

## NSQF QUALIFICATION FILE

**NSDA Reference**

*To be added by NSDA*

### CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

**Name and address of submitting body:**

Sports, Physical Education, Fitness and Leisure Sector Skill Council (SPEFL)  
FICCI, Federation House, Ground Floor, Connaught Place New Delhi- 110001

**Name and contact details of individual dealing with the submission**

**Name:** Manish Ahuja

**Position in the organization:** Secretary

**Address if different from above:** Same as above

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**List of documents submitted in support of the Qualifications File**

1. Qualification Pack
2. Validation of Qualification Pack by different organizations

# NSQF QUALIFICATION FILE

## SUMMARY

<b>Qualification Title</b>	Fitness Trainer		
<b>Qualification Code</b>	SPF/Q1102		
<b>Nature and purpose of the qualification</b>	The nature of the qualification is a qualification pack which includes and is based on the national occupational standards. The aim is to train Fitness Trainer for gymnasium		
<b>Body/bodies which will award the qualification</b>	Sports, Physical Education, Fitness & Leisure - Skill Council		
<b>Body which will accredit providers to offer courses leading to the qualification</b>	Sports, Physical Education, Fitness & Leisure - Skill Council		
<b>Body/bodies which will carry out assessment of learners</b>	Sports, Physical Education, Fitness & Leisure - Skill Council's Accredited Assessing Bodies		
<b>Occupation(s) to which the qualification gives access</b>	Fitness Training and to various gyms		
<b>Licensing requirements</b>	N/A		
<b>Level of the qualification in the NSQF</b>	Level 4		
<b>Anticipated volume of training/learning required to complete the qualification</b>	250 hours (Theory & Practical) and 50 hours OJT		
<b>Entry requirements and/or recommendations</b>	Class XII or Graduate in Physical Education		
<b>Progression from the qualification</b>	Entry Level job role		
<b>Planned arrangements for the Recognition of Prior learning (RPL)</b>	SPEFL has developed RPL policy to conduct pre-assessment of students for gap analysis as per NOS, sharing the gap & final assessments of students and certification. It is explained in section 1 under Assessment, Point 2		
<b>International comparability where known</b>	While writing the NOSs, UK and Australia NOSs were also referred to, and extensive discussions were held with relevant stakeholders. Then the QP and NOSs were referred to relevant organizations in India for getting their inputs, before finalization.		
<b>Date of planned review of the qualification.</b>	July 2019		
<b>Formal structure of the qualification</b>			
<b>Title of component and identification code.</b>	<b>Mandatory/Optional</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
1. SPF/N1105 (Prepare for Physical Training of Trainees)	Mandatory	Class Room and Skill Training = 105 hours	4
2. SPF/N1106 (Perform Physical Training of Trainees)	Mandatory	Class Room and Skill Training = 96 hours	4
3. SPF/N1107 (Monitor Progress of Trainees and deal with injuries)	Mandatory	Class Room and Skill Training = 40 hours	Same across levels
4. SPF/N1113 (Maintain Health and Safety Measures)	Mandatory	Class Room and Skill Training = 09 hours	Same across levels
<b>Internship (On Job Training)</b>		<b>50 hours</b>	

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum Document or a Qualification Pack. : Attached

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## SECTION 1 ASSESSMENT

### **Body/Bodies which will carry out assessment:**

Skills Mantra, CoCubes, Mettl, IAssess and AICPE

### **How will RPL assessment be managed and who will carry it out?**

SPEFL skill council conducts QP-NOS based direct three-way assessment for each candidate applied for recognition of prior learning (vis. Certifying the un-certified but skilled workforce who acquired skills through experience of years). Here, the candidates may undergo short-term training of gaps identified. The assessment is conducted via SPEFL skill council certified assessor. The assessment pattern is as follows:

#### REGISTRATION

The candidates need to submit registration form online along with uploading of scanned copies of some mandatory documents. Based on screening of the form, the candidates would be registered on conforming following eligibility criteria.

**PRE-ASSESSMENT:** The purpose of Pre-assessment is to shortlist candidates as per prescribed limit, and also to notify gaps NOS wise to each candidate for their own self-training or opting for short-term training module before final assessment. The pre-assessment also informs about the reliability of information provided by candidates that they have experience working in the given job role. The pre-assessment is Online, Objective type, NOS based, with Each NOS compulsory each carrying 40% marks c, No negative marking for incorrect answers, Test venue is kept as may be home/cyber café/institution/ SPEFL skill council assessment center if the system have google chrome (Version 41.0.2272.101) and a web camera. Timed test link which expires after 90 minutes from the time of starting / writing the test is used for the same. Result is presented with no. of questions allotted and answered correctly for each NOS along with marks scored for each NOS out of 40.

#### PORTFOLIO SCREENING

Each registered candidate must prepare and submit the portfolio as per formats given by SPEFL skill council. The portfolio may be verified by SPEFL skill council/nominated assessor during pre-assessment and scoring card is given for each portfolio.

**FINAL ASSESSMENT:** The candidates conforming to RPL guidelines based on both pre-assessment and portfolio screening are finally selected for final assessment. Final assessment is conducted through SPEFL skill council accredited Assessing body as per SPEFL council defined assessment criteria and NOS used for assessment of fresh entrants as described above. Final Assessment is conducted at the training site or at working place in case number of enrolled candidate from the site is more than 15. If needed, Assessment centers are arranged for assessment of candidates in cluster.

### **Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.**

QA regarding accreditation of Assessing Body: The SPEFL skill council Accreditation process is divided into two steps:

- 1) Pre-accreditation process:
  - Apply for Accreditation: Application form with desired documents in prescribed format to be sent.
  - Document Compliance Check: to be done for ensuring the compliance and adherence of applied assessing body according to criteria laid down by SPEFL skill council.
  - Presentation on Quality Assurance: to be given by Assessing body highlighting the quality assurance process laid down by Assessing body at the process points.
  - Once the assessing body clears the due diligence process, the accreditation is given along with terms and conditions.
- 2) Post-accreditation process: Post accreditation, the accredited assessing bodies needs to fulfil following minimum eligibility criteria or requisites for implementation:
  - All Empanelled Assessors would have to undergo “Train the Assessor” Program conducted by

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SPEFL skill council for each job role time to time.

- Accredited Assessing Body would have to abide with requisite time-lines, policies and regulations declared by SPEFL skill council.
- Accredited Assessing Body with times would have to contribute in expansion of the questionnaire.

### *QA regarding accreditation of Assessing Body:*

The SPEFL skill council Accreditation process is divided into two steps:

#### 3) Pre-accreditation process:

- Apply for Accreditation: Application form with desired documents in prescribed format to be sent.
- Document Compliance Check: to be done for ensuring the compliance and adherence of applied assessing body according to criteria laid down by SPEFL skill council.
- Presentation on Quality Assurance: to be given by Assessing body highlighting the quality assurance process laid down by Assessing Body at the process points
- Once the assessing body clears the due diligence process, the accreditation is given along with terms and conditions.

#### 4) Post-accreditation process: Post accreditation, the accredited assessing bodies needs to fulfil following minimum eligibility criteria or requisites for implementation:

- All Empanelled Assessors would have to undergo **“Train the Assessor”** Program conducted by SPEFL skill council for each job role time to time.
- Accredited Assessing Body would have to abide with requisite time-lines, policies and regulations declared by SPEFL skill council.
- Accredited Assessing Body with times would have to contribute in expansion of the questionnaire.

### *QA Regarding Assessment Criteria & papers:*

The emphasis is on 'learning-by-doing' and practical demonstration of skills and knowledge based on the performance criteria. Accordingly, assessment criteria for each job role is set and made available in qualification pack.

The assessment papers for both theory and practical are developed by Subject Matter Experts (SME) hired by SPEFL SC or with the SPEFL SC accredited Assessment Agency as per the performance and assessment criteria mentioned in the Qualification Pack. The assessments papers are also checked for the various outcome based parameters such as quality, time taken, precision, tools & equipment requirement etc.

The assessment sets as well as assessment criteria are then reviewed by panel of experts from Industry as well as SPEFL SC official for consistency and suitability. The assessments are designed so as to assess maximum parts during the practical hands on work. The technical limitations at the training centres are taken care in theory and viva.

All SPEFL SC accredited Assessment Agency follow the "SPEFL SC process of Assessment Framework" and SPEFL SC approved assessment papers. The assessment by assessment agency will be completely based on the assessment criteria as mentioned in the Qualification Pack developed by SPEFL sector skill council.

Each NOS in the Qualification Pack (QP) will be assigned a relative weightage for assessment based on the criticality of the NOS. Therein each Performance Criteria in the NOS will be assigned marks for or practical based on relative importance, criticality of function and training infrastructure.

The following tools are proposed to be used for final assessment:

**1 Practical Assessment:** This will comprise of a creation of mock environment in the skill lab which is equipped with all equipment's required for the qualification pack.

Candidate's soft skills, communication, aptitude, safety consciousness, quality consciousness etc. will be ascertained by observation and will be marked in observation checklist. The end product will be measured against the specified dimensions and standards to gauge the level of his skill achievements.

**2 Viva/Structured Interview:** This tool will be used to assess the conceptual understanding and the behavioral aspects as regards the job role and the specific task at hand. It will also include questions on safety, quality, environment and equipment's etc.

**3 Written Test:** Under this test few key items which cannot be assessed practically will be assessed. The written assessment will comprise of

- i. True / False Statements

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- ii Multiple Choice Questions
- iii Matching Type Questions.
- iv) Fill in the blanks

### *QA Regarding Assessors:*

Assessors are selected as per the “eligibility criteria” laid down by SPEFL skill council for assessors for each job role. The assessors selected by Assessment Agencies are scrutinized and made to undergo training and introduction to SPEFL SC Assessment Framework, competency based assessments, assessors guide etc. SPEFL SC conducts “Training of Assessors” program time to time for each job role and sensitize assessors regarding assessment process and strategy which is outlined on following mandatory parameters:

- 1) Guidance regarding NSQF
- 2) Qualification Pack Structure
- 3) Guidance for the assessor to conduct theory, practical and viva assessments
- 4) Guidance for trainees to be given by assessor before the start of the assessments.
- 5) Guidance on assessments process, practical brief with steps of operations practical observation checklist and mark sheet
- 6) Viva guidance for uniformity and consistency across the batch.
- 7) MOCK assessments
- 8) Sample question paper and practical demonstration

SPEFL SC also conduct telephonic orientation of the assessors before each assessment for the given job role to assure quality, fairness and timely conduct of assessment.

The assessment agencies are instructed to hire assessors with integrity, reliability and fairness. Each assessor shall sign a document with its assessment agency by which they commit themselves to comply with the rules of confidentiality and conflict of interest, independence from commercial and other interests that would compromise impartiality of the assessments.

### *QA before, during and after Assessments:*

SPEFL SC ensures pre-requisites of Assessment needed by training institute regarding ARTICLES like Mannequins, Mock Ward Infrastructure, Transferring Equipment, Job role related equipment; INFRASTRUCTURE like Class rooms, Skill Lab, Aids like board/marker/logistics, Furniture like display tables, chairs; STAFF like Co-ordinator from training institute, Peon, Some additional members(for simulated situations, if required); DOCUMENTS like Admit Card, Govt. validated ID proof, Record Books like attendance, log book, internal evaluation sheets, Student Enrollment details; for CO-ORDINATION one full time co-ordination point for co-ordination with assessment coordinator before, during and after assessment.

SPEFL SC ensures the three Phases of Assessment to be assured by assessing body and assessor for fair, consistent and quality assessment. The three phases of assessment is enlisted below:

**PREPARATORY PHASE: Documents ensured to be packed, sent and received:** Seal Pack of Sets of Papers, Invigilation Sheet/Covering letter, OMR/Answer sheet; Well **Co-ordination needs to be assured between** Assessment Co-ordinator of assessing body, SSC official, Co-ordinator from skill center and assessor.

### PHASE OF CONDUCT:

#### **1) Written Examination:**

- Assessor should reach the VTP 30 minutes before the assessment and ensure that all the arrangements are as per the SPEFL SC rules and regulation
- He should make seating arrangement to students leaving minimum 3 feet space between candidates.
- He should make the students sit in the order of seating arrangements.
- The enrolment numbers are to be written on the desks before the arrival of students.
- The details to be filled like assessor name , date and Qualification name should be written on the board
- Learners should keep all their belongings outside the classroom. All mobiles should be switched off and kept on the desk in front of the invigilator
- The seal of the assessment materials is opened in front of the students.
- OMR sheets to be distributed to all learners
- Assessors should instruct the learners on the rules and regulation of the assessment

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No. of questions  
Duration of paper  
Disciplinary rules  
Administrative rules

### 2) Attendance:

- The assessor/assessment co-ordinator needs to get signature of all candidates while theory as well as practical examination on invigilation sheet. The sheets are signed and stamped by the In-charge /Head of the Training Centre.
- The assessor/assessment co-ordinator needs to verify the authenticity of the candidate by checking the photo ID card issued by the institute as well as any one Photo ID card issued by the Central/Government. The same needs to be mentioned in the attendance sheet. In case of suspicion, the assessor should authenticate and cross verify trainee's credentials in the enrolment form.
- The assessor/assessment co-ordinator needs to punch the trainee's roll number on all the test pieces.
- The assessor/assessment co-ordinator needs to take a photograph of all the students along with the assessor standing in the middle and with the centre name/banner at the back as evidence.
- The assessor/assessment co-ordinator needs to carry a camera to click photograph of the trainees working on the job and giving theory exam as evidence.
- The assessor/assessment co-ordinator also needs to carry a photo ID card.
- The assessor/assessment co-ordinator also needs to take the photographs as evidence from appropriate angles/sides of the final work piece/job submitted by the trainee. This evidence is signed by the trainee at the time of submission of the job piece.
- The assessor/assessment co-ordinator needs to measure the dimensions and finish of the submitted job piece as per the tolerance or standards mentioned in the assessment guide.

### 3) Segregate learners into batches:

- Assign combination of one critical and one elementary NOS along with the soft skill NOS
- Allocate time to learner
- Ask learners to be present 5 minutes earlier than the time allotted at the lab

### 4) Conduct Practical Assessments:

- Assign practical task to the learners
- Ask the learner to collect articles and be ready for assessments
- Observe learner conducting the assigned task
- Evaluate and Record observations and marks and in the recording sheets
- You may ask learners question on the task being done

### 5) Conduct Viva:

- Ask questions from the learners on the assigned task
- Ask questions prescribed in the assessment guide on non-prescribed tasks to ensure that the learners have complete knowledge on the assessment

### 6) Collate Results:

- Check written answer scripts
- Sum up the practical NOS marks
- Sum up the viva marks
- Remember to sign off on all sheets where scores are mentioned
- Submit the collated result to assessment body representative/project manager.

### 7) Surprise Visits/Surveillance check is kept to ensure the quality and fair assessments.

## POST-ASSESSMENT PHASE

### 1) Verify Result

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- Check for accuracy of names and date of birth
- Check for accuracy of marks against each learner
- Ensure that the pass percentage is correctly applied to the result
- Ensure that the learner has cleared all sections of the assessments in line with the SPEFL SC assessment strategy.
- Check if the excel sheet for each learner is accurately filled and is available for cross referencing with the covering result sheet
- Each and every result has to get cross-verified by SPEFL SC official

### 2) Upload/Sharing of Results

- Once the results are ready it is uploaded on the SDMS website/portal and verified on the same
- Or the results are shared to Training institute only by SPEFL sector skill council.
- In case of any query or issue raised for assessment, the assessments are subjected to re-evaluation as per protocol laid down by SPEFL sector skill council.

### 3) Documentation

- Question papers are kept in secure cupboard with limited and controlled access.
- Used OMR sheets are to be stored for the next ten years
- QP should be always current version

## ASSESSMENT EVIDENCE

Complete a grid for each component as listed in “Formal structure of the the qualification” in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – i.e. Learning Outcomes to be assessed, assessment criteria and the means of assessment.

**Title of Component: Fitness Trainer**

### CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role: Fitness Trainer**

**Qualification Pack: SPF/Q1102**

**Sector Skill Council: Sports, Physical Education, Fitness & Leisure Sector Skill Council**

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center.
4. To pass the Qualification Pack, every trainee should score a minimum of 40% in every NOS overall 50% pass percentage.
5. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

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		Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
1. SPF/N1105 (Prepare for Physical Training of Trainee)	PC1. Carry out physical examination of the candidate	100	10	3	7
	PC2. Capture and study past and Current medical as well as the physical state of trainee		10	3	7
	PC3. Understand and note down the trainee's goals and sub goals		10	3	7
	PC4. Based on this information, prepare a training plan for the trainee		10	3	7
	PC5. Determine any tests, frequency of tests and controls to be used to monitor the tests		10	3	7
	PC6. Visually inspect the activity area and equipment for appropriate and safe condition		10	3	7
	PC7. Test any equipment which requires additional inspection.		10	3	7
	PC8. Report any issues related to training equipment and activity area to the concerned personnel or management		10	3	7
	PC9. Ensure that the issues have been resolved and that equipment are fit for use		10	3	7
	PC10. Check to ensure that clearly designed station cards and standard instructions are available near each machine		10	3	7
		Total	100	30	70



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		Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
2. SPF/N1106 (Perform Physical Training of the Trainee)	PC1. Create and chart out the individual training plan based on the trainee's physical condition and goals	100	20	5	15
	PC2. Discuss the aim of the session, fundamentals and benefits of the plan with the trainee		20	5	15
	PC3. Develop the skills of trainees by imparting the right techniques to do each		20	5	15
	PC4. Demonstrate and teach the correct use of each equipment per policies and procedures and appropriate training instructions.		20	5	15
	PC5. Highlight the common types of injuries that might affect the trainees in a session and ensure that trainees can safely participate in the session		20	5	15
		Total	100	25	75

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		Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
3. SPF/N1107 (Monitor Progress of Trainees and	PC1. Walk around the activity area and visually check to ensure that trainees are carrying out their exercises in a correct and safe	100	5	2	3
	PC2. Analyze trainees' behavior and develop effective motivational strategy to maintain interest and positive		10	3	7
	PC3. Develop infield and off-field strategies to recognize positive		10	3	7
	PC4. Provide first-aid to injured trainees and		10	3	7
	PC5. Assess the situation and if required refer		10	3	7
	PC6. Periodically assess the fitness and health of trainees as per their		10	3	7
	PC7. Determine their areas of improvement		10	3	7
	PC8. Recommend adoption of a balanced diet and lifestyle modification if		10	3	7
	PC9. Provide constructive and positive		10	3	7
	PC10. Communicate trainees about new goals and training		10	3	7
	PC11. Periodically assess the fitness and health of trainees as per their		5	2	3
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>

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		Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
4. SPF/N1113 (Maintain Health and Safety Measures)	PC1. In case of signs of any emergency situation or accident or breach of safety, immediately follow organizational protocol to deploy	100	10	3	7
	PC2. Identify reasons for occurrence of incident		10	3	7
	PC3. Capture reasons and response/action		10	3	7
	PC4. Report any deviations from standard		10	3	7
	PC5. Visually inspect the activity area and equipment for appropriate and safe condition		10	3	7
	PC6. Report any issues related to equipment and activity area to the		10	3	7
	PC7. Ensure all safety/emergency/medical equipment are readily		10	3	7
	PC8. Ensure one's own physical fitness is in		10	3	7
	PC9. Follow all health and safety guidelines		10	3	7
	PC10. Ensure appropriate protocol is followed in case of any incident by all relevant		10	3	7
		Total	100	30	70

# NSQF QUALIFICATION FILE

## SECTION 2 EVIDENCE OF LEVEL

Level of qualification: Class 12 and above

**Awarding bodies will enter a proposed NSQF level for the qualification in the Qualification File Summary. This section asks for the evidence on which that proposal is based. The evidence must refer to the level descriptors of the NSQF.**

NSDA recommends an approach to working out the level of qualifications which starts with the level descriptor domains (Process, Professional knowledge, Professional skill, Core skill and Responsibility: see annex A). Two variants for providing the evidence of level are offered here: Option A and Option B in the following pages. Awarding bodies should choose the option which best suits the qualification.

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### OPTION B

Title/Name of qualification/component: Fitness Trainer		Level: 4	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process	The job holder is expected to independently demonstrate fitness exercises, relaxation techniques, loosening exercises etc. in sessions for individual or group settings for along with maintaining work area, health & safety at workplace and positive impression at the workplace.	<p>The gym instructor is a professionally trained individual who works in familiar, predictable, routine situation of clear choice such as preparing the equipment/products and work area ahead of service delivery to ensure the efficiently and effectiveness of conducting treatments considering the standards of operation of the organization, provide appropriate opening and closure of the session.</p> <p>Since the job holder is expected to independently perform work of familiar, predictable and routine nature within situations of clear choice within fitness services as mentioned above s/he can be placed at Level 4.</p>	4
Professional knowledge	The job holder is expected to exhibit the factual knowledge about the range of fitness practices and their potential effects, basic knowledge of Human Anatomy and Physiology including all major systems of the body and their interrelationships, contra-indications related to various fitness & related techniques along with health and safety regulations & guidelines	<p>The job holder is expected to exhibit factual knowledge of the field of fitness such as Knowledge of applicable legislations/ evolution of the teachings and philosophy of fitness tradition.</p> <p>Since all the above-mentioned areas are related to factual knowledge in the field of fitness services, the role qualifies for Level 4.</p> <p>The job holder is expected to know more than basic facts and principles, such as he/she is expected to be familiar with the manufacturer's instructions to use the fitness equipment/products. S/he is also expected to know</p>	4

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Title/Name of qualification/component: Fitness Trainer			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		classifications of treadmill/bicycle and the barbells/ Olympic Weight Lifting Plates and effects of each. Since this role requires factual knowledge of field of fitness services, it cannot be pegged at level 3.	
Professional skill	The job holder is expected to exhibit the factual knowledge about the range of fitness practices and their potential effects, basic knowledge of Human Anatomy and Physiology including all major systems of the body and their interrelationships, contra-indications related to various fitness & related techniques along with health and safety regulations & guidelines	<p>The job holder is expected to recall and demonstrate practical skills, and s/he should be routine and repetitive in a narrow range of application such as decision making ability, documentation of customer's feedback, building customer relationships, being a problem solver etc. The job holder must also be able to periodically share knowledge acquired using appropriate rules and tools and practically apply learning from feedback and other sources using quality concepts to improve their output. Since all the above mentioned professional skill are related to demonstrating practical skills, which are routine and repetitive in a narrow range and using appropriate rule and tool within fitness services, the role qualifies for Level 4.</p> <p>The Job holder is expected to possess professional skills more than just demonstrating practical skills, which are routine and repetitive in a narrow range but also using appropriate rule &amp; tools such as conduct negotiations with the customers while selling any fitness services, understanding the offered services when selling and explain the details of the same to ensure better</p>	4

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Title/Name of qualification/component: Fitness Trainer		Level: 4	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		<p>understanding of potential benefits to the customer. S/he is also expected to use quality concepts such as clarifying the guest's expectation/ queries by doing proper probing &amp; para phrasing in regards to outcomes the guest can expect on the completion of the fitness services. Hence, the job holder can't be placed at Level 3. Further since the job holder doesn't require to use cognitive skills to accomplish tasks and solve problems at the workplace such as developing plans and procedures for management of emergencies in accordance to the organization and industry standards and that's why s/he can't be placed at level 5</p>	
Core skill	<p>The individual is expected to exhibit sound communication skills including strong client relationship establishment and maintenance, perform respective record maintaining work using basic arithmetic/ algebraic principles and possess basic understanding of environment to cater to the different requirements of varied types of clientele.</p>	<p>The job holder is expected to exhibit written and verbal communication skills, with the minimum level of clarity expected) so as to have pleasant and engaging conversations by responding promptly and positively to further enquiries and make efforts to obtain new business, the skill of basic arithmetic and algebraic principles, basic understanding of the social, political and natural environment such as knowledge of documenting call logs by getting all the required information in the enquiry form/reports/task lists/schedules, knowledge of drafting memos and e-mail providing work updates and enquiring relevant information's by questioning clients about their interest in exercise and previous experiences about Fitness services without language errors. The</p>	4

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Title/Name of qualification/component: Fitness Trainer		Level: 4	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		incumbent should know what to say, when to say & how to say to the customers without using jargon, slang or acronyms Since all the above-mentioned core skills are related to exhibiting effective oral & written communication skills along with understanding of the social, political and natural environment such as clarifying the guest's understanding and expectation prior to initiating the Fitness services, therefore the role qualifies for Level 4.	
Responsibility	The individual is responsible to demonstrate the physical exercises, postures and relaxation techniques for the guests. The individual must exhibit knowledge of the principles and practices of basic fitness techniques to explain and respond to the guest questions	The Gym Instructor is expected to take responsibility for own work & learning as s/he is responsible to conduct the guest's physical postures, exercises, maintain tools & equipment and relaxation techniques. The individual must exhibit knowledge of the principles and practices of basic fitness techniques to explain and respond to the guest questions. The individual is responsible for setting up and stocking the work area and maintaining accurate written records of guest's practice. Given that the incumbent doesn't require any supervision while conducting the fitness services and can independently deliver high quality services, s/he can be placed at level 4 As its evident from the above examples that the incumbent is fully responsible for implementation of planned fitness session for guests rather than just responsible in defined limit, therefore s/he can't even be placed at Level 3 And since	4



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Title/Name of qualification/component: Fitness Trainer		Level: 4	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		s/he is neither expected to be responsible of conducting Fitness Sessions/ Advanced fitness sessions, hence s/he can't be placed at level 5	

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### SECTION 3 EVIDENCE OF NEED

**What evidence is there that the qualification is needed?**

While collecting data from the companies for the occupational map & functional analysis, we also took feedback from industry, which was collected with respect to roles for which qualification packs development, was to be prioritized. This was largely based on volume of people required, quantitative and qualitative shortfall which the Industry feels they face. Governing council of SPEFL skill council gave final approval and endorsement for the same.

**What is the estimated uptake of this qualification and what is the basis of this estimate?**

The Sports, Fitness and Leisure's demand has risen considerably in the recent years and gyms are now available at various educational institutes, RWAs, sporting clubs and complexes. It is mandatory to have a fitness trainer around such facilities. The demand is increasing by the day but certified trainers are unavailable.

**What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF?**

This is an entry level QP that progresses to fitness. There is no duplication.

**What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?**

The comments, feedback and suggestions were collected through interaction with industry. The revisions will most likely be depending on the introduction of newer equipment and policies that may be introduced at the government level. A review may be made at a gap of two years from the implementation of the qualification pack.

### QUALIFICATION FILE SECTION 4, EVIDENCE OF LEVEL (Continued)

### SECTION 4 EVIDENCE OF PROGRESSION

**What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?**

The occupational mapping displays the career pathway in the stream.

Please attach any documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

- Career Map of Fitness Trainer – Annexure 1
- Validation from the industry have been attached.

Career Map

