

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 III IN FITNESS

INTRODUCTION

PRACTICAL PLACEMENT & YOUR LOGBOOK

The Practical Placement & Logbook is designed to reinforce the study program for the attainment of Certificate III 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 III 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

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 III IN FITNESS COMPETENCIES

Competency Code	Competency Description	Competency Inclusion
SISFFIT001	Provide health screening and fitness orientation	Activity 2,4
SISFFIT003	Instruct fitness programs	Activity 4, 6, 7
SISFFIT005	Provide healthy eating information	Activity 4, 5
SISFFIT006	Conduct fitness appraisals	Activity 4, 5, 6
SISFFIT007	Instruct group exercise sessions	Activity 7
SISFFIT011	Instruct approved community fitness programs	Activity 7
SISFFIT014	Instruct exercise to older clients	Activity 4, 5, 6
SISXIND001	Work effectively in sport, fitness and recreation environments	Activity 2
BSBRK401	Identify risk and apply risk management processes	Activity 1
HLTWHS001	Participate in workplace health and safety	Activity 1
SISXIND001	Work effectively in sport, fitness and recreation environments	Activity 1
SISXCCS003	Address client needs	Activity 2
SISXCCS001	Provide quality service	Activity 2
SISFFIT014	Instruct exercise to older clients	Activity 2, 4, 5, 6
SISFFIT002	Recognise and apply exercise considerations for specific populations	Activity 2, 4, 5, 6
SISFFIT004	Incorporate anatomy and physiology principles into fitness programming	Activity 8

PLANNING YOUR PRACTICAL PLACEMENT

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

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

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

www.igotapt.com – An online directory for personal trainers in your local area.

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 – An online directory for finding trainers who work in the fitness and health sectors around Australia.

SUPERVISOR'S GUIDE

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 gain 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 completed 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 Gym and Group Exercise Instructor. 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

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.

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PRACTICAL LOG BOOK SUBMISSION

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

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.

COVER SHEET & RECORDS SHEETS

Certificate III in Fitness PRACTICAL PLACEMENT		COVERSHEET
Student Name:		
Submission Date :		
Address and number of Venue:		
Name of supervisor:		
Supervisors email address:		
Supervisors phone number:		
Please attach evidence of your Supervisor's experience	Evidence submitted; <input type="checkbox"/> Supervisors industry membership <input type="checkbox"/> Supervisors Relevant Qualifications	
Completed checklist:	<input type="checkbox"/> Practical Hours Record x 30 hrs – <i>Completed and signed</i> <input type="checkbox"/> Activity Record x 8 Activities - <i>Completed and signed</i> <input type="checkbox"/> Observation Activity x all Individual Tasks - <i>Completed and signed</i> <input type="checkbox"/> Completed supporting documents and videos as specified; <ul style="list-style-type: none"> <input type="checkbox"/> Activity 1 – Tasks 2, 4 and 5 <input type="checkbox"/> Activity 2 – Tasks 1, 3 and 4 <input type="checkbox"/> Activity 3 – Tasks 1 and 3 <input type="checkbox"/> Activity 4 – Tasks 1 and 3 <input type="checkbox"/> Activity 5 – Tasks 2 and 3 <input type="checkbox"/> Activity 6 – Tasks 1, 2 and 3 <input type="checkbox"/> Activity 7 – Tasks 1, 2 and 3 <input type="checkbox"/> Activity 8 – Tasks 1 <input type="checkbox"/> 2 Photographic evidence	

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

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Certificate III 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
Total hour's (minimum 30 hrs)					



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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
1. WHS and Risk Management <ol style="list-style-type: none"> 1. Follow safe work practices 2. Implement safe work practices 3. Contribute to safe work practices 4. Identify, analyse and evaluate risks 5. Treat, monitor and review risks 		
2. Working effectively including client needs and quality service <ol style="list-style-type: none"> 1. Develop knowledge of client services and relevant legislation 2. Identify client needs and organisational objectives 3. Implement customer service practices and provide quality service experience 4. Resolve customer complaints 		
3. Maintaining Equipment <ol style="list-style-type: none"> 1. Perform routine equipment maintenance 2. Conduct equipment repairs 3. Store equipment 		
4. Client orientation to fitness <ol style="list-style-type: none"> 1. Identify general fitness requirements 2. Advise clients of the benefits of fitness appraisals and exercise prescription 3. Administer and review health screening questionnaires 		
5. Client health assessment <ol style="list-style-type: none"> 1. Identify client fitness goals 2. Conduct basic fitness appraisals 3. Evaluate fitness appraisals 		
6. Plan and instruct gym programs <ol style="list-style-type: none"> 1. Develop customised gym programs 2. Conduct exercise sessions 3. Evaluate and adapt fitness programs 		
7. Plan and instruct group exercise <ol style="list-style-type: none"> 1. Develop group exercise sessions 2. Conduct group exercise sessions 3. Evaluate group exercise sessions 		
8. Apply knowledge of anatomy and physiology <ol style="list-style-type: none"> 1. Use knowledge of anatomy and physiology 2. Future development of knowledge and skills 		

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Supervisor Comments or Feedback (if required):

Supervisors signature

Date

ACTIVITY Task 1 – Workplace Risk, Health & Safety

Purpose of task

To progress towards demonstrating application and competency in the unit:

- HLTWHS001: Participate in workplace health and safety
- BSBRSK401: Identify risk and apply risk management processes
- SISXIN001: Work effectively in sport, fitness and recreation environments

Criteria

The assessment task will demonstrate your ability to:

- Work safely and follow organisational policies and procedures relating to work health and safety
- Consult with key stakeholders on work health and safety and contribute to meetings
- Implement effective risk management processes in the workplace
- Monitor and review strategies

Assessment task

For this assessment task you are to be observed by your workplace supervisor contributing to a workplace health and risk management in order to work effectively within fitness environments.

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 work health and safety and personal protective equipment relevant to the job role.

Your workplace supervisor will use a performance checklist to determine satisfactory performance of each 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: Workplace Risk, Health and Safety

TASK (and Relevant UOC)		Date	Supervisor Signature
1	Follow safe work practices		
<p>Task Description</p> <p>a. Review the organisation's workplace policy and procedure, including emergency procedures</p> <p>b. Identify work place hazards and risks</p> <p>c. Review and follow workplace emergency procedures</p> <p> SUBMIT: A brief report (1-2 paragraphs) on the facilities workplace emergency procedures for 1 (one) hypothetical/ simulated emergency situation that could occur, including potential risks associated</p>			
2	Implement safe work practices		
<p>Task Description</p> <p>a. Report any incidents or injuries to supervisor/designated persons according to workplace procedures</p> <p>b. Perform safe house keeping practices in direct work environment</p>			
3	Contribute to safe work practices in the workplace		
<p>Task Description</p> <p>a. Raise WHS issues with supervisor according to organisational procedures</p> <p>b. Participate in a workplace safety meetings, inspections or consultative activities</p> <p> SUBMIT: Meeting minutes (Provide or record the meeting minutes on WHS issues)</p>			
4	Identify, analyse and evaluate risks		
<p>Task Description</p> <p>a. Conduct a risk and hazard identification walk around</p> <p>b. Document identified risks in accordance with the organisation's procedures</p> <p>c. Using the organisational policies and procedures Use the organisation's procedures to conduct 3 different risk assessments of equipment, activities or environment determining the level of risk and risk categorisation, treatment/ control measures and plan for monitoring / review</p> <p> SUBMIT: 3 (three) copies of your completed risk assessments</p>			
5	Treat, monitor and review risks		
<p>Task Description</p> <p>a. Make recommendations for risk control measure for direct risk and risk to organisation</p> <p>b. Determine appropriate control measure for risks assessing their strengths and weaknesses</p> <p>c. Review the current organisation's risk measures</p>			

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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 communication skills to contribute to workplace meetings: <ul style="list-style-type: none"> • Active listening • Speaking clearly and consisely • Being specific in their speaking points 	<input type="checkbox"/>	<input type="checkbox"/>
Student contributed relevant information to workplace meetings, including those on work health and saftey.	<input type="checkbox"/>	<input type="checkbox"/>
Student identifies workplace risks, documenst risks according to workplace policies andp procedures and analysis risks in consultation with key staff.	<input type="checkbox"/>	<input type="checkbox"/>
Student effectivley treats and manages risks using appropriate control measures	<input type="checkbox"/>	<input type="checkbox"/>
Student monitors and review the effectiveness of risk treatments in the workplace	<input type="checkbox"/>	<input type="checkbox"/>
Student has a clear understanding of potential emergencies that could occur in the fitness environment and cam effectivly implement safe work practcies	<input type="checkbox"/>	<input type="checkbox"/>
Student idiefied situations that may enganger the saftery of others and implemented strtagies to minimise risk or reported as required	<input type="checkbox"/>	<input type="checkbox"/>
Student can inspect and assess workplace environment to create emergency procedures and contribute to the saftey of the work enviroment	<input type="checkbox"/>	<input type="checkbox"/>
Student is able to follow emergency procedures and seek feedback from designated persons on work health and safety procedrues	<input type="checkbox"/>	<input type="checkbox"/>
Student continually rereflected on own performace and adjusted accordingly	<input type="checkbox"/>	<input type="checkbox"/>
Student was able to; <ul style="list-style-type: none"> • Research and interpret relevenat information to meet organsiational requiremnst within the role • Complete documenst in relation to incdiecne reporting and risk assessment 		
Workplace supervisor signature and date		

ACTIVITY Task 2 – Work Effectively in Fitness

Purpose of task

To progress towards demonstrating application and competency in the units

- SISXIND001: Work effectively in sport, fitness and recreation
- SISXCCS001: Provide quality service
- SISXCCS001: Address client needs
- SISFFIT001: Provide health screening and fitness orientation
- SISFFIT002: Recognise and apply exercise considerations for specific populations
- SISFFIT014: Instruct exercise to older clients

Criteria

The assessment task will demonstrate your ability to:

- Work and communicate effectively in a customer service focused workplace
- Identify client needs and recommended appropriate services
- Develop customised services for clients or members
- Provide professional and personalised client services within commercial time constraints and designated response times

Assessment task

For this assessment task you are to be observed by your workplace supervisor carrying out a range of activities related to providing quality service to clients or members as well as addressing client needs.

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.

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Activity 2 - Observation Activity: Work Effectively in Fitness

You will undertake tasks on working effectively in a sport and recreation environment including being familiar with services to meet the client's needs and provide quality service to clients.

TASK (and Relevant UOC)		Date	Supervisor Signature
1	Develop knowledge of client services and relevant legislation		
<p>Task Description</p> <p>a. Research organisation's services</p> <p>b. Provide clients with industry relevant information</p> <p>c. Apply relevant legislation related to customer service in the workplace:</p> <ol style="list-style-type: none"> i. Consumer law ii. Equal opportunity iii. Work health and safety/occupational health and safety iv. Promotions <p> SUBMIT: Research and submit 1 (one) document on fitness, sport or recreation for clients or members to follow. This may be a fact sheet, brochure or <u>credible</u> website resource.</p>			
2	Identify client needs and organisational objectives		
<p>Task Description</p> <p>Conduct the following over 3 (three) service periods to clients</p> <ol style="list-style-type: none"> a. Identify a client's needs and preferences b. Effectively apply active listening and questioning c. Explain available service to client and explain how these meet their needs d. Implement a client focused approach according to community development philosophies and principles e. Review organisational policies and procedures to enable ethical and non-discriminatory treatment of client requests and resolution of complaints: <ol style="list-style-type: none"> a. communication protocols and complaint procedures b. customer service and reporting procedures c. personal presentation d. privacy and record keeping procedures <p> SUBMIT: Provide a written report outlining the policies and procedures relating to question 2.e. Note you must address each one from a-d.</p>			
3	Implement customer service practices and provide quality service experience		
<p>Task Description</p> <ol style="list-style-type: none"> a. Conduct client service consultations b. Review day to day gym policies 			

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c. **Undertake** daily work tasks according to organisation's policies



SUBMIT: Provide 2 completed Industry Service Consultations using **appendix 1**

4	Resolve customer complaints		
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Task Description

- a. **Review** complaint handling policies and procedures
- b. **Resolve** 3 (three) real or simulated customer complaints or **prepare** a plan for unresolved complaints and **report** to appropriate individual
- c. **Follow** business complaints procedure to report and document customer complaints



SUBMIT: Write a report outlining the 3 (three) customer complaints dealt with In the work place and explain the course of action taken.

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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 addresses clients needs and expectations effectively and professionally	<input type="checkbox"/>	<input type="checkbox"/>
Student understands their role in providing quality service experiences to clients or members	<input type="checkbox"/>	<input type="checkbox"/>
Student provides, professional and personalised services to clients or members on at least 10 (ten) different occasions.	<input type="checkbox"/>	<input type="checkbox"/>
Student provided programs and services to clients with varying needs over at least 3 (three) different periods.	<input type="checkbox"/>	<input type="checkbox"/>
Student interacted with clients in a polite and courteous manner in all tasks	<input type="checkbox"/>	<input type="checkbox"/>
Student is able to observe and interpret student behaviour and dance skill	<input type="checkbox"/>	<input type="checkbox"/>
Student applied industry knowledge and standards to organisational objectives	<input type="checkbox"/>	<input type="checkbox"/>
Student worked ethically and professionally when implement customer services in the workplace	<input type="checkbox"/>	<input type="checkbox"/>
Student understands the role of volunteers with fitness, sport and recreation.	<input type="checkbox"/>	<input type="checkbox"/>
Student can demonstrate the timing and phrasing relationship between dance movement and the accompanying music	<input type="checkbox"/>	<input type="checkbox"/>
Student is able to address client's needs and expectations by recognising client preference, needs, expectations and motivational barriers	<input type="checkbox"/>	<input type="checkbox"/>
Student effectively provides quality service experience when working with clients	<input type="checkbox"/>	<input type="checkbox"/>
Student interact with clients in a polite and courteous manner using appropriate communication strategies and organisational	<input type="checkbox"/>	<input type="checkbox"/>
Student is able to resolve customer complaints to industry standard	<input type="checkbox"/>	<input type="checkbox"/>
Student identified opportunities to enhance quality service and offer additional services	<input type="checkbox"/>	<input type="checkbox"/>
Student used active listening and open/closed questioning to interact professionally, determine preferences and build rapport	<input type="checkbox"/>	<input type="checkbox"/>
Workplace supervisor signature and date		

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 Task 3 – Maintain Fitness Equipment

Purpose of task

To progress towards demonstrating application and competency in the units

- SISXFAC001: Maintain equipment for activities

Criteria

The assessment task will demonstrate your ability to:

- Perform equipment maintenance regularly and check serviceability of emergency equipment
- Undertake minor equipment repairs according to workplace policies and procedures
- Store and maintain equipment in order to uphold serviceable condition
- Document maintenance checks accordingly

Assessment task

For this assessment task you are to be observed by your workplace supervisor carrying out a range of activities related to maintaining equipment for activities.

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 1-3).

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 3 - Observation Activity: Maintain Fitness Equipment

You will undertake tasks on working effectively in a sport and recreation environment including being familiar with services to meet the client's needs and provide quality service to clients.

TASK (and Relevant UOC)		Date	Supervisor Signature
1	Perform routine equipment maintenance		
<p>Task Description</p> <ul style="list-style-type: none"> a. Review equipment maintenance policies and procedures within your workplace b. Assist with equipment check and maintenance by conducting a routine maintenance check c. Check serviceability of emergency equipment. <p> SUBMIT: Provide 1 (one) completed maintenance check completed in the workplace</p>			
2	Conduct equipment repairs		
<p>Task Description</p> <p>Conduct the following over 5 (five) service periods;</p> <ul style="list-style-type: none"> a. Conduct 6 of the following minor maintenance tasks on equipment: <ul style="list-style-type: none"> a. cleaning b. lubricating c. checking for damage d. restocking or refilling e. repairing f. calibration g. storing b. Report and document repairs which cannot be carried out to supervisor c. Tag and isolate faulty equipment 			
3	Store equipment		
<p>Task Description</p> <ul style="list-style-type: none"> a. Store and handle equipment in line with organisation and manufacturer's policy b. Consistently monitor storage and condition of the following equipment over five service periods: <ul style="list-style-type: none"> i. equipment used within the facility ii. participant or client-specific equipment iii. emergency equipment iv. large items requiring lifting and assembly c. Maintain storage facilities in a clean and tidy condition d. Records maintenance and repairs of equipment <p> SUBMIT: In 1-2 paragraphs, write a report explaining how you monitored storage and condition of equipment within the workplace.</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 and safely performs routine equipment maintenance tasks	<input type="checkbox"/>	<input type="checkbox"/>
Student uses maintenance schedules and checklists to monitor serviceability of equipment	<input type="checkbox"/>	<input type="checkbox"/>
Student understands how to conduct minor repairs according to manufacturer guidelines and conducts repairs within scope of responsibility.	<input type="checkbox"/>	<input type="checkbox"/>
Student effectively tags and isolates equipment which is faulty or hazardous	<input type="checkbox"/>	<input type="checkbox"/>
Student understands how to store and maintain facility areas to workplace standards	<input type="checkbox"/>	<input type="checkbox"/>
Student effectively maintains records of routine maintenance tasks	<input type="checkbox"/>	<input type="checkbox"/>
Student was able to safely conduct at least six of the following minor maintenance tasks on equipment within industry realistic timeframes over five service periods: <ul style="list-style-type: none"> - Cleaning, lubricating, re-inflating, checking for damage, restocking or refilling, repairing, calibration or storing 	<input type="checkbox"/>	<input type="checkbox"/>
Student consistently monitor storage and condition of the following equipment over five service periods: <ul style="list-style-type: none"> -equipment used within the facility -participant or client-specific equipment -emergency equipment -large items requiring lifting and assembly. 	<input type="checkbox"/>	<input type="checkbox"/>
Workplace supervisor signature and date		

ACTIVITY Task 4 – Client Orientation to Fitness

Purpose of task

To progress towards demonstrating application and competency in the units

- SISFFIT001: Provide health screening and fitness orientation
- SISFFIT002: Recognise and apply exercise considerations for specific populations
- SISFFIT003: Instruct fitness programs
- SISFFIT005: Provide healthy eating information
- SISFFIT006: Conduct fitness appraisals
- SISFFIT014: Instruct exercise to older clients

Criteria

The assessment task will demonstrate your ability to:

- Undertake fitness screening and orientation to clients
- Advise clients on the benefits to exercise and fitness appraisals
- Administer the pre-exercise screening questionnaire and refer where required
- Document and update records of fitness orientation and screening

Assessment task

For this assessment task you are to be observed by your workplace supervisor carrying out a range of activities related to effective and inclusive fitness services and nutrition information to a range of diverse 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.

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 4 - Observation Activity: Client Orientation to fitness

You will undertake tasks relating to the identification of general fitness requirements for 4 (four) clients through the use of a screening form and advise clients on appropriate fitness facilities and services. 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	Identify general fitness requirements		
<p>Task Description</p> <ul style="list-style-type: none"> a. Obtain and confirm clients' needs, goals and preferences with fitness appraisal consultations b. Determine current and previous activity level through consultation c. Explain relevant services to meet their needs <p> SUBMIT: Provide a brief report (1-2 paragraphs) outlining the list of services you recommended to 3 (three) members of clients in the workplace.</p>			
2	Advise clients of the benefits of fitness appraisal and exercise prescription		
<p>Task Description</p> <ul style="list-style-type: none"> a. Briefly explain general and client specific benefits of performing fitness activities b. Briefly explain general and client specific benefits of fitness appraisal to the client 			
3	Administer and review health screening questionnaire		
<p>Task Description</p> <ul style="list-style-type: none"> a. Explain the purpose of the pre-exercise screening and nutritional questionnaires b. Administer organisation's pre-screening questionnaires to the following clients <ul style="list-style-type: none"> i. Children & adolescents, women, older adults, clients with disabilities and culturally and linguistically diverse (CALD) groups c. Provide nutrition advice which is in line with the NHMRC Australian Dietary Guidelines d. Discuss with clients the relationship between body composition and physical and mental health. e. Discuss with client the relationship between attitudes to eating and physical and mental health in client interactions. f. Refer the client to appropriate medical or allied health professional if required g. Document and update records of fitness screening results and questionnaires <p> SUBMIT: Provide a completed referral letter to a relevant medical or appropriate allied health professional with supporting pre-exercise health screening documentation for a client from each specific population group (<i>Children & adolescents, women, older adults, clients with disabilities and culturally and linguistically diverse (CALD) groups</i>).</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 confirms clients current health status and fitness preferences through consultation and suitable questioning techniques.	<input type="checkbox"/>	<input type="checkbox"/>
Student explains the benefit of physical activity programs and advises clients on suitable fitness services to meet their goals.	<input type="checkbox"/>	<input type="checkbox"/>
Student effectively explains and administers the pre-exercise screening questionnaire to clients	<input type="checkbox"/>	<input type="checkbox"/>
Student reviews and discusses the outcome of fitness screening using the APSS tool with clients	<input type="checkbox"/>	<input type="checkbox"/>
Student administered the pre-exercise screening form to the following clients; <ul style="list-style-type: none"> i. Children & adolescents, women, older adults, clients with disabilities and culturally and linguistically diverse (CALD) groups 	<input type="checkbox"/>	<input type="checkbox"/>
Student was able to determine if a client needed to be referred to a medical practitioner or personal trainer	<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 professionally communicated the relationship between body composition, mental health and physical activity with clients during consultation	<input type="checkbox"/>	<input type="checkbox"/>
Student was able to incorporate an understanding of healthy eating during consultation using questioning techniques in a sensitive and appropriate manner	<input type="checkbox"/>	<input type="checkbox"/>
Student correctly updates client records from fitness induction and appraisal	<input type="checkbox"/>	<input type="checkbox"/>
Student spent more than 4 (four) hours conducting the tasks across at least 4 (four) different occasions.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace supervisor signature and date		

ACTIVITY Task 5 – Client Health Assessment

Purpose of task

To progress towards demonstrating application and competency in the units

- SISFFIT002: Recognise and apply exercise considerations for specific populations
- SISFFIT003: Instruct fitness programs
- SISFFIT006: Conduct fitness appraisals
- SISFFIT014: Instruct exercise to older clients

Criteria

The assessment task will demonstrate your ability to:

- Conduct fitness appraisals on 4 (four) different clients
- Apply an understanding of specific population clientele to appraisal choices
- Discuss fitness appraisal results and outcomes with clients

Assessment task

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 appraisals. You will need to have access to a minimum of 4 (four) 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 appraisal 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.

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: Client Health Assessment

You will undertake tasks relating review client-screening information, discuss fitness goals and conduct a basic fitness appraisal of 4 (four) different clients in preparation for an exercise program. This is required to be done for greater than 4 (four) hours and on 4 (four) different occasions with clients.

Of the 4 (four) clients, 2 (two) of these must be considered specific populations (Children & adolescents, women, older adults, clients with disabilities and culturally and linguistically diverse (CALD) groups) and 1 (one) must be an older adult.

TASK (and Relevant UOC)		Date	Supervisor Signature
1	Identify client fitness goals		
<p>Task Description</p> <ul style="list-style-type: none"> a. Explain effects of poor nutrition to clients b. Advise clients of the importance of screening and appraisal prior to developing a program c. Determine the client's long and short term goals from a program d. Discuss any cultural, lifestyle, preferences or requirements that may impact on the program e. Review and establish the relevant legislative and regulatory requirements for <ul style="list-style-type: none"> i. fitness assessments and collection of client information ii. negligence and duty of care iii. appropriate collection and storage of client information iv. scope and limitation of own role v. work health and safety/occupational health and safety <p> SUBMIT: Provide a brief half page report outlining the legislative and regulatory requirements in task 1.e.</p>			
2	Conduct basic fitness appraisals		
<p>Task Description</p> <ul style="list-style-type: none"> a. Explore and determine suitable fitness tests appraisal tools and assessments to use with clients b. Assist in conducting a fitness appraisal using the organisation's policies and procedures c. Monitor for sign of intolerance to fitness assessments from clients to ensure safety d. Communicate and support client through assessments and provide motivation where required e. Record results of appraisal and discuss with clients in order to establish a suitable fitness program f. Explain results of fitness appraisal and program providing relevant products and services available g. Review fitness goals in accordance with appraisal results and adjust fitness goals where required <p> SUBMIT: 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 4 (four) copies of the completed appraisals results conducted.</u></p> <p> SUBMIT: Provide a 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>			
3	Evaluate fitness appraisals		

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.

Task Description

- a. **Request** and **respond** to feedback from client
- b. **Identify** and **document** aspects needing further attention.



SUBMIT: Provide brief report for each client (1 paragraphs each) discussing the results of the fitness appraisals and discuss any feedback provided by the client.

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 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 for a range of clients including older adults and specific population clients	<input type="checkbox"/>	<input type="checkbox"/>
Student effectively explains and administers a fitness appraisal to a minimum of 4 (four) different clients covering the following assessments <ul style="list-style-type: none"> a. cardiorespiratory endurance (submaximal oxygen consumption) b. blood pressure c. range of movement/flexibility d. strength e. weight, height, body mass index f. waist to hip ratio and girth measurements or skin folds (must cover WHR) 	<input type="checkbox"/>	<input type="checkbox"/>
Student effectively used the following equipment to perform assessments <ul style="list-style-type: none"> a. Tape measure, scales, sit and reach tools, heart rate monitor, stop watch b. Blood pressure kit and bicycle treadmill or rower 	<input type="checkbox"/>	<input type="checkbox"/>
Student was able to effectively overcome clients cultural and social differences during fitness inductions and appraisals.	<input type="checkbox"/>	<input type="checkbox"/>
Student effectively monitored for signs of symptoms of exercise intolerance during fitness assessments for all clients	<input type="checkbox"/>	<input type="checkbox"/>
Student referred to organisational policies and procedures to conduct appraisals and store records	<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 review clients goals and adjust according to the results of fitness appraisals	<input type="checkbox"/>	<input type="checkbox"/>
Student correctly updates client records from fitness induction and appraisals	<input type="checkbox"/>	<input type="checkbox"/>
Student spent more than 4 (four) hours conducting the tasks across at least 4 (four) different occasions.	<input type="checkbox"/>	<input type="checkbox"/>
Student conducted all activities on 4 (four) clients from which 2 (two) are considered a specific population clients and the 1 (one) an older adult.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace supervisor signature and date		

ACTIVITY Task 6 – Plan & Instruct Gym Programs

Purpose of task

To progress towards demonstrating application and competency in the units

- SISFFIT002: Recognise and apply exercise considerations for specific populations
- SISFFIT003: Instruct fitness programs
- SISFFIT006: Conduct fitness appraisals
- SISFFIT014: Instruct exercise to older clients

Criteria

The assessment task will demonstrate your ability to:

- Develop customised fitness programs
- Prepare for and conduct fitness programs to clients
- Evaluate training performance and modify sessions to suite changing or evolving variables

Assessment task

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 3 (three) 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: Plan and Instruct Gym Programs

You will undertake tasks requiring you to develop, instruct, supervise and evaluate fitness programs for 3 (three) different clients with a range of needs, including older adults and specific population clients.

Of the 3 (three) clients, 1 (one) of these must be considered specific populations (Children & adolescents, women, older adults, clients with disabilities and culturally and linguistically diverse (CALD) groups) and 1 (one) must be an older adult.

	TASK (and Relevant UOC)	Date	Supervisor Signature
1	Develop customised gym programs		
<p>Task Description</p> <ul style="list-style-type: none"> a. Determine the type of training methods and equipment required to achieve clients goals b. Develop programs that targets cardiovascular fitness, strength, muscle endurance, stretching and body composition change which includes a variety of exercises and equipment. c. Incorporate correct programming variables and training volume to achieve the specific goal d. Apply injury prevention strategies to exercise programming <p> SUBMIT: Provide a copy of the three fitness programs you developed for clients which should detail the goal, equipment required and all programming variables (reps, sets, rest, intensity)</p>			
2	Conduct exercise sessions		
<p>Task Description</p> <ul style="list-style-type: none"> a. Prepare and conduct a minimum of 2 (two) circuit sessions and 3 (three) gym induction sessions with clients ensuring the following is covered; <ul style="list-style-type: none"> i. Sought professional advice and guidance for clients with specific training requirements ii. Allocated sufficient space and used equipment correctly, including spotting where required iii. Provided information on the exercise (muscles, purpose, key points) and session to the client iv. Demonstrated exercises correctly to the client and applied suitable exercise intensity v. Modified exercises and sessions for clients experiencing difficulties vi. Maintained and updated session notes and programs for client records b. Explain any precautions for exercise relevant to client injury, condition, age, ability and risk status c. Provide communication and motivation to client sessions whilst managing safe client intensity. d. Demonstrate and instruct the following exercises <ul style="list-style-type: none"> i. <i>Squat, Deadlift, Static lunge, Push-up, Triceps dips, Back extension, Shoulder press, Crunches, Bent over row, Lateral raise, cardiovascular exercises, Plank and Stretches static and dynamic).</i> e. Maintain and update client records on session and progress notes <p> SUBMIT: Provide a video which includes you and a client in it conducting the following (you must use 3 different clients in total);</p> <ol style="list-style-type: none"> 1. A 5 min warm up for a client which includes dynamic stretches and specific exercises 2. A 5 min video of a conditioning circuit for a client which incorporates 5 of the exercises listed above 			

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.

3. A short induction to a new program with a client demonstrating and then instructing each exercise to the client for 1 (one) set. This should capture every exercise for 1 set with you in it with you in it with your client. This should take no longer than 10 min

3	Evaluate and adapt fitness programs		
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Task Description

- a. Evaluate sessions and programs ensuring you consider;
 - i. The feedback from the client and areas requiring improvement for future sessions
 - ii. Modifications needed to accommodate for changing needs, intolerances or progress
 - iii. Feedback provided to medical or allied health professionals
- b. Request and respond to feedback from clients
- c. Document and update records of evaluation and modification of programs
- d. Monitor the program and make adjustments at a later date to the program to focus on areas needing further work



SUBMIT: Provide a,

- 1. Brief report for each client (1 paragraphs each) discussing how clients coped with their sessions and what you feel could be modified for future sessions.
- 2. Copies of your updated (modified) programs as outlined in 3.d

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 determines the type of training and equipment to be used	<input type="checkbox"/>	<input type="checkbox"/>
Student was able to effectively overcome clients cultural and social differences during fitness inductions and appraisals whilst upholding professional communication.	<input type="checkbox"/>	<input type="checkbox"/>
Student could effectively apply referral guidance provided on specific population clients to program design and implementation.	<input type="checkbox"/>	<input type="checkbox"/>
Student understands and can explain the expected physical and physiological adaptations/ benefits expected from specific training methods.	<input type="checkbox"/>	<input type="checkbox"/>
Student upheld safety during exercise sessions and understood potential signs of exercise intolerance or precautions needed to be taken for specific population clients	<input type="checkbox"/>	<input type="checkbox"/>
Student correctly applied an understanding of anatomy and physiology to exercise and injury prevention	<input type="checkbox"/>	<input type="checkbox"/>
Student conducted sessions (2 Circuits and 2 gym inductions) effectively and professionally ensuring they; <ul style="list-style-type: none"> i. Sought professional advice and guidance for clients with specific requirements ii. Allocated sufficient space and used equipment correctly including spotting iii. Provided information on the exercise and session to the client iv. Demonstrated exercises correctly to the client v. Modified exercises and sessions for clients experiencing difficulties vi. Maintained session notes and programs for client records 	<input type="checkbox"/>	<input type="checkbox"/>
Student safely and correctly demonstrated and instructed the following exercises to clients – <i>Squat, Deadlift, Static lunge, Push-up, Triceps dips, Back extension, Shoulder press, Crunches, Bent over row, Lateral raise, cardiovascular exercises, Plank and Stretches static and dynamic).</i>	<input type="checkbox"/>	<input type="checkbox"/>
Student demonstrated and explained warm ups and cool downs to clients.	<input type="checkbox"/>	<input type="checkbox"/>
Student spent more than 3 (three) hours conducting the tasks across at least 6 (six) different occasions where 1 (one) client was a specific population client and 1 (one) an older adult.	<input type="checkbox"/>	<input type="checkbox"/>
Student effectively monitored and modified sessions and areas needing improvements at appropriate intervals	<input type="checkbox"/>	<input type="checkbox"/>
Student provided written referrals back to health professionals regarding client progress		
Workplace supervisor signature and date		

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 Task 7 – Plan & Instruct Group Exercise Programs

Purpose of task

To progress towards demonstrating application and competency in the units

- SISFFIT007: Instruct group exercise sessions
- SISFFIT003: Instruct fitness programs
- SISFFIT011: Instruct approved community fitness programs

Criteria

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

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: Plan & Instruct Group Exercise Programs

You will undertake tasks requiring you to plan and instruct group exercise sessions to music including approved community fitness programs. The focus is on planning, selection, sequencing and progression of exercises and appropriate music and instructing and monitoring client to ensure safe conduct of activities.

TASK (and Relevant UOC)	Date	Supervisor Signature
1 Develop group exercise session plans		
<p>Task Description</p> <ul style="list-style-type: none"> a. Identify participants characteristics in order to determine a suitable class type b. Determine class structure, identify appropriate phases and choreography to match the class type c. Apply correct music sequence and steps, blocks (32 count) and beats per minute to sessions <p> SUBMIT: Provide a copy of the three group fitness programs you developed for clients which should detail the goal, equipment required and all programming variables (reps, sets, rest, intensity). Two of these group fitness programs must be an approved community fitness program.</p>		
2 Conduct group exercise sessions		
<p>Task Description</p> <ul style="list-style-type: none"> a. Prepare and conduct a minimum of 4 (four) group exercise sessions to a minimum of 2 (two) participants of which at least two are to be approved community fitness programs ensuring the following is covered; <ul style="list-style-type: none"> i. Environment has been prepared and set up to WHS standards and class type ii. Pre-screen the group to screen participants and provide an overview of the session iii. Modify exercises/moves to suit participants capacity and experience iv. Monitor exercise intensity using talk test, RPE or heart rate v. Provide clear instructions on exercises/moves through effective and professional communication vi. Demonstrate exercises/moves correctly and how to use equipment where applicable vii. Manage participants experiencing difficulty and modify where appropriate b. Encourage group cohesion to create a motivating atmosphere <p> SUBMIT: Provide a short 15 min video of you conducting 1 (one) of your group exercise class to music. This video must show you as the instructor running the session to your participants who will also be in the video.</p>		
3 Evaluate group exercise sessions		
<p>Task Description</p> <ul style="list-style-type: none"> a. Evaluate sessions and programs ensuring you consider; <ul style="list-style-type: none"> i. The feedback from the client and areas requiring improvement for future sessions ii. Modifications needed to accommodate for changing needs, intolerances or progress iii. Feedback provided to medical or allied health professionals b. Request and respond to feedback from clients 		

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.

c. Document and update records of evaluation and modification of programs



SUBMIT: Provide brief report for each (4 in total) group exercise session (1 paragraphs each) discussing how clients coped with their sessions and what you feel could be modified for future sessions.

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 developed session plans which; <ul style="list-style-type: none"> i. Consider participants characteristics and required fitness needs ii. Includes appropriate session phases, exercises or choreography iii. Consistent with an approved community fitness program iv. Followed organisation procedures to hire a venue where applicable report, communicate and ensure security in session delivery 	<input type="checkbox"/>	<input type="checkbox"/>
Student conducted group exercise sessions addressing the following; <ul style="list-style-type: none"> i. Environment has been prepared and set up to WHS standards and class type ii. Pre-screen the group to screen participants and provide an overview of the session iii. Modify exercises/moves to suit participants capacity and experience iv. Monitor exercise intensity using talk test, RPE or heart rate v. Provide clear instructions on exercises/moves through effective and professional communication vi. Demonstrate exercises/moves correctly and how to use equipment where applicable vii. Manage participants experiencing difficulty and modify where appropriate 	<input type="checkbox"/>	<input type="checkbox"/>
Students evaluated group exercise sessions by seeking feedback from participants and evaluating own performance in order to implement modification for future sessions.	<input type="checkbox"/>	<input type="checkbox"/>
Student understood and considered legislative and regulatory requirements regarding group exercise sessions which included; <ul style="list-style-type: none"> i. Work health and safety ii. Duty of care iii. Copyright and licensing with use of music 	<input type="checkbox"/>	<input type="checkbox"/>
Student planned and conducted 4 (four) group exercise sessions which included at least 2 (two) participants for which two sessions were an approved community fitness program.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace supervisor signature and date		

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 Task 8 – Apply Knowledge of Anatomy & Physiology

Purpose of task

To progress towards demonstrating application and competency in the units

- SISFFIT007: Instruct group exercise sessions

Criteria

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

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.

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 8 - Observation Activity: Apply Knowledge of Anatomy & Physiology

The following tasks are elements that the students should show evidence of throughout the practical placement. If the supervisor is unsure or does not think the student has shown satisfactory performance, this task can be completed with questions from the trainer relating to the points below.

TASK (and Relevant UOC)		Date	Supervisor Signature
1	Use knowledge of anatomy and physiology		
<p>Task Description</p> <p>a. Apply knowledge of anatomy and physiology correctly throughout the placement</p> <p>b. Display an understanding of how anatomy and physiology contributes to safe/optimum technique and skill development during exercise sessions with clients</p> <p>c. Incorporate a wide range of anatomical terminology relevant to injury prevention and fitness outcomes to training and exercise instruction</p> <p>d. Identify how anatomical structures respond to physical activity when planning and discussing exercise sessions with clients</p> <p> SUBMIT: Provide a short video explaining the major joint actions, muscles performing those joint actions during the concentric phase for a deadlift and a shoulder press.</p>			
2	Future development of knowledge and skills		
<p>Task Description</p> <p>a. Identify opportunities and methods to update and expand on own knowledge of anatomy and physiology</p> <p>b. Continue to adjust and monitor responses to own professional practice</p>			

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 applies knowledge of anatomy and physiology throughout work placement and applied this knowledge in exercise instruction and program development		<input type="checkbox"/>	<input type="checkbox"/>
Student identified opportunities to update and expand knowledge on anatomy and physiology to assist in improving professional practice		<input type="checkbox"/>	<input type="checkbox"/>
Student always continued to adjust own practice to optimize client results and exercise instruction		<input type="checkbox"/>	<input type="checkbox"/>
Workplace supervisor signature and date			

SUPERVISOR COMMENTS

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:

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.

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

End of Practical Placement

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.

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	3	<input type="checkbox"/> 1 x Report (pdf)
	4	<input type="checkbox"/> 1 x Meeting minutes (pdf)
	5	<input type="checkbox"/> 1 x Risk assessments (pdf)
2	1	<input type="checkbox"/> 1 x Document on fitness services/ products (pdf)
	3	<input type="checkbox"/> 1 x Industry service consultations (pdf)
	4	<input type="checkbox"/> 1 x Report (pdf)
3	1	<input type="checkbox"/> 1 x Completed maintenance checklist (pdf)
	3	<input type="checkbox"/> 1 x Report (pdf)
4	1	<input type="checkbox"/> 1 x Report (pdf)
	3	<input type="checkbox"/> 1 x Referral letter & APSS results (pdf)
5	2	<input type="checkbox"/> 4 x Completed fitness appraisals (pdf)
	3	<input type="checkbox"/> 1 x video (Filming)
		<input type="checkbox"/> 3 x Report (pdf)
6	1	<input type="checkbox"/> 1 X Video (Filming)
	2	<input type="checkbox"/> 3 x Fitness programs (pdf)
	3	<input type="checkbox"/> 3 x Videos (Filming)
7	1	<input type="checkbox"/> 1 x Report on each session (pdf)
	2	<input type="checkbox"/> 3 x Group exercise programs (pdf)
	3	<input type="checkbox"/> 1 x Video (Filming)
8	1	<input type="checkbox"/> 1 x Report on each session (pdf)
	1	<input type="checkbox"/> 1 x Video

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

Notes

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.

Appendix

Appendix 1 – Practical Placement Activity 1

Practical Placement Activity 2 Task 3 - Industry Service Consultation

Complete the client service consultations below ensuring all required fields are recorded and answered in full

This task requires you to consult 2 (two) potential clients and discuss the following questions in order to provide effective industry service recommendation.

1. Establish the clients goals and discuss the priority of each goal in order from most to least important
2. Discuss and provide information and advice on fitness services that will assist the client in achieving their goals.

These must be 2 different clients than those used in Module 5 assessment, Section 3 Log Book task

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.

Industry Service Consultation: Client 1			
Client Name:		Date of Birth:	
Occupation:		Male <input type="checkbox"/> / Female <input type="checkbox"/>	
Date of Consultation:		Time of Consultation:	
Record key information on the 2 questions you explored in your consultation below			
Clients goals and level of importance:			
Recommended fitness services which would assist this client achieve their goals (minimum 4 services):		1. 2. 3. 4.	
CLIENT TO COMPLETE			
Please tick the completed tasks below which have been discussed between the client and student instructor			
<input type="checkbox"/> The instructor discussed my fitness goals with me and explored how important they were in order <input type="checkbox"/> The instructor provided potential fitness services and advice to help me achieve these goals <input type="checkbox"/> The instructor communicated professionally and positively with me during this consultation			
Client Signature (I confirm the above tasks took place with the learning candidate listed above and consent was provided)		Student Signature (I confirm I conducted the tasks above with the client listed above and consent was sought)	
_____		_____	

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.

Industry Service Consultation: Client 2			
Client Name:		Date of Birth:	
Occupation:		Male <input type="checkbox"/> / Female <input type="checkbox"/>	
Date of Consultation:		Time of Consultation:	
Record key information on the 2 questions you explored in your consultation below			
Clients goals and level of importance:			
Recommended fitness services which would assist this client achieve their goals (minimum 4 services):		1. 2. 3. 4.	
CLIENT TO COMPLETE			
Please tick the completed tasks below which have been discussed between the client and student instructor			
<input type="checkbox"/> The instructor discussed my fitness goals with me and explored how important they were in order <input type="checkbox"/> The instructor provided potential fitness services and advice to help me achieve these goals <input type="checkbox"/> The instructor communicated professionally and positively with me during this consultation			
Client Signature (I confirm the above tasks took place with the learning candidate listed above and consent was provided)		Student Signature (I confirm I conducted the tasks above with the client listed above and consent was sought)	
_____		_____	