

*The following information has been provided to prospective students to ensure they are able to source a suitable work placement to complete aspects of this course. If you have any questions or do not understand the requirements, please contact the college.*



## CERTIFICATE IV IN FITNESS

# INTRODUCTION

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## **PRACTICAL PLACEMENT & YOUR LOGBOOK**

The Practical Placement & Logbook is designed to reinforce the study program for the attainment of Certificate IV in Fitness.

It ensures that you gain “hands on” experience in the tasks that are normally performed by qualified fitness professionals.

The Log Book and accompanying notes from your Practical Placement must be completed as part of your assessment in this program. They must be submitted within 6 months of completing the core theory of the fitness program.

Once you are qualified, the Practical Log Book may help you to gain registration with an industry body, or be useful when attending interviews and applying for employment

## **COURSE PRACTICUM REQUIREMENTS**

As part of your Certificate IV in Fitness course requirements, you must complete a minimum of 30 hours supervised practical. (In some cases, students may require more than this to ensure they complete the activities).

In this time, must undertake all the tasks listed in the logbook and have their supervisor students confirm that they are competent.

Students must be supervised during the performance of all activities by someone with appropriate qualifications and experience. This is detailed in the supervisor requirements on page 3.

Students are responsible for identifying a suitable venue and supervisor to undertake their Practical Placement.

## Supervisor Requirements

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Your supervisor should *at least* be qualified as a fitness professional with the Certificate III and Certificate IV in Fitness or equivalent. Evidence of the credentials will be required as part of your Log Book submission. The better the supervisor, the more you will benefit from your Practical experience.

The following persons are considered credible supervisors for your Practical:

- A person with suitable qualifications (Certificate III and IV in Fitness) **AND**
- An industry registered personal trainer with Fitness Australia, Physical Activity Australia or another industry association **AND**
- A person with at least 2 years of experience as a fitness instructor, trainer or coach.

The following persons would also be considered credible supervisors for your Practical:

- A person employed by national defence forces or military reserve forces as a physical trainer or instructor with at least 2 years of experience as a fitness instructor, trainer or coach
- A graduate from a university degree in Human Movement, Fitness, or related studies with at least 2 years of experience in the relevant field and registered with an industry association
- A professional deemed by this school as having equal standing to any of the above.

You must ensure that your supervisor does meet the criteria required **before** you begin your practical exercises and the supervisor is happy to provide evidence of this for your log book submission.

To make sure that your supervisor is approved, ask for evidence of your supervisor's current qualifications and experience in health and fitness. Suitable evidence includes:

- a copy of a qualification
- evidence of membership in a health or fitness industry body
- registration with Defence Force or official military physical training schools

If your supervisor is not suitable, you will have to select another candidate. Speak to the college about alternatives.

## Competencies being assessed

You will be assessed on your ability to demonstrate competency in the following:

### CERTIFICATE IV IN FITNESS COMPETENCIES

Competency Code	Competency Description	Competency Inclusion
SISFFIT018	Promote functional movement capacity	Activity 1, 2
SISFFIT016	Provide motivation to positively influence exercise behaviour	Activity 1, 4, 5
SISXCCS003	Address client needs	Activity 1
SISFFIT021	Instruct personal training programs	Activity 1, 4, 5, 6
SISFFIT013	Instruct exercise to young people aged 13 to 17 years	Activity 1, 4, 5
SISFFIT023	Instruct group personal training programs	Activity 1, 4, 5, 6
SISFFIT020	Instruct exercise programs for body composition goals	Activity 1, 3, 4, 5, 6
SISFFIT017	Instruct long-term exercise programs	Activity 1, 4, 5, 6
SISCAI005	Conduct individualised long-term training programs	Activity 1, 4, 5, 6
SISSTC301A	Instruct strength and conditioning techniques	Activity 1, 4, 5, 6
SISSTC402A	Develop strength and conditioning programs	Activity 1, 4, 5
SISFFIT019	Incorporate exercise science principles into fitness programming	Activity 4, 7
SISFFIT026	Support healthy eating through the Eat for Health Program	Activity 1, 3
SISFFIT015	Collaborate with medical and allied health professionals in a fitness context	Activity 1
SISFFIT025	Recognise the dangers of providing nutrition advice to clients	Activity 3
BSBSMB401	Establish legal and risk management requirements of small business	Activity 8
BSBSMB403	Market the small business	Activity 8
BSBSMB404	Undertake small business planning	Activity 8
BSBSMB405	Monitor and manage small business operations	Activity 8

# PLANNING YOUR PRACTICAL PLACEMENT

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You as a student are ultimately responsible for planning and completing their practical work placement. In addition to the fitness skills, you will be learning practicing vital business and communication skills too.

## **STEP 1 - PLAN & PREPARE YOUR PRACTICAL PLACEMENT**

You will find that fitness centres, gyms and even personal trainers are generally very responsive to your request to complete free work experience with their organisations. But it is essential that you approach your practical placement with a professional and positive attitude. The starting point is your planning. Here is what you need to think about:

- When would you like to do the practical placement?
- How do you allocate your time and other commitments?
- How do you approach an organisation – letter, phone call, in person?
- Who are the key people you need to discuss this with?
- How many organisations should you approach?
- Confirm details of your placement once it is agreed.

### **Tasks you need to complete at this stage:**

- Ensure your proposed supervisor is aware of the tasks you need to complete during your work placement e.g. show them the logbook
- Confirm that you will be able to complete these tasks with them if they offer you a practical placement e.g. correct equipment available, correct supervisors available.
- Confirm details of your placement in writing once it is agreed.

## **STEP 2 - IMPLEMENT AND COORDINATE YOUR PRACTICAL PLACEMENT**

It is now time to complete your practical placement. You will certainly find that the more you put into your program the more you will get out of it. Here is what you need to think about:

- Ensure you understand and follow all rules, standards and regulations applicable to your host organisation e.g. dress code, OHS policy.

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- Ensure that you keep track of your progress and monitor your time frames. Are you accomplishing the tasks that you need to do? Do you need to extend the work placement to finish the tasks?
- Keep accurate records of the tasks you have completed along with the dates you have completed them. Do not wait until the end of the task to fill in your log book.
- Ensure your communication with your host organisation, including supervisors and other staff, is strong and they are also aware of the progress.

Tasks you need to complete at this stage:

- Complete your practical placement logbook
- Get your log book signed by your host supervisor on completion

### **STEP 3 - FINALISE AND REVIEW YOUR PRACTICAL PLACEMENT**

Once you have completed your practical placement hours, you need to finalise and review your placement. Here is what you need to think about:

- Complete all required records of the tasks you have completed
- Get your supervisors to sign off your completed tasks
- Ask if your supervisors have any further comments or questions for you
- Ask for general feedback and advice for your future career
- Ask for a reference if appropriate to do so

Tasks you need to complete at this stage:

- Send a *copy* of the completed and signed Practical Placement logbook to your tutor to advise them that the practical placement is completed. Ensure that you also retain a copy.
- Attached the relevant paperwork and samples as requested below.

**ATTACH A COPY OF YOUR SUPERVISOR'S CONTACT INFORMATION**

# How to Obtain a Practical Placement

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## *Step 1*

Begin by researching the local gyms/ fitness facilities in your area (below is a list of web resources that can get you in touch with your local fitness professionals and/or gyms). Use the attached form to document all the gyms you have made contact with, and identify what is most suitable.

If you are a member of a gym we suggest that you start there and see if you can obtain a work placement through them as you already have a relationship with the fitness facility.

If you are unable to obtain a work placement with your gym, try a number of other gym and/or fitness options in your area. Remember you are not restricted to just the gym. You can shadow a fitness professional in a boot camp or assist a fitness professional in an outdoor running group. The sky is the limit.

## *Step 2*

Once you have a list of places that you wish to seek work placement with, meet them in person rather than phone or email, and request an interview to meet with them to discuss doing a work placement.

## *Step 3*

Follow-up is important. Fitness professionals are busy and can be bombarded with work requests, so it pays to be at top of mind through persistence.

## *Step 4*

Once you have obtained an interview with one or more facilities and/or fitness professionals, ensure that upon meeting them that you present yourself in a way that reflect the business' code of ethics and practices. Look the part for the industry you want to work in.

During the interview be clear and attentive. Tell them what you want to gain from the work placement, why you chose their facility, and express your passion for the industry. Also note your availability to the interviewer so that there is no miscommunication in terms of your availability and what you can do time wise.

## *Step 5*

After the interview if you have not heard back follow-up a week later and ask for some feedback on the interview. If they were impressed with you, negotiate the next steps in securing the work placement with that gym facility and/or fitness professional. It is important that you emphasis that you are eager and willing to learn when expressing your interest in working with them.

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Keep a record of who you have spoken to, and any interviews that you have through a logbook. This will help not only save you time but also ensure you do not bombard a gym or fitness professional with queries or calls.

## Website Resources

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Here is a list of websites to help you find your local gym and/or fitness professional:

[www.igotapt.com](http://www.igotapt.com) – An online directory for personal trainers in your local area.

[www.gymlink.com.au](http://www.gymlink.com.au) – An online directory for finding gyms and fitness professionals in your local area. You can find offers, discounts and other incentives offers by various clubs here.

[www.coachesandtrainers.com.au](http://www.coachesandtrainers.com.au) – An online directory for finding trainers who work in the fitness and health sectors around Australia.





# SUPERVISOR'S GUIDE

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## **Students are required to provide a copy of this section to their Supervisor**

### **Overview**

Thank you for your assistance in supporting the student's fitness course and ultimately their new career in the fitness industry.

This practical placement task ensures the student gains hands-on experience in the tasks that are normally performed by a qualified Personal Trainer.

This log book and accompanying notes form part of the student's record and assessment for the course.

### **Your role as Supervisor**

Supervisors are requested to mentor students and then assess their practical skills and knowledge.

In all cases students should show appropriate knowledge, and if they are unsure should be shown or should know where to seek further information. In general students should be able to:

- ✓ obtain, interpret and analyse data and results in a fitness setting
- ✓ interact appropriately with clients and staff
- ✓ respond positively to feedback
- ✓ show ability and desire to learn new information
- ✓ act in accordance with relevant policies and procedures.

### **Recording Results**

As the supervisor we are asking you to observe the student undertake specific tasks and observe if they can do so to satisfactory industry standards.

Each task has a detailed description indicating the performance required. If you feel the student has demonstrated sound knowledge or demonstration of the activity you can record this task as satisfactory by signing and dating the relevant activity task entry.

For the recording we ask you complete 2 documents:

- Practical Hours Record (Log Book) – *Signature only*
- Activity Record – Indicating if activity tasks were completed (Yes/ No), *Signature and comments if required*
- Observation Activities – Date and signature upon the successful completion of those tasks

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## **Real world Clients versus simulations**

It is envisaged that students will acquire real world experience and be in direct contact with real clients.

In some cases tasks request students undertake fitness activities with children or older adults.

In situations where you feel that this is inappropriate for any reason i.e. client service level or confidentiality reasons OR this direct experience cannot be provided then we suggest the student simply observes these live client sessions and then 'simulates' the task with a member of staff at another time.

## **PRACTICAL HOURS RECORD**

We ask that you sign the practicum hour's record to show that the student has complied with practical placement time requirements.

## **ACTIVITY RECORD**

There are a set number activities that the student must complete. Within each of these are a number of tasks.

Whilst it is the responsibility of the student to keep a record of when each task is completed, we ask that you sign the Activity record and Observation Activities tasks when you are confident that each activity has been successfully completed. Please note, activities can be conducted over more than one session.

## **REFERENCES**

Students will be looking for positions within the Fitness Industry. We ask that you write a reference for your student if you feel it is appropriate to do

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## REQUEST FOR PARTICIPATION

**Dear Fitness Trainer,**

Our Fitness students are required to undertake a practical placement in which they will learn the duties and responsibilities associated with becoming a Personal Trainer. We are looking for Personal Trainers to provide these practical placement opportunities.

Participation would require:

1. An initial meeting in which the student explains to you the requirements of the course.
2. 30 hours of practical placement at your studio, over which time they would observe your fitness tasks and activities with the aim of assisting you in the future.
3. Video evidence to verify the student's involvement with your organisation completing tasks.
4. Your input into a range of assessment activities. Please ask our student to show you these.
5. In order to verify the student's identity, we ask that you view their drivers licence.

If you are able to assist the student with this task, please complete the details below and sign your consent.

If you have any questions, please do not hesitate to contact the college at the contact details below:

Tel: **1300 300 021**

Our sincere thanks for your assistance in this matter.

Regards,



Dane Ivcevic

**Director of Studies**

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## CONSENT TO PARTICIPATION

Name of Organisation: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

(For verification only):

Student's Name \_\_\_\_\_

(As shown on drivers licence)

I agree to assist the student by providing a practical placement at my gym/ fitness facility.

I consent to photographs and videos being taken of myself with the student and of my organisation for verification purposes only. These photographs will not be used by ACSF for any other purpose.

Limits to consent (please specify any limitations to your consent for photography on your premises)

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# PRACTICAL PLACEMENT LOGBOOK

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The activities contained in this logbook must be completed under supervision for a minimum of **30 hours** in order to successfully complete the practical placement task.

Students must consult their supervisor to determine a convenient length of time and number of days to complete the practical.

The only requirement is that they must total a minimum of 30 hours and that ALL activities are completed. In some cases, students may require more time to complete the activities.

At the completion of each day, the student should complete the **Practical Hours Record Log Book** in full ensuring details on the specific tasks and activities completed are listed in the log book.

Students will need to obtain a signature from the Workplace Supervisor to verify their attendance under supervision and that these tasks and activities were completed. All activities and related tasks are required to be completed which includes the specified supportive evidence within each activity.

The student and the Workplace Assessor will receive and review these comments as part of the assessment process.

It is the responsibility of the student to:

- Keep this Logbook in a safe place and in good condition;
- Obtain sign-offs from the Workplace Supervisor; and
- Submit a completed copy to the college

This log must be returned to the college.

Please make and retain a copy of the log for yourself before submission in case it is lost in transit to the college.

## PHOTOGRAPHIC AND VIDEO EVIDENCE OF THE PRACTICAL PLACEMENT

The tasks within this document involve the collection and submission of video tasks in order to validate the practical experience and satisfy the unit's assessment requirements. Student will also need to provide 2 (two) photos of the student in the workplace completing one of the specified activity tasks.

Videos should be of the student conducting the specified tasks within this logbook, and must be submitted with this document along with the specified evidence listed under the SUBMIT sections. Videos should be clear and must have an audible level of sound for your trainer to assess. For further information.

## PRACTICAL LOG BOOK SUBMISSION

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The practical placement must be uploaded to Student Drop Box to be marked by your tutor. If you have lost your log in details for Student Drop Box, please contact ACSF administration staff.

## **SUBMITTING ATTACHMENTS**

Please ensure all supporting attachments required throughout the log book follow the below naming convention.

Your name, the activity number and the task number, this would be written as follows for a student called Joe Bloggs who has completing activity 2, task 3 supporting.

**JoeBloggs \_Activity2 \_Task3**

## **CLIENT AND PRORGAM TYPES**

Throughout your practical placement you will be required to work with at least 5 (five) different clients from which one is an adolescent aged between 13-17 years of age (or simulated client) and clients with the following goals

- Body composition goals, strength and conditioning goal, group personal training (3-12 participants) and long term goals

When working with an adolescent you must ensure you gain parent/guardian consent and discuss additional requirements and considerations needed for this client type. You will also need to discuss with supervisor the legislative and regulatory requirements regarding safe and appropriate conduct of exercise for young adolescent.

## **UPLOADING ATTACHMENTS**

To upload your video you will first need to convert/compress it from the original raw file to either a .mp4 or .m4v file type (source files such as .mov or .wmv and .avi will be too large in file size to attempt to upload over the internet).

Save your converted/compressed video file to your computer's hard drive or your external storage device using the file naming convention listed above for attachments.

For further information on compressing video files please refer to the Video Compression guide provided.

**Please note that the practical placement booklet may undergo small changes, to access the most recent version, please visit the Student Online Learning Centre.**

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# COVER SHEET & RECORDS SHEETS

Certificate IV in Fitness PRACTICAL PLACEMENT		COVERSHEET
<b>Student Name:</b>		
<b>Submission Date :</b>		
<b>Address and number of Venue:</b>		
<b>Name of supervisor:</b>		
<b>Supervisors email address:</b>		
<b>Supervisors phone number:</b>		
<b>Please attach evidence of your Supervisor's experience</b>	Evidence submitted; <ul style="list-style-type: none"> <li><input type="checkbox"/> Supervisors industry membership</li> <li><input type="checkbox"/> Supervisors Relevant Qualifications</li> </ul>	
<b>Completed checklist:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Practical Hours Record x 30 hrs – <i>Completed and signed</i></li> <li><input type="checkbox"/> Activity Record x 8 Activities - <i>Completed and signed</i></li> <li><input type="checkbox"/> Observation Activity x all Individual Tasks - <i>Completed and signed</i></li> <li><input type="checkbox"/> Completed supporting documents and videos as specified;               <ul style="list-style-type: none"> <li><input type="checkbox"/> Activity 1 – Tasks 1, 3 and 4</li> <li><input type="checkbox"/> Activity 2 – Tasks 2</li> <li><input type="checkbox"/> Activity 3 – Tasks 3</li> <li><input type="checkbox"/> Activity 4 – Tasks 2 and 3</li> <li><input type="checkbox"/> Activity 5 – Tasks 2</li> <li><input type="checkbox"/> Activity 6 – Tasks 1 and 2</li> </ul> </li> <li><input type="checkbox"/> 2 Photographic evidence</li> </ul>	

**Before submitting this documentation, students must ensure they have made their own copy.**



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Certificate IV in Fitness - PRACTICAL PLACEMENT				PRACTICAL HOURS RECORD LOG BOOK	
Date of Task	Start Time	Finish Time	Hours under supervision	Description of Task/Activity Undertaken	Supervisor Signature
<b>Total hour's (minimum 30 hrs)</b>					



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I confirm as the supervisor during this practical placement, that the student has completed the hours indicated above under supervision, I also confirm that I have verified the student by viewing their identification:

Students ID viewed:

\_\_\_\_\_

Name on ID:

\_\_\_\_\_

ID number:

\_\_\_\_\_

\_\_\_\_\_  
**Supervisor Name**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

**Note:** *The Practical Hours Record can be copied if there is insufficient space to record all hours.*

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Certificate III in Fitness PLACEMENT		ACTIVITY RECORD
Activity Record of Tasks	Completed (Yes/No)	Supervisor Signature
<b>1. Client Orientation and Assessment</b> <ol style="list-style-type: none"> <li>1. Client assessment</li> <li>2. Client needs and goals</li> <li>3. Addressing client needs</li> <li>4. Client barriers and motivation</li> <li>5. Provide information to clients</li> <li>6. Referrals and support</li> </ol>		
<b>2. Functional Movement and Postural Appraisals</b> <ol style="list-style-type: none"> <li>1. Prepare for movement assessment</li> <li>2. Conduct functional movement assessment's</li> <li>3. Improve functional movement</li> </ol>		
<b>3. Nutrition</b> <ol style="list-style-type: none"> <li>1. Provide Nutritional information to the client</li> <li>2. Recognise dangers of provide nutritional advice</li> <li>3. Evaluate clients current dietary patterns and habits</li> <li>4. Assist clients in making better dietary choices</li> </ol>		
<b>4. Develop and Exercise Programs</b> <ol style="list-style-type: none"> <li>1. Determine client/athlete needs and goals</li> <li>2. Develop and document 6 (six) program plans</li> <li>3. Exercise adherence strategies</li> </ol>		
<b>5. Conduct Exercise Programs</b> <ol style="list-style-type: none"> <li>1. Prepare for session delivery</li> <li>2. Instruct and monitor 6 (six) training sessions</li> <li>3. Incorporate principles of motivational psychology to delivery</li> </ol>		
<b>6. Personal Training Evaluation</b> <ol style="list-style-type: none"> <li>1. Evaluate all 6 programs program</li> <li>2. Modifications</li> <li>3. Review and feedback</li> </ol>		
<b>7. Professional Practice Skills</b> <ol style="list-style-type: none"> <li>1. Musculoskeletal anatomy knowledge</li> <li>2. Biomechanical knowledge</li> <li>3. Fitness facility policies and procedures</li> <li>4. Legislative and regulatory requirements</li> </ol>		
<b>8. Applied Business Skills</b> <ol style="list-style-type: none"> <li>1. Fitness business comprehension</li> <li>2. Target markets in fitness</li> <li>3. Fitness services for business progression</li> <li>4. Business review and reflection</li> </ol>		

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*Supervisor Comments or Feedback (if required):*

**Supervisors signature**

**Date**

# ACTIVITY Task 1 – Client Orientation and Assessment

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## Purpose of task

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To progress towards demonstrating application and competency in the unit:

- SISFFIT018: Promote functional movement capacity
- SISFFIT016: Provide motivation to positively influence exercise behaviour
- SISXCCS003: Address client needs
- SISFFIT021: Instruct personal training programs
- SISFFIT013: Instruct exercise to young people aged 13 to 17 years
- SISFFIT023: Instruct group personal training programs
- SISFFIT020: Instruct exercise programs for body composition goals
- SISFFIT017: Instruct long-term exercise programs
- SISCAI005: Conduct individualised long-term training programs
- SISSTC301A: Instruct strength and conditioning techniques
- SISSTC402A: Develop strength and conditioning programs

## Criteria

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The assessment task will demonstrate your ability to:

- Apply client induction and appraisal correctly in line with organisational policies and procedures
- Communicate effectively with clients to establish clear needs, goals and preferences
- Implement motivational strategies when discussing client needs and barriers
- Initiate the referral process for clients who are high risk or require follow up.

## Assessment task

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For this assessment task you are to be observed by your workplace supervisor contributing to client orientation and appraisal.

Students must complete the specific tasks listed under the activity 1 observation activity which involves workplace task to complete and required evidence to be submitted within each task.

Assessment conditions

- This assessment must be completed in the workplace which has access to current workplace policies and procedures for client induction and appraisals in that workplace.

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Your workplace supervisor will use a performance checklist to determine satisfactory performance of teach task on the following page (tasks 1-5).



Your workplace supervisor may ask you questions during the task to check your understanding of aspects listed in the criteria checklist.

If you feel you cannot complete this assessment or cannot access any policies and procedures or perform a task being asked, you should speak directly with your workplace supervisor to discuss alternate options.

## Activity 1 - Observation Activity: Client Orientation and Assessment

You will undertake tasks relating to undertaking client appraisals, screening and base line fitness levels for 5 (five) different clients in preparation for development and implementing exercise programs. This is required to be done for 5 or more clients on at least 5 (five) different occasions.

Of the 5 (five) clients, 1 (one) of these must be considered an athlete or training towards athlete goals, 1, must be an adolescent aged 13-17.

TASK (and Relevant UOC)		Date	Supervisor Signature
1	Client assessment		
<p><b>Task Description</b></p> <ul style="list-style-type: none"> <li>a. <b>Conduct</b> client screening and appraisals that covers (i) Adult Pre-Exercise Screening, (ii) Client training history and background and (iii) Clients estimated daily energy requirement</li> <li>b. <b>Conduct</b> fitness testing to assess baseline functional capacity specific to each client's needs and goals</li> <li>c. <b>Conduct</b> body composition assessments which must include at least a waist to hip ratio assessment</li> <li>d. <b>Review</b> and advise clients on their results</li> </ul> <p> <b>SUBMIT:</b> Provide the results of each client's fitness appraisal. This may be your own or one used by the workplace. <u>Be sure you provide all 5 (five) copies of the completed appraisals results conducted.</u></p> <p> <b>SUBMIT:</b> Provide 1 (one) short video of yourself conducting a waist to hip ratio test on a client ensuring your measurements can clearly be seen in terms of location on your client. You do not need to include your clients face in the video</p>			
2	Client need and goals		
<p><b>Task Description</b></p> <ul style="list-style-type: none"> <li>a. <b>Establish</b> clients short, medium and long term goals in line with the findings from task 1</li> <li>b. <b>Confirm</b> and <b>discuss</b> clients body composition goals and expectations</li> <li>c. <b>Analyse</b> the strength and conditioning needs of clients</li> </ul>			
3	Addressing client needs		
<p><b>Task Description</b></p> <ul style="list-style-type: none"> <li>a. <b>Discuss</b> strategies on motivation and behaviour can be modified to improve exercise adherence</li> </ul>			

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- b. **Identify** and explore suitable services to match your clients' needs and goals and develop customised solutions to which services would benefit their training week where possible.



**SUBMIT:** Provide a brief report (1 paragraph for each client) outlining what services are most suitable to each client in order to help them achieve their goals.

4	Client barriers and motivation		
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**Task Description**

- a. **Explore** the key barriers each client has to exercise and motivation to exercise
- b. **Incorporate** strategies to promote intrinsic and extrinsic motivation for clients and members
- c. **Discuss** with your supervisor about different motivational strategies other trainers use in the workplace



**SUBMIT:** Provide a brief report (1 paragraph for each client) outlining what their barriers are to exercise and their motivation to achieve their desired results.

5	Provide information to clients		
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**Task Description**

- a. **Explain** to clients the need to incorporate exercise into a healthy lifestyle plan
- b. **Explain** the expected short and long term training will have on the body with clients.

6	Referrals and support		
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**Task Description**

- a. **Determine** when a client should be referred to an allied health professional based on appraisal
- b. **Discuss** what types of support personnel may be required for athletes (to your athlete-related client)

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## Workplace supervisor's performance checklist

Ensure that your supervisor completes the checklist in the log once you have completed the task.

Student adequately performed the actions below:	Yes	No
Student used appropriate interpersonal skills when communicating with clients: <ul style="list-style-type: none"> <li>• Active listening and building rapport</li> <li>• Speaking clearly and concisely</li> <li>• Presenting professionally in dealing with clients and members</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Student seeks clients consent, identifies clients fitness goals and needs as well as briefs clients on upcoming fitness appraisal assessments	<input type="checkbox"/>	<input type="checkbox"/>
Student selects and conducts appropriate base line fitness assessments with clients	<input type="checkbox"/>	<input type="checkbox"/>
Student effectively explains and administers a fitness screening/ appraisal to a minimum of 5 (five) different clients	<input type="checkbox"/>	<input type="checkbox"/>
Student was able to effectively establish clients short, medium and long term goals	<input type="checkbox"/>	<input type="checkbox"/>
Student correctly undertook body composition assessments with clients	<input type="checkbox"/>	<input type="checkbox"/>
Student refers clients at risk to a suitable medical or allied health professional as required	<input type="checkbox"/>	<input type="checkbox"/>
Student was able to match clients or members up with relevant fitness services	<input type="checkbox"/>	<input type="checkbox"/>
Student effectively establishes client's motivational barriers to exercise and worked on strategies to improve exercise adherence and motivation.	<input type="checkbox"/>	<input type="checkbox"/>
Student spent more than 5 (five) hours conducting the tasks across at least 5 (five) different occasions with at least 5 (five) different clients.	<input type="checkbox"/>	<input type="checkbox"/>
Student was able to; <ul style="list-style-type: none"> <li>• Research and apply information on motivational psychology</li> <li>• Complete appraisal documentation to organisation and industry standards</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Workplace supervisor signature and date</b>		



# ACTIVITY Task 2 – Functional Movement and Postural Appraisals

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## Purpose of task

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To progress towards demonstrating application and competency in the units

- SISFFIT018: Promote functional movement capacity

## Criteria

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The assessment task will demonstrate your ability to:

- Analyse clients static and dynamic posture
- Undertake functional movement and postural appraisal assessments
- Develop customised strategies to improve functional capacity and refer where required

## Assessment task

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For this assessment task you are to be observed by your workplace supervisor carrying out a range of activities related to undertaking functional movement assessments strategies to improve.

Assessment conditions

- This assessment must be completed in the workplace which has access to current workplace policies and procedures and access to a client service delivery environment.



Your workplace supervisor will use a performance checklist to determine satisfactory performance of each task on the following page (tasks 1-4).

Your workplace supervisor may ask you questions during the task to check your understanding of aspects listed in the criteria checklist.

If you feel you cannot complete this assessment or cannot access any policies and procedures or perform a task being asked, you should speak directly with your workplace supervisor to discuss alternate options.

## Activity 2 - Observation Activity: Work Effectively in Fitness

You will undertake tasks relating to planning and conducting functional movement appraisals in both static and dynamic settings. This is required to be done for greater than 4 (four) hours and on 4 (four) different occasions with clients.

TASK (and Relevant UOC)	Date	Supervisor Signature
1 Prepare for movement assessment		
<p><b>Task Description</b></p> <p>a. <b>Discuss</b> with your supervisor where suitable functional movement information can be located</p> <p>b. <b>Prepare</b> clients for appraisal by discussing how functional movement functional influences technique</p> <p>c. <b>Provide</b> information and discuss the following points with clients:</p> <ol style="list-style-type: none"> <li>i. Common cause of poor posture and role of muscles in movement</li> <li>ii. Relationship between posture and injury prevention</li> <li>iii. Personal Trainers ethical and legal limitation with correcting posture</li> <li>iv. Importance of functional movement and correct exercise technique</li> </ol>		
2 Conduct functional movement assessment's		
<p><b>Task Description</b></p> <p>a. <b>*Conduct</b> a static postural assessment on 4 (four) clients (<i>filming required for 1 client</i>)</p> <p>b. <b>#Conduct</b> and <b>film</b> a functional movement assessment using the appendix template on 4 (four) clients where 3 (three) of the exercises must be 'loaded' (weight added) to assess muscle activation capacity (<i>filming required for 1 client</i>)</p> <p>c. <b>Discuss</b> assessment results with clients</p> <p> <b>SUBMIT:</b> Submit copies of your static and functional movement assessments with each of your clients. In total you will have 2 documents per client = 8 documents in total</p> <p> <b>SUBMIT:</b> Provide 2 (two) short videos which include you and a client in it conducting 1 (one) static postural appraisal and 1 (one) functional movement assessment. This should include the following</p> <ul style="list-style-type: none"> <li>• A 1-3 min video conducting a static postural appraisal</li> <li>• A 5-8 min video conducting each of the 5 (five) movements listed from which 3 are loaded</li> </ul> <p><i>*If there are no static postural evaluation forms within the workplace please use the template in the appendix</i></p> <p><i># Loaded refers to submaximal loads (weight) for 3 (three) of the exercises within the functional movement assessment template.</i></p>		
4 Improve functional movement		
<p><b>Task Description</b></p> <p>a. <b>Develop</b> strategies to improve clients functional capacity based on their results from task 1</p> <p>b. <b>Explain</b> potential contraindicated exercise that may worsen their movement imbalances or inefficiencies</p> <p>c. <b>Determine</b> the need for referral for further evaluation with a medical or allied health professional</p>		

*The following information has been provided to prospective students to ensure they are able to source a suitable work placement to complete aspects of this course. If you have any questions or do not understand the requirements, please contact the college.*

## Workplace supervisor's performance checklist

Ensure that your supervisor completes the checklist in the log once you have completed the task.

Student adequately performed the actions below:	Yes	No
Student sources and dicusses functional movement informatiopon with clients effectively	<input type="checkbox"/>	<input type="checkbox"/>
Student understands the primary ifnbuences of posture vairtaions and movement ineficiencies	<input type="checkbox"/>	<input type="checkbox"/>
Student always works within professiaonl and legal scope of practice	<input type="checkbox"/>	<input type="checkbox"/>
Student effectively conducted functaionl movement and postrual assessments on 4 (four) clients	<input type="checkbox"/>	<input type="checkbox"/>
Student safely and effectively conducted loaded functaionl movement assessments on 4 (four) clients	<input type="checkbox"/>	<input type="checkbox"/>
Student was able to identify and elevalaute clinets ability to recruit and activate muscle groups	<input type="checkbox"/>	<input type="checkbox"/>
Student applied industry knowledge and standards to implement individualised client stratagies to improve functional capcity	<input type="checkbox"/>	<input type="checkbox"/>
Student professionally dicussed clinet results and advised contraindciated exercises where applicable based on assessmenht findings	<input type="checkbox"/>	<input type="checkbox"/>
Student refers for further evaluation where required to medical or allied health professionals	<input type="checkbox"/>	<input type="checkbox"/>
<b>Workplace supervisor signature and date</b>		

## ACTIVITY Task 3 – Nutrition

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### Purpose of task

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To progress towards demonstrating application and competency in the units

- SISFFIT020 Instruct exercise programs for body composition goals
- SISFFIT026 Support healthy eating through the Eat for Health Program
- SISFFIT025 Recognise the dangers of providing nutrition advice to clients

### Criteria

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The assessment task will demonstrate your ability to:

- Apply knowledge of nutrition within scope of practice and in line with the Eat for Health Program
- Undertake foundation and total diet planning with clients in order to improve dietary patterns
- Identify, document and refer clients a risk of receiving nutritional advice

### Assessment task

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For this assessment task you are to be observed by your workplace supervisor carrying out a range of activities related to providing dietary advice and improving client dietary patterns through the Eat for Health Program.

Assessment conditions

- This assessment must be completed in the workplace which has access to current workplace policies and procedures and access to a client service delivery environment.

Your workplace supervisor will use a performance checklist to determine satisfactory performance of teach task on the following page (tasks 1-3).


Your workplace supervisor may ask you questions during the task to check your understanding of aspects listed in the criteria checklist.

If you feel you cannot complete this assessment or cannot access any policies and procedures or perform a task being asked, you should speak directly with your workplace supervisor to discuss alternate options.

The following information has been provided to prospective students to ensure they are able to source a suitable work placement to complete aspects of this course. If you have any questions or do not understand the requirements, please contact the college.

### Activity 3 - Observation Activity: Maintain Fitness Equipment

You will undertake all tasks on 4 (four) clients which relate to establishing client current eating patterns whilst identifying dangers of providing nutrition advice to those consider to have specific requirements and needs.

TASK (and Relevant UOC)		Date	Supervisor Signature
1	Provide Nutritional information to the client		
<p><b>Task Description</b></p> <p>a. <b>Source</b> and <b>discuss</b> the Australian dietary guidelines with clients ensuring you discuss the following;</p> <ol style="list-style-type: none"> <li>i. Relationship between healthy eating, exercise and health</li> <li>ii. Benefits of exercise and health eating as a combination approach to achieving goals and health</li> <li>iii. What the eat for health program is and its relationship to the dietary guidelines</li> </ol> <p>b. <b>Establish</b> and discuss clients current dietary habits and compare to the Australian dietary guidelines</p> <p>c. <b>Identify</b> clients with specific nutritional needs where possible and refer</p>			
2	Recognising dangers of nutritional advice		
<p><b>Task Description</b></p> <p>a. With your supervisor, <b>discuss</b> the dangers of providing nutritional advice to those with specific nutritional needs, specific populations, high risk and require advice beyond the eat for health program</p>			
3	Evaluate clients current dietary patterns and habits		
<p><b>Task Description</b></p> <p>a. Through <b>consultation, establish</b> each client's current eating patterns by completing the Food Pattern Record template in the appendix</p> <p>b. <b>Complete</b> a healthy eating plan by establishing a foundation and total diet for each client using the Healthy Eating Template provided in the appendix</p> <p> <b>SUBMIT:</b> Provide completed <b>Food Pattern Record</b> and <b>Health Eating Plan</b> for each of your 4 (four) clients = 8 documents in total to submit</p>			
3	Assist clients in making better dietary choices		
<p><b>Task Description</b></p> <p>a. <b>Discuss</b> the clients feelings towards the total diet and finings within the Healthy Eating Plan</p> <p>b. <b>Educate</b> clients on food labels in order to assist them in making better dietary choices</p>			

*The following information has been provided to prospective students to ensure they are able to source a suitable work placement to complete aspects of this course. If you have any questions or do not understand the requirements, please contact the college.*

## Workplace supervisor's performance checklist

Ensure that your supervisor completes the checklist in the log once you have completed the task.

Student adequately performed the actions below:	Yes	No
Student effectively consults clients regarding their dietary habits and patterns and used open and closed probe questioning techniques to acquire accurate information regarding physical activity patterns, and eating patterns	<input type="checkbox"/>	<input type="checkbox"/>
Student appropriately communicates on nutrition within scope of practice	<input type="checkbox"/>	<input type="checkbox"/>
Student correctly administers the eat for health program when establishing total diets and advice	<input type="checkbox"/>	<input type="checkbox"/>
Student understands the dangers of incorrect nutritional advice to clients	<input type="checkbox"/>	<input type="checkbox"/>
Student identifies those who require further assistance or have specific needs and refers on	<input type="checkbox"/>	<input type="checkbox"/>
Student correctly interprets the Educator Guide from the Eat for Health program to select appropriate information to provide client regard their food choice influences.	<input type="checkbox"/>	<input type="checkbox"/>
Student was able to correctly calculate energy requirements in line with the total diet for client	<input type="checkbox"/>	<input type="checkbox"/>
Student worked with a minimum of 4 (four) clients on the related tasks in activity 3	<input type="checkbox"/>	<input type="checkbox"/>
<b>Workplace supervisor signature and date</b>		

## ACTIVITY Task 4 – Develop and Exercise Programs

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### Purpose of task

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To progress towards demonstrating application and competency in the units

- SISFFIT016 Provide motivation to positively influence exercise behaviour
- SISFFIT021 Instruct personal training programs
- SISFFIT013 Instruct exercise to young people aged 13 to 17 years
- SISFFIT023 Instruct group personal training programs
- SISFFIT020 Instruct exercise programs for body composition goals
- SISFFIT017 Instruct long-term exercise programs
- SISCAI005 Conduct individualised long-term training programs
- SSSSTC301A Instruct strength and conditioning techniques
- SSSSTC402A Develop strength and conditioning programs
- SISFFIT019 Incorporate exercise science principles into fitness programming

### Criteria

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The assessment task will demonstrate your ability to:

- Design and develop exercise programs for a range of clients
- Plan a long term training programming for an athlete related goal
- Plan and develop strength and conditioning focused training sessions
- Implement principles of motivation psychology into fitness planning

### Assessment task

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For this assessment task you are to be observed by your workplace supervisor carrying out a range of activities related to advance programming for specific client goals and needs.

Assessment conditions

- This assessment must be completed in the workplace which has access to current workplace policies and procedures, a variety of fitness equipment access to a fitness service delivery environment.

Your workplace supervisor will use a performance checklist to determine satisfactory performance of teach task on the following page (tasks 1-3).

*The following information has been provided to prospective students to ensure they are able to source a suitable work placement to complete aspects of this course. If you have any questions or do not understand the requirements, please contact the college.*

Your workplace supervisor may ask you questions during the task to check your understanding of aspects listed in the criteria checklist.



If you feel you cannot complete this assessment or cannot access any policies and procedures or perform a task being asked, you should speak directly with your workplace supervisor to discuss alternate options.

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## Activity 4 - Observation Activity: Develop and Exercise Programs

You will undertake tasks relating to advanced program design for a range of clients goals ensuring effective exercise adherence strategies are incorporated into planning. This is required to be done for greater than 5 (five) hours and on 5 (five) different occasions with at least 5 (five) clients.

TASK (and Relevant UOC)		Date	Supervisor Signature
1	Determine client/athlete needs and goals		
<p><b>Task Description</b></p> <p>a. <b>Consult</b> with five different clients to determine their training need and goals in preparation for design</p> <p>b. <b>Determine</b> the need for support personnel and specific equipment in order to achieve client goals</p> <p>c. <b>Explain</b> the types of training most suitable to each client's goals and preferences</p>			
2	Instruct and monitor 6 (six) training sessions		
<p><b>Task Description</b></p> <p>a. <b>Develop</b> the following programs for 5 (five) clients either in outdoor or indoor training environments</p> <p>a. 1 (one) strength and conditioning session which includes core lifts followed by accessory/ assistive exercises</p> <p>b. 2 (two) group personal training session with 3-12 (three – twelve) clients or members</p> <p>c. 1 (one) long term body composition training plan using the periodisation template in the appendix</p> <p>d. 1 (one) personal training session on for an adolescent aged 13-17 years old on their desired goal</p> <p>b. <b>Incorporate</b> injury prevention strategies into session warm up and cool down phases</p> <p>c. <b>Develop</b> 1 (one) follow up program for one of your clients who has progressed and incorporate overload techniques into the program design.</p> <p>d. <b>Establish</b> clear exercise/set intensities written as an RPE, % of 1RM or % MHR to monitor training</p> <p>e. <b>Reflect</b> on the client consultations and developed programs to identify areas to improve</p> <p> <b>SUBMIT:</b> Provide the following completed programs for your clients (6 programs in total)</p> <p>(1) 1 (one) strength and conditioning session</p> <p>(2) 2 (two) group personal training session for 3-12 participants</p> <p>(3) 1 (one) long term periodisation plan for a body composition goal (appendix template)</p> <p>(4) 1 (one) personal training session</p> <p>(5) 1 (one) follow up program for a client which incorporates overload techniques</p> <p><i>Ensure all programs clearly identify the training goal and have all programing variables filled out including intensity</i></p>			
3	Exercise adherence strategies		
<p><b>Task Description</b></p> <p>a. <b>Develop</b> strategies to assist each client overcome barriers to exercise and increase their adherence</p> <p>b. <b>Develop</b> strategies to improve group cohesion and motivation within group PT sessions</p> <p> <b>SUBMIT:</b> A brief report with bullets on these strategies for each of your training sessions in task 2</p>			

*The following information has been provided to prospective students to ensure they are able to source a suitable work placement to complete aspects of this course. If you have any questions or do not understand the requirements, please contact the college.*

## Workplace supervisor's performance checklist

Ensure that your supervisor completes the checklist in the log once you have completed the task.

Student adequately performed the actions below:	Yes	No
Student effectively consults with clients and members to establish training goals, needs and objectives.	<input type="checkbox"/>	<input type="checkbox"/>
Student explains how each plan will be evaluated for each client and why	<input type="checkbox"/>	<input type="checkbox"/>
Student effectively designed suitable training sessions for a diverse range of client goals	<input type="checkbox"/>	<input type="checkbox"/>
Student understands principles of program design in strength and conditioning	<input type="checkbox"/>	<input type="checkbox"/>
Student incorporates overload techniques where applicable to follow up training sessions	<input type="checkbox"/>	<input type="checkbox"/>
Student was able to select core lifts and exercises to meet the identified needs of the athlete or athletes and organisational policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>
Student applies principles of motivational psychology to exercise programs and plans	<input type="checkbox"/>	<input type="checkbox"/>
Student effectively develops long term training programs to meet clients body composition goals	<input type="checkbox"/>	<input type="checkbox"/>
Student was able to adjust own practice to improve client outcomes and experience	<input type="checkbox"/>	<input type="checkbox"/>
Student correctly updates client records in line with organisational policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>
Student spent more than 5 (five) hours conducting the tasks across at least 5 (five) different occasions with at least 5 (five) different clients	<input type="checkbox"/>	<input type="checkbox"/>
<b>Workplace supervisor signature and date</b>		

## ACTIVITY Task 5 – Conduct Exercise Programs

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### Purpose of task

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To progress towards demonstrating application and competency in the units

- SISFFIT016 Provide motivation to positively influence exercise behaviour
- SISFFIT021 Instruct personal training programs
- SISFFIT013 Instruct exercise to young people aged 13 to 17 years
- SISFFIT023 Instruct group personal training programs
- SISFFIT020 Instruct exercise programs for body composition goals
- SISFFIT017 Instruct long-term exercise programs
- SISCAI005 Conduct individualised long-term training programs
- SISSTC301A Instruct strength and conditioning techniques
- SISSTC402A Develop strength and conditioning programs

### Criteria

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The assessment task will demonstrate your ability to:

- Deliver personal training for a range of clients
- Deliver advanced programs on strength and conditioning
- Implement principles of motivation psychology into fitness planning

### Assessment task

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For this assessment task you are to be observed by your workplace supervisor carrying out a range of activities related to advance programming for specific client goals and needs. You will need to have access to 5 (five) different clients

Assessment conditions

- This assessment must be completed in the workplace which has access to current workplace policies and procedures, a variety of fitness equipment to target health related components if fitness.

Your workplace supervisor will use a performance checklist to determine satisfactory performance of teach task on the following page (tasks 1-3).


Your workplace supervisor may ask you questions during the task to check your understanding of aspects listed in the criteria checklist.

*The following information has been provided to prospective students to ensure they are able to source a suitable work placement to complete aspects of this course. If you have any questions or do not understand the requirements, please contact the college.*

If you feel you cannot complete this assessment or cannot access any policies and procedures or perform a task being asked, you should speak directly with your workplace supervisor to discuss alternate options.

## Activity 5 - Observation Activity: Conduct Exercise Programs

You will undertake tasks relating to advanced program delivery for a range of clients goals ensuring effective exercise adherence strategies are incorporated into planning. This is required to be done for greater than 5 (five) hours and on 5 (five) different occasions with at least 5 (five) clients.

TASK (and Relevant UOC)		Date	Supervisor Signature
1	Prepare for session delivery		
<p><b>Task Description</b></p> <p>a. <b>Allocate</b> sufficient space, assemble resources and check equipment for safety and maintenance</p> <p>b. <b>Identify</b> clients prior knowledge and skills</p> <p>c. <b>Supervise</b> client or member training and <b>demonstrate</b> exercise so client is confident with each exercise</p> <p>d. <b>Set up</b> and <b>check</b> the equipment or exercise stations as required</p>			
2	Instruct and monitor 6 (six) training sessions		
<p><b>Task Description</b></p> <p>The following should be conducted on a minimum of 5 (five clients) in at least 2 (two) outdoor environments</p> <p>a. <b>Explain</b> the upcoming session to clients including the effects each exercise will have on the body</p> <p>b. <b>Instruct</b> and <b>demonstrate</b> exercises within each of your 5 (five) training sessions</p> <p>c. <b>Demonstrate</b> and <b>explain</b> olympic lifting derivatives for strength and conditioning sessions</p> <p>d. <b>Monitor</b> for sign of intolerance and correct unsafe unsafe techniques as they present</p> <p>e. <b>Modify</b> training for clients experience difficulties in intensity, technique or exercise preferences</p> <p>f. <b>Monitor</b> clients training intensity ensuring it links back to the written program and clients tolerance</p> <p>g. <b>Seek</b> feedback from clients in order to modify and improve training delivery and client progress</p> <p>h. <b>Maintain</b> and <b>update</b> client records on session and progress notes</p> <p> <b>SUBMIT:</b> Provide 5 short videos which includes you and a client in it conducting the following for each of your 5 (five) clients.</p> <ul style="list-style-type: none"> <li>Record you demonstrating, instructing and modifying 1 (one) exercise within the warm up, main body and cool down for each of your 5 (five) clients. Each video will be no longer than 5 min</li> <li>You must clearly be visible in the video instructing, demonstrating and modifying technique</li> </ul>			
3	Incorporate principles of motivational psychology to delivery		
<p><b>Task Description</b></p> <p>a. <b>Incorporate</b> and <b>apply</b> motivational techniques into session delivery with clients</p> <p>b. <b>Incorporate</b> and <b>apply</b> motivational techniques to group personal training sessions</p> <p>c. <b>Discuss</b> clients barriers to motivation and provide strategies for behaviour change</p>			

*The following information has been provided to prospective students to ensure they are able to source a suitable work placement to complete aspects of this course. If you have any questions or do not understand the requirements, please contact the college.*

## Workplace supervisor's performance checklist

Ensure that your supervisor completes the checklist in the log once you have completed the task.

Student adequately performed the actions below:	Yes	No
Student establishes clients confidence in the training sessions ahead	<input type="checkbox"/>	<input type="checkbox"/>
Student allocates sufficient space, assembles resources and checks equipment for safety and maintenance requirements	<input type="checkbox"/>	<input type="checkbox"/>
Student effectively delivered training sessions for a diverse range of client goals	<input type="checkbox"/>	<input type="checkbox"/>
Student effectively delivered a strength and conditioning focused session	<input type="checkbox"/>	<input type="checkbox"/>
Student effectively delivered a group personal training session for 3-12 participants	<input type="checkbox"/>	<input type="checkbox"/>
Student demonstrated, instructed and modified training sessions with at least 5 (five) clients	<input type="checkbox"/>	<input type="checkbox"/>
Student successfully monitored clients training intensity and performance	<input type="checkbox"/>	<input type="checkbox"/>
Student modified exercises or sessions when clients showed signs of intolerance	<input type="checkbox"/>	<input type="checkbox"/>
Student sought feedback from clients and staff to improve professional practice	<input type="checkbox"/>	<input type="checkbox"/>
Student effectively motivated clients within individual and group based personal training sessions	<input type="checkbox"/>	<input type="checkbox"/>
Student conducted all activities on 5 (five) clients, for more than 5 hours	<input type="checkbox"/>	<input type="checkbox"/>
<b>Workplace supervisor signature and date</b>		

## ACTIVITY Task 6 – Personal Training Evaluation

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### Purpose of task

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To progress towards demonstrating application and competency in the units

- SISFFIT021 Instruct personal training programs
- SISFFIT023 Instruct group personal training programs
- SISFFIT020 Instruct exercise programs for body composition goals
- SISFFIT017 Instruct long-term exercise programs
- SISCAI005 Conduct individualised long-term training programs
- SISSTC301A Instruct strength and conditioning techniques

### Criteria

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The assessment task will demonstrate your ability to:

- Evaluate the effectiveness of plans and sessions being delivered to clients
- Modify training plans and sessions to ensure progression and client success
- Review feedback gained from clients and reflect on own performance

### Assessment task

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For this assessment task, you are to be observed by your workplace supervisor carrying out a range of activities related to modifying, implementing and evaluating client fitness programs. You will need to have access to a minimum of 5 (five) different clients.

Assessment conditions

- This assessment must be completed in the workplace which has access to current workplace policies and procedures, a variety of fitness equipment access to a fitness service delivery environment.



Your workplace supervisor will use a performance checklist to determine satisfactory performance of teach task on the following page (tasks 1-3).

Your workplace supervisor may ask you questions during the task to check your understanding of aspects listed in the criteria checklist.

If you feel you cannot complete this assessment or cannot access any policies and procedures or perform a task being asked, you should speak directly with your workplace supervisor to discuss alternate options.

## Activity 6 - Observation Activity: Personal Training Evaluation

You will undertake tasks requiring you review and evaluate personal training and strength and conditioning performance with from clients and from your supervisor.

TASK (and Relevant UOC)		Date	Supervisor Signature
1	Evaluate all 6 (six) programs		
<p><b>Task Description</b></p> <ul style="list-style-type: none"> <li>a. <b>Discuss</b> and <b>gain</b> feedback for evaluation with each client</li> <li>b. <b>Conduct</b> follow up re-assessments on fitness and body composition in appropriate timeframe</li> <li>c. <b>Identify</b> areas that need to be addressed in future sessions</li> <li>d. <b>Evaluate</b> short and long term goals Apply</li> </ul> <p> <b>SUBMIT:</b> Provide a brief report (less than 1 paragraph) for 6 (six) sessions undertaken with clients and submit this report as one document</p>			
2	Modifications		
<p><b>Task Description</b></p> <ul style="list-style-type: none"> <li>a. <b>Modify</b> programs (create a new, updated session) for future sessions, addressing: <ul style="list-style-type: none"> <li>a. Technical requirements</li> <li>b. Changing needs due to fitness adaptations</li> <li>c. Changing goals</li> <li>d. Client needs, objectives, likes and dislikes</li> <li>e. Technical difficulty adjustments of exercises</li> </ul> </li> <li>b. <b>Discuss</b> modifications with client</li> </ul> <p> <b>SUBMIT:</b> Provide a copy of 3 (three) modified training programs as a result of the review and evaluation process, ensure for each program you explain what feedback was gained and why these changes were made. This should be written as a rational or justification to your training session.</p>			
3	Review and feedback		
<p><b>Task Description</b></p> <ul style="list-style-type: none"> <li>a. <b>Request</b> feedback from clients and supervisors on training an consultations conducted</li> <li>b. <b>Review</b> own performance and identify areas of improvement</li> </ul>			



*The following information has been provided to prospective students to ensure they are able to source a suitable work placement to complete aspects of this course. If you have any questions or do not understand the requirements, please contact the college.*

## Workplace supervisor's performance checklist

Ensure that your supervisor completes the checklist in the log once you have completed the task.

Student adequately performed the actions below:		Yes	No
Student effectively gained feedback from clients and undertake an evaluation process		<input type="checkbox"/>	<input type="checkbox"/>
Student was able to effectively conduct follow up re-assessments on clients		<input type="checkbox"/>	<input type="checkbox"/>
Student clearly established updated short and long term goals to keep clients on track		<input type="checkbox"/>	<input type="checkbox"/>
Student modified training programs correctly and in line with feedback acquired		<input type="checkbox"/>	<input type="checkbox"/>
Student upheld professional standards in gaining feedback and communicating with clients		<input type="checkbox"/>	<input type="checkbox"/>
Student was able to review their own performance and constructively improve their approach		<input type="checkbox"/>	<input type="checkbox"/>
<b>Workplace supervisor signature and date</b>			

## ACTIVITY Task 7 – Professional Practice Skills

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### Purpose of task

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To progress towards demonstrating application and competency in the units

- SISFFIT019: Incorporate exercise science principles into fitness programming

### Criteria

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The assessment task will demonstrate your ability to:

- Develop customised group exercise plans
- Prepare for and conduct group exercise sessions
- Evaluate training performance and modify sessions to suite changing or evolving variables

### Assessment task

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For this assessment task you are to be observed by your workplace supervisor carrying out a range of activities related to preparing, conducting and evaluating client fitness programs. You will need to have access to a minimum of 2 (two) different clients in order to conduct at least 4 (four) group exercise sessions.

Assessment conditions

- This assessment must be completed in the workplace which has access to current workplace policies and procedures, a variety of fitness equipment access to a fitness service delivery environment.

Your workplace supervisor will use a performance checklist to determine satisfactory performance of teach task on the following page (tasks 1-3).

Your workplace supervisor may ask you questions during the task to check your understanding of aspects listed in the criteria checklist.

If you feel you cannot complete this assessment or cannot access any policies and procedures or perform a task being asked, you should speak directly with your workplace supervisor to discuss alternate options.

## Activity 7 - Observation Activity: Professional Practice Skills

You will undertake tasks requiring you have applied professional practice skills throughout your practical placement.

TASK (and Relevant UOC)		Date	Supervisor Signature
1	Musculoskeletal anatomy knowledge		
<p><b>Task Description</b></p> <ul style="list-style-type: none"> <li>a. <b>Applies</b> knowledge of skeletal muscle anatomy and incorporates this into practice</li> <li>b. <b>Discusses</b> and <b>applies</b> knowledge of skeletal muscle contraction types in program design and training</li> <li>c. <b>Understands</b> and applies knowledge of the nervous system in training</li> <li>d. <b>Discusses</b> and <b>applies</b> knowledge of muscle structure, range of motion, function and muscle groups</li> <li>e. <b>Discusses</b> and <b>applies</b> directional terminology</li> </ul>			
2	Biomechanical knowledge		
<p><b>Task Description</b></p> <ul style="list-style-type: none"> <li>a. <b>Apply</b> knowledge of biomechanics to program design and training modification such as the change in lever arms in squats and deadlift variations</li> </ul>			
3	Fitness facility policies and procedures		
<p><b>Task Description</b></p> <ul style="list-style-type: none"> <li>c. <b>Complete</b> required session and client documentation according to the organisations policies and procedures considering the following; <i>Ventilation and/or climate control, Hygiene. Emergency, Risk analysis and management, Standards of personal presentation, Participant's clothing and footwear, Use, care and maintenance of equipment, Client supervision, Communication protocols, Records management and security, Safety, Incident reporting, Maximum number of clients within a group, Client supervision in a group, Roles and responsibilities of different people, and types of tasks undertaken, Reporting channels, Reporting and record keeping, Frequency and scope of equipment checks</i></li> </ul>			
2	Legislative and regulatory requirements		
<p><b>Task Description</b></p> <ul style="list-style-type: none"> <li>a. <b>Follow</b> workplace legislative and regulatory requirements when working with clients and colleagues. These include but are not limited to; <ul style="list-style-type: none"> <li>i. Work health and safety/occupational health and safety</li> <li>ii. Duty of care</li> <li>iii. Privacy</li> <li>iv. Anti-discrimination</li> <li>v. Working with children and/or vulnerable people check</li> <li>vi. Australian consumer law</li> <li>vii. Business registration and licenses</li> </ul> </li> </ul>			

*The following information has been provided to prospective students to ensure they are able to source a suitable work placement to complete aspects of this course. If you have any questions or do not understand the requirements, please contact the college.*

## Workplace supervisor's performance checklist

Ensure that your supervisor completes the checklist in the log once you have completed the task.

Student adequately performed the actions below:		Yes	No
Student effectively incorporates professional practice skills listed in the workplace		<input type="checkbox"/>	<input type="checkbox"/>
Student follows organisational policies and procedures as well as legislation requirements		<input type="checkbox"/>	<input type="checkbox"/>
Student applies knowledge of biomechanics into program design and exercise modification		<input type="checkbox"/>	<input type="checkbox"/>
<b>Workplace supervisor signature and date</b>			

## ACTIVITY Task 8 – Applied Business Skills

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### Purpose of task

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To progress towards demonstrating application and competency in the units

- SISFFIT007: Instruct group exercise sessions

### Criteria

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The assessment task will demonstrate your ability to:

- Develop customised group exercise plans
- Prepare for and conduct group exercise sessions
- Evaluate training performance and modify sessions to suite changing or evolving variables

### Assessment task

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For this assessment task you are to be observed by your workplace supervisor carrying out a range of activities related to preparing, conducting and evaluating client fitness programs. You will need to have access to a minimum of 2 (two) different clients in order to conduct at least 4 (four) group exercise sessions.

Assessment conditions

- This assessment must be completed in the workplace which has access to current workplace policies and procedures, a variety of fitness equipment access to a fitness service delivery environment.

Your workplace supervisor will use a performance checklist to determine satisfactory performance of teach task on the following page (tasks 1-3).

Your workplace supervisor may ask you questions during the task to check your understanding of aspects listed in the criteria checklist.

If you feel you cannot complete this assessment or cannot access any policies and procedures or perform a task being asked, you should speak directly with your workplace supervisor to discuss alternate options.

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## Activity 8 - Observation Activity: Apply Knowledge of Anatomy & Physiology

You will undertake tasks requiring you to apply business skills into personal training

TASK (and Relevant UOC)		Date	Supervisor Signature
1	<b>Fitness business comprehension</b>		
<b>Task Description</b> <ul style="list-style-type: none"> <li>a. <b>Discuss</b> the following business elements with the supervisor business:               <ul style="list-style-type: none"> <li>a. WHS requirements</li> <li>b. Systems</li> <li>c. Performance measures and monitoring achievement</li> <li>d. Staffing needs and requirements</li> <li>e. Strategies and procedures required to manage business operations</li> </ul> </li> </ul>			
2	<b>Target markets in fitness</b>		
<b>Task Description</b> <ul style="list-style-type: none"> <li>a. <b>Determine</b> the business' target market and discuss with supervisor</li> <li>b. <b>Discuss</b> with supervisor the needs and preferences of the target market</li> </ul>			
2	<b>Fitness services for business progression</b>		
<b>Task Description</b> <ul style="list-style-type: none"> <li>a. <b>Determine</b> all the services offered by the business</li> <li>b. <b>Discuss</b> cost structure of services with supervisor</li> </ul>			
2	<b>Business review and reflection</b>		
<b>Task Description</b> <ul style="list-style-type: none"> <li>a. <b>Discuss</b> with supervisor the marketing objectives (and marketing mix) of the business (if relevant)</li> <li>b. <b>Discuss</b> with supervisor any promotional strategies that the business has used and their success</li> <li>c. <b>Discuss</b> with the supervisor how the business reviews and evaluates it's performance and systems</li> </ul>			

*The following information has been provided to prospective students to ensure they are able to source a suitable work placement to complete aspects of this course. If you have any questions or do not understand the requirements, please contact the college.*

## Overall workplace supervisor's performance checklist

Ensure that your supervisor completes the below checklist which confirms the range of clients you have worked with and undertaking personal training during you're placement.

Student adequately performed the actions below:		Yes	No
Student undertook the prescribed log book tasks on the following client types with the following goals;			
(1) At least 5 different clients of which one is an adolescent.		<input type="checkbox"/>	<input type="checkbox"/>
(2) Clients with the following goals		<input type="checkbox"/>	<input type="checkbox"/>
a. Strength and Conditioning, Body Composition and Long Term Program		<input type="checkbox"/>	<input type="checkbox"/>
(3) Group Personal Training on 3-12 clients			
<b>Workplace supervisor signature and date</b>			

*The following information has been provided to prospective students to ensure they are able to source a suitable work placement to complete aspects of this course. If you have any questions or do not understand the requirements, please contact the college.*

## SUPERVISOR COMMENTS

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To help the college ensure that this element of the course is specific enough for the industry and helps produce competent trainers, we would like to receive some feedback from the supervisor of the practical placement. Can you please answer the following questions?

As the supervisor and industry professional do you think the tasks within this practical placement are appropriate for the industry and prepare the student sufficiently for working in the industry?

Yes       No

If no, please give further details:

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Do you feel like there are any additional components that could be included to help the students develop their skills as a fitness professional? If so, please state below.

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Is there any additional information that you would like to provide the college about the student completing the practical placement:

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**End of Practical Placement**



## Final Check List for Submission

- Practical Record sheets AND 30 hours – *completed and signed*
- Activity Record sheet – *completed signed*
- Activity checklists x 8 – *completed and signed*
- 2 Photographic evidence in the workplace completing an activity task
- Submitted the following supporting documents or videos

Activity	Task	Submit
1	1	<input type="checkbox"/> 5 x Completed appraisal results (pdf)
		<input type="checkbox"/> 1 x Video (Filming)
	3	<input type="checkbox"/> 1 x Report (pdf)
	4	<input type="checkbox"/> 1 x Report (pdf)
2	2	<input type="checkbox"/> 4 x Completed static appraisals (pdf)
		<input type="checkbox"/> 4 x Completed functional appraisals (pdf)
		<input type="checkbox"/> 1 x video of static appraisal (Filming)
		<input type="checkbox"/> 1 x video of functional appraisal (Filming)
3	3	<input type="checkbox"/> 4 x Completed food pattern records (pdf)
		<input type="checkbox"/> 4 x Completed healthy eating plans (pdf)
4	2	<input type="checkbox"/> 6 x Videos of sessions (Filming)
	3	<input type="checkbox"/> 3 x Report (pdf)
5	2	<input type="checkbox"/> 5 x Videos (Filming)
6	1	<input type="checkbox"/> 1 x Report on each session (pdf)
	2	<input type="checkbox"/> 3 x Modified fitness programs (pdf)

Please submit this document onto Student Drop Box with your supervisor's qualifications, supporting documentation and video evidence of your practical placement.

### Notes

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# Appendix Resources

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**Appendix documents to support this assessment can be found on your online platform under the practical placement section where you download this assessment.**

**The following tasks require you to use these specific appendix templates**

**Activity 2: Task 2**

- (1) Static Postural Appraisals
- (2) Functional Movement Assessment

**Activity 3: Task 3**

- (1) Food Pattern Record
- (2) Healthy Eating Plan

**Completed copies as instructed in your log book activity task should be uploaded with this log book for marking on Dropbox**