### RPL Standard

SISFFIT023 - Instruct group 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 group 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.
* The applicant must have the ability to instruct personal training sessions and programs to a group of people, whilst taking into account individual goals, programming requirements, personality and fitness level. The personal trainer ensures that the supervision ratio to client adheres to organisation policies and procedures.
* Applicants who may have completed a similar unit within a fitness
* 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 providing clients with information related to exercise in a manner which they can understand and implement to their exercise sessions.
* Evidence of personal training programs that are appropriate for a variety of clients within one group, with consideration of personalities, goals and fitness levels of clients
* Evidence of ability to instruct clients from a variety of different positions that are constantly changing according to the needs of the group and individuals within the group.
* Evidence of demonstration and explanation of the safe performance of exercises to clients using appropriate terminology and confirm client understanding.
* 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 with job description, information should also include the number of group personal training sessions delivered. To meet unit requirements, the group personal training sessions needs to total at least ten (10) different sessions.
* Submission of three (3) group exercise documentation of sessions you have delivered with a group of between 3-12 participants, including; session focus/client group, program plan, evaluation & modifications. The program plans should individually or cumulatively incorporate all of the following performance evidence:
* The program plans need to demonstrate that it meets the needs and goals of the individuals within the group
* A variety of indoor and outdoor training environments, methods and equipment; promotes sustainability of environment, permission of use of public space as required (this may include permits from council)
* Flexibility training
* Resistance training
* Cardiovascular training
* Modification of personal training plans addressing at least three of the following; technical requirements, changing needs & goals, likes & dislikes and difficulty

**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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| **Applicant Name** |  |  |  |

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| ***SIS40215*** | | Certificate IV in Fitness | | | **SISFFIT023** | Instruct group 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 group personal training program requirements.** | | | | | | | | |
| 1.1 | Consider and confirm compatibility of client needs, expectations and preferences using suitable questioning techniques. | | |  | | |  |  |
| 1.2 | Review and advise clients of outcomes of pre-exercise screening procedures and fitness appraisals. | | |  |  |
| 1.3 | Refer clients to medical or allied health professionals as required. | | |  |  |
| 1.4 | Establish exercise intensities appropriate for each client within the group. | | |  |  |
| 1.5 | Identify potential barriers to achieving needs and goals of individuals within the group. | | |  |  |
| 1.6 | Develop and document client profiles for re-evaluation purposes. | | |  |  |
| **2. Develop group 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 maximise group coherence and increase exercise adherence. | | |  |  |
| 2.3 | Develop and document program plans that incorporate key instructional information appropriate to group training and match client preferences. | | |  |  |
| 2.4 | Develop customised training sessions that include a variety of exercises and equipment to meet client needs. | | |  |  |
| 2.5 | Select appropriate session assessment techniques. | | |  |  |
| 2.6 | Obtain permission for use of public spaces if required. | | |  |  |
| 2.7 | Document group personal training plans. | | |  |  |
| **3. Conduct group 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 to the group and confirm individual client understanding. | | |  |  |
| 3.4 | Demonstrate exercises, techniques and equipment to the group, providing individual assistance if required. | | |  |  |
| 3.5 | Relate location and function of major bones and major joints to movement when instructing the group. | | |  |  |
| 3.6 | Identify major muscles acting at major joints when instructing the group. | | |  |  |
| 3.7 | Manage the use of different equipment by different clients within the same session, in a timely and safe manner. | | |  |  |
| 3.8 | Supervise clients performing a variety of exercises or variations in exercises, at the same time. | | |  |  |
| 3.9 | Monitor participation and performance and modify as required. | | |  |  |
| 3.10 | Select and use motivational techniques for group personal training to increase performance and adherence to exercise. | | |  |  |
| 3.11 | Respond to clients experiencing difficulties and answer questions as required. | | |  |  |
| 3.12 | 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 clients. |  |  |
| 4.3 | Perform follow up fitness assessments on each client, individually or as a group, 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 individual clients, or group, as required 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 knowledge listed) | **Office Use Only** | |
|  | | **Sufficient** | **F.E.R.** |
| * Legislative and regulatory requirements regarding group personal training, equipment use and selection: * work 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 * maximum number of clients within a group * client supervision in a group |  |  |  |
| Industry endorsed client pre-exercise 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 * reaction time, coordination * power, speed, agility, proprioception, balance |  |  |  |
| Safety and preparation considerations for the use of plyometric training in group personal training |  |  |  |
| * Suitable training and monitoring techniques and exercises to achieve improved functioning of: * musculoskeletal system * cardiovascular system * nervous system |  |  |  |
| * 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 |  |  |  |

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| * 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 |  |  |  |
| * Application of exercise science, anatomy, physiology, biomechanics considerations to fitness activities and group 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 |  |  |  |

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| 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 page)* | **Office Use Only** | |
|  | | **Sufficient** | **F.E.R.** |
| Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role. This must include period(s) totalling at least ten hours comprising at least ten different client contact sessions in a mixture of controlled and uncontrolled environments, and:   * plan, document, implement and evaluate at least three group personal training plans and exercise programs for groups of three to twelve people that meet specific needs and goals of each individual within the group | *This evidence will be collected via documents outlined on page 1 & 2* |  |  |
| 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 documents outlined on page 1 & 2* |  |  |
| Flexibility training:   * dynamic * static * proprioceptive neuromuscular facilitation | *This evidence will be collected via documents outlined on page 1 & 2 and a practical demonstration* |  |  |
| Resistance training:   * free weights * gym equipment * body weight resistance only | *This evidence will be collected via documents outlined on page 1 & 2 and a practical demonstration* |  |  |
| Cardiovascular training techniques:   * continuous * interval | *This evidence will be collected via documents outlined on page 1 & 2 and a practical demonstration* |  |  |
| Adequate spacing between clients | *This evidence will be collected via a practical demonstration* |  |  |
| Appropriate line of sight for clients | *This evidence will be collected via a practical demonstration* |  |  |
| Appropriate motivating instructional techniques to increase exercise adherence and positive health and fitness habits of the group:   * goal setting * intrinsic an extrinsic motivation * establishment of habits * positive reinforcement | *This evidence will be collected via a practical demonstration* |  |  |
| 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 documents outlined on page 1 & 2 and a practical demonstration* |  |  |

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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:* | |