of Excellence staff are trained to support our customers and are all keen to help, so you should first try to sort out any problem at the earliest opportunity by speaking to the person who dealt with your problem initially.

Stage 2

If they cannot help or you wish to speak to someone else please contact:

Accounts Department
T: 0800 002 9599 opt.2
E: accounts@origym.co.uk

Stage 3

If stage 2 is not possible, or if you are not satisfied with the help provided by this member of staff, please send a written complaint which must be received within 20 working days of exhausting stage 2 of the event you are complaining about, and address it to us using the contact details outlined below.

Internal Quality Assurance
OriGym Centre of Excellence
Exchange Court
1 Dale Street
Liverpool
L2 2PP

By either phone or email who will record your complaint with a receipt within 5 working days and respond to your complaint within 20 working days.

Where it is not possible to offer a solution you will be notified with a proposed time-scaled action plan.

If you have fully exhausted the process and are still unhappy with the outcome then you can contact Focus Awards directly if you feel there was a significant breach by the centre of Focus Awards' various procedures.

Contact details can be found on Focus Awards' website.

What Happens If My Complaint Is Upheld?

If any part of your complaint is upheld we will of course respond to the complainant accordingly and give due consideration to how we can improve our service and arrangements.

For example, by reviewing our procedures to assess the impact on our arrangements and assessment process (if relevant) or arranging for staff training. In extreme circumstances, internal disciplinary procedures may be exercised where the performance or behaviour of our staff is deemed inappropriate.

In situations where a complaint has been successful, or where an investigation following notification from Focus Awards indicates a failure in our processes, OriGym Centre of Excellence Ltd will give due consideration to the outcome and will, as appropriate, take actions such as:

- Identify any other learner, who has been affected by that failure.
- Correct, or where it cannot be corrected, mitigate as far as possible the effect of the failure.
- Ensure that the failure does not recur in the future.
- Compensate the learner if the centre is found it has compromised its own terms and conditions that form part of the contract between us and the learner in question.



Quality Assurance Policy Statement

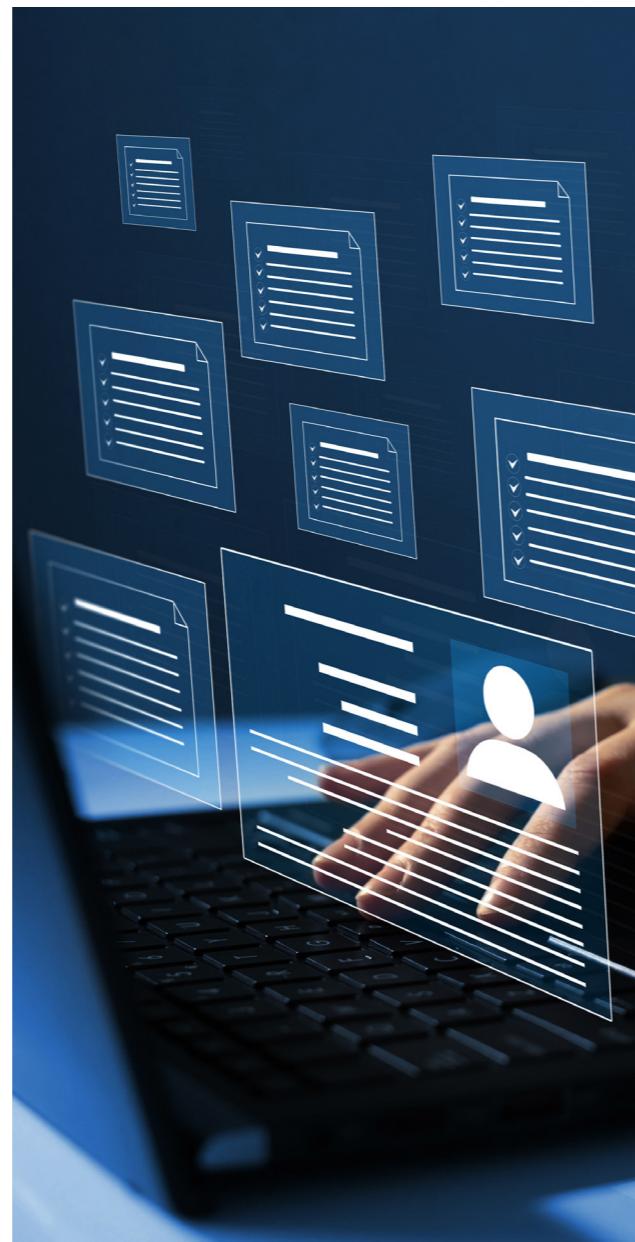
Origym are committed to ensuring that your student experience with us is delivered using quality teaching methods and products.

It is this commitment to quality of not just the learning experience but ensuring that as a qualified personal trainer/gym instructor you are armed with the most up to date research, information and skills.

As a student of Origym you can rest assured that our internal quality assurance system is in place to check on the consistency of quality within our marking and assessments. But also with our products, services and resources.

The Internal Quality Assessment process sees a sample of all students marking assessed every 5 days. This ensures consistency in fairness, quality of marking and provides continuous development to our tutor and assessors.

The process of Internal quality assurance is further developed by our external verification via the awarding body.



Plagiarism Policy

Policy

Plagiarism means claiming work to be one's own when it has been copied from another person or another source. You should submit work written by you using your own words. If you use an information source you should ensure that it is correctly referenced and we expect full Harvard referencing to be used.

Procedure

If after submission of work it is found that you have copied from elsewhere, it will not be accepted and you will be requested to submit an additional piece of work for assessment in order to continue with the course. Continuous disregard to plagiarism may result in you losing access to the course.



Academic Integrity

You are expected to be honest in all academic pursuits. Conducts such as cheating, lying, helping others to cheat, and using someone else's words as your own (plagiarism) are examples of academic dishonesty.

Tutors and Assessors are required to report all episodes of academic misconduct, unintentional as well as deliberate, to OriGym's Senior Tutoring team for review. An offence of academic dishonesty will be evaluated as to its seriousness and could ultimately result in the most severe consequence of dismissal from the course.

Grading And Marking Policies

Grading policy has been addressed in this student handbook and outlined Grading for assessments will either use numerical grading with a minimum pass percentage (%) or a Pass / Refer grade.

In all courses, the specific grade required will be listed on the course unit structure and the assessment itself. Those failing an assessment can re-sit it and the next available opportunity.



Grading Methods:

Assignment Quizzes:

Immediate automated response.

Assignment Questions:

Deferred marking and feedback. A 10 working day turnaround policy is established for all courses.

Case Studies:

Deferred marking and feedback. A 10 working day turnaround policy is established for all courses.

Online Multiple Choice Exams:

Immediate automated response.

Invigilated Multiple Choice Exams:

Invigilator report and result within 24 hours.

Face To Face Assessment:

Assessor will confirm at the time of the assessment the result, with confirmation being uploaded to the learning platform within 5 working days.

Re-Submission Policy

Assignment questions and case studies submitted for re-submission will enter the marking pool at the same point as first submissions.

**Please allow 10 working days for grading and feedback.
No exceptions will be made on this marking policy.**

Certification Policy

OriGym Centre of Excellence is committed to ensuring that standards of registration and certification are consistent, transparent and in line with the requirements of the awarding organisation/s.

Certification Timeline

All certification claims are made within 10 working days of the above standards being met. Internal certification will be sent to the student within 10 working days. Internal certificates have an expiry date of 6 months after completion.

You will be sent an electronic certificate upon completion of your course, subject to you having completed any payment plan.

Should you require a hard copy of your certificate you are required to request the same using the following email; certificates@origym.co.uk

Replacement Certification Policy



Students who require a replacement certificate, where OriGym is not at fault a fee of £30 will be required.

Please note the £30 is to cover Awarding Organisation fees and posting of the certificate by recorded delivery.

Malpractice and Maladministration Policy

OriGym does not tolerate malpractice or maladministration, and both of these shortcomings could fatally undermine our business. We aspire to the highest standards of integrity.

The following definitions are important:

MALPRACTICE

Any activity which deliberately contravenes regulations and compromises the integrity of the internal or external assessment process; this would call into question the integrity of qualifications gained through the process, the validity of certificates and the value of associated achievement.

MALADMINISTRATION

Any activity or practice which results in non-compliance with administrative regulations and requirements and includes the application of persistent mistakes or poor administration.



Our integrity commitment will be demonstrated through:

- Making all staff aware of relevant policies and procedures and giving them appropriate training on these; and seeing that they have clear roles and responsibilities which they fully recognise.
- Including in our ISO9001 Quality Management System documented procedures to promote integrity in our work, these procedures being subject to internal audit.
- Ensuring that documented internal standardisation arrangements are in place, and requiring evidence that these take place at least once a year.
- Informing learners of their responsibility to avoid doing anything which may be deemed malpractice and which would jeopardise their potential achievements.
- Requiring that all registration and certification records are subject to appropriate internal review before submission.
- Requiring that all registration, assessment and certification records be kept in a locked filing cabinet, in a locked cupboard, for three years after the student has completed their course; only authorised members of staff will have access to these records.
- Ensuring that all our procedures support the above principles.

Our integrity objectives: To further underpin these principles, we resolve:

- To structure our internal audit programme (specified by our Integrated Management System manual) so that questions of integrity are monitored and fully dealt with.
- To hold regular internal consultations to identify and manage critical weaknesses or potential loopholes in our methodology with a view to prevention.
- To enable informants ('whistleblowers') to reveal possible malpractice or maladministration of which they become aware by providing to all staff written information on who should be contacted on such matters and the guarantee of anonymity that may be invoked if required.
- To make it widely and persistently known within the organisation that all reports of malpractice or maladministration will be thoroughly investigated and action taken against anyone found to be a guilty party.

INTEGRITY PERFORMANCE

Our objectives will be delivered in the context of a programme of integrity targets which will be established and monitored by our senior managers; these targets will reflect the OriGym Centre of Excellence expectations as outlined in its qualification guides and other documents.

Who is this policy statement for?

Copies of this policy statement will be made freely available to all those with an interest in the company. This statement will be promoted to employees, customers and representatives of the local communities in which we operate.

The reputation and credibility of OriGym Centre of Excellence and Focus Awards will inevitably be damaged by any substantiated incidents of malpractice or maladministration, not to mention the reputation and credibility of the wider qualifications community.

Note: the appendices following give examples of both malpractice and maladministration for the purpose of illustration.

EXAMPLES OF MALPRACTICE

The categories listed below are examples of centre and learner malpractice. Please note that these examples are not exhaustive and are only intended as guidance on our definition of malpractice:

- Denial of access to premises, records, information, learners and staff to any authorised Focus Awards representative and/or the regulatory authorities.
- Failure to carry out internal assessment, internal moderation or internal verification in accordance with our requirements.
- Deliberate failure to adhere to our learner registration and certification procedures.
- Deliberate failure to continually adhere to our centre recognition and/or qualification approval requirements or actions assigned to your centre.
- Deliberate failure to maintain appropriate auditable records, e.g. certification claims and/or forgery of evidence.
- Fraudulent claim(s) for certificates.
- The unauthorised use of inappropriate materials / equipment in assessment settings (e.g. mobile phones).
- Intentional withholding of information from us which is critical to maintaining the rigour of quality assurance and standards of qualifications.
- Collusion or permitting collusion in exams/assessments.
- Learners still working towards qualification after certification claims have been made.
- Persistent instances of maladministration within the centre.
- Deliberate contravention by a centre and/or its learners of the assessment arrangements we specify for our qualifications.
- A loss, theft of, or a breach of confidentiality in, any assessment materials.
- Plagiarism by learners/staff.
- Copying from another learner (including using ICT to do so).
- Impersonation - assuming the identity of another learner or having someone assume your identity during an assessment.
- Unauthorised amendment, copying or distributing of exam/assessment papers/materials.
- Inappropriate assistance to learners by centre staff (e.g. unfairly helping them to pass a unit or qualification).
- Deliberate submission of false information to gain a qualification or unit.
- Deliberate failure to adhere to, or to circumnavigate, the requirements of our Reasonable Adjustments and Special Considerations Policy.
- Deliberate misuse of our logo and trademarks or misrepresentation of a centre's relationship with Focus Awards and/or its recognition and approval status with Focus Awards.

EXAMPLES OF MALADMINISTRATION

The categories listed below are examples of centre and learner malpractice. Please note that these examples are not exhaustive and are only intended as guidance on our definition of malpractice:

- Persistent failure to adhere to our learner registration and certification procedures.
- Persistent failure to adhere to our centre recognition and/or qualification requirements and/or associated actions assigned to the centre.
- Late learner registrations (both infrequent and persistent).
- Unreasonable delays in responding to requests and/or communications from Focus Awards.
- Inaccurate claim for certificates.
- Failure to maintain appropriate auditable records, e.g. certification claims and/or forgery of evidence.
- Withholding of information, by deliberate act or omission, from us which is required to assure Focus Awards of the centre's ability to deliver qualifications appropriately.
- Misuse of our logo and trademarks or misrepresentation of a centre's relationship with Focus Awards and/or its recognition and approval status with Focus Awards.
- Failure to adhere to, or to circumnavigate, the requirements of our Reasonable Adjustments and Special Considerations Policy.





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