

YMCA Level 3 Diploma in Personal Training (Practitioner) (603/2438/7)

Qualification Specification



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Level 3 Diploma in Personal Training (Practitioner)

Qualification Specification

Qualification number: 603/2438/7

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Introduction

About YMCA Awards

At YMCA Awards, we are passionate about learner progress. Our qualifications support every learner, whether taking their first steps into fitness or simply wishing to boost their skills. Our high-quality resources and assessment materials have been created by leading 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 suitable for learners holding a Level 2 qualification in Gym Instruction or equivalent who wish to progress in a career as a professional Personal Trainer on an employed or self-employed basis.

Overview of knowledge, skills and understanding

Learners will cover:

- Anatomy and physiology knowledge as applicable to personal training.
- Nutrition and its application to support a client's health and physical activity programme
- Health and wellbeing and factors that affect this.
- Effective communication during client consultations to promote and encourage healthy lifestyle behaviours and long term change.
- Designing and planning effective Personal Training sessions for a range of clients in different environments.
- Executing effective physical activity sessions for a range of clients in different environments
- Professional practice and legal requirements for Personal Training.
- Business acumen for working in both an employed role and for self-employment.
- Self-evaluation and professional development.

Target group and age range

Learners should be aged 16 plus.

Qualification structure

To achieve the YMCA Level 3 Diploma in Personal Training (Practitioner), learners must complete 6 mandatory units.

Unit reference number	Unit title	Level	Credit
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

The Total Qualification Time (TQT) for this qualification is 367.

The Guided Learning Hours (GLH) assigned are 229.

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:

- the number of hours which an awarding organisation has assigned to a qualification for Guided Learning (see below);
- 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).
- eLearning 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:

- eLearning 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 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 feedback before your next EQA visit, please email us: awards.products@ymca.co.uk.

Entry requirements

The learner should hold Level 2 Certificate in Gym instructing or equivalent. The qualification is aimed at learners aged 16 and over.

Opportunities for progression

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 lever 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 Personal Trainer.

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 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 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.

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

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 (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
- 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 that 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.

Enquires 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 (ie., 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 (ie., know or understand) can be assessed in a number of different ways such as worksheets, projects, professional discussion etc. 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 Level 3 Diploma in Personal Training (Practitioner) is assessed through 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.

A Learner Assessment Record (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.

Creating a portfolio of evidence

If a YMCA Awards LAR is not used to evidence 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. Guidance will be given.

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 assessments methods see the suggested example in the 'Qualification content' section of this specification.

External assessment

External assessment is assessment set by the Awarding Organisation and marked by the Awarding Organisation. This qualification has external assessment for some learning outcomes/assessment criteria against the following units: Unit 1 Applied Anatomy and Physiology (A/616/4747) and Unit 5 Nutrition to support physical activity (L/616/4753).

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(s) 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

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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

Assessment specification

- 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 wellbeing

Assessment specification

- 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

Assessment specification	<ul style="list-style-type: none">• Workbook• Personal Training showcase (observation, written)• Knowledge questions• Learner log – on course (observation)
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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

Assessment specification

- 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

Assessment specification

- 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

Assessment specification

- Personal training showcase (written)
- Workbook
- Knowledge questions



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