

# Level 3 Diploma in Gym Instructing, Personal Training (Practitioner) and portable equipment (603/3504/X)

## Qualification Specification



YMCA Awards

112 Great Russell Street

London

WC1B 3NQ

020 7343 1800

[www.ymcaawards.co.uk](http://www.ymcaawards.co.uk)

# YMCA Level 3 Diploma in Gym Instructing, Personal Training (Practitioner) and portable equipment

## Qualification Specification

Qualification number: 603/3504/X

Operational start date: 3rd September 2018

Copyright © YMCA Awards 2018

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.

Level 3 Diploma in Gym Instructing, Personal Training (Practitioner) and portable equipment (603/3504/X)

Qualification Specification | Copy-edit version 1

© YMCA Awards 2018

# Contents

<b>Introduction .....</b>	<b>5</b>
About YMCA Awards.....	5
Qualification overview.....	5
Qualification aim.....	5
Assessment and quality assurance .....	12
Qualification content .....	14
<b>Anatomy and physiology for exercise and fitness instructors (K/616/7823) .....</b>	<b>15</b>
Unit aim.....	15
Unit content.....	15
<b>Providing a positive customer experience in the exercise environment (M/616/7824).....</b>	<b>21</b>
Unit aim.....	21
Unit content.....	21
<b>Lifestyle management and health awareness (K/616/7949) .....</b>	<b>27</b>
Unit aim.....	27
Unit content.....	27
<b>Gym-based programme planning and preparation (D/616/7950) .....</b>	<b>31</b>
Unit aim.....	31
Unit content.....	31
<b>Gym-based programme delivery and professional instruction (H/616/7951) .....</b>	<b>35</b>
Unit aim.....	35
Unit content.....	35
<b>Applied anatomy and physiology (A/616/4747) .....</b>	<b>40</b>
Unit aim.....	40
Unit content.....	40
<b>Promoting wellness through client motivation and interaction (J/616/4749).....</b>	<b>44</b>
Unit aim.....	44
Unit content.....	44
<b>Bespoke exercise programme design (F/616/4751).....</b>	<b>48</b>
Unit aim.....	48
Unit content.....	48

<b>Customised exercise programme instruction and communication techniques (J/616/4752)</b> .....	<b>53</b>
Unit aim.....	53
Unit content .....	53
<b>Nutrition to support physical activity (L/616/4753)</b> .....	<b>61</b>
Unit aim.....	61
Unit content .....	61
<b>Business acumen for Personal Trainers (Y/616/4755)</b> .....	<b>67</b>
Unit aim.....	67
Unit content .....	67
<b>Planning kettlebell training sessions (T/504/4872)</b> .....	<b>73</b>
Unit aim.....	73
Unit content .....	73
<b>Instructing kettlebell training sessions (M/504/4871)</b> .....	<b>77</b>
Unit aim.....	77
Unit content .....	77
<b>Planning suspended movement training sessions (L/507/8347)</b> .....	<b>79</b>
Unit aim.....	79
Unit content .....	79
<b>Instructing suspended movement training sessions (J/507/8346)</b> .....	<b>81</b>
Unit aim.....	81
Unit content .....	81

# 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
- QW (Qualifications Wales)

## Qualification aim

This qualification is aimed at learners wishing to become a personal trainer, but do not already hold the pre-requisite of a Level 2 Gym Instructing qualification or equivalent.

## Overview of knowledge, skills and understanding

Learners will cover:

- Anatomy and Physiology required when exercise programming and design for a range of clients
- Importance of professionalism, customer service, effective communication and interpersonal skills
- Knowledge and understanding of commonly occurring medically controlled diseases and health conditions
- Health and safety requirements for the exercise environment
- How to gather and analyse client information and establish their current health and fitness status
- Planning and instructing gym-based exercise

- How to design and deliver a health and fitness programme suitable to an individual's specific goals and level of fitness
- How to plan and conduct physical activity sessions within a variety of environments
- How to provide nutritional advice for physical activity based on a client's needs
- How to prepare for employment, as a personal trainer, on either an employed or self-employed basis
- Plan, prepare and instruct kettlebell exercise sessions, making the activities imaginative, progressive and effective
- Lead suspended movement training exercise sessions, making the activities imaginative, progressive and effective

### Target group and age range

This qualification is aimed at a range of learners aged 16 plus.

### Qualification structure

To achieve the Level 3 Diploma in Gym Instructing, Personal Training (Practitioner) and portable equipment learners must complete 15 mandatory units.

Unit reference number	Unit title	Level	Credit
K/616/7823	Anatomy and physiology for exercise and fitness instructors	2	6
M/616/7824	Providing a positive customer experience in the exercise environment	2	5
K/616/7949	Lifestyle management and health awareness	2	2
D/616/7950	Gym-based programme planning and preparation	2	3
H/616/7951	Gym-based programme delivery and professional instruction	2	5
A/616/4747	Applied Anatomy and Physiology	3	5
J/616/4749	Promoting wellness through client motivation and interaction	3	5
F/616/4751	Bespoke exercise programme design	4	8
J/616/4752	Customised exercise programme instruction and communication techniques	4	9
L/616/4753	Nutrition to support physical activity	3	5

Y/616/4755	Business acumen for a successful Personal Training Practice	3	5
T/504/4872	Planning kettlebell training sessions	2	1
M/504/4871	Instructing kettlebell training sessions	2	2
L/507/8347	Planning suspended movement training sessions	2	2
J/507/8346	Instructing suspended movement training sessions	2	2

The Total Qualification Time (TQT) for this qualification is 648. The Guided Learning Hours (GLH) assigned are 409.

### 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 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 give feedback before your next EQA visit, please email us: [awards.products@ymca.co.uk](mailto:awards.products@ymca.co.uk).

### Entry requirements

Learners must be aged 16 plus. Ideally they should have some experience of gym-based exercises through personal practice and should have a certain amount of physical fitness. Learners should also have communication skills pitched at level 2 which can be developed during the course.

### Opportunities for progression

Future employment possibilities

- This qualification can lead to employment as either a gym instructor and/or a personal trainer

Learners may choose further same-level qualifications, for example:

- Level 3 Diploma in Exercise Referral
- Level 3 Diploma in Increasing Participation in Sport and Active Leisure in Community Settings
- Level 3 Diploma in Sport
- Level 3 Diploma in Sports Massage Therapy
- Level 3 Diploma in Teaching Pilates
- Level 3 Diploma in Teaching Yoga
- Level 3 special populations-related qualifications.
- Apprenticeship in Personal Training

Learners may also choose to progress to higher level qualifications, for example:

- Level 4 Award in Internal Quality Assurance
- Level 4 Award in Understanding Internal Quality Assurance
- Level 4 Certificate in Delivering Physical Activity for Individuals with Mental Health Conditions
- Level 4 Certificate in Leading the Internal Quality Assurance
- Level 4 Certificate in Programming Physical Activity for Individuals with Low Back Pain



- Level 4 Certificate in Sports Massage Therapy
- Level 4 Certificate in Weight Management for Individuals with Obesity, Diabetes Mellitus and/or Metabolic Syndrome
- Level 4 Sports and Conditioning qualifications

### Mapping to standards

This qualification is mapped directly to:

- The Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) professional standards for a Gym Instructor and a Personal Trainer.

### Centre approval

This qualification can only be offered by centres approved by YMCA Awards to deliver it. Details of the YMCA Awards approvals processes can be found on our website:

[www.ymcaawards.co.uk/centres/become-a-ymca-awards-centre](http://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](http://www.ymcaawards.co.uk/approvals).

### Tutor, assessor and IQA requirements

Staff carrying out the delivery, assessment and internal quality assurance of these qualifications must be able to demonstrate that they meet the requirements listed below.

Centres are expected to support their staff in ensuring that their knowledge remains current for the occupational area and that staff maintain best practice in delivery, mentoring, training, assessment and verification, taking account of any national or legislative developments.

### Tutors

Tutors must:

- be technically competent in the areas for which they are delivering training. This competence must be at least to the same level as the training being delivered
- have recent relevant experience in the specific area they will be delivering
- be occupationally knowledgeable in all areas for which they are delivering training. This knowledge must be at least to the same level as the training being delivered
- have credible experience of providing training.

Tutors should ideally hold, or be working towards, one of the following qualifications:

Level 3 Diploma in Gym Instructing, Personal Training (Practitioner) and portable equipment (603/3504/X)  
Qualification Specification | Copy-edit version 1

© YMCA Awards 2018

- Level 3 Award, Level 4 Certificate or Level 5 Diploma in Education and Training
- Bachelor of Education (BEd)
- Certificate in Education (Cert Ed)
- Preparing to Teach in the Lifelong Learning Sector (PTLLS)
- Certificate in Teaching in the Lifelong Learning Sector (CTLLS)
- Diploma in Teaching in the Lifelong Learning Sector (DTLLS)
- City & Guilds Further and Adult Education Teaching Certificate
- Postgraduate Certificate in Education (PGCE)
- SVQ Learning and Development [units should relate to provision of learning and development]

If none of the above are held, the centre's YMCA Awards External Quality Assurer will discuss appropriate timescales by which tutors may achieve a recognised teaching qualification.

### Assessors

Assessors must:

- be technically competent in the areas for which they are assessing. This competence must be at least to the same level as the assessment
- have recent relevant experience in the specific area they will be assessing
- be occupationally knowledgeable in all areas for which they are carrying out assessment. This knowledge must be at least to the same level as the assessment
- have credible experience of providing training and assessment.

Assessors should ideally hold, or be working towards, one of the following qualifications:

- Level 3 Certificate in Assessing Vocational Achievement
- Level 3 Award in Assessing Competence in the Work Environment
- Assessor unit A1 Assess Candidates Using a Range of Methods
- D32/33 Assess Candidate Performance Using Differing Sources of Evidence

Note: Holders of A1 and D32/33 qualifications must work to the reviewed National Occupational Standards for Learning and Development which can be found on the NOS Database: [www.ukstandards.org.uk](http://www.ukstandards.org.uk).

If none of the above are held, the centre's YMCA Awards External Quality Assurer will discuss appropriate timescales by which assessors may achieve a recognised assessor qualification.

The assessor may be the tutor. However, the assessor cannot be the internal verifier.

## Internal Quality Assurers

Internal quality assurers must:

- be technically competent in the areas for which they are carrying out internal quality assurance. This competence must be at least to the same level as the qualification
- be occupationally knowledgeable in all areas for which they are carrying out internal quality assurance. This knowledge must be at least to the same level as the qualification
- have credible experience of internal quality assurance.

Internal verifiers should ideally hold, or be working towards, one of the following qualifications:

- Level 4 Award in Internal Quality Assurance
- Level 4 Certificate in Leading Internal Quality Assurance
- SVQ Learning and Development Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment
- V1 Conduct Internal Quality Assurance of the Assessment Process
- D34 Internally Verify the Assessment Process

Note: Holders of V1 and D34 qualifications must work to the reviewed National Occupational Standards for Learning and Development which can be found on the NOS Database: [www.ukstandards.org.uk](http://www.ukstandards.org.uk).

If none of the above are held, the centre's YMCA Awards External Quality Assurer will discuss appropriate timescales by which internal verifiers may achieve a recognised internal quality assurance qualification.

It is also recommended that internal quality assurers hold a recognised assessing qualification.

## Registration

All learners must be registered within the first 10% of the duration of their course (eg, 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](http://www.ymcaawards.co.uk/registration).

## Qualification availability

This qualification is available in:

- England and regulated by Ofqual
- Wales and regulated by QW (Qualifications Wales).

## Reasonable adjustments and special considerations

In making this qualification available, YMCA Awards have made every attempt to ensure 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](http://www.ymcaawards.co.uk/centres/policies-and-procedures).

## Enquiries and appeals procedures

YMCA Awards have 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](http://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 (eg, 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 (eg, 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 the YMCA Awards assessment policies and procedures [www.ymcaawards.co.uk/centres/centre-guidance](http://www.ymcaawards.co.uk/centres/centre-guidance).

The Level 3 Diploma in Gym Instructing, Personal Training (Practitioner) and portable equipment 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 an LAR 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](http://www.ymcaawards.co.uk/download-resources/lars).

#### Creating a portfolio of evidence

If a YMCA Awards LAR 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 shows coverage of 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 make sure assessment specifications and paperwork are signed off by the EQA before delivery.

As a guide to selecting appropriate assessment methods, see the example in the 'Qualification content' section of this specification.

### **External assessment**

There is external assessment in the form of a multiple choice theory paper for the Anatomy and physiology for exercise and fitness instructors unit (K/616/7823). To view mock papers, please log into the centre home page and see link here: [www.ymcaawards.co.uk/download-resources/mock-papers](http://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](http://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](http://www.ymcaawards.co.uk/centres/centre-guidance).

**Unit specifications and recommended assessment methods**

# Anatomy and physiology for exercise and fitness instructors (K/616/7823)

## Unit aim

This unit develops the learner's knowledge of anatomy and physiology and how it relates to exercise and fitness.

## Unit content

The learner will:

### 1. Know the structure and function of the circulatory system

The learner can:

**1.1 Identify the location and function of the heart**

**1.2 Describe the structure of the heart**

**1.3 Describe how blood moves through the 4 chambers of the heart**

**1.4 Describe systemic and pulmonary circulation**

**1.5 Describe the structure and functions of blood vessels**

**1.6 Define blood pressure**

**1.7 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 and function of the lungs**

**2.2 Describe the structure of the lungs**

**2.3 Identify the main muscles involved in breathing**

**2.4 Describe the passage of air through the respiratory tract**

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

The learner will:

### **3. Understand anatomical terminology**

The learner can:

**3.1 Identify movements/exercises that occur in each anatomical plane**

**3.2 Identify anatomical terms of location**

The learner will:

### **4. Understand the structure and function of the skeleton**

The learner can:

**4.1 Describe the basic functions of the skeleton**

**4.2 Identify the structures of the axial skeleton**

**4.3 Identify the structures of the appendicular skeleton**

**4.4 Explain the classification of bones**

**4.5 Explain the structure of long bone**

**4.6 Explain the stages of bone growth**

**4.7 Describe posture in terms of curves of the spine**



The learner will:

## **5. Understand joints in the skeleton**

The learner can:

**5.1 Describe the classification of joints**

**5.2 Describe the structure of synovial joints**

**5.3 Describe the types of synovial joints and their range of motion**

**5.4 Describe joint movement potential and joint actions**

The learner will:

## **6. Understand the muscular system**

The learner can:

**6.1 Identify the 3 types of muscle tissue**

**6.2 Define the characteristics and functions of the 3 types of muscle tissue**

**6.3 Describe the basic structure and function of skeletal muscle**

**6.4 Name and locate major superficial and deep skeletal muscles**

**6.5 Describe the structure and function of the pelvic floor muscles**

**6.6 Describe the different types of muscle action**

**6.7 Identify the joint actions brought about by specific muscle actions**

**6.8 Identify skeletal muscle fibre types and their characteristics**

The learner will:

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

The learner can:

### **7.1 Describe the life-course of the musculoskeletal system, including implications for special populations exercise:**

- **young people in the 13-18 age range**
- **older people (50 plus)**
- **ante and post-natal**

The learner will:

## **8. Understand the structure and function of the digestive system**

The learner can:

### **8.1 Identify the function of the following in the digestive process:**

- **mouth (tongue, teeth, salivary glands)**
- **pharynx**
- **oesophagus**
- **stomach**
- **pancreas**
- **gallbladder and bile ducts**
- **liver**
- **small intestine**
- **large intestine (colon)**

### **8.2 Describe how the main nutrient groups are broken down and absorbed in the digestive system**

### **8.3 Identify the role of fibre in the digestive process**

### **8.4 Identify the role of the liver and pancreas in assisting digestion**

### **8.5 Identify the timescales for the digestive process to take place**

## 8.6 Describe the importance of fluid intake in the digestive process

The learner will:

## 9. Understand energy systems and their relation to exercise

The learner can:

### 9.1 Describe how carbohydrates, fats and proteins are used in the production of energy

### 9.2 Explain the use of the 3 energy systems during exercise

The learner will:

## 10. Understand the nervous system and its relation to exercise

The learner can:

### 10.1 Describe the role and functions of the nervous system

### 10.2 Describe the principles of muscle contraction

### 10.3 Describe the 'all or none law'/motor unit recruitment

### 10.4 Describe how exercise can enhance neuromuscular connections and improve motor skills

<b>Assessment specification</b>	Multiple choice theory paper (Externally assessed)
	Assessment workbook (Section A)



# Providing a positive customer experience in the exercise environment (M/616/7824)

## Unit aim

This unit develops the knowledge and skills an exercise and fitness instructor needs to present themselves in a professional manner, provide excellent customer service and demonstrate effective communication skills. Above all, to provide a positive customer experience an exercise and fitness instructor needs to ensure the exercise environment meets health and safety requirements.

## Unit content

The learner will:

### 1. Understand customer needs and expectations

The learner can:

**1.1 Identify the types of customers attending a local exercise and fitness facility**

**1.2 Identify the different requirements of customers attending a local exercise and fitness facility**

**1.3 Identify how a local exercise and fitness facility meets different types of customer requirements**

**1.4 Describe how to identify and confirm a customer's expectations**

**1.5 Explain the importance of gathering feedback to meet customer expectations**

**1.6 Identify methods of gathering customer feedback**

**1.7 Explain the importance of responding promptly to a customer seeking assistance**

### **1.8 Identify ways in which an exercise and fitness instructor could build social support and inclusion in an exercise environment**

The learner will:

## **2. Understand the principles of customer service**

The learner can:

**2.1 Describe the products and services in a local exercise and fitness facility that may be available to customers**

**2.2 Describe the personal attributes required to display a high level of customer service in an exercise environment**

**2.3 Identify the ways in which an exercise and fitness instructor could present themselves in a professional and approachable manner**

**2.4 Describe how an exercise and fitness instructor could contribute to improving customer retention**

**2.5 Explain how to influence a 'customer journey' in an exercise environment**

The learner will:

## **3. Know how to engage with customers**

The learner can:

**3.1 Describe different methods of engaging with customers**

**3.2 Explain the importance of regular communication with customers**

**3.3 Describe different methods of building rapport with customers**

**3.4 Explain the importance of being visible and approachable within an exercise environment**

**3.5 Explain the importance of giving health, safety and exercise etiquette information to customers**

The learner will:

#### **4. Be able to prepare and maintain the exercise environment and maintain the exercise environment**

The learner can:

**4.1 Clean the exercise environment as required to maintain hygiene levels using appropriate cleaning substances**

**4.2 Utilise appropriate signage to identify potential hazards whilst cleaning**

**4.3 Demonstrate effective communication with customers and colleagues regarding cleaning**

The learner will:

#### **5. Understand the importance of professionalism in the health and fitness sector**

The learner can:

**5.1 Identify governing and/or professional bodies for the health and fitness sector**

**5.2 Outline the essential principles, values or ethical codes of practice laid out by governing and/or professional bodies for the health and fitness sector**

**5.3 Describe how an exercise and fitness instructor can keep knowledge and skills up to date**

**5.4 Describe how to identify opportunities and requirements for career progression in the health and fitness sector**

The learner will:

#### **6. Understand operational and legislative procedures within an exercise and fitness facility**

The learner can:

**6.1 Identify the types of emergencies that may occur in an exercise and fitness facility**

**6.2 Summarise the procedures and recording documents that should be in place in an exercise and fitness facility to maintain health and safety of staff and customers**

**6.3 Suggest types of cleaning materials and equipment that would be suitable for maintaining health and hygiene in an exercise environment**

**6.4 Identify the typical roles of individuals responsible for health and safety in an exercise and fitness facility**

**6.5 Explain the importance of following emergency procedures calmly and correctly**

**6.6 Describe how to maintain the safety of people involved in typical emergencies, including children, older people and disabled people**

**6.7 Outline why health and safety are important in an exercise and fitness facility**

**6.8 Identify the legal and regulatory requirements for health and safety relevant to working in an exercise and fitness facility**

**6.9 Describe duty of care and professional role boundaries in relation to special population groups**

**6.10 Describe the types of security procedures within an exercise and fitness facility**

The learner will:

## **7. Understand how to control risks in an exercise and fitness facility**

The learner can:

**7.1 Identify possible hazards in an exercise and fitness facility**

**7.2 Describe how to carry out a risk assessment in an exercise environment**

**7.3 Describe how to control risks associated with hazards in an exercise environment**

**7.4 Identify the appropriate person/position to contact within an exercise and fitness facility when hazards and risks cannot be controlled personally**



The learner will:

## **8. Understand how to safeguard children and vulnerable adults**

The learner can:

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

**8.2 Describe the responsibilities and limitations of an exercise and fitness instructor in regard to safeguarding children and vulnerable adults**

**8.3 Identify the types of abuse an exercise and fitness instructor may encounter**

**8.4 Identify possible signs of abuse**

**8.5 Describe an exercise and fitness facility's typical reporting procedures for safeguarding children and vulnerable adults**

**8.6 Describe the procedures to follow to protect oneself from accusations of abuse**

**8.7 Identify the statutory agencies responsible for safeguarding children and vulnerable adults**

**8.8 Explain when it may be necessary to contact statutory agencies**

**8.9 Describe how to maintain the confidentiality of information relating to possible abuse**

The learner will:

## **9. Understand processes to support a health and fitness business**

The learner can:

**9.1 Identify the components of financial planning for a health and fitness business**

**9.2 Identify a typical product offer within an exercise and fitness facility and how an exercise and fitness instructor may be able to support this**

**9.3 Describe the use of social media within a health and fitness business**

#### 9.4 Identify how to set up a social media/digital profile

Assessment specification	Assessment workbook (Section B)
	Observation of consultation and gym session (Summative)

# Lifestyle management and health awareness (K/616/7949)

## Unit aim

This unit develops the knowledge an exercise and fitness instructor needs to promote a healthy and active lifestyle. This includes the importance of healthy eating and offering behaviour change strategies to support clients to adopt behaviours that will help them to prevent a range of health conditions

## Unit content

The learner will:

### 1. Understand how to promote a healthy lifestyle

The learner can:

#### 1.1 Define the components of health- and skill-related fitness

#### 1.2 Describe the benefits of a healthy and active lifestyle

#### 1.3 Describe the implications of obesity in the UK

#### 1.4 Describe how physical activity/exercise can help prevent common health conditions:

Chronic conditions including:

- coronary heart disease
- stroke
- some cancers
- type 2 diabetes
- hypertension
- obesity
- musculoskeletal conditions
- mental health conditions

#### 1.5 Identify ways in which an exercise and fitness instructor could communicate the benefits of a healthy lifestyle to clients

**1.6 Identify when an exercise and fitness instructor should refer a client to another professional regarding their health and wellbeing**

**1.7 Identify the relevant professionals an exercise and fitness instructor could refer a client to regarding their health and wellbeing**

**1.8 Describe how technology can assist in a client's journey towards a healthy lifestyle**

The learner will:

## **2. Understand the importance of healthy eating**

The learner can:

**2.1 Describe the national food model/guide**

**2.2 Describe key healthy eating advice that underpins a healthy diet**

**2.3 Explain the importance of adequate hydration**

**2.4 Explain professional role boundaries in relation to offering nutritional advice**

**2.5 Describe the energy balance equation**

**2.6 Explain the health risks of poor nutrition**

The learner will:

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

The learner can:

**3.1 Identify typical barriers to exercise/physical activity**

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

**3.3 Identify 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 Identify how to review and revise short-, medium- and long-term SMART goals

**Assessment specification**

Assessment workbook (Section C)



# Gym-based programme planning and preparation (D/616/7950)

## Unit aim

This unit covers the knowledge and skills a gym instructor needs to plan and prepare gym-based exercise programmes for a range of clients, within their scope of practice. This includes demonstrating effective communication to engage and fully support clients.

## Unit content

The learner will:

### 1. Understand the importance of adapting communication techniques when dealing with customers with differing needs

The learner can:

**1.1 Identify the most appropriate ways of communicating with customers to meet their needs considering background, culture and experience**

**1.2 Explain how non-verbal communication affects the behaviour of the customer**

The learner will:

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

The learner can:

**2.1 Identify different methods to collect client information, appropriate to the individual, including:**

- questionnaire (PARQ/PARQ +)
- interview/consultation
- informed consent
- observation
- fitness testing/physical measurements

**2.2 Explain the protocols to follow for screening clients prior to gym-based exercise**

**2.3 Identify risk stratification models that can be utilised by a gym instructor, to include:**

- **Initial ACSM Risk Stratification**
- **Morgan and Irwin**

**2.4 Identify the variables that can be used when risk-stratifying clients**

**2.5 Explain what is meant by low, medium and high risk**

**2.6 Identify methods of supporting clients in overcoming barriers towards exercise**

**2.7 Identify the importance of safely storing client information**

The learner will:

### **3. Understand how to use client information to plan gym-based exercise**

The learner can:

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

**3.2 Identify the reasons for temporary deferral of exercise**

The learner will:

### **4. Understand how to plan gym-based exercise for a range of clients**

The learner can:

**4.1 Outline how to plan and adapt gym-based exercise to meet the needs of clients with different objectives, including:**

- **apparently healthy**
- **older people**
- **young people (14-18)**

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

**4.3 Identify a range of exercises and methods of training for individual clients, including:**

- **cardiovascular training methods**



- cardiovascular equipment
- resistance training methods
- resistance equipment
- functional exercise
- flexibility and range of motion exercise
- motor skills

The learner will:

## **5. Be able to collect and use information to plan a gym-based exercise programme for a range of clients**

The learner can:

**5.1 Use appropriate methods to collect information to plan gym-based exercise programmes, including:**

- lifestyle questionnaire
- PAR-Q/PAR-Q +
- health assessments (choose based on relevance to the client's lifestyle and goals)

**5.2 Use effective communication methods to engage and fully support the client**

**5.3 Identify client needs and any possible risks from participation in a gym-based exercise programme, signposting when required**

**5.4 Maintain client confidentiality**

**5.5 Agree objectives with clients**

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

**5.6 Interpret individual client information to select gym-based exercises that will help clients to develop:**

- cardiovascular fitness
- muscular fitness
- flexibility
- motor skills and functional ability

**5.7 Suggest other activities to complement their programme according to interests**

**5.8 Plan how to minimise any risks relevant to the programme**

**5.9 Plan realistic timings and sequences for exercise**

**5.10 Ensure gym-based exercise programmes are balanced according to individual goals in order to for adaptations to occur**

**5.11 Record programme plans in an appropriate format**

**5.12 Identify the importance of reviewing programmes at regular intervals and setting review dates accordingly**

<b>Assessment specification</b>	Preparing for and planning an exercise session written documents
	Observation of consultation and gym session (Summative)
	Case studies
	Knowledge questions

# Gym-based programme delivery and professional instruction (H/616/7951)

## Unit aim

This unit covers the knowledge and skills a gym instructor needs to professionally and safely deliver an effective gym-based exercise session to a range of clients.

## Unit content

The learner will:

### 1. Understand how to deliver gym inductions and gym-based exercise sessions to a range of clients

The learner can:

**1.1 Identify the most appropriate ways of communicating with customers to meet their needs taking into account background, culture and experience**

**1.2 Identify how to collect and assess client information**

**1.3 Identify basic health and fitness assessments to assess suitability for a gym-based exercise programme**

**1.4 Describe how a gym instructor could safely use the space and equipment in the gym environment**

**1.5 Identify appropriate methods of reviewing individual client progress**

**1.6 Explain the importance of reviewing client progress at regular intervals**

The learner will:

## **2. Be able to prepare self and equipment for inductions and exercise sessions in the gym environment for individuals and groups**

The learner can:

**2.1 Prepare self to supervise gym-based exercise**

**2.2 Select equipment for gym-based programmes as appropriate to client's need and session**

**2.3 Prepare the environment and equipment as appropriate to client's need**

The learner will:

## **3. Be able to introduce individuals and groups to a gym environment**

The learner can:

**3.1 Engage clients from the outset using effective communication to help client(s) feel welcome and at ease**

**3.2 Perform a verbal health check prior to starting a session**

**3.3 Confirm or revise plans with client(s) as appropriate**

**3.4 Explain the purpose of each component of a gym session**

**3.5 Advise client(s) of the facility's emergency procedures**

**3.6 Demonstrate effective communication and behaviour at all times to provide a professional, positive client experience on behalf of self and the facility**

The learner will:

## **4. Be able to instruct gym-based exercise**

The learner can:

**4.1 Instruct safe and effective exercises for all components of a gym-based session (including safe lifting and spotting where required), to cover:**

- warm up
- cardio-vascular machines
- resistance machines
- free weights
- use of small apparatus
- body weight and functional exercises (functional to client needs)
- flexibility/mobility
- cool downs

**4.2 Identify methods of adapting gym-based exercise programmes to ensure appropriate progression and/or regression**

**4.3 Give explanations and demonstrations that are technically correct (with safe and effective alignment of exercise positions)**

**4.4 Check client understanding at regular intervals**

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 Use motivational styles appropriate to the clients and the exercise format**

**5.4 Provide clear, supportive feedback and instruction at appropriate times**

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 the 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 gym-based exercise session 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, taking into consideration client feedback**

**7.2 Identify:**

- **how well the exercises met client needs**
- **the effectiveness of session structure and equipment for meeting client needs**
- **how effective and motivational the relationship with the client was**
- **how well the instruction and communication style matched client needs**
- **the safety and effectiveness of programme and exercises**
- **things that went well and things to improve**

### 7.3 Identify how to improve personal practice

### 7.4 Explain the value of reflective practice

<b>Assessment specification</b>	On course practical delivery of specific gym-based exercise
	Observation of consultation and gym session (Summative)

# Applied anatomy and physiology (A/616/4747)

## Unit aim

This unit covers essential Anatomy and Physiology knowledge a Personal Trainer requires for application to exercise programming and design for a range of clients.

## Unit content

The learner will:

### 1. Understand optimal posture, causes of postural deviations and spinal conditions and the impact of exercise

The learner can:

#### 1.1 Define 'Optimal Posture'

#### 1.2 Identify the causes of postural deviations

#### 1.3 Identify the structure and function of the stabilising ligaments and muscles of the spine

#### 1.4 Identify the structure and function of core and pelvic floor muscles

#### 1.5 Differentiate between local (deep) and global (superficial) muscles that support posture

#### 1.6 Explain 'local' core muscular changes that can occur due to poor postural awareness and stability

#### 1.7 Identify the potential medical conditions and spinal disorders that can occur as a result of postural deviations

#### 1.8 Describe the impact of core stabilisation exercise on posture and the potential for injury/aggravation of problems

#### 1.9 Clarify when stretching and strengthening protocols should be used to improve postural deviations



The learner will:

## **2. Understand the structure and function of the musculoskeletal system**

The learner can:

### **2.1 Identify the anatomical terms of location**

### **2.2 Recognise the anatomical planes of motion for joint actions and associated exercises.**

### **2.3 Describe the classification of levers and their effect on joints/joint action, to include:**

- first class levers
- second class levers
- third class levers

### **2.4 Demonstrate knowledge of anterior skeletal muscles and the joints they cross**

### **2.5 Demonstrate knowledge of posterior skeletal muscles and the joints they cross**

The learner will:

## **3. Understand the effects of exercise on the musculoskeletal system and disease processes**

The learner can:

### **3.1 Explain the short and long-term effects of exercise on the musculoskeletal system**

### **3.2 Explain what is meant by the term 'Delayed Onset of Muscular Soreness' (DOMS)**

### **3.3 Compare the effects of different types of exercise on the prevention and treatment of**

- osteoporosis
- osteoarthritis

The learner will:

## **4. Understand the structure and function of the Cardio-respiratory system**

The learner can:

### **4.1 Describe Coronary circulation**

### **4.2 Describe the effect of disease processes on the structure and functions of blood vessels**

### **4.3 Identify blood pressure classifications and associated risks**

#### **4.4 Explain the following terms:**

- cardiac cycle
- stroke volume
- cardiac output

### **4.5 Identify the short and long term effects of exercise on the cardio-respiratory system**

The learner will:

## **5. Know the structure and function of the Nervous system and the effect of exercise on neuromuscular connections**

The learner can:

### **5.1 Describe the specific roles and functions of:**

- central nervous system (CNS)
- peripheral nervous system (PNS) including somatic and autonomic nervous system

### **5.2 Describe the process of muscle contraction, to include,**

- transmission of a nervous impulse
- process of motor unit recruitment and muscle fibre innervation

### **5.3 Identify the structure and function of proprioceptors, to include:**

- muscle spindles
- golgi Tendon Organs

### **5.4 Describe how exercise can enhance neuromuscular connections and improve motor fitness**

### **5.5 Determine how plyometric exercise can utilise the stretch shortening cycle**

The learner will:

## **6. Know the structure and function of the Endocrine system**

The learner can:

### **6.1 Describe the structure of the endocrine system**

### **6.2 Identify major glands in the endocrine system**

**6.3 Identify the function of key hormones in the body secreted by endocrine glands**

**6.4 Describe hormonal responses to training and overtraining**

The learner will:

**7. Know the classifications of energy systems and how they are utilised during exercise**

The learner can:

**7.1 Identify which energy systems are used according to type, duration and intensity of exercise and how they may interact**

**7.2 Explain how the by-products of the three energy systems can affect performance**

**7.3 Explain the effect of different types of training on the production of fuel for exercise**

<b>Assessment specification</b>	Multiple choice question paper
	Workbook

# Promoting wellness through client motivation and interaction (J/616/4749)

## Unit aim

This unit aims to provide the fitness professional with sufficient knowledge and understanding of commonly occurring medically controlled diseases and health conditions, to enable them to effectively provide appropriate information advice and support to their clients through effective interaction.

## Unit content

The learner will:

### 1. Understand components of a healthy lifestyle and factors that affect health and wellbeing

The learner can:

#### 1.1 Define health

#### 1.2 Identify lifestyle factors that affect health and wellbeing

#### 1.3 Summarise the implications of short and long term exercise on health and well being

The learner will:

### 2. Understand psychological factors that can influence change to an individual's lifestyle

The learner can:

#### 2.1 Describe psychological factors that could affect willingness to change to a healthy lifestyle

#### 2.2 Identify strategies that can positively affect a client's willingness to change to a healthy lifestyle

The learner will:

### **3. Understand a range of health conditions and medically controlled diseases**

The learner can:

**3.1 Identify a range of medically controlled conditions that have an effect on lifestyle and wellbeing**

**3.2 Identify the symptoms of specific medically controlled conditions**

**3.3 Differentiate between causes of specific medically controlled conditions**

**3.4 Identify the risks and benefits of exercise for those with specific medically controlled conditions**

**3.5 Identify the exercise guidelines for those with specific medically controlled conditions**

**3.6 Describe professional boundaries when working with clients with specific medically controlled diseases**

The learner will:

### **4. Know evidence based pre-exercise health screening methods**

The learner can:

**4.1 Demonstrate methods of pre-exercise health screening**

**4.2 Identify why it is important to gain informed consent prior to consultation with a client**

**4.3 Identify the principles of recognised client risk stratification tools**

**4.4 Describe the factors that would indicate when a client is at low, medium or high risk of an adverse effect during or after exercise, including absolute contraindications**

**4.5 Identify when it would be appropriate to refer a client to exercise or other medical professionals**

**4.6 Demonstrate professionalism and communication skills when offering advice or referring clients**

**4.7 Identify the legislative requirements when working with, or referring, clients**

The learner will:

## **5. Understand a range of theories/approaches that can motivate positive behaviour change**

The learner can:

**5.1 Describe motivational theories/approaches that can assist clients in making positive changes to their lifestyle**

**5.2 Identify a client's readiness to change**

**5.3 Demonstrate appropriate communication techniques for gaining client information**

**5.4 Identify appropriate strategies for intervention at each stage of change when required**

The learner will:

## **6. Understand how to professionally interact with clients and relevant professionals**

The learner can:

**6.1 Identify when it is important to adapt communication style to assist in motivating a client to improve health and wellbeing**

**6.2 Explain the importance of a professional relationship with the client**

**6.3 Demonstrate different communication styles and techniques that can be used with a client to:**

- **introduce yourself**
- **build rapport**

**6.4 Demonstrate use of communication techniques to motivate the client towards improving health and well-being during a consultation; to include:**

- **active listening**
- **affirmations/language**
- **summaries**
- **reflective statements**
- **adaptation of style to suit the client**

The learner will:

## 7. Know how to seek evidence-based/reputable health and wellbeing advice

The learner can:

**7.1 Identify sources of reputable health and wellbeing advice and information for clients**

**7.2 Summarise the evidence-based health benefits of physical activity**

**7.3 Present evidence based health benefits of physical activity to promote health and well being**

<b>Assessment specification</b>	Workbook
	Personal training showcase portfolio (written, observation)
	Knowledge questions

# Bespoke exercise programme design (F/616/4751)

## Unit aim

This unit aims to develop knowledge and skills required of a Personal Trainer in order to be able to design a health and fitness programme suitable to a client's specific goals and level of fitness.

## Unit content

The learner will:

### 1. Understand how to screen clients prior to a personal training programme

The learner can:

**1.1 Describe environmental and other factors to consider prior to conducting a one to one consultation with a client**

**1.2 Summarise the purpose and benefits of using a lifestyle questionnaire, PAR-Q and a health commitment statement**  
**1.3 Analyse information collected from the client in order to identify client needs and goals**

The learner will:

### 2. Understand how to select and implement client assessments

The learner can:

**2.1 Identify the client information that should be collected when designing a personal training programme**

**2.2 Explain what to consider when selecting the most appropriate methods of collecting information according to client's needs**

**2.3 Explain the factors that may influence validity, reliability and objectivity of assessment**

**2.4 Explain the legal and ethical implications of collecting client information, including confidentiality**



The learner will:

### **3. Understand methods of static and dynamic fitness assessment**

The learner can:

**3.1 Identify the main static and dynamic fitness assessments/measurements that can inform programme design and are suitable for their clients**

**3.2 Explain the importance of protocols for fitness assessments/measurements**

**3.3 Analyse information gained from static and dynamic assessments to inform programme design**

The learner will:

### **4. Understand methods of postural assessment**

The learner can:

**4.1 Explain how an analysis of posture could inform programme design**

**4.2 Demonstrate knowledge of optimum posture with reference to anatomical terms of location**

**4.3 Identify postural deviations, with reference to anatomical terms of location, to include:**

- hyper-kyphosis
- hyper-lordosis
- upper-cross
- flat back
- sway back

**4.4 Identify methods of analysing both static and dynamic posture**

**4.5 Identify appropriate methods of correcting postural deviations that are limiting the client ability**

The learner will:

## **5. Understand how to monitor and review client progress**

The learner can:

**5.1 Explain the importance of accurate record keeping regarding client information and programmes**

**5.2 Explain the importance of regular assessments to monitor client progress**

**5.3 Identify when a Personal Trainer might revise an exercise programme in consultation with a client**

The learner will:

## **6. Understand how to set and adapt meaningful SMART goals linked to client's individual needs, wants and motivators**

The learner can:

**6.1 Explain how to identify clients' short, medium and long term goals**

**6.2 Identify when personal trainers should involve others, apart from their clients, in goal setting**

**6.3 Demonstrate how to use specific, measurable, achievable, realistic and time bound (SMART) objectives in a personal training programme**

**6.4 Identify circumstances in which it may be appropriate to adapt client goals**

The learner will:

## **7. Understand how to plan a safe personal training programme with clients**

The learner can:

**7.1 Identify credible sources of guidelines on programme design and safe exercise**

**7.2 Identify how to progress or regress an exercise by manipulating variables that affect biomechanics**

**7.3 Demonstrate how to apply the key principles of training and periodisation to design exercise programmes to achieve a client's short, medium and long term goals**

**7.4 Identify a range of safe and effective exercises/physical activities to meet individual client needs in developing components of fitness**

**7.5 Identify resistance training guidelines for clients, to include (as appropriate);**

- muscular strength
- muscular endurance
- muscular hypertrophy
- muscular power training

**7.6 Identify cardiovascular training guidelines for a clients' specific training goals**

**7.7 Demonstrate methods of monitoring exercise intensity during a session with a client**

**7.8 Explain how to minimise risk of injury and overtraining in order to enable adaptation to occur for clients with varying levels of experience**

The learner will:

## **8. Understand the use of alternative environments and activities in programme design**

The learner can:

**8.1 Identify how to include physical activities as part of the client's lifestyle to complement exercise sessions**

**8.2 Identify alternative training environments**

**8.3 Demonstrate training systems that can be utilised when programming for sessions run in environments not designed specifically for exercise**

**8.4 Demonstrate safety considerations when working with clients in alternative environments**

The learner will:

## **9. Be able to deliver small group personal training sessions**

The learner can:

**9.1 Demonstrate the different teaching styles which can be applied to small group training.**

**9.2 Identify safety considerations when working with groups**

**9.3 Deliver safe and effective sessions utilising appropriate training methods for a group**

The learner will:

**10. Be able to collect and analyse health screening and fitness assessment information to inform programme design and delivery**

The learner can:

**10.1 Establish a rapport with the client from the outset**

**10.2 Explain own role and responsibilities to clients**

**10.3 Collect the information needed to plan a programme using appropriate methods relevant to the client**

**10.4 Assess the client’s readiness to change using appropriate methods**

**10.5 Show sensitivity and empathy to clients and the information they provide**

**10.6 Record the information using appropriate formats in a way that will aid analysis**

**10.7 Refer the client to an appropriate professional when required**

<b>Assessment specification</b>	Workbook
	Personal training showcase (observation, written)
	Knowledge questions
	Learner log – on course (observation)

# Customised exercise programme instruction and communication techniques (J/616/4752)

## Unit aim

This unit aims to provide the Personal Trainer with the knowledge and skills required to deliver an exercise programme specific to clients' goals.

By emphasising the importance of effective communication and interpersonal skills, it also aims to provide the personal trainer with the additional “soft skills” which are essential when seeking to develop a successful professional Personal Training practice.

## Unit content

The learner will:

### 1. Understand fitness training techniques that are suitable for a personal training session

The learner can:

**1.1 Identify suitable fitness training techniques for components of fitness that can be used within a client programme to achieve their individual goals.**

**1.2 Distinguish which of the training techniques might be suitable for:**

- an inexperienced individual/beginner
- an experienced individual/athlete

The learner will:

### 2. Understand how to observe and monitor clients during sessions

The learner can:

**2.1 Demonstrate different methods of monitoring clients' progress during exercise; to include:**

- use of heart rate monitors
- mobile apps
- pedometers
- general discussion/feedback
- observation
- talk test
- rate of perceived exertion

**2.2 Demonstrate how to use teaching skills to assist in monitoring clients during sessions as appropriate**

**2.3 Demonstrate when it may be necessary to adapt planned exercises to meet clients' needs**

**2.4 Identify environmental concerns to be aware of to ensure client safety and effectiveness of exercise**

The learner will:

### **3. Understand the legal and ethical responsibilities of a personal trainer when working with clients**

The learner can:

**3.1 Describe legislation relating to the role of a Personal Trainer regarding:**

- equality and diversity
- safeguarding
- health and safety at work

**3.2 Explain the legal requirements of a Personal Trainer with regard to the recording, storing and disposal of client information**

**3.3 Explain the purpose of Personal Liability Insurance**

**3.4 Explain the importance of working within the scope of practice as a Personal Trainer**

The learner will:

### **4. Understand the principles of best practice for a personal trainer**

The learner can:

**4.1 Describe how to portray a professional image as a Personal Trainer**

**4.2 Explain how to access accurate information and support when working as a personal trainer**

**4.3 Describe the codes of practice expected of a Personal Trainer as laid out by regulatory bodies**

**4.4 Identify other professionals with whom a personal trainer may need to share clients' information upon referral**

**4.5 Explain the importance of continuous professional development**

The learner will:

## **5. Be able to plan and prepare personal training sessions**

The learner can:

**5.1 Plan a range of exercises/physical activities for a session to help clients achieve their objectives and goals, covering:**

- cardiovascular exercise
- resistance exercise
- functional exercise
- core stability
- flexibility/mobility

**5.2 Identify, obtain and prepare the resources needed for planned exercises/physical activities**

The learner will:

## **6. Be able to prepare clients for personal training sessions**

The learner can:

**6.1 Help clients feel at ease in the exercise environment through use of appropriate communication skills**

**6.2 Explain the planned objectives and exercises/physical activities to clients and how they support clients' goals**

**6.3 Explain the physical and technical demands of the planned exercises/physical activities to clients**

**6.4 Demonstrate how planned exercise/physical activity can be progressed or regressed to meet their goals**

**6.5 Assess clients' state of readiness and motivation to take part in the planned exercises/physical activities**

**6.6 Negotiate and agree with clients any changes to the planned exercises/physical activities that:**

- meet their goals and preferences
- enable them to maintain progress

**6.7 Identify reasons for changing planned activities based on client feedback, to include:**

- injury
- stress
- illness

**6.8 Record changes to clients plans**

The learner will:

## **7. Be able to safely instruct and support clients during the session**

The learner can:

**7.1 Use motivational styles that:**

- are appropriate to the clients
- are consistent with accepted good practice

**7.2 Provide warm-ups appropriate to the clients, planned exercise and the environment**

**7.3 Make best use of the environment in which clients are exercising, to include:**

- time keeping
- appropriateness:
  - for the client
  - for other gym users
  - for the specific training approach

**7.4 Provide instructions, explanations and demonstrations that are technically correct, safe and effective**

**7.5 Utilise a range of training systems for each component that are suitable for the client**



**7.6 Adapt verbal and non-verbal communication methods to make sure clients understand what is required**

**7.7 Use different methods of monitoring client during exercise**

The learner will:

## **8. Be able to monitor clients and adapt programmes accordingly**

The learner can:

**8.1 Ensure clients can carry out the exercises safely on their own**

**8.2 Analyse clients' performance, providing positive reinforcement throughout**

**8.3 Correct techniques at appropriate points**

**8.4 Modify exercises according to clients' performance and feedback**

The learner will:

## **9. Be able to bring exercise sessions to an end**

The learner can:

**9.1 Allow sufficient time for the closing phase of the session**

**9.2 Select cool-down activities according to the type and intensity of physical exercise and client needs and condition**

**9.3 Provide clients with feedback and positive reinforcement**

**9.4 Explain to clients how their progress links to their goals**

**9.5 Provide clients with action plans to assist in their progress between sessions.**

**9.6 Leave the environment in a condition suitable for future use**

The learner will:

## **10. Be able to reflect on providing personal training sessions**

The learner can:

**10.1 Review the outcomes of working with clients including their feedback**

## **10.2 Identify:**

- how well the sessions met clients' goals
- how effective and motivational the relationship with the client was
- how well the instructing styles matched client's needs

## **10.3 Identify how to improve personal practice**

The learner will:

# **11. Be able to reflect on own professional practice a Personal Trainer**

The learner can:

## **11.1 Review client feedback regarding personal performance and effectiveness**

## **11.2 Identify:**

- how effective physical activities were
- how effective and motivational the relationship with the client was

## **11.3 Review:**

- how well the communication style and instruction methods adopted matched clients' needs
- how well professional codes of ethics were adopted
- how well the clients' health, safety and welfare were managed
- the effectiveness of interacting and working with other members of staff
- The effectiveness of the workout against the client's goals

## **11.4 Summarise ways in which future practice can be improved**

The learner will:

# **12. Be able to develop own professional practice as a Personal Trainer**

The learner can:

## **12.1 Produce a personal development plan that will help to improve professional practice**

## **12.2 Research methods of professional development that will assist in the achievement of personal goals**

<b>Assessment specification</b>	Workbook
	Personal Training showcase (observation, written)
	Learner log – on course (observation)
	Knowledge questions



# Nutrition to support physical activity (L/616/4753)

## Unit aim

This unit aims to develop knowledge and understanding of key nutritional principles and healthy eating to support client goals. It also provides the learner with skills to analyse client nutritional intake in order to offer advice within scope of practice and integrate into fitness programme design.

## Unit content

The learner will:

### 1. Understand the principles of nutrition

The learner can:

#### 1.1 Summarise the structure and function of the Digestive System

#### 1.2 Explain the meaning of key nutritional terms including:

- diet
- healthy eating
- nutrition
- balanced diet

#### 1.3 Explain the following terms and their functions:

- macro nutrients
- micro nutrients

#### 1.4 Identify food sources for each of the key nutrients

#### 1.5 Identify the calorific value of nutrients

#### 1.6 Explain the common terminology used in nutrition including:

- UK dietary reference values (DRV)
- recommended daily allowance (RDA)
- recommended daily intake (RDI)

- glycaemic index

**1.7 Interpret food labelling information**

**1.8 Explain the significance of healthy food preparation**

**1.9 Explain professional role boundaries with regard to offering nutritional advice to clients**

The learner will:

## **2. Understand the influence of nutrition on health**

The learner can:

**2.1 Explain the relationship between nutrition, physical activity, body composition and health including:**

- links to disease / disease risk factors
- cholesterol
- types of fat in the diet

**2.2 Identify health and performance implications of diets that encourage severe energy restriction**

**2.3 Identify clients at risk of nutritional deficiencies**

**2.4 Explain the importance of communicating the health risks associated with current weight-loss fads and popular diets to clients**

**2.5 Explain how nutritional intake can influence the actions of certain metabolic hormones**

**2.6 Explain how cultural and religious dietary practices can influence nutritional advice**

**2.7 Describe safety, effectiveness and contraindications relating to protein and vitamin supplementation**

**2.8 Explain how to recognise the signs and symptoms of disordered eating**

**2.9 Explain why detailed or complex dietary analysis that incorporates major dietary change should always be referred to a Registered Dietician**

The learner will:

### **3. Understand key nutritional guidelines and evidence-based recommendations and how they can be applied to individual clients**

The learner can:

**3.1 Identify the range of professionals and professional bodies involved in the area of nutrition**

**3.2 Explain how key healthy eating advice that underpins a healthy diet can be applied to clients whose goal is:**

- **weight loss and health**
- **fat loss**
- **hypertrophy**
- **sports performance**

**3.3 Identify the nutritional principles and key features of the national food model/guide**

**3.4 Define portion sizes in the context of the National food model/guide**

**3.5 Identify reliable sources of nutritional information**

The learner will:

### **4. Understand the relationship between nutrition and physical activity**

The learner can:

**4.1 Recognise the role of carbohydrate, fat and protein as fuels for aerobic and anaerobic energy production**

**4.2 Explain the components of energy expenditure and the energy balance equation**

**4.3 Explain how to calculate an estimate of Basal Metabolic Rate (BMR)**

**4.4 Explain how to estimate energy requirements based on physical activity levels and other relevant factors**

**4.5 Identify nutritional requirements for different goals, to include:**

- **fat loss**
- **weight loss**
- **hypertrophy**

- sports performance

#### **4.6 Recognise the nutritional requirements and hydration needs of clients engaged in physical activity**

The learner will:

### **5. Understand how to collect information relating to nutrition**

The learner can:

**5.1 Identify why it is important to obtain clients' informed consent before collecting nutritional information**

**5.2 Identify the information that needs to be collected to offer nutritional advice to clients**

**5.3 Apply different methods of and analysing nutritional intake and body composition suitable for use with clients**

The learner will:

### **6. Understand how to use nutritional information**

**The learner can:**

**6.1 Recognise how to interpret collected information so that clients' needs and nutritional goals can be identified with reference to current government healthy eating guidelines and evidence-based recommendations**

**6.2 Identify how to interpret information gained from methods used to assess body composition and health risk in relation to weight**

**6.3 Demonstrate how to sensitively divulge collected information and 'results' to clients**

**6.4 Describe the circumstances in which a client should be recommended to visit their GP about the possibility of referral to a Registered Dietician**

The learner will:

### **7. Be able to identify and analyse nutritional information to identify clients dietary habits**

The learner can:



**7.1 Use a variety of tools to collect and record information about clients and their nutritional goals in an approved format**

**7.2 Use a variety of tools to analyse collected information, including nutritional needs and preferences in relation to the client’s current status and nutritional goals**

**7.3 Explain the effect of different types of training on the production of fuel for exercise**

The learner will:

## **8. Be able to apply the principles of nutrition to a physical activity programme**

The learner can:

**8.1 Access and make use of credible sources of educational information and advice in establishing nutritional goals with clients**

**8.2 Design and agree nutritional goals that are compatible with the analysis, accepted good practice and national guidelines**

**8.3 Ensure that the nutritional goals support and integrate with other programme components**

**8.4 Agree review points with the client**

**8.5 Review the client’s understanding of how to follow the nutritional advice as part of their physical activity programme**

**8.6 Monitor, evaluate and review the client’s progress towards their nutritional goals at appropriate times**

<b>Assessment specification</b>	Multiple choice question paper
	Workbook
	Personal training showcase (written)
	Knowledge questions



# Business acumen for Personal Trainers (Y/616/4755)

## Unit aim

This unit aims to provide the knowledge and understanding a Personal Trainer requires to establish a business in either an employed or self-employed position.

Additionally, by focusing upon ways of both attracting and retaining clients it also provides them with a firm foundation for successful growth.

## Unit content

The learner will:

### 1. Understand marketing strategies and techniques in planning and promotion

The learner can:

**1.1. Describe how a health and fitness business may use marketing as a tool for business development**

**1.2 Explain the importance of developing a marketing plan for a health and fitness business**

**1.3 Identify the different components of the marketing mix to create a plan**

**1.4 Assess the types and sources of market research and their value in developing the business idea and creating a marketing plan**

**1.5 Use different research methods to identify the needs and expectations of different types of potential customers**

**1.6 Identify tools and techniques to analyse and interpret data from market research**

**1.7 Explain the reasons for identifying the market that buys into your business purpose**

The learner will:

## **2. Understand how to sell Personal Training services to clients**

The learner can:

### **2.1 Summarise the stages of the sales cycle, to include:**

- **prospecting**
- **setting appointments**
- **qualifying**
- **presenting**
- **handling objections**
- **closing**
- **asking for referrals (when appropriate)**

### **2.2 Describe the importance of portraying your beliefs as to why you want to be a personal trainer when selling services to potential customers**

### **2.3 Identify the importance of understanding the needs and expectations of personal training services for different demographics**

### **2.4 Explain why it is important to correctly identify client's needs and expectations in relation to the services offered**

### **2.5 Explain the importance of giving clients the opportunity to ask questions and discuss the services and their benefits**

### **2.6 Explain why it is important to agree terms with the client and how to do so**

### **2.7 Identify the relevant documents that need to be completed and why these are important**

The learner will:

## **3. Understand how to communicate the benefits of the Personal Training service**

The learner can:

### **3.1 Explain the advantages and disadvantages of different promotional activities/ways of communicating, to include:**

- **use of social media**
- **press release**
- **flyer/poster**

- digital marketing
- competitions
- cold calling
- referrals

**3.2 Explain how to choose appropriate promotional activities to both attract and retain clients**

**3.3 Create a brand image in the marketplace that clearly identifies the business**

The learner will:

## **4. Know the components and the purpose of a Business Plan relevant to a Personal Training business**

The learner can:

**4.1 Describe the purpose of a business plan**

**4.2 Identify the audience for the business plan**

**4.3 Describe the key elements of the business plan, to include:**

- executive summary
- mission statement
- management team and personnel
- the business opportunity
- business objectives
- marketing and sales strategy
- financial forecasts

**4.4 Identify and record specific business objectives for a proposal that are specific, measurable, achievable/agreed realistic and time framed (SMART)**

**4.5 Describe various activities that can support achievement of business objectives and business growth**

**4.6 Identify the uses of performance measurement tools and techniques used to monitor achievement of business objectives**

The learner will:

## **5. Understand how to legally set up a business as a Personal Trainer**

The learner can:

**5.1 State the legal responsibilities of having `self-employed` status**

**5.2 Identify legal and regulatory requirements of businesses within the health and fitness industry**

**5.3 Describe the different ways of operating as self-employed including the advantages and disadvantages of each**

**5.4 Explain the elements of a valid business contract and the matters contained within**

The learner will:

## **6. Understand financial requirements when setting up and running a health and fitness business**

The learner can:

**6.1. Explain the HMRC business accounting requirements when registered as self-employed, to include:**

- **bookkeeping**
- **registering with the HMRC**
- **HMRC taxation returns**

**6.2 Explain the following financial terminology relating to business accounting:**

- **gross income**
- **taxable income**
- **net income**
- **break even**
- **income tax**
- **PAYE including current rates of Personal Allowances and Tax Rates**
- **Value Added Tax (VAT) including calculations and thresholds**
- **National Insurance Contributions**
- **HMRC allowable expenses and capital allowances**

**6.3 Identify start-up costs that may impact the business proposal**

**6.4 Assess sources and types of finance and investment required to fund the start-up of a health and fitness business**

**6.5 Explain the need and importance of cash flow forecasting to ensure business survival and how to produce a cash flow forecast**

**6.6 Explain the benefits of carrying out a cost-benefit analysis and how to do so**

The learner will:

## **7. Be able to plan, market and sell health and fitness services**

The learner can:

**7.1 Gather, analyse and interpret market research to identify a viable health and fitness product or service using relevant methods, tools and techniques**

**7.2 Identify competitors and analyse their strengths and weaknesses in comparison to own (using SWOT analysis)**

**7.3 Identify the types of client who might be interested in the services and the benefits promoted**

**7.4 Develop a marketing plan for the proposed business using the SMART model**

**7.5 Create an effective marketing campaign to promote the business and its products/services**

<b>Assessment specification</b>	Personal trainer showcase (written)
	Workbook
	Knowledge questions





# Planning kettlebell training sessions (T/504/4872)

## Unit aim

This unit covers the knowledge and skills that the learner needs to be able to plan safe and effective kettlebell training sessions.

## Unit content

The learner will:

### 1. Understand the history and origins of kettlebell training

The learner can:

#### 1.1 Describe the origins of the kettlebell

#### 1.2 Describe the history of kettlebell training

#### 1.3 Describe the component parts of kettlebells

The learner will:

### 2. Understand the benefits of kettlebell training

The learner can:

#### 2.1 Identify the benefits of using kettlebells

#### 2.2 Explain the role of kettlebells in functional training

#### 2.3 Describe physiological adaptations to kettlebell training

The learner will:

### **3. Understand health and safety considerations for kettlebell training**

The learner can:

**3.1 Identify health and safety considerations when instructing kettlebell training sessions**

**3.2 Identify possible contraindications to kettlebell training**

**3.3 Describe potential risks associated with kettlebell training**

The learner will:

### **4. Understand how to incorporate kettlebell training into resistance sessions**

The learner can:

**4.1 Identify different types of classes/training that kettlebell exercises/lifts can be integrated into**

**4.2 Explain the different resistance training systems that kettlebells can be used with**

The learner will:

### **5. Be able to plan kettlebell training sessions**

The learner can:

**5.1 Plan aims and objectives for kettlebell training sessions**

**5.2 Select appropriate kettlebell lifts/exercises to include in the training session**

**5.3 Plan exercise order, timings and rest for kettlebell training sessions**

**5.4 Identify adaptations/changes to session due to equipment, facilities or the client**

**5.5 Record content of kettlebell training sessions**

**Assessment specification**

Worksheet

Session plan



# Instructing kettlebell training sessions (M/504/4871)

## Unit aim

This unit covers the knowledge and skills that the learner needs to be able to instruct safe and effective kettlebell training sessions.

## Unit content

The learner will:

### 1. Be able to prepare for kettlebell training sessions

The learner can:

#### 1.1 Prepare self for kettlebell training sessions

#### 1.2 Select appropriate equipment for kettlebell training sessions

#### 1.3 Prepare the environment and equipment to meet clients' needs

#### 1.4 Prepare clients for kettlebell training sessions

The learner will:

### 2. Be able to instruct kettlebell training sessions

The learner can:

#### 2.1 Demonstrate technically correct kettlebell exercises and lifts

#### 2.2 Provide clear and concise explanations for each kettlebell exercise and lift

#### 2.3 Adopt appropriate positions to observe clients

#### 2.4 Monitor safety, effectiveness and intensity of kettlebell training sessions

#### 2.5 Adapt exercises with suitable progression and regression according to clients' needs

The learner will:

### 3. Be able to communicate effectively

The learner can:

**3.1 Demonstrate the use of verbal and non-verbal communication**

**3.2 Provide feedback and instructing points which are timely, clear and motivational**

**3.3 Communicate as appropriate to client needs and the environment**

The learner will:

### 4. Be able to reflect on kettlebell training sessions

The learner can:

**4.1 Give feedback to clients on their performance**

**4.2 Gain feedback from clients on session**

**4.3 Evaluate session and own performance**

**4.4 Record areas for improvement**

#### Assessment specification

Observation

Session evaluation

# Planning suspended movement training sessions (L/507/8347)

## Unit aim

This unit aims to equip the learner with the skills required to plan suspended movement training sessions, making activities imaginative, progressive and effective.

## Unit content

The learner will:

### 1. Understand the history and origins of suspended movement training

The learner can:

#### 1.1 Describe the history of suspended movement training

#### 1.2 Summarise ways suspended movement training has been incorporated into the fitness industry

The learner will:

### 2. Understand the benefits of suspended movement training

The learner can:

#### 2.1 Identify the physiological benefits of suspended movement training

#### 2.2 Outline the strengths and weakness of suspended movement training when compared to other exercise modalities

#### 2.3 Describe physiological adaptations to suspended movement training

#### 2.4 Describe the benefits of suspended movement training for fitness professionals

The learner will:

### 3. Understand health and safety considerations for suspended movement training

The learner can:

#### 3.1 Identify health and safety considerations when planning suspended movement training sessions, including

- Health care screening
- Equipment
- Environment
- Contraindications

#### 3.2 Describe potential risks associated with suspended movement training

#### 3.3 Describe the effects on equipment and anchor points of alterations in body position, when seeking to provide challenge for the client(s)

The learner will:

### 4. Be able to plan suspended movement training sessions

The learner can:

#### 4.1 Plan aims and objectives for suspended movement training sessions

#### 4.2 Select appropriate suspended movement training exercises for the training session

#### 4.3 Plan exercise order, timings and rest for suspended movement training exercises

#### 4.4 Identify adaptations/changes to session due to equipment, facilities or the client

#### 4.5 Record content of suspended movement training sessions

<b>Assessment specification</b>	Worksheet
	Session plan



# Instructing suspended movement training sessions (J/507/8346)

## Unit aim

This unit aims to equip the learner with the skills required to instruct a suspended movement training session, making the activities imaginative, progressive and effective.

## Unit content

The learner will:

### 1. Be able to prepare for suspended movement training sessions

The learner can:

#### 1.1 Ensure clients suitability for suspended movement training sessions including

- Health screening
- Medical consent

#### 1.2 Identify a suitable anchor point for a suspended movement training device

#### 1.3 Follow manufacturer's guidelines to safely anchor suspended movement training equipment to an anchor point

#### 1.4 Follow manufacturer's instructions to set up suspended movement training equipment ready for exercise

#### 1.5 Conduct a pre-exercise weight test on suspended movement training equipment

The learner will:

### 2. Be able to instruct suspended movement training sessions

The learner can:

#### 2.1 Demonstrate a technically correct range of suspended movement training exercises

**2.2 Provide the main preparation points for each exercise**

**2.3 Provide clear and concise explanations for each suspended movement training exercise**

**2.4 Monitor safety, effectiveness and intensity of each suspended movement training exercise**

**2.5 Adapt exercises with suitable progression and regression according to clients' needs**

The learner will:

### **3. Be able to communicate effectively whilst instructing suspended movement training sessions**

The learner can:

**3.1 Demonstrate the use of verbal and non-verbal communication**

**3.2 Provide feedback and instructing points which are timely, clear and motivational**

**3.3 Communicate as appropriate to client needs and the environment**

The learner will:

### **4. Be able to reflect on suspended movement training sessions**

The learner can:

**4.1 Give feedback to clients on their performance**

**4.2 Gain feedback from clients on session**

**4.3 Evaluate session and own performance**

**4.4 Record areas for improvement**

#### **Assessment specification**

Observation

Session evaluation



---

*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](http://www.ymcaawards.co.uk).*

---

[www.ymcaawards.co.uk](http://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](mailto:awards.info@ymca.co.uk) | W [ymcaawards.co.uk](http://ymcaawards.co.uk)

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

