



Employer Basics

Understanding Learner Progress



Learner progress

You can track the learners progress through the progress page or through their gap analysis.

1. Login to your account and view the learner dashboard.
2. Select the learner by clicking their name
3. Select the Progress Icon

Overall Progress

The progress page displays the progress for each unit the learner is working towards.

In the top-right corner, you have the option to display pending assessments and a show detailed view.

Overall Progress: 35%

Include pending activities/assessments Show detailed view

Active IQ Level 3 Certificate in Personal Training (QCF) (Aug 2014)	Unit Progress	Actual
Unit 1		100%
Unit 2		100%
Unit 3		9%
Unit 4		0%
Unit 5		0%
Unit 6		0%
Unit 7		0%

bar indicates your actual progress achieved (no bar = no progress)
 *s signify that the Internal Quality Assurer has sampled the Unit as part of a quality checking process

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1. Tick the detailed view to display the target progress for the learner.
2. The green bar represents actual progress and the red bar represents target progress.

Overall Progress: 38% (includes pending activities/assessments)

Include pending activities/assessments Show detailed view

Active IQ Level 3 Certificate in Personal Training (QCF) (Aug 2014) [50088208]	GLH (245)	Credit Value (36)	Unit Progress	Actual	Target	Start Date	Anticipated Completion Date	Learner Signed Off	Assessor/tutor Signed Off	IQA Signed Off
[Unit 1] Anatomy and physiology for exercise and health [A6009051]	43	6		100%	100%	26/06/2017	26/06/2018	Not signed off	Not signed off	Not signed off
[Unit 2] Applying the principles of nutrition to a physical activity programme [L6009054]	40	6		100%	100%	26/06/2017	26/06/2018	Not signed off	Not signed off	Not signed off
[Unit 3] Programming Personal Training with Clients [F6009052]	47	7		16%	100%	26/06/2017	26/06/2018	Not signed off	Not signed off	Not signed off
[Unit 4] Delivering personal training sessions [J6009053]	58	9		0%	100%	26/06/2017	26/06/2018	Not signed off	Not signed off	Not signed off
[Unit 5] Know how to support clients who take part in exercise and physical activity [M6009015]	13	2		21%	100%	26/06/2017	26/06/2018	Not signed off	Not signed off	Not signed off
[Unit 6] Health, safety and welfare in a fitness environment [T6009016]	16	2		0%	100%	26/06/2017	26/06/2018	Not signed off	Not signed off	Not signed off
[Unit 7] Principles of exercise, fitness and health [A6009017]	28	4		0%	100%	26/06/2017	26/06/2018	Not signed off	Not signed off	Not signed off

bar indicates your actual progress achieved (no bar = no progress)
 bar indicates your target progress based on the anticipated completion date
 *s signify that the Internal Quality Assurer has sampled the Unit as part of a quality checking process

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Gap Analysis

The gap analysis shows the areas of performance and knowledge the learner still needs to complete.

[Outcome 02] Understand the importance of long term behaviour change for personal training

Assessment Criteria		Supporting Evidence	Progress
2.1	Explain why it is important for clients to understand the advantages of personal training	CS4 OB12 OB14	■
2.2	Explain why it is important for a personal trainer to work together with clients to agree goals, objectives, programmes and adaptations	CS4 OB12 OB14	■
2.3	Explain the importance of long term behaviour change in developing client fitness	OB12 OB14	■
2.4	Explain how to ensure clients commit themselves to long term change	OB12 OB14	■

[Outcome 03] Understand the principles of collecting information to plan a personal training programme

Assessment Criteria		Supporting Evidence	Progress
3.1	Explain the principles of informed consent	CS3	■
3.2	Explain why informed consent should be obtained before collecting information for a personal training programme	CS3	■
3.3a	Summarise the client information that should be collected when designing a personal training programme, to include: • Personal goals	CS3	■
3.3b	• Lifestyle	CS3	■
3.3c	• Medical history	CS3	■
3.3d	• Physical activity history	CS3	■
3.3e	• Physical activity likes and dislikes		■
3.3f	• Motivation and barriers to participation		■

The number of boxes in the progress section shows how many times the criteria needs to be met. For example; one box means it must be covered at least once.

Red: criteria has not yet been covered by an assessment.

Amber: the criteria has been started by an assessment, hasn't yet been completed.

Green: the criteria has been covered by an assessment that has been signed-off.

The supporting evidence column provides a link to the assessment that the criteria meets.



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