

Biomechanics Education Ltd Induction Pack

Who Are We?

Thank you for choosing to train with Biomechanics Education Ltd

Biomechanics Education Ltd was established in 2013, and we are the only training provider delivering the intrinsic biomechanics programmes for those seeking a stand out career in the health, fitness & performance industries.

All of our workshops range from Level 2 to Level 3 and are accredited by STA, CIMSPA, IBA, ACSM, ACE & we are now seeking YMCA awards recognition at Level 4. The qualifications are sought after by employers.

Our team of highly qualified and experienced Master Trainers and assessors will support you through your chosen training programme/s making each step of your journey an enjoyable experience.

Our Mission Statement

'Improving Movement Through Education'

Programmes available through Biomechanics Education Ltd

L2 iMoveFreely Instructor Workshop

L2 Intrinsic Biomechanics Taster Workshop

L2 Golf Biomechanics Workshop

L2 Biomechanics Trainer Workshop

L3 Pelvic Biomechanics Workshop

L3 Spine Biomechanics Workshop

L3 Shoulder Biomechanics Workshop

L3 Knee & Foot Biomechanics Workshop

L3 Low Back Health Workshop

L3 Diploma in Biomechanics Coaching

Each workshop will consist of practical sessions & the iMoveFreely Instructor & Diploma in Biomechanics Coaching also contain theory work.

Learner Guidelines and Programme Structure – L2 iMoveFreely Instructor Workshop or L2 Intrinsic Biomechanics Taster Workshop or L2 Biomechanics Trainer Workshop

Learners are encouraged to be responsible for their own learning and fully participate throughout all aspects of the workshop. A timetable will be given to you on day 1.

A pre-requisite for each of the above workshops are that you have a level 2 ETM, Gym Instructor equivalent or above.

Learner Guidelines and Programme Structure – L2 Golf Biomechanics Workshop

Learners are encouraged to be responsible for their own learning and fully participate throughout all aspects of the workshop. A course timetable will be given to you on day 1.

A pre-requisite for the above workshop is that you have a minimum level 2 A&P understanding and an interest in or have experience in playing golf or coaching golfers.

Learners are required to bring or wear appropriate exercise clothing and footwear for practical sessions. It is also suggested that all learners bring a pen and notebook or print off their handout for note taking.

Learner Guidelines and Programme Structure – L3 Pelvis, Spine, Shoulder, Knee & Foot Biomechanics, Low Back Health Workshops, & Diploma in Biomechanics Coaching

Learners are encouraged to be responsible for their own learning and fully participate throughout all aspects of the workshop. A workshop timetable will be given to you on day 1.

A pre-requisite for the above workshop is that you have a minimum L3 personal trainer award, L3 pilates instructor, L3 yoga teacher, L3 manual therapist or equivalent.

Learners are required to bring or wear appropriate exercise clothing and footwear for practical sessions. It is also suggested that all learners bring a pen and notebook or print off their handout for note taking.

Individual learning needs

Learners are requested to identify any individual learning needs, medical conditions and/or injuries that may affect learning or the assessment process, on the application form or directly to the Master Trainer.

Your Master Trainer and assessor will be able to advise you on the specific requirements of the workshop and related assessment. In some instances it may be possible to apply a '**Reasonable Assessment Adjustment**' to take into account a specific learning need. Please discuss this with your Master Trainer during registration to ensure you are fully supported during the workshop and any assessments. The timetable will also clearly identify learner guidance and support time when your Master Trainer will be available to answer specific queries or clarify areas that are unclear.

It is important that learners are aware that some of the workshops may involve a small amount of homework. This mainly involves practice of practical skills and exercise techniques, for the iMoveFreely Instructor workshop there is a quiz and the full diploma will involve case studies and written work at the end of the face to face training.

Assessment methods

The methods of assessment you will encounter:

Formative Assessment: ongoing throughout the workshop in order to provide feedback on what you have learnt and what you need to improve on. (all workshops)

Continuous Assessment: ongoing throughout the workshop to obtain a result which will count towards your overall assessment result. (Biomechanics Trainer, Diploma in Biomechanics Coaching)

Summative Assessment: final assessment in order to obtain a result which will count towards your overall assessment result. (iMoveFreely Instructor workshop, Biomechanics Trainer, Diploma in Biomechanics Coaching)

Diploma in Biomechanics Coaching

Theory Assessments: 2000 word case study report based on 4 x grid forms showing case studies screened 4 times.

Practical Assessment:

- Learners are required to demonstrate a clear understanding of the assessment protocol
- Learners are required to arrange a volunteer for their practical assessment
- For the summative practical assessment the learner is required to demonstrate all physical assessments correctly, within the set the frame.
- The learner must coach the correct exercises resulting from this physical assessment based on the system.

Should you be unsuccessful you will have the opportunity to retake any part of the above assessments.

Malpractice and Maladministration Malpractice/Maladministration Procedure

Biomechanics Education Ltd will investigate instances of alleged or suspected malpractice or maladministration and will take appropriate action where required to maintain the integrity of units and qualifications.

Malpractice is defined as any deliberate activity, neglect, default or other practice that compromises the integrity of the assessment process, and/or the validity of certificates.

Maladministration is any activity, neglect, default or other practice that results in Biomechanics Education Ltd not complying with the specified requirements for delivery of units and qualifications.

Should an alleged malpractice/maladministration arise on the part of the learners, centre staff, or others involved in providing Biomechanics Education Ltd programmes will:

1. Report immediately to Biomechanics Education Ltd any suspected case of malpractice/maladministration arising after learners have been registered.
2. Investigate and record full details of the nature of the suspected malpractice/maladministration issue, including personnel involved and any action taken.

Examples of learner misconduct could include:

- Non-compliance in observing the mandatory rules of conduct during an assessment
- Replication of another learner's work in either the practical, theoretical or portfolio aspect of assessment

Misconduct procedure for learners

Where an issue of misconduct occurs and is discovered or reported the following action will be taken:

- The Invigilator is empowered to expel a learner from the assessment room

- The expelled learner's assessment paper will be securely retained and a report filed to Biomechanics Education Ltd
- The report and assessment record will be available for submission to Biomechanics Education Ltd and the regulatory authority upon request

If any of the rules of external assessment are deemed to have been broken by a learner, invigilator or other person involved in the assessment process, then Biomechanics Education Ltd may declare the assessment void.

Recognition of Prior Learning (RPL)

This is aimed at learners with relevant work experience and/or other related learning who do not hold appropriate certification. This is a route to enrolment which may be considered to ensure that learning is not needlessly repeated. In such a case the learner may be entitled to proceed directly to their diploma however, some questioning may be required to ensure that the learner's knowledge is still current.

An assessor will be appointed to assess the skills, knowledge, experience and understanding of the learner in relation to the diploma.

A decision to proceed to assessment will be made once the assessor is satisfied that the learner has demonstrated that they have sufficient knowledge and competence relevant to the diploma.

Progression Routes

Biomechanics Education Ltd deliver programmes from Level 2 through to Level 3, therefore progression within intrinsic biomechanics workshops can be achieved. Progression within the fitness industry will also be discussed towards the end of each workshop.

Progression routes can be accessed via the Biomechanics Education website www.biomechanicseducation.com

Learner appeals procedure

Learners have the right to challenge the assessment decision made by their assessor.

If an appeal is made and a meeting between the assessor and the learner fails to resolve the issue, the assessor will assist the learner further in using the appeals procedure.

The Appeals Procedure for learners is as follows:

1. The learner should first discuss the reason for appeal with the assessor.
2. If the learner is not satisfied with the assessor's final decision an appeal can be made in writing within 7 days of the assessment date, to the Internal Quality Assurer, at Biomechanics Education Ltd
3. The Internal Quality Assurer will acknowledge receipt of the appeal and will review the written appeal. The learner will be notified of the outcome of the appeal within 14 days from the acknowledgement date.
4. If the learner is still not satisfied with the outcome of the appeal they can then direct their appeal to the Managing Director of Biomechanics Education Ltd. It is important that the centre's own appeals procedure has been exhausted before the Managing Director of Biomechanics Education Ltd is involved.
5. Biomechanics Education Ltd Appeals Procedure is clearly identified learner handbook

Learner Complaints Procedure

Biomechanics Education Ltd provide a formal route for learners wishing to complain about its services.

All complaints will be treated seriously and confidentially. Please note that in order to properly investigate your complaint it may be necessary to disclose limited, relevant information, to third parties in the form of personal data i.e. information from which you can be identified. Information about a complaint will only be given to people directly and everyone involved will be advised of the need for confidentiality.

A complaint or dissatisfaction with our service can be brought to the attention of Rachel France, Quality Assurance Manger in writing our address is:

11 East Close, Keyworth, Nottingham, NG12 5GN

We will ensure acknowledgement of your complaint is made in writing within 48 hours, giving an indication of our proposed action. A considered response would then normally be made within 10 working days. You should include:

- A clear explanation of the nature of your complaint or query
- Your full name and contact details
- Copies of any supporting documentation

Our procedure covers all complaints about course delivery and administration, administrative support, quality assurance services, supporting resources including any allegations of discrimination or harassment and wherever possible we hope to satisfactorily resolve your complaint.

If, following our full response, you feel that your complaint has not been adequately addressed then you have the right to appeal in writing to the Director of Biomechanics Education Ltd at the above address setting out the reasons for your continued dissatisfaction. The director will respond with a final decision concluding the matter.

Equality and Diversity

Biomechanics Education Ltd has an active Equality and Diversity Policy that aims for all of its learners, irrespective of age, gender, ability, ethnic origin, religious beliefs and social circumstances to have access to our courses and to make the greatest possible progress.

The Equality and Diversity Policy can be accessed via your learner handbook.