1. The assessment must be presented in digital format.
   a. YMCAfit strongly recommend:
      i. YMCAfit can only accept DVD format
      ii. That a copy of the DVD assessment is retained by the learner
      iii. That all assessment evidence is posted using either:
          1. A courier service
          2. A recorded delivery service

2. The recording must be accompanied by details of the learner’s full name, date of birth, date of assessment, learner number and clearly stating the unit of the qualification.
   a. YMCAfit strongly recommend:
      i. This information should be on a separate sheet and signed by the learner
      ii. That photocopies of all paperwork is made before posting to YMCAfit
      iii. That all assessment evidence is posted using either:
          1. A courier service
          2. A recorded delivery service

3. The video consent form (attached), PARQ and informed consent must be completed and submitted with the recording.
   i. That photocopies of all paperwork is made before posting to YMCAfit
   ii. That all assessment evidence is posted using either:
       1. A courier service
       2. A recorded delivery service

4. The recording must contain footage of the assessment only, which must commence at the beginning of the recording. If the assessment is not at the beginning of the recording the learner will be referred. This assessment recording must contains the introduction, teaching, all relevant activities and ending of the teaching session.
   a. YMCAfit strongly recommend:
      i. That a new blank DVD is used.
      ii. The teaching delivery closely relates the lesson plan.

5. The assessment must be shot in one take. Assessors will refer the assessment if the recording contains breaks in filming or edits.
   a. YMCAfit strongly recommend:
      i. The learner practices before the event is recorded and that the DVD will record the full length of the assessment
      ii. Ensure the camera battery (if applicable) is fully charged
      iii. Have a fully charged spare battery available
      iv. The learner has practiced using the camera equipment before the assessment is recorded

6. The learner and all participants must be in camera shot throughout the entire recording.
   a. YMCAfit strongly recommend:
i. The learner practices to ensure the camera can record the whole of the area where participants will be sitting/standing/moving around

ii. The learner places participants and themselves within camera shot at all times and place markers on the floor of an area that will not be covered in the camera view.

iii. Refrain from moving the camera during filming unless absolutely necessary.

iv. To have a second camera recording the event as a backup if one camera fails during the recording.

7. The learner must be clearly heard at all times throughout the recording. If it is difficult to hear the learner's instructions, they will be referred.
   a. YMCAfit strongly recommend:
      i. The learner practices to ensure the auditory function of the camera is working
      ii. Ensure that noise from an outside area does not interfere with the sound quality
      iii. The learner practices to ensure all verbal information is recorded effectively (voice projection, body position etc.)

8. Any comment made by the participants should be clearly audible at all times.
   a. YMCAfit strongly recommend:
      i. If a participant is not speaking clearly to ask the participant to repeat the statement or the learner can reiterate the statement made by the participant

9. The assessment must be conducted in a suitable environment e.g. fitness centre or classroom. If the venue is deemed to be unsatisfactory, the learner will be referred.
   a. YMCAfit strongly recommend:
      i. That advice and guidance be sought if the learner is unsure if the environment is suitable

10. A copy of the lesson plans (if applicable), informed consent and evaluation forms for all of the participants being filmed must accompany DVD assessment submissions.
    a. YMCAfit strongly recommend:
       i. That photocopies of all paperwork is made before posting to YMCAfit
       ii. That all assessment evidence is posted using either:
           1. A courier service
           2. A recorded delivery service

11. A certified copy of any legally recognised form of photo identification including a photo, for example a driving license or passport, must accompany the DVD submission
    a. YMCAfit strongly recommend:
       i. That photocopies of all paperwork is made before posting to YMCAfit
       ii. That all assessment evidence is posted using either:
           1. A courier service
           2. A recorded delivery service

12. The DVD produced must cover the assessment range required in the unit/qualification assessment guidelines (please refer to the appropriate observation checklist).
13. Specific assessment guidelines will be provided on your course.
14. Please post your recorded assessment to:
15. FAO: YMCAfit Learning Support Tutor Team. 111 Great Russell Street, London, WC1B 3NP.
16. Your results and feedback will be sent back to you by post within four weeks of receipt of submission.
YMCA fit

Photo / Video Consent Form

I hereby give full permission for images of myself _______________ (clients full name), that have been taken today at the venue listed below, to be used for assessment purposes for _______________ (learners name).

Student Name and Number:
________________________________________________________________________________

Date & Venue:
________________________________________________________________________________

Signed: 
________________________________________________________________________________

Date:
________________________________________________________________________________