### RPL Standard

SISFFIT021 Instruct Personal Training Programs

**How to complete this form:**

Complete all areas in **blue** on the following pages by providing information on your previous skills and qualifications using the information below as a guide.

**Unit Description:**

### This unit describes the performance outcomes, skills and knowledge required to plan, instruct and evaluate personal training programs for a variety of clients in both controlled and uncontrolled environments. It requires the ability to plan individualised programs for clients who have completed industry endorsed pre-exercise screening and risk stratification procedures. To gain RPL for this unit of competency the applicant must meet the following benchmarks along with providing evidence that their current level of knowledge and skills is relevant to all performance criteria, knowledge and performance evidence.

**The applicant must provide evidence of the following to gain RPL for this unit:**

* The applicant must have industry experience within a health/fitness service where direct client contact is involved, this can be within work placement from previous fitness courses.
* Applicants must provide evidence of working as a personal trainer within a fitness facility where they plan, document, implement and evaluate personal training sessions to meet the needs of individual clients.
* Applicants must provide evidence of the ability to integrate information and ideas to construct personal training programs, use active listening and questioning techniques to determine client needs and preferences, offer and explain suitable exercises and programs and adapt exercise programs and strategies to individual clients.
* The applicant must demonstrate knowledge of all Performance Criteria, Essential Knowledge and Skills

**Example Evidence:**

* Relevant transcript & certificate
* Evidence of working within the industry
* Evidence of planning, developing suitable exercise programs and which personal training sessions or exercise that the client can independently perform, with and without direct supervision that includes resistance training, cardiovascular training, flexibility training and includes injury prevention strategies.
* Completion of ACFB e-learning quiz/oral questioning to assess knowledge requirements. If required, this will be organised after enrolment.

### Evidence documents MUST include, but not limited to:

### Letter from employer or evidence of running a personal training studio

* Submission of five (5) personal training session documents for different clients that meet specific needs and goals of individual clients demonstrating your ability to plan, conduct, record and evaluate sessions. Documentation for each client must include;
* Health screening & fitness testing documents
* programming forms, including injury prevention strategies if relevant
* evaluation forms

### Practical Demonstrations *(completed after enrolment to determine currency of knowledge and skills)*

The practical demonstration will be completed to demonstrate your current ability to meet all performance and knowledge requirements of this unit.

### *Unit Evidence Description*

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| ***SIS40215*** | | Certificate IV in Fitness | | | **SISFFIT021** | **Instruct Personal Training Programs** | **Office Use Only** | |
| **Unit Type:** Core | | | **Prerequisite:** None | | **Sufficient** | **F.E.R.** |
| **Elements / Performance Criteria** | | | | **EVIDENCE** *(Applicant; Explain in detail how your evidence relates to the required knowledge listed)* | | |  |  |
| **1. Identify client fitness requirements** | | | | | | | | |
| 1.1 | Consider and confirm client needs, expectations and preferences using suitable questioning techniques | | |  | | |  |  |
| 1.2 | Review and advise client of outcomes of pre-exercise health screening procedures and fitness appraisal | | |  |  |
| 1.3 | Refer client to medical or allied health professionals as required | | |  |  |
| 1.4 | Identify potential barriers to achieving needs and goals | | |  | | |  |  |
| 1.5 | Develop and document client profile for re-evaluation purposes | | |  | | |  |  |
| **2.** **Develop personal training exercise plan and program** | | | | | | | | |
| 2.1 | Determine type of training, training methods and equipment required to achieve client goals | | |  | | |  |  |
| 2.2 | Develop client personalised strategies to increase exercise adherence | | |  |  |
| 2.3 | Develop and document program plans that incorporate key instructional information to match client preferences | | |  |  |
| 2.4 | Develop customised training sessions that include a variety of exercises and equipment to meet client needs | | |  |  |

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| 2.5 | Select appropriate session assessment techniques |  | |  |  |
| 2.6 | Obtain permission for use of public spaces if required |  |  |
| 2.7 | Document personal training plans for client |  | |  |  |
| **3. Conduct personal training sessions** | | | | | |
| 3.1 | Allocate sufficient space, assemble resources and check equipment for safety and maintenance requirements |  |  | |  |
| 3.2 | Determine client prior knowledge and skills in the fitness activity |  | |  |
| 3.3 | Provide clear exercise instructions and confirm client understanding |  | |  |
| 3.4 | Demonstrate exercises, techniques and equipment to client |  | |  |
| 3.5 | Relate location and function of major bones and major joints to movement when instructing client |  | |  |
| 3.6 | Identify major target muscles acting at major joints when instructing clients through exercises |  | |  |
| 3.7 | Monitor participation and performance to identify signs of exercise intolerance and modify as required |  | |  |
| 3.8 | Monitor client intensity, techniques, posture and safety, and modify program as required |  | |  |
| 3.9 | Select and use motivational techniques that increase client performance and adherence to exercise |  | |  |
| 3.10 | Respond to clients experiencing difficulties and answer questions as required |  | |  |
| 3.11 | Complete session documentation and progress notes |  | |  |

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| **4. Evaluate personal training program** | | | | |
| 4.1 | Monitor and evaluate exercise program at appropriate intervals |  |  |  |
| 4.2 | Request and respond to feedback from client |  |  |
| 4.3 | Conduct follow up client fitness assessments as required |  |  |
| 4.4 | Review own performance and identify areas needing improvement |  |  |
| 4.5 | Identify aspects needing further emphasis or attention in future sessions |  |  |
| 4.6 | Evaluate program or activities and discuss modifications to program |  |  |
| 4.7 | Modify personal training plan for client and prepare new exercise program |  |  |
| 4.8 | Document and update records of evaluation and modification of program |  |  |

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| **Knowledge Evidence** | **EVIDENCE**  (please explain in detail how your evidence relates to each of the required skills listed) | **Office Use Only** | |
|  | | **Sufficient** | **F.E.R.** |
| Legislative and regulatory requirements regarding personal training, equipment use and selection:   * Work health and safety/occupational health and safety * Duty of care * Privacy * Anti-discrimination * Working with children and/or vulnerable people check |  |  |  |
| Organisational policies and procedures in regards to:   * Ventilation and/or climate control * Hygiene * Emergency * Risk management * Standards of personal presentation * Participant clothing and footwear * Use, care and maintenance of equipment * Client supervision * Communication protocols * Records management and security |  |  |
| Industry endorsed client pre-exercise health screening processes |  |  |
| Industry endorsed risk stratification procedures, exercise implications and referral requirements |  |  |

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| Program planning for improvement of health- and skill-related components of fitness:   * Body composition * Muscle endurance * Muscle strength * Flexibility * Cardiovascular endurance * Balance * Reaction time * Coordination * Power * Speed * Agility * Proprioception |  |  |  |
| Safety and preparation considerations for the use of plyometric training in personal training |  |  |  |
| Program design and variables relevant to the combination of health- and skill-related components of fitness in the client’s program:   * Muscle actions * Loads and volumes * Exercise selection and order * Rest periods * Repetition velocity * Frequency |  |  |  |
| Suitable training and monitoring techniques and exercises to achieve improved functioning of:   * Musculoskeletal system * Cardiovascular system * Nervous system |  |  |  |

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| Training principles relevant to the health- and skill-related components of fitness in the client’s program:   * Overload * Progression * Adaptation * Specificity * Individualisation * Maintenance |  |  |  |
| Training methods and consideration of intensity, program types, sets and reps, circuits, matrices, super-sets, pre-fatigue and interval training |  |  |  |
| Types of conditioning and training, and expected adaptations, including timing, for:   * Speed, Power, Strength, Flexibility * Cardiovascular endurance * Hypertrophy, Muscle endurance * Weight loss, Agility, Reaction time, Balance * Coordination |  |  |  |
| Client considerations and needs:   * Client details * Fitness levels and goals * Training history * Targeted adaptations * Anticipated rate of client adaptation * Number and nature of session programs * Equipment requirements * Facility requirements * Review dates |  |  |  |

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| Application of exercise science, anatomy, physiology, biomechanics considerations to fitness activities and personal training programs:   * Aerobic endurance and responses * Hypertrophy training and types of muscle fibres * Muscle tension * Local muscle endurance training and recovery * Neuromuscular coordination training, safety, skill and recovery * Strength training, recovery times and techniques * Stretching and flexibility methods, techniques and recovery times * Predicted rate of adaptation * Progression, Recovery rate, Reversibility * Specificity, Training threshold |  |  |  |
| Manufacturer and exercise equipment specifications for safe use and techniques |  |  |  |
| Signs and symptoms of exercise intolerance and appropriate management strategies |  |  |  |
| Common barriers to exercise participation:   * Perceived versus actual barriers * Initial low fitness level * Time and access to facilities * Self-consciousness in client |  |  |  |
| Different learning styles of clients and methods to adapt training to suit these learning styles |  |  |  |
| Motivational techniques:   * Goal setting * Intrinsic an extrinsic motivation * Establishment of habits * Positive reinforcement |  |  |  |

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| **Performance Evidence** | **EVIDENCE***(This evidence will be collected via documents outlined on first & second page)* | **Office Use Only** | |
|  | | **Sufficient** | **F.E.R.** |
| * Plan, document, implement and evaluate at least five personal training plans that meet specific needs and goals of individual clients. | *This evidence will be collected via submission of documentation requested on the first & second page and via a practical demonstration* |  |  |
| * Conduct sessions that individually or cumulatively incorporate: * A variety of indoor and outdoor training environments, methods, and equipment: * ensures promotion of sustainability of the environment * choice of resources to minimise environmental impact * permission for use of public spaces, as required | *This evidence will be collected via submission of documentation requested on the first & second page and via a practical demonstration* |  |  |
| Flexibility training:   * dynamic * static * proprioceptive neuromuscular facilitation |  |  |
| * Resistance training: * free weights * gym equipment * body weight resistance only |  |  |
| * Cardiovascular training techniques: * continuous * interval |  |  |
| Demonstration, explanation, and instruction of exercises |  |  |
| * Injury prevention strategies specific to client needs and program | *This evidence will be collected via submission of documentation requested on the first & second page, a practical demonstration and via oral questions* |  |  |

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| * Appropriate and motivating instructional techniques to increase exercise adherence and positive health and fitness habits: * goal setting * intrinsic an extrinsic motivation * establishment of habits * positive reinforcement | *This evidence will be collected via a practical demonstration and oral questions* |  |  |
| * Modify personal training plans for clients, addressing at least three of the following: * technical requirements * changing needs due to fitness adaptations * changing goals * client needs, objectives, likes and dislikes * technical difficulty adjustments of exercises. | *This evidence will be collected via submission of documentation requested on the first & second page, via a practical demonstration and oral questions.* |  |  |

**Office Use Only**

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| **RPL Outcome** | | | | |
| **RPL Achieved** | Yes □ | No □ | |
| **Further Evidence Required** | Yes □ | No □ | |
| **Further Evidence *(list of required evidence)*** | | | | |
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| *RPL Assessor Name:* | | | *Date:* | |