



FOCUSAWARDS 

Video evidence

Guidance for submission & risk assessment

Video evidence guidance

Before Filming

- Complete a manual risk assessment of the exercise environment prior to exercise (see video evidence guidance and risk assessment form) and upload into assignment uploads on the e-learning platform.
- Complete all relevant screening and goal setting paperwork with the client.
- Complete programme card and submit this for assessment into assignment uploads on the e-learning platform.
- Consider the environment/space you are going to use.
- Consider the time of day you carry out the filming of your assessment.
- Ensure that you have your case study client to receive instruction and the other to complete the filming.
- Consider the use of a tripod for the person carrying out the filming so that the camera remains still.
- Consider the battery life of the camera / phone used to film the assessment.
- Consider the camera / phone memory used to store the video material.
- The client will need to complete a PARQ and informed consent which will both need to be submitted alongside the recording.
- Read through the assessment criteria and ensure that you practice this several times as you will need to ensure all points are covered.

During Filming

- All parties (learner, client (participant) and person carrying out the filming) must confirm who they are and produce ID at the start of the video.
- Carry out a practice run of a section of the programme card and check the audio and the video to ensure it is recording clearly and the assessor will be able to understand. Your voice must be clearly heard at all times and not be distorted by background noise.
- Adjust your programme card to reflect adaptation to assessment, this will need to be completed and passed prior to filming.
- The video will need to include:
 - o Introduction with client.
 - o Warm-up and relevant stretches.
 - o Pre-prepared main session component delivery.
 - o Cool-down and relevant stretches (including PNF stretching).
 - o Full debrief with client.
 - o The person recording the session will need to ensure YOU and your CLIENT are ALWAYS in full shot (head to toe) to ensure:
 - **both the trainer and client be clearly heard at all times**
 - complete body alignment and movement can be seen.
 - the assessor can see how the client is responding to your instructions.
 - the assessor can see how well you are observing and correcting as well as adapting exercises if necessary.
 - side views of the client MUST also be seen in full shot.
 - o Health and safety followed with the use of space and equipment.
 - o Filming must be continuous and completed in one go on the same day – it can be completed in bite size sections but there cannot be any lapse in time between each video. Where one video stops the next must start at the same place and CLIENT and INSTRUCTOR must be seen to walk to the next piece of equipment on the video. Therefore, it is highly advisable to complete the entire assessment on one video.

After Filming

- Watch the video before submission to check you have covered everything. **Check the recording is audible and clear.**
- When saving the videos use a clear numbering system that is easy to follow and understand, and includes you name in the title.
- Use the following format for labelling your video:
 - o Your Name – Assessment being completed – Video Section (if applicable)
 - o Joe Bloggs – PT – Video 1 – Introduction and ID

Once you have reviewed your work and it is ready to submit, please upload your video into assignment uploads on the e-learning platform.

RISK ASSESSMENT

Physical Assessment Practical

Qualification title and video assessment being carried out:			
Location (name and address):			
Risk Assessment completed by:			
Date of Risk Assessment:			
Learner name:			
Learner signature:			
Activity or hazard	People at risk and action taken to control the risk	Level of Risk (high, medium, low)	Any further action needed

Any further comments can be noted in the box below:			

I (the learner) have read and understood the guidance in this report and the appendices and will follow all guidance set out prior, during and after videoing my practical assessments.

I (the learner) have issued this document to my participant who understands the risks involved in partaking in physical activity and gives their permission for them to be a part of my video submission.

Learner Name:		Date:	
Learner Signature:			
Participant Name:			
Participant Signature:			

This Learner Achievement Portfolio (LAP) was developed in accordance with Focus Awards qualification structure.

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