



YMCA Level 2 Certificate in Fitness Instructing (500/8269/3)

Qualification Specification



YMCA Awards

112 Great Russell Street
London
WC1B 3NQ

020 7343 1800

www.ymcaawards.co.uk

Level 2 Certificate in Fitness Instructing

Qualification Specification

Qualification number: 500/8269/3

Operational start date: 01 April 2010

Copyright © YMCA Awards 2017

The content of this document remains the intellectual property of, and is copyright to London Central YMCA (Trading as YMCA Awards). No part of these materials may be reproduced, stored, copied, edited or distributed in any form or by any means including photocopying, publishing, recording or by any other electronic or mechanical methods, without the explicit written permission of YMCA Awards. YMCA Awards reserves the right to seek legal remedies for any such infringement.

Contents

Introduction	8
About YMCA Awards.....	8
Qualification overview	8
Qualification aim.....	8
Target group and age range.....	9
Qualification structure	10
Total Qualification Time (TQT).....	11
Guided Learning Hours (GLH)	11
Recommended Guided Learning Hours – our ongoing review.....	11
Entry requirements.....	12
Opportunities for progression	12
Mapping to standards.....	12
Centre approval	13
Qualification approval.....	13
Tutor, assessor and IQA approval requirements	13
Registration.....	13
Qualification availability.....	13
Reasonable adjustments and special considerations	13
Enquiries and appeals procedures.....	13
Assessment and quality assurance	13
How the qualification is assessed	13
Internal assessment.....	14
External assessment.....	15
Assessors.....	15
Internal and external quality assurance	15
Qualification content	15
Unit specifications and recommended assessment methods	15
Principles of exercise, fitness and health (A/600/9017)	16
Unit aim.....	16
Unit content.....	16

Anatomy and physiology for exercise (H/600/9013).....	20
Unit aims	20
Unit content.....	20
Know how to support clients who take part in exercise and physical activity (M/600/9015)	24
Unit aim.....	24
Unit content.....	24
Health, safety and welfare in a fitness environment (T/600/9016)	26
Unit aim.....	26
Unit content.....	26
Instructing gym-based exercise (A/600/9020)	29
Unit aim.....	29
Unit content.....	29
Planning gym-based exercise (F/600/9018)	33
Unit aim.....	33
Unit content.....	33
Planning group exercise to music sessions (F/600/9021).....	36
Unit aim.....	36
Unit content.....	36
Instructing group exercise to music (J/600/9022).....	39
Unit aim.....	39
Unit content.....	39
Planning health related exercise and physical activity for children (A/600/9048).....	43
Unit aim.....	43
Unit content.....	43
Instructing health related exercise and physical activity to children (T/600/9050).....	46
Unit aim.....	46
Unit content.....	46
Planning water-based exercise (L600/9023)	50
Unit aim.....	50
Unit content.....	50
Instructing water-based exercise (R/600/9024)	53
Unit aim.....	53
Unit content.....	53

Introduction

About YMCA Awards

At YMCA Awards, we are passionate about learner progress. Our qualifications support every learner, whether they are taking their first steps into fitness or simply wish to boost their skills. Our high quality resources and assessment materials have been created by industry experts in consultation with employers and training providers.

YMCA Awards are an internationally recognised organisation. We are highly respected in health and fitness circles, and most importantly of all, we have helped over 200,000 people launch and advance their careers.

Qualification overview

This qualification is regulated by:

- Ofqual
- CCEA (Council for Curriculum, Examinations and Assessment)
- QW (Qualifications Wales).

The YMCA Awards Level 2 Certificate in Fitness Instructing is widely recognised as the industry's minimum requirement to practice as a fitness instructor. It is for those who want to develop the knowledge, understanding and technical skills needed for a career in sport and active leisure as an employed/self-employed fitness instructor within one of the following disciplines: gym instructing, exercise to music, water-based exercise or children's fitness.

Qualification aim

This qualification is aimed at the learner who wants to pursue a career in the health and fitness industry as a fitness instructor in the context of gym-based exercise, exercise to music, water-based exercise or exercise and physical activity for children.

Overview of knowledge, skills and understanding

- Anatomy and physiology including:
 - The heart and circulatory system
 - The respiratory system
 - The structure and function of the skeleton
 - The musculoskeletal system
 - Postural and core stability
 - The nervous system
 - Energy systems and their relation to exercise

- How to maintain health, safety and welfare in a variety of fitness environments, including the safeguarding of children and vulnerable adults
- The health benefits of physical activity and the importance of healthy eating
- How to communicate with clients effectively, and motivate clients to adhere to an exercise programme.

There are 4 optional pathways, consisting of planning and instructing units. Learners are required to select one of the following pathways:

Gym-based exercise

Learners will develop the knowledge and skills needed to plan and instruct gym-based exercise sessions for (apparently healthy) adults of all ages. This involves learning how to teach a variety of gym-based exercises and use a range of gym equipment to plan and deliver gym sessions. They will also learn how to provide effective support for clients who take part in exercise and physical activity.

Water-based exercise

Learners will develop the knowledge and skills needed to plan and instruct water-based exercise sessions for (apparently healthy) adults of all ages. This involves learning how to deliver a variety of water-based exercise formats, understanding the range of equipment available and designing sessions to suit a range of participants. They will also learn how to provide effective support for clients who take part in exercise and physical activity.

Exercise to music

Learners will develop the knowledge and skills needed to plan and instruct exercise to music sessions for (apparently healthy) adults of all ages. This involves designing sessions to cover a range of formats, looking at content and structure for delivery of sessions to a range of participants. They will also learn how to provide effective support for clients who take part in exercise and physical activity.

Exercise and physical activity for children

Learners will develop the knowledge and skills needed to plan and instruct health related exercise and physical activity sessions for children. This involves designing sessions for children between the ages of 5 and 16, looking at the various formats, structure and content and ways to motivate the various age groups to increase participation rates. They will also learn how to provide effective support for children who take part in exercise and physical activity.

Target group and age range

This qualification has been specifically designed for the 16+ age group. It is based on fitness National Occupational Standards (NOS) and is recognised as the industry minimum requirement by the Register of Exercise Professionals (REPs) and employers.

Although the YMCA Awards Level 2 Certificate in Fitness Instructing is available within the Intermediate Activity Leadership and Exercise and Fitness Apprenticeship Frameworks as a knowledge-based qualification it is also widely accessed as a standalone qualification as it allows direct entry to the fitness industry without the need for current employment in the industry or a work placement.

Learners will select this qualification if they are new to the industry and wish to be taught by a training provider (e.g., a college) in a single discipline (e.g., gym instructing). Current employment in the industry or a work placement is not needed to undertake this qualification.

Being the smallest in the suite of 'fitness instructing' qualifications, it is also an ideal qualification for those re-engaging with learning or looking for a change of career.

Qualification structure

The YMCA Awards Level 2 Certificate in Fitness Instructing is made up of the following 4 mandatory units and 4 optional pathways: (gym-based exercise, water-based exercise, exercise to music, health-related exercise and physical activity for children). Learners must complete the 4 mandatory units and the relevant units from their selected pathway.

Mandatory units:

Unit reference number	Unit title	Level	Credit
H/600/9013	Anatomy and physiology for exercise	2	6
A/600/9017	Principles of exercise, fitness and health	2	4
T/600/9016	Health, safety and welfare in a fitness environment	2	2
M/600/9015	Know how to support clients who take part in exercise and physical activity	2	2

Pathways:

Learners must choose 1 of the following pathways:

Gym-Based Exercise

Unit reference number	Unit title	Level	Credit
F/600/9018	Planning gym-based exercise	2	4
A/600/9020	Instructing gym-based exercise	2	6

Water-Based Exercise

Unit reference number	Unit title	Level	Credit
L/600/9023	Planning water-based exercise	2	5
R/600/9024	Instructing water-based exercise	2	6

Exercise to Music

Unit reference number	Unit title	Level	Credit
F/600/9021	Planning group exercise to music sessions	2	4
J/600/9022	Instructing group exercise to music	2	6

Exercise and physical activity for children

Unit reference number	Unit title	Level	Credit
A/600/9048	Planning health-related exercise and physical activity for children	2	3
T/600/9050	Instructing health-related exercise and physical activity for children	2	6

The Total Qualification Time (TQT) for this qualification is minimum 230, maximum 250. The Guided Learning Hours (GLH) assigned are minimum 157, maximum 164.

Total Qualification Time (TQT)

This is an estimate of the total amount of time, measured in hours that a learner would reasonably need to be able to show the level of achievement necessary for the award of a qualification.

Total Qualification Time is made up of the following two elements:

- (a) the number of hours which an awarding organisation has assigned to a qualification for Guided Learning (see below); and
- (b) an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

Guided Learning Hours (GLH)

This is:

- Face-to-face delivery (learning delivered by a lecturer, supervisor, tutor or other appropriate member of the training team)
- E-learning with a lecturer, teacher or tutor present/available in real-time (the co-presence of learner and tutor can be either remote or in the same physical place)
- Invigilated assessment (external tests sat under controlled or open-book conditions)
- Internal assessment carried out by the learner with a lecturer, teacher or tutor present/available in real-time (the co-presence of learner and tutor can be either remote or in the same physical place).

This is **not**:

Unsupervised learning such as:

- E-learning that the learner carries out unsupervised and with no real-time support from a lecturer, teacher or tutor
- Assessment internally carried out by the learner without a lecturer, teacher or tutor present/available in real-time (for example, completing a Learner Assessment Record (LAR) at home)
- Any additional further study, revision and training activities that the learner does unsupervised to support their learning.

Recommended Guided Learning Hours – our ongoing review

Your External quality assurer (EQA) will ask you to offer feedback on GLH annually as part of the quality assurance visit. You should base your feedback on a typical learner taking this qualification and the time spent on supervised learning (GLH). If you feel the GLH is different from the above and you wish to offer feedback before your next EQA visit, please email us: awards.products@ymca.co.uk.

Entry requirements

There are no pre-requisites for this qualification. This qualification is aimed at individuals aged 16 and over.

Opportunities for progression

Future employment possibilities

This qualification can lead to employment as a Fitness Instructor within the chosen discipline. Learners who complete this qualification are eligible to join the Register of Exercise Professionals (REPs) as a Level 2 member, specialising in their area of expertise. Potential roles at this level could include:

- Gym instructor – carrying out gym inductions and writing health-related gym programmes for gym members
- Aerobics or studio instructor – teaching a range of classes e.g., cardio/body conditioning. The qualification enables the instructor to then take short courses to further enhance the range of classes they can offer such as Step, TRX etc.
- Aqua aerobics instructor – delivering water-based aerobics sessions in shallow water pools
- Children's exercise and physical activity instructor – delivering fun activity sessions which could form part of school extra-curricular clubs or be delivered in other community settings and leisure centres

The above job roles are found in a range of settings:

- Gyms
- Health clubs
- Leisure centres/pools
- Community centres
- Schools.

Progression to further/higher level learning

- Apprenticeship in Exercise and Fitness
- Level 2 NVQ Diploma in Instructing Exercise and Fitness
- Level 3 Diploma in Exercise Referral
- Level 3 Certificate in Personal Training
- YMCA Awards Level 3 Diploma in Personal Training and Instruction
- YMCA Awards Level 3 Diploma in Personal Training (Gym-based exercise)
- YMCA Awards Level 3 Diploma in Teaching Pilates
- YMCA Awards Level 3 Diploma in Teaching Yoga.

Mapping to standards

There are direct links to the National Occupational Standards in

- Instructing Exercise and Fitness
- Instructing Physical Activity and Exercise.

Centre approval

This qualification can only be offered by centres approved by YMCA Awards to deliver it. Details of YMCA Awards approvals processes can be found on our website: www.ymcaawards.co.uk/centres/become-a-ymca-awards-centre.

Qualification approval

If your centre is already approved, you should only need to complete and submit a qualification approval form to deliver this qualification. However, you may also need to complete an additional staff approval form if the qualification is going to be delivered by staff who are not currently approved by YMCA Awards. Details of additional approvals can be found on our website: www.ymcaawards.co.uk/approvals.

Tutor, assessor and IQA approval requirements

To make sure you meet the most up-to-date requirements, please see the YMCA Awards staff approval requirement document. This can be found on our website: www.ymcaawards.co.uk/centres/centre-guidance.

Registration

All learners must be registered within the first 10% of the duration of their course (e.g., for a course that lasts 10 days, learners should be registered on the first day of their course at the latest). For further details on registration please go to our website: www.ymcaawards.co.uk/registration.

Qualification availability

This qualification is available in:

- England and regulated by Ofqual
- Northern Ireland and regulated by CCEA (Council for Curriculum, Examinations and Assessment)
- Wales and regulated by QW (Qualifications Wales).

Reasonable adjustments and special considerations

In making this qualification available, YMCA Awards has made every attempt to make sure there are no unnecessary barriers to achievement. You can find full details of our reasonable adjustment and special considerations policy on our website: www.ymcaawards.co.uk/centres/policies-and-procedures.

Enquiries and appeals procedures

YMCA Awards has an appeals procedure in accordance with the regulatory arrangements in the General Conditions of Recognition. Full details of these procedures are available on our website: www.ymcaawards.co.uk/centres/policies-and-procedures.

Assessment and quality assurance

How the qualification is assessed

Assessment is the process of measuring a learner's skills, knowledge and understanding against the standards set in the qualification.

This qualification is a unit-based qualification and each unit contains learning outcomes and assessment criteria. Learning outcomes set out what the learner is expected to know, understand or be able to do as a result of the learning process. Assessment criteria detail the standards a learner is expected to meet and are broken down into what the learner 'can' do as a result of successfully achieving the unit.

The learner can be assessed holistically or individually as long as they show that the learning outcomes have been achieved.

Competency-based learning outcomes (e.g., be able to) are typically assessed through direct observation and these will take place in a real work environment. Where a real work environment is not stipulated the observation can be simulated and be internally assessed.

Knowledge-based learning outcomes (e.g., know or understand) can be assessed in a number of different ways such as worksheets, projects and professional discussion. The assessment method chosen should reflect the content of the unit.

This qualification must be assessed in line with YMCA Awards' assessment policies and procedures: www.ymcaawards.co.uk/centres/centre-guidance.

The YMCA Awards Level 2 Certificate in Fitness Instructing is assessed through a combination of internal and external assessment.

Internal assessment

YMCA Awards suggest the following approaches to internal assessment:

Using a Learner Assessment Record (LAR)

This document typically contains assessment guidance and paperwork developed by YMCA Awards to support the assessment of a qualification.

To check if a Learner Assessment Record is available for this qualification, please make sure you are logged in to the centre home on the website and follow this link: www.ymcaawards.co.uk/download-resources/lars.

Creating a portfolio of evidence

If a YMCA Awards Learner Assessment Record is not used to show evidence of internal assessment then the learner must create a portfolio of evidence. Centres must work with learners to create this portfolio and need to make sure that the learner's portfolio covers the learning outcomes and/or assessment criteria where required.

A typical portfolio of evidence could include:

- Evidence index
- Assessor observation – completed observational checklists and related action plans
- Witness testimony
- Candidate's proof of work
- Worksheets
- Assignments/projects/reports/presentations

- Record of professional discussion
- Record of oral and written questioning
- Candidate and peer reports
- Recognition of prior learning (RPL)
- Summary of achievement.

Centres need to ensure assessment specifications and paperwork are signed off by the EQA before delivery.

As a guide to selecting appropriate assessment methods, see the suggested example in the 'Qualification content' section of this specification. We also have a selection of Word template documents that you might find useful when creating your learners' portfolios of evidence.

External assessment

You can download mock papers here: www.ymcaawards.co.uk/download-resources/mock-papers.

Assessors

The role of the assessor is to make an informed judgement about the evidence a learner should provide to show they can meet the assessment criteria. For further guidance please see the 'Role of the assessor' document on the website: www.ymcaawards.co.uk/centres/centre-guidance.

Internal and external quality assurance

The role of the Internal Quality Assurer (IQA) is to make an informed judgement regarding the practice of and decisions made by the assessment team to maintain standards. They are a vital link between the assessors and the External Quality Assurer (EQA). For further information on the role of the IQA and the EQA go to the website: www.ymcaawards.co.uk/centres/centre-guidance.

Qualification content

Unit specifications and recommended assessment methods

Principles of exercise, fitness and health (A/600/9017)

Unit aim

This unit covers the knowledge an instructor needs to programme safe and effective exercise for a range of clients, including understanding the health benefits of physical activity and the importance of healthy eating.

Unit content

The learner will:

1. Understand the effects of exercise on the body

The learner can:

- 1.1 Describe cardiovascular and respiratory adaptations to endurance/aerobic training
- 1.2 Identify the short and long term effects of exercise on blood pressure
- 1.3 Describe the “blood pooling” effect following exercise
- 1.4 Describe the effects of exercise on bones and joints including the significance of weight bearing exercise
- 1.5 Describe delayed onset of muscle soreness (DOMS)
- 1.6 Identify exercises or techniques likely to cause delayed onset of muscle soreness
- 1.7 Describe the short and long term effects of different types of exercise on muscle
- 1.8 Describe different exercises that can improve posture

The learner will:

2. Understand the components of fitness

The learner can:

- 2.1 Define the components of health fitness
- 2.2 Define the components of skill related fitness
- 2.3 Identify the factors that affect health and skill related fitness

The learner will:

3. Understand how to apply the principles and variables of fitness to an exercise programme

The learner can:

3.1 Describe the physiological implications of:

- specificity
- progressive overload
- reversibility
- adaptability
- individuality
- recovery time

3.2 Explain the principles of FITT (Frequency, Intensity, Time and Type)

3.3 Explain the principles of a progressive training programme in developing components of fitness

3.4 Explain how to recognise when and how to regress a training programme

3.5 Explain the principles of adaptation, modification and progression for each component of FITT (Frequency, Intensity, Time and Type)

3.6 Describe the effect of speed on posture, alignment and intensity

3.7 Describe the effect of levers, gravity and resistance on exercise

3.8 Describe the differences between programming exercise for physical fitness and for health benefits

The learner will:

4. Understand the Exercise contraindications and key safety guidelines for special populations

The learner can:

4.1 Describe the exercise contraindications and key safety guidelines for working with older people (50 plus)

4.2 Describe the exercise contraindications and key safety guidelines for working with antenatal and postnatal clients

4.3 Describe the exercise contraindications and key safety guidelines for working with young people (14-16)

4.4 Describe the key safety considerations for working with disabled people

The learner will:

5. Understand how to safely monitor exercise intensity

The learner can:

5.1 Describe the benefits and limitations of different methods of monitoring exercise intensity including:

- talk test
- Rate of Perceived Exertion (RPE)
- heart rate monitoring and the use of different heart rate zones

The learner will:

6. Understand the health benefits of physical activity

The learner can:

6.1 Describe the health benefits of physical activity

6.2 Describe the effect of physical activity on the causes of certain diseases including:

- Coronary heart disease
- Some cancers
- Type 2 diabetes
- Hypertension
- Obesity
- Osteoporosis

The learner will:

7. Understand the importance of healthy eating

The learner can:

7.1 Describe the national food model/guide

7.2 Describe key healthy eating advice that underpins a healthy diet

7.3 Explain the importance of adequate hydration

7.4 Explain professional role boundaries in relation to offering nutritional advice

7.5 Explain the dietary role of the key nutrients

7.6 Identify the common dietary sources of the key nutrients

7.7 Describe the energy balance equation

7.8 Explain the health risks of poor nutrition

Assessment	Externally set multiple-choice theory paper.
-------------------	--

Anatomy and physiology for exercise (H/600/9013)

Unit aims

This unit covers the knowledge an instructor needs about basic anatomy and physiology relating to exercise programming for apparently healthy adults of all ages.

Unit content

The learner will:

1. Understand the structure and function of the circulatory system

The learner can:

- 1.1 Identify the location of the heart
- 1.2 Describe the function of the heart
- 1.3 Describe the structure of the heart
- 1.4 Describe how blood moves through the four chambers of the heart
- 1.5 Describe systemic and pulmonary circulation
- 1.6 Describe the structure and functions of blood vessels
- 1.7 Define blood pressure
- 1.8 Identify blood pressure classifications

The learner will:

2. Understand the structure and function of the respiratory system

The learner can:

- 2.1 Identify the location of the lungs
- 2.2 Describe the function of the lungs
- 2.3 Describe the structure of the lungs
- 2.4 Identify the main muscles involved in breathing

2.5 Describe the passage of air through the respiratory tract

2.6 Describe the process of gaseous exchange of oxygen and carbon dioxide in the lungs

The learner will:

3. Understand the structure and function of the skeleton

The learner can:

3.1 Describe the basic functions of the skeleton

3.2 Identify the structures of the axial skeleton

3.3 Identify the structures of the appendicular skeleton

3.4 Explain the classification of bones

3.5 Explain the structure of long bone

3.6 Explain the stages of bone growth

3.7 Describe posture in terms of:

- curves of the spine
- neutral spine alignment
- potential ranges of motion of the spine
- postural deviations to include kyphosis, lordosis, scoliosis and the effect of pregnancy

The learner will:

4. Understand joints in the skeleton

The learner can:

4.1 Describe the classification of joints

4.2 Describe the structure of synovial joints

4.3 Describe the types of synovial joints and their range of motion

4.4 Describe joint movement potential and joint actions

The learner will:

5. Understand the muscular system

The learner can:

5.1 Identify the three types of muscle tissue

5.2 Define the characteristics and functions of the three types of muscle tissue

5.3 Describe the basic structure of skeletal muscle

5.4 Name and locate the anterior skeletal muscles

5.5 Name and locate the posterior skeletal muscles

5.6 Describe the structure and function of the pelvic floor muscles

5.7 Describe the different types of muscle action

5.8 Identify the joint actions brought about by specific muscle group contractions

5.9 Identify skeletal muscle fibre types and their characteristics

The learner will:

6. Understand the life-course of the musculoskeletal system and its implications for special populations exercise

The learner can:

6.1 Describe the life-course of the musculoskeletal system, including relevant tendon, ligament, muscle, joint and bone mineral density changes and their implications for exercise, plus specific implications for working with:

- young people in the 14-16 age range
- antenatal and postnatal women
- older people (50 plus)

The learner will:

7. Understand energy systems and their relation to exercise

The learner can:

7.1 Describe how carbohydrates, fats and proteins are used in the production of energy/adenosine triphosphate

7.2 Explain the use of the three energy systems during aerobic and anaerobic exercise

The learner will:

8. Understand the nervous system and its relation to exercise

The learner can:

8.1 Describe the role and functions of the nervous system

8.2 Describe the principles of muscle contraction

8.3 Describe the 'all or none law'/motor unit recruitment

8.4 Describe how exercise can enhance neuromuscular connections and improve motor fitness

Assessment	Externally set multiple-choice theory paper.
-------------------	--

Know how to support clients who take part in exercise and physical activity (M/600/9015)

Unit aim

This unit covers the knowledge and skills needed for an instructor to communicate with their clients effectively, as well as to motivate their clients to adhere to an exercise programme. Learners will apply the knowledge and skills they have learned to provide a more client-focused approach to their training.

Unit content

The learner will:

1. Understand how to form effective working relationships with clients

The learner can:

- 1.1 Explain why it's important to form effective working relationships with clients
- 1.2 Explain why it's important to present oneself and the organisation positively to clients
- 1.3 Describe how different communication skills can be used to assist clients with motivation
- 1.4 Explain the importance of valuing equality and diversity when working with clients

The learner can:

2. Understand how to address barriers to exercise/physical activity that clients experience

The learner will:

- 2.1 Identify the typical barriers to exercise/physical activity that clients experience
- 2.2 Explain how incorporating clients' exercise/physical activity preferences into their programme can strengthen motivation and adherence
- 2.3 Describe different incentives and rewards that can strengthen clients' motivation and adherence
- 2.4 Describe different strategies that can help clients overcome typical barriers to exercise/physical activity

The learner will:

3. Understand how to support clients to adhere to exercise/physical activity

The learner can:

3.1 Explain why it is important for a client to take personal responsibility for their own fitness and motivation

3.2 Describe how to assist clients to develop their own strategy for motivation and adherence

3.3 Identify different behaviour change approaches/strategies to encourage adherence to exercise/physical activity

3.4 Describe how to set short, medium and long term SMART goals

3.5 Describe how to review and revise short, medium and long term SMART goals

The learner will:

4. Understand how to provide ongoing customer service to clients

The learner can:

4.1 Explain the importance of client care both for the client and the organisation

4.2 Explain why it is important to deal with clients needs to their satisfaction

4.3 Identify where to source relevant and appropriate information to meet clients needs

4.4 Explain the importance of dealing with any delay in meeting clients needs timely and effectively

4.5 Give examples of how to exceed customer expectations, when appropriate

4.6 Explain the importance of handling client complaints positively following an organisation's procedure

Assessment

Supplied worksheet, which can be completed either as part of the course or as a summative assessment.

Health, safety and welfare in a fitness environment (T/600/9016)

Unit aim

The aim of this unit is to provide the learner with the knowledge and understanding needed to maintain health, safety and welfare in a variety of fitness environments, including the safeguarding of children and vulnerable adults.

Tutor note: This unit is intended for use by learners across a number of disciplines, so the teaching should be as generic as possible and consider the relevance of the learning outcomes in a variety of disciplines and settings (e.g., gym, group exercise and water-based environments).

Unit content

The learner will:

1. Understand emergency procedures in a fitness environment

The learner can:

- 1.1 Identify the types of emergencies that may occur in a fitness environment
- 1.2 Describe the roles that different staff and external services play during an emergency
- 1.3 Explain the importance of following emergency procedures calmly and correctly
- 1.4 Describe how to maintain the safety of people involved in typical emergencies, including children, older people and disabled people

The learner will:

2. Understand health and safety requirements in a fitness environment

The learner can:

- 2.1 Outline why health and safety is important in a fitness environment
- 2.2 Identify the legal and regulatory requirements for health and safety relevant to working in a fitness environment
- 2.3 Describe Duty of Care and professional role boundaries in relation to special population groups
- 2.4 Identify the typical roles of individuals responsible for health and safety in a fitness organisation

2.5 Describe the types of security procedures that may apply in a fitness environment

2.6 Describe the key health and safety documents that are relevant in a fitness environment

The learner will:

3. Understand how to control risks in a fitness environment

The learner can:

3.1 Identify possible hazards in a fitness environment, relating to:

- facilities
- equipment
- working practices, including lifting and handling of equipment
- client behaviour
- security
- hygiene

3.2 Describe how to risk assess the types of possible hazards in a fitness environment

3.3 Describe how to control risks associated with hazards in a fitness environment

3.4 Identify the appropriate person/position to contact within a fitness organisation when hazards and risks cannot be controlled personally

The learner will:

4. Understand how to safeguard children and vulnerable adults

The learner can:

4.1 Describe what is meant by safeguarding the welfare of children and vulnerable adults

4.2 Describe the responsibilities and limitations of a fitness instructor in regard to safeguarding children and vulnerable adults

4.3 Identify the types of abuse which an instructor may encounter: physical, emotional, neglect, bullying and sexual

4.4 Identify possible signs of abuse: physical, emotional, neglect, bullying and sexual

4.5 Describe a fitness organisation's policies and procedures in relation to safeguarding children and vulnerable adults, including typical reporting procedures

4.6 Describe the procedures to follow to protect oneself from accusations of abuse

4.7 Identify the statutory agencies responsible for safeguarding children and vulnerable adults

4.8 Explain when it may be necessary to contact statutory agencies

4.9 Describe how to maintain the confidentiality of information relating to possible abuse

Assessment

Supplied worksheet, which can be completed either as part of the course or as a summative assessment.

Instructing gym-based exercise (A/600/9020)

Unit aim

This unit covers the knowledge, understanding and skills a fitness instructor needs to instruct and supervise gym-based exercise to apparently healthy adults, both individuals and groups. This may include young people in the 14-16 age range, provided they are part of a larger adult group. The unit also covers working with individual older adults, antenatal and postnatal women, and disabled clients provided the relevant contraindications and key safety guidelines are observed. This unit, however, does not cover specialist sessions for young people, older adults, antenatal and postnatal women, and disabled clients.

Unit content

The learner will:

1. Understand how to provide gym-based exercise

The learner can:

1.1 Identify safe and effective alignment for a range of gym-based exercise positions to cover use of:

- cardiovascular machines
- resistance machines
- free weights

1.2 Identify different methods of adapting a gym-based exercise programme to ensure appropriate progression and/or regression

1.3 Describe how to develop client co-ordination by building exercises/movements up gradually

1.4 Describe the principles of behaviour management for group inductions

The learner will:

2. Be able to prepare self and equipment for gym-based exercise

The learner can:

2.1 Prepare self to supervise gym-based exercise

2.2 Select equipment for gym-based programmes as appropriate to client needs

2.3 Prepare the environment and equipment as appropriate to client needs

The learner will:

3. Be able to prepare clients for gym-based exercise

The learner can:

- 3.1 Help clients feel welcome and at ease
- 3.2 Explain the purpose and value of the exercises, including warm-up and cool-down
- 3.3 Describe the exercises, including their physical and technical demands
- 3.4 Confirm or revise plans with clients as appropriate
- 3.5 Advise clients of the facility's emergency procedures
- 3.6 Use warm up activities that are safe and effective for the clients

The learner will:

4. Be able to instruct gym-based exercise

The learner can:

- 4.1 Give explanations and demonstrations that are technically correct (with safe and effective alignment of exercise positions)
- 4.2 Communicate as appropriate to client needs and the environment

The learner will:

5. Be able to supervise clients undertaking gym-based exercise

The learner can:

- 5.1 Adopt appropriate positions to observe clients and respond to their needs
- 5.2 Monitor the safety and intensity of exercise
- 5.3 Provide feedback and instructing points which are timely, clear and motivational
- 5.4 Adapt exercises with suitable progressions and regressions according to client needs

The learner will:

6. Be able to bring a gym-based exercise session to an end

The learner can:

6.1 Allow sufficient time to end the session according to clients' level of experience

6.2 Use cool down activities that are safe and effective for the clients

6.3 Give the clients an accurate summary of feedback on the session

6.4 Give the clients the opportunity to:

- reflect on the session
- ask questions
- provide feedback
- identify further needs

6.5 Make sure the clients understand how to continue their programme of gym-based exercise without direct supervision

6.6 Leave the environment in a condition acceptable for future use

The learner will:

7. Be able to reflect on providing gym-based exercise

The learner can:

7.1 Review the outcomes of working with clients and client feedback

7.2 Identify:

- how well the exercises met client needs
- how effective and motivational the relationship with the client was
- how well the instructing style matched the clients' needs

7.3 Identify how to improve personal practice

7.4 Explain the value of reflective practice

The learner will:

8. Be able to support clients taking part in gym-based exercise

The learner can:

8.1 Present a positive image of self and organisation to clients

8.2 Establish an effective working relationship with clients

8.3 Communicate with clients in a way that makes them feel valued

8.4 Use motivational styles appropriate to the client and the exercise format

Assessment	Supplied worksheet, which can be completed either as part of the course or as a summative assessment, plus observed instruction of gym-based exercises and written self-evaluation of performance.
-------------------	--

Planning gym-based exercise (F/600/9018)

Unit aim

This unit covers the knowledge, understanding and skills needed to plan and prepare a gym-based exercise programme with apparently healthy adults, both individuals and groups. This may include young people in the 14-16 age range, provided they are part of a larger adult group. The unit also covers working with individual older adults, antenatal and postnatal women, and disabled clients provided the relevant contraindications and key safety guidelines are observed. This unit, however, does not cover specialist sessions for young people, older adults, antenatal and postnatal women, and disabled clients. Specialist units are available for these types of sessions.

Unit content

The learner will:

1. Understand how to collect client information to plan gym-based exercise

The learner can:

1.1 Explain the process of informed consent

1.2 Describe different methods to collect client information, including:

- questionnaire
- interview
- observation
- physical measurements

1.3 Describe how to determine which method/s of collecting information are appropriate according to the individual

1.4 Explain the principles of screening clients prior to gym-based exercise to include the use of the Physical Activity Readiness Questionnaire (PAR-Q)

The learner will:

2. Understand how to use client information to plan gym-based exercise

The learner can:

2.1 Describe the factors, based on client screening, which may affect safe exercise participation

2.2 Give examples of how client information affects the planning of gym-based exercise

2.3 Identify the reasons for temporary deferral of exercise

2.4 Explain the reasons for referring clients to other professionals

The learner will:

3. Understand how to plan gym-based exercise with clients

The learner can:

3.1 Describe how to plan gym-based exercise to meet the needs of clients with different objectives

3.2 Explain why it is important to agree goals and objectives for gym-based exercise with clients

3.3 Identify a range of exercises for individual clients to develop:

- cardiovascular fitness
- muscular fitness
- flexibility
- motor skills

3.4 Identify a range of cardiovascular and resistance machines, and their uses

3.5 Describe how to plan gym-based exercise using circuit formats

The learner will:

4. Be able to collect and use client information to plan a gym-based exercise programme

The learner can:

4.1 Use appropriate methods to collect information to plan a gym-based programme

4.2 Check the information is accurate and up-to-date

4.3 Identify client needs and potential and any possible risks from participation in a gym-based programme

4.4 Maintain client confidentiality

The learner will:

5. Be able to plan a safe and effective gym-based exercise programme with clients

The learner can:

5.1 Agree objectives with clients appropriate to:

- their needs and potential
- accepted good practice in the industry

- own level of competence

5.2 Select gym-based exercises that will help clients to develop:

- cardiovascular fitness
- muscular fitness
- flexibility
- motor skills

5.3 Plan how to minimise any risks relevant to the programme

5.4 Plan realistic timings and sequences for exercise

5.5 Record programme plans in an appropriate format

Assessment	Supplied worksheet, which can be completed either as part of the course or as a summative assessment plus client interview, written programme overview and session plan.
-------------------	--

Planning group exercise to music sessions (F/600/9021)

Unit aim

This unit covers the knowledge, understanding and skills a fitness instructor needs to plan and prepare group exercise to music. This unit covers the planning and preparation of a basic group exercise to music programme for apparently healthy adults. This may include young people in the 14-16 age range, provided they are part of a larger adult group. The unit also covers working with individual older adults, antenatal and postnatal women, and disabled clients provided the relevant contraindications and key safety guidelines are observed. This unit, however, does not cover delivering specialist sessions for young people, older adults, antenatal and postnatal women, and disabled clients. Specialist units are available for these types of sessions.

Unit content

The learner will:

1. Understand how to collect participant information

The learner can:

1.1 Explain the process of informed consent

1.2 Describe different methods to collect participant information:

- questionnaire
- interview
- observation

1.3 Describe how to determine which methods of collecting information are appropriate according to the situation

1.4 Explain the principles of screening participants prior to exercise to music to include the use of the physical activity readiness questionnaire (PARQ)

The learner will:

2. Understand how to use participant information to plan group exercise to music

The learner can:

2.1 Describe the factors, based on client screening, which affect safe exercise participation

2.2 Give examples of how participant information could affect the planning of group exercise to music

2.3 Identify the reasons for temporary deferral of exercise

2.4 Explain the reasons for referring participants to other professionals

The learner will:

3. Understand how to plan group exercise to music

The learner can:

3.1 Describe how to plan exercise to music to meet the needs of clients with different objectives

3.2 Identify a range of group exercises to music, to develop:

- cardio-vascular fitness
- muscular fitness
- flexibility
- motor skills

3.3 Identify a range of equipment used in group exercise to music and its uses

3.4 Describe how to plan group exercise to music using circuit formats

The learner will:

4. Understand how to use music to enhance group exercise

The learner can:

4.1 Describe how to select speed and type of music as appropriate to the participants and phase of the class

4.2 Describe the legal requirements covering the use of music

4.3 Describe the principles involved in developing choreography for a group exercise session

The learner will:

5. Be able to plan safe and effective group exercise to music

The learner can:

5.1 Identify objectives that are appropriate to:

- the likely needs and potential of the participants
- accepted good practice in the industry
- own level of competence

5.2 Select exercises that will help clients to develop:

- cardiovascular fitness
- muscular fitness

- flexibility
- motor skills

5.3 Plan safe and effective group exercise to music to achieve planned objectives for the session

5.4 Select a range of exercises that are safe and appropriate for participants and include possible alternatives

5.5 Plan realistic timings and original choreography for sessions

5.6 Record plans in an appropriate format

Assessment

Supplied worksheet, which can be completed either as part of the course or as a summative assessment plus client interview, written programme overview and session plan.

Instructing group exercise to music (J/600/9022)

Unit aim

This unit covers the knowledge, understanding and skills a fitness instructor needs to instruct and supervise group exercise for apparently healthy adults. This may include young people in the 14-16 age range, provided they are part of a larger adult group. The unit also covers working with individual older adults, antenatal and postnatal women, and disabled clients provided the relevant contraindications and key safety guidelines are observed. This unit, however, does not cover delivering specialist sessions for young people, older adults, antenatal and postnatal women, and disabled clients. Specialist units are available for these types of sessions.

Unit content

The learner will:

1. Understand how to provide group exercise to music

The learner can:

1.1 Identify the safe and effective alignment for a range of group exercise to music movements to develop:

- cardio-vascular fitness
- muscular fitness
- motor skills

1.2 Identify different methods of adapting exercise to music to ensure appropriate progression and regression

1.3 Describe how to develop participant co-ordination by building exercises/movements up gradually, to include:

- layering techniques
- holding patterns

1.4 Describe effective methods of combining movements

1.5 Describe the principles of group behaviour management during exercise to music sessions

The learner will:

2. Be able to prepare self and equipment for group exercise to music

The learner can:

2.1 Prepare self to instruct the session

2.2 Provide safe and appropriate equipment sufficient for the participants

2.3 Organise sufficient space for safe exercise performance

The learner will:

3. Be able to prepare participants for group exercise to music

The learner can:

3.1 Help participants feel welcome and at ease in the exercise environment

3.2 Check participants' level of experience, ability and physical/medical condition

3.3 Explain the purpose and value of the session, including warm-up and cool-down

3.4 Describe the exercises, including physical and technical demands

3.5 Confirm or revise plans as appropriate

3.6 Advise participants of the facility's emergency procedures

3.7 Use warm up activities that are safe and effective for the participants

The learner will:

4. Be able to instruct group exercise to music

The learner can:

4.1 Give explanations and demonstrations that are technically correct with safe and effective alignment of exercise positions

4.2 Communicate as appropriate to participants' needs

4.3 Use volume, pitch and voice projection relative to the music, with or without a microphone

4.4 Provide cueing to enable participants to work to the structure and phrase of the music

4.5 Vary the pace and speed of exercise to ensure safety and effectiveness

4.6 Ensure participants exercise safely

4.7 Keep to the planned timings for the session

The learner will:

5. Be able to improve participants performance in group exercise to music

The learner can:

5.1 Adopt appropriate positions to observe participants and respond to their needs

5.2 Check that participants can perform the exercises as instructed

5.3 Use appropriate methods to correct and reinforce technique, including

- changing teaching positions
- asking questions
- verbal and visual communication
- mirroring

5.4 Provide feedback and instructing points which are timely, clear and motivational

5.5 Adapt exercises with suitable progressions and regressions according to participants' needs

The learner will:

6. Be able to bring a group exercise to music session to an end

The learner can:

6.1 Allow sufficient time to end the session according to participants' needs

6.2 Use cool down activities that are safe and effective for the participants

6.3 Give the participants an accurate summary of feedback on the session

6.4 Give the participants the opportunity to:

- reflect on the session
- ask questions
- provide feedback
- identify further needs

6.5 Follow the correct procedures for checking and dealing with any equipment used

6.6 Leave the environment in a condition acceptable for future use

The learner will:

7. Be able to reflect on providing group exercise to music

The learner can:

7.1 Review the outcomes of working with participants and their feedback

7.2 Identify:

- how well the exercises met participants' needs

- how effective and motivational the relationship with the participants was
- how well the instructing style matched the participants' needs

7.3 Identify how to improve personal practice

7.4 Explain the value of reflective practice

The learner will:

8. Be able to support clients taking part in exercise to music

The learner can:

8.1 Present a positive image of self and organisation to clients

8.2 Establish an effective working relationship with clients

8.3 Communicate with clients in a way that makes them feel valued

8.4 Use motivational styles appropriate to the client and the exercise format

Assessment

Supplied worksheet, which can be completed either as part of the course or as a summative assessment, plus observed exercise to music session and written self-evaluation of performance.

Planning health related exercise and physical activity for children (A/600/9048)

Unit aim

This unit covers the knowledge, understanding and skills instructors need to plan structured health-related exercise and physical activity for apparently healthy children in the age range 5-15 inclusive. Instructors will need specific knowledge about child development and the appropriateness of different activities for different groups. They will also need to demonstrate a good understanding of children's needs and how to safeguard their health, safety and welfare. Instructors must also take account of guidelines from relevant national bodies and their own previous experience when planning and preparing sessions.

Unit content

The learner will:

1. Understand how to collect relevant information to plan health related exercise/physical activity for children

The learner can:

1.1 Describe the process of screening as it applies to children

1.2 Explain the process of informed consent as it applies to children

1.3 Describe different methods to collect information:

- questionnaire
- interview
- observation

1.4 Describe how to determine which method/s of collecting information are appropriate according to the individual child

The learner will:

2. Be able to collect relevant information to plan safe and effective exercise/physical activity for children

The learner can:

2.1 Collect the information needed to plan exercise/physical activity sessions for children

2.2 Make sure the information is accurate and up-to-date

2.3 Give examples of how participant information affect the planning of exercise/physical activity for children

2.4 Make sure there is informed parental/carer consent for the exercise/physical activity sessions

2.5 Maintain confidentiality of information

The learner will:

3. Understand how to use information to plan health related exercise/physical activity for children

The learner can:

3.1 Describe the factors, based on screening, which may affect safe exercise/physical activity participation for children

3.2 Give example of how information affects the planning of health related exercise/physical activity sessions for children

3.3 Identify the reasons for temporary deferral of exercise in children

3.4 Explain the reasons for referring children to other professionals

3.5 Describe the process of referring children to other professionals

The learner will:

4. Understand how to plan safe and effective exercise/physical activity for children

The learner can:

4.1 Identify the key stages in planning and preparing exercise/physical activity for children

4.2 Outline how to identify objectives for sessions based on collected information and ensure they:

- promote and enhance activity levels
- improve social skills
- promote personal development
- improve skills and techniques
- provide opportunities for fun and enjoyment

4.3 Describe how the use of music can enhance exercise/physical activity sessions for children

4.4 Describe how to apply the principles and variables of fitness to a range of activities to achieve health benefits and required levels of physical activity in children

4.5 Identify exercises/physical activities that are safe and appropriate for children of all ages, and include possible alternatives

4.6 Outline the importance and application of warm up and cool down when designing exercise/physical activity for children

The learner will:

5. Be able to plan safe and effective exercise/physical activity for children

The learner can:

5.1 Identify objectives that are appropriate to:

- the needs and potential of children
- accepted good practice in the industry
- the learner's own level of competence
- the aims of the session

5.2 Plan exercise/physical activity that will help children to achieve the planned objectives

5.3 Structure the session so that children will be motivated to adhere to exercise/physical activity

5.4 Plan realistic timings for sessions

5.5 Identify ground rules for behaviour that will minimise risks to children

5.6 Record plans in an appropriate format

Assessment

Supplied worksheet, which can be completed either as part of the course or as a summative assessment, plus written programme overview and session plan.

Instructing health related exercise and physical activity to children (T/600/9050)

Unit aim

This unit covers the knowledge, understanding and skills an instructor needs to deliver a structured health related exercise and physical activity session for apparently healthy children in the age range 5 -15 inclusive. The instructor needs to communicate in a way and show skills and techniques appropriate to the children's level of understanding, giving them the opportunity to take part in physical activity, and providing clear and positive feedback, motivation and support.

Unit content

The learner will:

1. Understand the principles of instructing health related exercise/physical activity to children

The learner can:

1.1 Identify the safe and effective alignment for a range of health related exercises/physical activities for children

1.2 Identify different methods of adapting health related exercise/physical activity to the needs of children

1.3 Describe how to develop children's co-ordination by building exercises/movements up gradually

1.4 Describe the principles of group behaviour management when working with children in the age range 5-15

The learner will:

2. Understand the principles of motivating children to adhere to exercise/physical activity

The learner can:

2.1 Explain why children need to take personal responsibility for their own fitness and motivation

2.2 Identify the typical barriers to exercise/physical activity that children experience

2.3 Describe strategies that can help children overcome these barriers

2.4 Explain how incentives and rewards, appropriate to a range of children, can be used to strengthen motivation and adherence

2.5 Explain how children's exercise/physical activity preferences can be used to strengthen motivation and adherence

2.6 Describe how to assist children to develop their own strategy for motivation and adherence appropriate to their age

The learner will:

3. Be able to prepare children for exercise/ physical activity

The learner can:

3.1 Help children feel welcome and at ease in the exercise environment

3.2 Provide sufficient and appropriate resources for the session

3.3 Follow the correct procedures for registering children's attendance

3.4 Check children's level of experience, ability and physical/medical condition

3.5 Confirm or revise plans in the light of new information

3.6 Explain the purpose and value of the exercises/physical activities, including the warm-up and cool-down

3.7 Explain the agreed exercises/physical activities, including physical and technical demands

3.8 Provide clear information to children about the ground rules for behaviour and the reasons for these

3.9 Advise children, parents and carers of the facility's emergency procedures

The learner will:

4. Be able to instruct exercise/physical activity to children

The learner can:

4.1 Check that children are appropriately dressed for exercise/physical activity

4.2 Develop and maintain an atmosphere of fun and enjoyment

4.3 Prepare children for the session using safe and effective warm ups

4.4 Give explanations and demonstrations that are technically correct and appropriate to the needs and level of experience of children

4.5 Communicate with children in a way that:

- is appropriate to their needs
- is fun
- motivates them to take part

4.6 Monitor that children take part in the session in a safe manner

4.7 Keep to the planned timings for the session

4.8 Use appropriate volume, pitch and voice projection according to the exercise/physical activity

4.9 Provide cueing to enable children to work to the structure and phrase of the music, where relevant

The learner will:

5. Be able to support children to take part in exercise/physical activity

The learner can:

5.1 Present a positive image of self and organisation to children

5.2 Establish an effective working relationship with children

5.3 Communicate with children in a way that makes them feel valued

5.4 Use motivational styles appropriate to children and the exercise/physical activity format

5.5 Give the children attention and motivation as appropriate to their needs

5.6 Provide appropriate progressions and regressions

5.7 Use appropriate methods to correct and reinforce technique, including:

- changing positions
- asking questions
- making adaptations/offering alternatives
- using verbal communications
- using visual communications

5.8 Build exercises/physical activities gradually as appropriate for children

5.9 Manage children's behaviour throughout the session

5.10 Provide guidance and feedback which is timely, clear and helps children achieve the objectives

5.11 Adapt the exercises/physical activities to the changing needs of children during the session

The learner will:

6. Be able to bring an exercise/physical activity session to an end

The learner can:

6.1 Allow sufficient time to end the session

6.2 End the session using cool down activities that are safe and effective for children

6.3 Provide motivational feedback on the session to children

6.4 Provide children with the opportunity to:

- think about the session
- ask questions
- provide feedback

6.5 Follow the correct procedures for checking and dealing with any equipment used

6.6 Leave the environment in a condition acceptable for future use

The learner will:

7. Be able to reflect on providing health related exercise/physical activity for children

The learner can:

7.1 Review the outcomes of working with children, their feedback and feedback from other adults/carers

7.2 Identify:

- how well the exercises/physical activities met children's needs
- how effective and motivational the relationship with the children was
- how well the instructing style matched children's needs

7.3 Identify how to improve personal practice

7.4 Explain the value of reflective practice

Assessment

Supplied worksheet, which can be completed either as part of the course or as a summative assessment, plus observed physical activity session for children session and written self-evaluation of performance.

Planning water-based exercise (L600/9023)

Unit aim

This unit covers the knowledge, understanding and skills a fitness instructor needs to plan and prepare water-based exercise sessions. This unit covers the planning and preparation of a water-based session for apparently healthy adults. This may include young people in the 14-16 year age range, provided they are part of a larger adult group. This unit also covers working with individual older adults, ante and postnatal clients and disabled clients, provided the relevant contraindications and key safety guidelines are observed. This unit, however does not cover running specialist classes for young people, older adults, ante and postnatal and disabled clients. Specialist units are available for these types of classes.

Unit content

The learner will:

1. Understand how to collect participant information to plan water-based exercise

The learner can:

1.1 Explain the process of informed consent

1.2 Describe different methods to collect client information, to include:

- questionnaire
- interview
- observation

1.3 Describe how to determine which method/s of collecting information are appropriate according to the individual

1.4 Explain the principles of screening clients prior to water-based exercise to include the use of the physical activity readiness questionnaire (PARQ)

The learner will:

2. Understand how to use participant information to plan water-based exercise

The learner can:

2.1 Describe the factors, based on client screening, which may affect safe exercise participation

2.2 Give example of how client information affects the planning of water-based exercise

2.3 Identify the reasons for temporary deferral of exercise

2.4 Explain the reasons for referring clients to other professionals

The learner will:

3. Understand how to plan water-based exercise

The learner can:

3.1 Describe how to plan water-based exercise to meet the needs of clients with different objectives

3.2 Identify a range of water-based exercises to develop:

- cardio-vascular fitness
- muscular fitness
- flexibility
- motor skills

3.3 Identify the range of equipment used in water-based sessions and their uses

3.4 Describe the correct preparation of the range of equipment used in water-based sessions

3.5 Describe how to plan water-based exercise using circuit formats

The learner will:

4. Understand how to use music to enhance water-based exercise

The learner can:

4.1 Describe how to select the speed and type of music for the participants and phase of the class

4.2 Describe the legal requirements covering the use of music

4.3 Describe the effect of pacing and speed of exercises in an aquatic environment

The learner will:

5. Understand the endocrine system and its relation to exercise and health

The learner can:

5.1 Describe the effect of the use of shallow and deep water when planning water-based sessions

5.2 Describe the importance of the following environmental factors when planning sessions:

- water temperature and depth
- humidity
- air temperature

5.3 Describe the effects of thermoregulation on class structure

5.4 Identify the factors to consider when including non-swimmers in a session

5.5 Describe specific factors which can affect safety during water-based sessions

5.6 Describe how to plan the management of risks during water-based sessions

The learner will:

6. Be able to plan safe and effective water- based exercise

The learner can:

6.1 Identify objectives that are appropriate to:

- the likely needs and potential of the participants
- accepted good practice in the industry
- own level of competence

6.2 Select water-based exercises that will help clients to develop:

- cardiovascular fitness
- muscular fitness
- flexibility
- motor skills

6.3 Plan safe and effective water-based exercise to achieve planned objectives for the session

6.4 Select a range of exercises that are safe and appropriate for participants and include possible alternatives

6.5 Include the use of music where appropriate to the sessions' objectives

6.6 Plan realistic timings and sequences

6.7 Record plans in an appropriate format

Assessment

Supplied worksheet, which can be completed either as part of the course or as a summative assessment, plus client interview, written programme overview and session plan.

Instructing water-based exercise (R/600/9024)

Unit aim

This unit covers the knowledge, understanding and skills a fitness instructor needs to instruct and supervise water-based exercise sessions to apparently healthy adults. This may include young people in the 14-16 year age range, provided they are part of a larger adult group. This unit also covers working with individual older adults, antenatal and postnatal women, and disabled clients, provided the relevant contraindications and key safety guidelines are observed. This unit, however does not cover running specialist classes for young people, older adults, antenatal and postnatal women, and disabled clients. Specialist units are available for these types of classes.

Unit content

The learner will:

1. Understand the principles of instructing water-based exercise

The learner can:

1.1 Identify the safe and effective alignment for a range of water-based exercise positions to develop:

- cardiovascular fitness
- muscular fitness
- motor skills

1.3 Identify different methods of adapting water-based exercises to ensure appropriate progression and/or regression

1.4 Describe how to break a range of water-based exercises and their movements down to their component parts

1.5 Describe how to develop participant co-ordination by building exercises/movements up gradually

1.6 Describe effective methods of building combinations of movements

1.7 Describe the principles of group behaviour management during water-based sessions

1.8 Describe the effect of levers, gravity, buoyancy, floatation, turbulence and resistance on water-based exercise

1.9 Describe the effect water has on the body for example static and travelling balance, greater range of joint movement, mobility, hydrostatic pressure on the chest

1.10 Describe how water-based exercise can assist injury rehabilitation

The learner will:

2. Be able to prepare self and equipment for water-based exercise

The learner can:

2.1 Prepare self to teach the session

2.2 Provide safe and appropriate equipment sufficient for the participants

2.3 Organise sufficient space for safe exercise performance

The learner will:

3. Be able to prepare participants for water-based exercise

The learner can:

3.1 Help participants feel welcome and at ease in the pool environment

3.2 Check participants' level of experience, ability and physical/medical condition

3.3 Identify the correct attire for participants

3.4 Explain the purpose and value of the exercises, including warm-up and cool-down

3.5 Explain the agreed exercises, including physical and technical demands

3.6 Confirm or revise plans as appropriate

3.7 Advise participants of the facility's emergency procedures

3.8 Use warm up activities that are safe and effective for the participants

3.9 Advise participants where to position themselves in the pool relevant to their level of experience

The learner will:

Level 2 Certificate in Fitness Instructing | Qualification Specification | Version 1
© YMCA Awards 2017

4. Be able to instruct water-based exercise

The learner can:

4.1 Give explanations and demonstrations that are technically correct with safe and effective alignment and timing and movement quality of exercise positions that clearly translate to participants in the water

4.2 Communicate as appropriate to participants' needs

4.3 Use volume, pitch and voice projection with or without a microphone

4.4 Provide cueing to enable participants as appropriate to the session

4.5 Vary the pace and speed of exercise to ensure safety and effectiveness in the water

4.6 Ensure participants exercise safely

4.7 Keep to the timings for the session

The learner will:

5. Be able to improve participants performance in water-based exercise

The learner can:

5.1 Adopt appropriate positions to observe all participants and respond to their needs

5.2 Check that participants can perform the exercises as planned

5.3 Use appropriate teaching methods to correct and reinforce technique, including

- changing teaching positions
- asking questions
- verbal and visual communication
- mirroring

5.4 Develop exercises gradually

5.5 Provide feedback and instructing points which are timely, clear and motivational

5.6 Adapt exercises with suitable progressions and regressions according to participant needs

The learner will:

6. Be able to bring a water-based exercise session to an end

The learner can:

6.1 Allow sufficient time to end the session according to participants' needs

6.2 Use cool down activities that are safe and effective for the participants

6.4 Give the participants an accurate summary of feedback on the session

6.4 Give the participants the opportunity to:

- reflect on the session
- ask questions
- provide feedback
- identify further needs

6.5 Follow the correct procedures for checking and dealing with any equipment used

6.6 Leave the environment in a condition acceptable for future use

The learner will:

7. Be able to reflect on providing water-based exercise sessions

The learner can:

7.1 Review the outcomes of working with participants and their feedback

7.2 Identify:

- how well the exercises met participants' needs
- how effective and motivational the relationship with the participants was
- how well the instructing style matched the participants' needs

7.3 Identify how to improve personal practice

7.4 Explain the value of reflective practice

8. Be able to support clients taking part in water-based exercise sessions

8.1 Present a positive image of self and organisation to clients

8.2 Establish an effective working relationship with clients

8.3 Communicate with clients in a way that makes them feel valued

8.4 Use motivational styles appropriate to the client and the exercise format

Assessment	Supplied worksheet, which can be completed either as part of the course or as a summative assessment, plus observed water-based exercise session and written self-evaluation of performance.
-------------------	--



YMCA Awards is one of the UK's leading health, fitness and wellbeing specific awarding organisations. It offers training centres and learners across the world a diverse suite of qualifications, from introductory (Level 1) to advanced levels (Level 4).

YMCA Awards issues over 30,500 qualification certificates a year, helping learners in the UK and overseas to launch and progress their careers in the active leisure sector.

*To view YMCA Awards' full range of qualifications please visit
www.ymcaawards.co.uk.*

www.ymcaawards.co.uk

awarding excellence

112 Great Russell Street, London, WC1B 3NQ | T +44 (0)20 7343 1800 | F +44 (0)84 3221 1549 |
E awards.info@ymca.co.uk | W ymcaawards.co.uk

Registered charity no. 213121 | Registered in England & Wales no. 119249