



*Register for Exercise  
Professionals India Foundation*

A large, high-contrast photograph of a dumbbell is positioned on the left side of the cover. The dumbbell is black with a silver-colored handle. The background is a light gray, and the lighting creates strong highlights and shadows, emphasizing the metallic texture of the weights and handle.

# Occupational Standards Personal Trainer



## Contents

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### Group D - Personal Trainer Standards

- D1. Conduct client consultations and fitness assessments
- D2. Apply the principles of exercise science to programme design
- D3. Apply the principles of nutrition & weight management within an exercise programme
- D4. Design personal training programmes
- D5. Plan and deliver personal training sessions
- D6. Support long-term behaviour change by monitoring client exercise adherence and applying motivational techniques
- D7. Manage, review, adapt and evaluate personal training programmes

# GROUP D Personal Trainer Standards

*Pre-requisite qualification required: Gym Instructor*

## D1. Conduct client consultations and fitness assessments

This standard describes the competence required to hold a consultation interview with a client and how to carry out client fitness assessments.

### *Performance Criteria*

**Exercise professionals should be able to:**

#### **1.0 - Hold consultation interview with client**

- 1.1 Arrange client interview
- 1.2 Obtain health/ medical history, informed consent and where needed medical clearance
- 1.3 Discuss modifiable risk factors for cardiovascular disease and risk reduction with clients, where relevant
- 1.4 Review pre-exercise health screening, and health assessment procedures as required.
- 1.5 Discuss client health-related goals and acquire additional client information as required.
- 1.6 Explain to clients why fitness assessments are relevant to an individualised exercise programme and how and why this information will be used and recorded
- 1.7 Choose fitness assessments appropriate to clients' current fitness capacity and readiness to participate
- 1.8 If necessary, recommend clients seek medical assistance before taking part in fitness assessments
- 1.9 Explain the aims of planned fitness assessments to clients and what these assessments will involve
- 1.10 Explain clients' rights and ensure they provide consent to take part in fitness assessments

#### **2.0 - Plan and conduct fitness assessments**

- 2.1 Determine tools and methods to conduct health and fitness assessments.
- 2.2 Plan health assessments relevant to the client, taking account the following:
  - cardiorespiratory endurance (submaximal oxygen consumption)
  - blood pressure
  - range of movement/flexibility
  - strength
  - weight
  - height
  - body mass index
  - waist to hip ratio
  - girth measurements
- 2.3 Conduct required fitness assessments in a safe and timely manner

- 2.4 Carry out postural assessment to include static and dynamic postural analysis, optimal postural alignment, postural deficiencies/ deviations

- 2.5 Use the appropriate fitness appraisal equipment safely:

- tape measure
- scales
- sit and reach tools
- bicycle, treadmill or rowing ergometer
- heart rate monitor
- blood pressure equipment – sphygmomanometer
- stop watch

- 2.6 Select and use communication techniques that encourage and support the client

- 2.7 Monitor client for signs and symptoms of intolerance and discontinue fitness assessments as required

- 2.8 Process assessment results according to protocol and calculation requirements

- 2.9 Analyse the results of fitness assessments

- 2.10 Develop a client profile and record outcomes of appraisal and exercise programme recommendations.

- 2.11 Record recommendations for the client's exercise programme

#### **3.0 - Provide feedback to clients about their current levels of fitness**

- 3.1 Communicate assessment data to clients using terminology appropriate to the client's level of understanding

- 3.2 Explain the results of the fitness assessments and the implications for exercise programme design

- 3.5 Make informed recommendations to clients on appropriate exercise programmes

- 3.6 Refer any clients whose needs and potential they cannot meet to an appropriately qualified professional

- 3.7 Maintain client confidentiality

- 3.8 Confirm with clients that the assessment results were understood

(CONTINUED – D1 Conduct client consultations and fitness assessments)

### **Knowledge and Understanding**

#### **Exercise professionals should know and understand:**

K1 Relevant legislation and regulatory requirements relevant to:

- fitness assessments and collection of client information
- principles of informed consent
- negligence and duty of care
- appropriate collection and storage of client information
- application of legal and ethical limitations of own role
- health and safety

K2 Organisational policies and procedures relevant to:

- fitness assessments and collection of personal information
- conducting fitness appraisals

K3 Industry endorsed client pre-exercise health screening processes

K4 industry endorsed risk stratification procedures, exercise implications and referral requirements

K5 Features and benefits of fitness facilities, exercise programs and services

K6 Role of medical or allied health professionals for referral processes

K7 Health-related components of fitness:

- body composition
- muscle endurance
- muscle strength
- cardiovascular endurance
- flexibility

K8 Contraindications and precautions to participation in fitness assessments

K9 Benefits of fitness appraisal procedures and testing

K10 Anthropometric measurements and body composition techniques

K11 Fitness testing protocols

K12 How to compare tests for each exercise variable to determine suitability, including suitability for various client types, cost, accessibility, validity, reliability, specificity

K13 Appropriate sequencing of fitness assessments

K14 How to carry out postural assessment to include static and dynamic postural analysis, optimal postural alignment, postural deficiencies/ deviations

K15 Effective methods for assessing joint position, stability and mobility to determine their impact on posture and movement

K16 Appropriate methods for assessing movement and balance

K17 Variables that affect acute physiological responses to exercise

K18 Signs and symptoms of exercise intolerance

K19 When to terminate fitness assessments

K20 Interpretation of results from the following fitness assessments:

- cardiorespiratory endurance (maximal and sub-maximal oxygen consumption)
- blood pressure
- range of movement/flexibility
- strength
- weight
- height
- body mass index
- waist to hip ratio
- girth measurements
- skin fold measurements

K21 Methods for measuring exercise intensity:

- heart rate response
- respiration rate response
- rate of perceived exertion
- work output

K22 Products and services available in the fitness industry that could be used to meet client goals

K23 Use of fitness industry standard appraisal equipment suitable for assessing health-related components of fitness:

- heart rate monitor
- tape measure
- scales
- sit and reach tools
- bicycle, treadmill, rowing ergometer or step-up box
- sphygmomanometer
- stop watch

K24 Methods of communicating results to clients

K25 How to use the results of fitness assessments in programme design

K26 The types of errors that can occur during exercise testing

K27 Methods to improve the validity and reliability of testing for exercise clients

K28 The impact of poor validity and reliability on exercise testing results in relation to exercise client motivation and programme design

## D2. Apply the principles of exercise science to programme design

This standard describes how to utilise a broad knowledge of exercise science principles in exercise programme design and fitness training. The standard covers the main areas of musculoskeletal anatomy, biomechanics and physiology.

### *Performance Criteria*

**Exercise professionals should be able to:**

#### **1.0 - Apply knowledge of musculoskeletal anatomy to programme design**

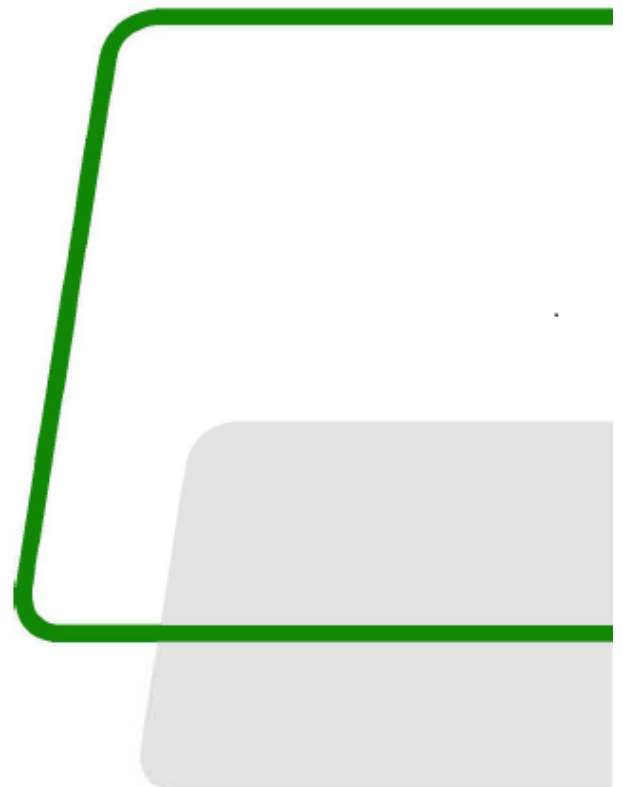
- 1.1 Apply knowledge of skeletal anatomy to exercise planning, programming and instruction
- 1.2 Apply knowledge of the integrated monitoring and control of skeletal muscle contraction by the nervous system to exercise planning, programming and instruction
- 1.3 Apply knowledge of the structure, range of motion and function of muscles, muscle groups and directional terms to exercise planning, programming and instruction

#### **2.0 - Apply knowledge of biomechanics to programme design**

- 2.1 Analyse and apply the forces acting on the body during exercise and basic mechanical concepts to exercise
- 2.2 Use the common terms used to qualify the basic principles of biomechanics when instructing fitness activities
- 2.3 Use the lever systems in the human body and their role in movement and stability to provide safe and effective exercises for clients
- 2.4 Use resistance equipment to alter the force required by muscles and affect joint stability when developing programs and instructing fitness activities
- 2.5 Take into account the effect of changes in lever length on muscle force output in both anatomical and mechanical lever when instructing fitness activities

#### **3.0 - Apply knowledge of physiology to programme design**

- 3.1 Apply knowledge of the structure and function of the cardiovascular system to exercise
- 3.2 Apply knowledge of the structure, processes and function of body energy systems involved in the storage, transport, and utilisation of energy
- 3.3 Apply knowledge of the physiological responses of the human body to physical activity and exercise
- 3.4 Apply knowledge of the physiological adaptations and weight bearing of the human body to regular exercise to exercise planning, programming and instruction
- 3.5 Apply knowledge of the physiological responses to physical activity in various environmental conditions to exercise planning, programming and instruction



(CONTINUED – D2. Apply the principles of exercise science to programme design)

## Knowledge and Understanding

### Exercise professionals should know and understand:

#### Musculoskeletal anatomy

- K1 Joints in the skeleton
- K2 Function and effects of exercise on joints
- K3 The structure and function of the skeleton
- K4 Classification and structure of bones
- K5 Function and effects of exercise on bones
- K6 Classification of anatomical planes of movement: frontal, sagittal, transverse
- K7 Classification of anatomical terms of location: superior and inferior, anterior and posterior, medial and lateral, proximal and distal
- K8 Classification and structure of muscles
- K9 Function and effects of exercise on muscles
- K10 Cellular structure of muscle fibres
- K11 Sliding filament theory
- K12 Effects of different types of exercises on muscle fibre type
- K13 Muscle attachment sites for the major muscles of the body
- K14 Structure, range of motion and function of muscles, muscle groups and directional terms
- K15 Location and function of skeletal muscle involved in physical activity
- K16 The relationship between muscles and fascia
- K17 Anatomical axis and planes with regard to joint actions and different exercises
- K18 Joint actions brought about by specific muscle group contractions
- K19 Joints/joint structure with regard to range of motion/movement and injury risk
- K20 Joint movement potential and joint actions
- K21 The specific roles of:
  - the central nervous system (CNS),
  - the peripheral nervous system (PNS) including somatic and autonomic systems
- K22 Nervous control and transmission of a nervous impulse
- K23 Structure and function of a neuron
- K24 Role of a motor unit
- K25 Function of muscle proprioceptors and the stretch reflex
- K26 Reciprocal inhibition and its relevance to exercise
- K27 The neuromuscular adaptations associated with exercise/training
- K28 The benefits of improved neuromuscular coordination/efficiency to exercise performance

#### Biomechanics

- K29 The forces which act on the body during exercise
- K30 Common biomechanical terms
- K31 The lever system in the body
- K32 The structure and function of the stabilising ligaments and muscles of the spine

- K33 Curvatures of the spine: lordosis, scoliosis, kyphosis
  - K34 The local muscle changes that can take place due to insufficient stabilisation
  - K35 The potential effects of poor posture on movement efficiency
  - K36 The potential problems that can occur as a result of postural deviations
  - K37 The benefits, risks and applications of the following types of stretching: static (passive and active), dynamic
  - K38 Proprioceptive neuromuscular facilitation
  - K39 Different exercises that can improve posture
- #### Physiology
- K40 The function of the heart valves
  - K41 Coronary circulation
  - K42 Short and long term effects of exercise on blood pressure, including the valsalva effect
  - K43 The cardiovascular benefits and risks of endurance/aerobic training
  - K44 Blood pressure classifications and associated health risks
  - K45 The contribution of energy according to:
    - duration of exercise/activity being performed
    - type of exercise/activity being performed
    - intensity of exercise/activity being performed
  - K46 The by-products of the three energy systems and their significance in muscle fatigue
  - K47 The effect of endurance training/advanced training methods on the use of fuel for exercise
  - K48 Physiological responses of the human body to physical activity and exercise
  - K49 Cardiovascular and respiratory adaptations to endurance/aerobic training
  - K50 The short and long term effects of exercise on blood pressure
  - K51 The effects of exercise on bones and joints including the significance of weight bearing exercise
  - K52 Delayed onset of muscle soreness (DOMS)
  - K53 Exercises or techniques likely to cause delayed onset of muscle soreness
  - K54 The short and long term effects of different types of exercise on muscle
  - K55 The benefits and limitations of different methods of monitoring exercise intensity including: the talk test, Rate of Perceived Exertion (RPE)
  - K56 Heart rate monitoring and the use of different heart rate zones
  - K57 Physiological responses to physical activity in various environmental conditions



## D3. Apply the principles of nutrition and weight management within an exercise programme

This standard describes how to integrate nutrition and weight management goals into an exercise programme. The standard covers collecting information from clients and setting goals relevant to nutrition and weight management, and integrating these within an exercise programme to achieve these goals.

Nutrition can be defined as the process by which living things receive the food necessary for them to grow and be healthy. Nutrition is a critical part of health and development. Better nutrition is related to improved infant, child and maternal health, stronger immune systems, safer pregnancy and childbirth, lower risk of non-communicable diseases (such as diabetes and cardiovascular disease), and longevity.

### *Performance Criteria*

**Exercise professionals should be able to:**

#### **1.0 - Collect and analyse nutrition and weight management information**

- 1.1 Collect information needed to provide clients with appropriate healthy eating and nutritional advice
- 1.2 Measure the body composition of clients where appropriate
- 1.3 Determine clients' daily energy requirements
- 1.4 Analyse collected information including nutritional needs and preferences in relation to the clients' current status and nutritional goals
- 1.5 Work within scope of practice as an exercise professional in terms of providing diet and nutrition guidance to exercise clients
- 1.6 Follow legal and ethical requirements for the security and confidentiality of client information

#### **2.0 - Plan how to apply the principles of nutrition and weight management within an exercise programme**

- 2.1 Agree with clients short-, medium- and long-term nutritional goals appropriate to their needs
- 2.2 Access and make use of evidence-based sources of information and advice in establishing nutritional goals with clients
- 2.3 Ensure that the nutritional goals support and integrate with other programme components
- 2.4 Identify potential barriers to clients achieving goals and identify and agree strategies to prevent non-compliance or relapse
- 2.5 Record information about clients and their nutritional goals in an approved format
- 2.6 Identify when clients need referral to a medical professional or qualified nutritionist/dietician

- 2.7 Identify and agree review points

#### **3.0 - Apply the principles of nutrition and weight management within an exercise programme**

- 3.1 Monitor, evaluate and review the clients' progress towards their nutrition and weight management goals
- 3.2 Apply body-composition management guidelines to develop an exercise plan relevant to the clients' goals and fitness levels
- 3.3 Utilise the principles of balanced nutrition to provide healthy eating advice for clients
- 3.4 Outline healthy eating options and hydration requirements for the exercise plan to clients
- 3.5 Provide current and accurate general healthy eating advice from national or international best practice guidelines appropriate to the needs and goals of clients and recognise and refer situations outside own scope of practice to other professionals
- 3.6 Discuss and confirm the exercise plan and healthy eating advice with clients
- 3.7 Apply principles of motivation and behaviour modification to encourage exercise and healthy eating adherence

#### **4.0 - Modify and review nutrition and weight management strategies**

- 4.1 Determine the appropriate exercise modifications or changes to healthy eating advice in conjunction with relevant medical or allied health professionals
- 4.2 Communicate proposed changes to the exercise plan or healthy eating advice and reason for any change to clients
- 4.3 Reappraise clients' body composition at agreed stages of the program
- 4.4 Review client short and long term goals and exercise plan

(CONTINUED – D3. Apply the principles of nutrition and weight management within an exercise programme)

### Knowledge and Understanding

#### Exercise professionals should know and understand:

K1 Evidence-based recommendations for nutritional strategies for a range of fitness goals

K2 Types of information which can be collected from clients:

- personal goals,
- lifestyle,
- medical history,
- physical activity history,
- diet history,
- food preferences,
- supplement use,
- nutritional knowledge,
- attitudes and motivation,
- stage of readiness,
- medications

K3 Appropriate methods and protocols for nutritional assessments and collecting general information about eating habits from clients

K4 Typical nutritional goals of clients:

- healthy eating,
- weight management,
- improved fitness,
- improved self-image,
- improved health,
- fat loss,
- muscle gain

K5 How to use body composition appraisal techniques covering:

- weight,
- height,
- hip circumference,
- waist circumference,
- skin folds,
- body mass indices
- electronic means of identifying body composition

K6 Benefits and limitations of body composition appraisal techniques

K7 Body composition measurement methods and the relationship between body composition, fat distribution and health to enable the development of realistic and achievable exercise plans and healthy eating advice aligned to client needs and targets

K8 Healthy eating advice to include:

- general healthy eating principles,
- dietary guidelines and recommendations – from approved sources

K9 Management of body composition in terms of:

- metabolism,
- energy expenditure,
- energy intake,
- balance between energy intake and energy expenditure,
- changes to body composition,
- muscle gain
- effects of hormones on body composition

K10 How to analyse and interpret collected information so that clients' needs and nutritional goals can be identified

K11 How to interpret information gained from methods used to assess body composition and health risk in relation to weight

K12 Principles of balanced nutrition:

- energy balance,
- recommended daily intake of nutrients,
- fuel for exercise,
- fuel for minimising post-exercise fatigue and maximising recovery,
- hydration levels,
- food groups,
- dietary guidelines,
- essential nutrients,
- food labelling and preparation

K13 The relationship between healthy eating options and current dietary guidelines for a balanced diet to enable the provision of accurate information to clients

K14 Principles of nutrition for sports performance

K15 Structure and function of the digestive system and the effect of healthy eating on other major body systems

K16 Factors that influence fat-loss response to exercise to enable effective goal setting

K17 Professional boundaries and the role and limitations of exercise professionals in providing healthy eating information and situations requiring advice from suitably qualified medical or allied health professionals

K18 Guidelines for developing exercise plans to change body composition

K19 Structure and function of the digestive system

K20 The meaning of key nutritional terms including:

- diet,
- healthy eating,
- nutrition,
- balanced diet,
- body composition

K21 How the body uses and metabolises:

- macro nutrients
- micro nutrients

K22 The main food groups and the nutrients they contribute to the diet

K23 The calorific value of macro nutrients

K24 Food labelling information

K25 The relationship between nutrition, physical activity, body composition and health including:

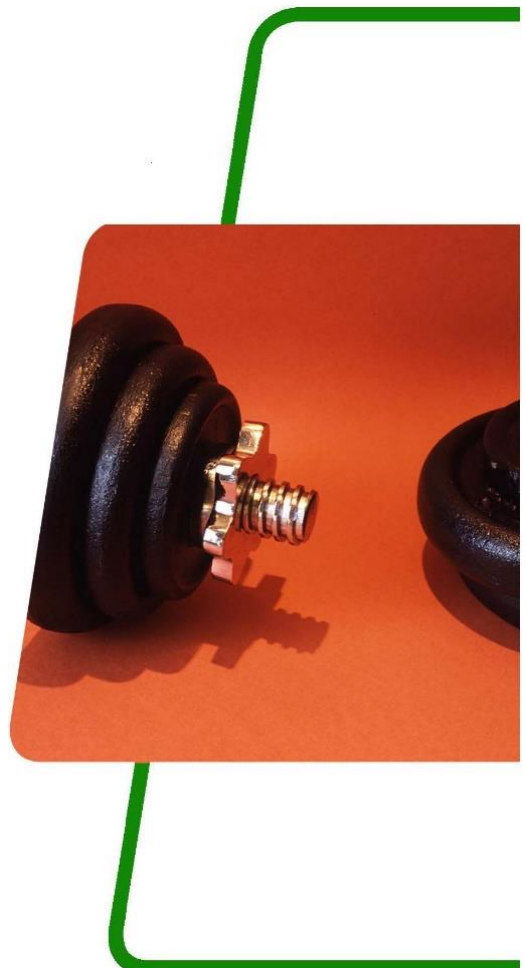
- links to disease/disease risk factors,
- cholesterol ,
- types of fat in the diet

K26 Relevant nutritional guidelines



*(CONTINUED – D3. Apply the principles of nutrition and weight management within an exercise programme)*

- K27 How to access reliable sources of nutritional information and distinguish between credible and non-credible sources
- K28 The importance of communicating health risks associated with weight loss fads and popular diets to clients
- K29 The potential health and performance implications of severe energy restriction, weight loss and weight gain
- K30 How to deal with clients at risk of nutritional deficiencies
- K31 Risks of providing nutritional information to specific population clients, including pregnant women, underweight, overweight, obese, diabetic, people with food allergies
- K32 How external factors can impact on an exercise participants' nutritional needs, including: age, gender, ethnicity, culture, socio-economic status, lifestyle, pregnancy
- K33 Safety, effectiveness and contraindications relating to supplementation
- K34 Why detailed or complex dietary analysis that incorporates major dietary change should always be referred to a medical professional such as a Registered Dietician
- K35 The role of carbohydrate, fat and protein as fuels for aerobic and anaerobic energy production
- K36 The components of energy expenditure and the energy balance equation
- K37 Energy expenditure for different physical activities
- K38 How to estimate energy requirements based on physical activity levels and other relevant factors
- K39 The nutritional requirements and hydration needs of clients engaged in physical activity
- K40 Basic dietary assessment methods
- K41 How to recognise the signs and symptoms of disordered eating and healthy eating patterns
- K42 The role of health professionals in providing and applying nutritional information and advice to clients
- K43 The dangers of providing inappropriate nutrition advice to clients
- K44 The circumstances in which a client should be recommended to visit their GP about the possibility of referral to a registered Dietician
- K45 The barriers which may prevent clients achieving their nutritional goals
- K46 How to apply basic motivational strategies to encourage healthy eating and prevent non-compliance or relapse
- K47 The need for reappraisal of clients' body composition and other relevant health parameters at agreed stages of the programme



## D.4 Design personal training programmes

This standard describes how to design a personal training programme with clients. The standard covers:

- analysing information and agreeing goals with clients
- planning a personal training programme and designing an exercise plan

### *Performance Criteria*

**Exercise professionals should be able to:**

#### **1.0 - Analyse information and agree goals with clients**

- 1.1 Analyse information collected about the client
- 1.2 Identify any barriers to participation and encourage clients to find a solution
- 1.3 Agree with clients their needs, expectations, preferences and readiness to participate
- 1.4 Work with clients to agree short, medium and long-term goals appropriate to their needs
- 1.5 Develop objectives for the programme and each phase of the programme, in consultation with clients
- 1.6 Record the agreed goals in a format that is clear to clients, the personal trainer and others who may be involved in the programme
- 1.7 Identify and agree strategies to prevent drop out or relapse
- 1.8 Agree how to maintain contact with clients between sessions

#### **2.0 - Plan personal training programmes**

- 2.1 Plan specific outcome measures, stages of achievement and exercises/physical activities that are appropriate to clients' goals and level of fitness
- 2.2 Make sure exercises/physical activities are consistent with accepted good practice
- 2.3 Plan for the achievement of short-, medium- and long-term goals
- 2.4 Plan and agree a progressive timetable of sessions with clients
- 2.5 Agree appropriate evaluation methods and review dates
- 2.6 Identify the resources needed for the programme, including the use of environments not designed for exercise
- 2.7 Explain and agree the demands of the programme with clients
- 2.8 Ensure the components of fitness are built into the programme
- 2.9 Ensure effective integration of all programme exercises/physical activities and sessions
- 2.10 Provide alternatives to the programmed exercises/physical activities if clients cannot take part as planned
- 2.11 Record plans in a format that will help to implement the programme
- 2.12 Identify the need for support personnel within the programme

#### **3.0 - Plan components of personal training programmes**

3.1 Plan a resistance programme that matches a client's documented:

- goals and preferences,
- current strength status and movement capabilities,
- injury profile,
- exercise risk factors,
- possible barriers

3.2 Plan a cardiovascular programme that matches a client's documented:

- goals and preferences,
- current cardiovascular fitness,
- injury profile,
- exercise risk factors
- possible barriers

3.3 Outline the various types of conditioning appropriate to client goals and fitness levels

#### **4.0 - Present and agree personal training programmes with clients**

- 4.1 Present an exercise programme to a client and gain endorsement and commitment to the programme and planned client tasks
- 4.2 Ensure the client's overall objective/goal is allocated to a date that is achievable and challenging, and is agreed to by the client
- 4.3 Plan for providing motivation and encouragement to clients during the programme
- 4.4 Describe the physiological changes and anatomical changes that occur with regular participation in the specific programme to clients
- 4.5 Identify the smaller goals that must be achieved for successful attainment of the overall goal of the client and that these are allocated to timeframes against a calendar, prioritised and agreed with the client
- 4.6 Demonstrate an awareness of clients' needs, objectives and exercise likes and dislikes when writing exercise plans
- 4.7 Design an exercise plan format and structure that is appropriate to the client and the specific target adaptation
- 4.8 Use the programming principles of planning for specific fitness adaptations when writing fitness exercise plans
- 4.9 Identify and agree barriers relating to the activities required to achieve the exercise plan and record these with possible intervention strategies

## Knowledge and Understanding

### Exercise professionals should know and understand:

#### Collecting information about clients

K1 How to establish rapport with clients and the communication skills needed for effective personal training

K2 The importance of showing empathy and being sensitive to clients' goals and current stage of readiness

K3 How to decide what information to collect about clients

K4 How to collect information using a variety of methods:

- interview,
- questionnaire,
- observation,
- physical/fitness assessments

K5 The types of information to collect before designing an exercise programme including:

- personal goals,
- lifestyle,
- medical history,
- physical activity history,
- physical activity likes and dislikes,
- attitude,
- motivation to participate and barriers to participation,
- current fitness level,
- stage of readiness,
- posture and alignment,
- functional ability

K6 The legal and ethical implications of collecting client information, including:

- confidentiality,
- informed consent,
- data protection

K7 Why it is important to collect accurate information about clients

K8 The strengths and weaknesses of the various methods of collecting information for different types of clients

K9 How to screen clients prior to a personal training programme

K10 Formats for recording information

K11 How to interpret information collected from the client in order to identify client needs and goals

K12 The types of medical conditions that will prevent personal trainers from working with a client unless they have specialist training and qualifications

K13 How and when personal trainers should refer clients to another professional

#### Analysing information and agreeing goals with clients

K14 How to organise information in a way which will help to interpret and analyse it

K15 How to analyse and interpret collected information so that client needs and goals can be identified

K16 How to identify personal training goals with clients

K17 Why it is important to base goal setting on analysis of clients'

K18 Why it is important to identify and agree short-, medium- and long-term goals with clients and ensure that these take account of barriers and discrepancies, including client fears and reservations about physical activity needs

K19 How to identify clients' short-, medium- and long-term goals to include:

- general health and fitness,
- physiological,
- psychological,
- lifestyle,
- social,
- functional ability

K20 The importance of long-term behaviour change and how to ensure clients understand and commit themselves to long-term change

K21 The importance of clients understanding the advantages of taking part in a personal training programme and identifying any obstacles they may face

K22 Barriers which may prevent clients achieving their goals

K23 Strategies which can prevent drop-out or relapse

K24 How to encourage clients commit themselves to long-term change

#### Planning a personal training programme

K25 How to access and use credible sources of guidelines on programme design and safe exercise

K26 How to identify accepted good practice in designing personal training programmes

K27 How to research and identify exercises and activities which will help clients to achieve their goals

K28 How to programme exercise to develop:

- cardiovascular fitness,
- muscular fitness,
- muscular strength
- flexibility,
- motor skills,
- core stability

K29 How to design exercise programmes for clients with a range of goals including:

- general health and fitness,
- physiological,
- psychological,
- lifestyle,
- social,
- functional ability

K30 The key principles of designing programmes to achieve short-, medium- and long-term goals, including the order and structure of sessions

K31 A range of safe and effective exercises/physical activities to develop:

- cardiovascular fitness,
- muscular fitness,
- muscular strength
- flexibility,
- motor skills,
- core stability

K32 Program planning for improvement of health- and skill-related components of fitness:

- body composition
- muscle endurance
- muscle strength
- flexibility
- cardiovascular endurance
- balance
- reaction time
- coordination
- power
- speed
- agility
- proprioception

K33 Safety and preparation considerations for the use of plyometric training in personal training

K34 Programme design and variables relevant to the combination of health- and skill-related components of fitness in the client's programme:

- muscle actions
- loads and volumes
- exercise selection and order
- rest periods
- repetition velocity
- frequency

K35 Training principles relevant to the health- and skill-related components of fitness in the client's program:

- overload
- progression/ regression
- adaptation
- specificity
- individualisation
- maintenance

K36 Training methods and consideration of intensity, program types, sets and reps, circuits, matrices, super-sets, pre-fatigued, and interval training

K37 Types of conditioning and training, and expected adaptations, including timing, for:

- speed
- power
- strength
- flexibility
- cardiovascular endurance
- hypertrophy
- muscle endurance
- weight loss
- agility
- reaction time
- balance
- coordination

K38 How to structure the sessions which make up the programme

K39 How to include physical activities as part of the client's lifestyle to complement exercise sessions

K40 How to work in environments that are not specifically designed for exercise/physical activity

K41 How to apply the principles of training to programme design

K42 Heart rate training zone models for developing aerobic and anaerobic capacity

K43 The repetition ranges for strength, power, endurance and muscle hypertrophy

K44 How to make sure the components of fitness are built into the programme

K45 When it might be appropriate to share the programme with other professionals

K46 The range of resources required to deliver a personal training programme, including:

- environment for the session,
- portable equipment,
- fixed equipment

K47 Benefits, risks and contraindications for a variety of resistance training exercises, range of motion exercises and cardiovascular training exercises

K48 How to use a range of cardiovascular equipment in exercise programming including:

- bikes,
- treadmills,
- elliptical trainers,
- steppers,
- rowing machines

K49 How to use a range of free weight equipment in exercise programming including:

- bars,
- dumbbells,
- collars,
- barbells,
- benches

K50 How to use a range of resistance machines in exercise programming

K51 How to use a range of exercise equipment in exercise programming including:

- exercise balls,
- bars,
- steps,
- bands

K52 Physiological adaptations that take place as a result of taking part in an exercise programme

K53 How to design exercise programmes for a range of clients including experienced or inexperienced, various ages, active or inactive

K54 How to develop exercise programmes which may include:

- client detail,
- current fitness level,
- client goals,
- targeted adaptations,
- anticipated rate of client adaptation,
- periodization of multiple target adaptations,
- number and nature of specific session programs,
- equipment requirements,
- facility requirements,
- review dates

K55 How to design and tailor exercise programmes for a range of clients, including sedentary, recovery from injury, over-trained, high-level performer, sport specific performer, clients with low-risk health conditions

K56 The advantages and disadvantages of exercising at various intensities

K57 How to design programmes that can be delivered in small groups

K58 Understand how data can be monitored and interpreted using a range of available systems: e.g. CRM, social media.

K59 Understand how technological advancements can be used to support the customer experience to increase physical activity levels, motivation and focus: e.g. wearable technology, pedometers, mobile phone applications.

# D5. Plan and deliver personal training sessions

This standard describes how to plan and deliver personal training sessions. The personal training sessions will be part of a longer-term exercise programme which the personal trainer has prepared for the client. Screening procedures and the collection of relevant information about the client will have taken place at the start of the programme.

## Performance Criteria

Exercise professionals should be able to:

### 1.0 - Plan personal training sessions

1.1 Plan a range of exercises to help clients achieve their specified objectives and goals, these could include:

- cardiovascular fitness,
- muscular fitness,
- flexibility,
- motor skills,
- core stability

1.2 Select appropriate instructional techniques and strategies

1.3 Use music appropriately if relevant to the session type and session objectives

### 2.0 - Prepare the environment and equipment for personal training sessions

2.1 Obtain permission for use of public spaces if required

2.2 Evaluate the exercise environment for suitability for exercise and to ensure client safety

2.3 Identify, obtain and prepare the resources and equipment needed for planned exercises, improvising safely where necessary

### 3.0 - Prepare clients for personal training sessions

3.1 Help clients feel at ease in the exercise environment

3.2 Explain the planned objectives and exercises to clients and how they meet client goals

3.3 Explain the physical and technical demands of the planned exercises to clients

3.4 Assess clients' state of readiness and motivation to take part in the planned exercises

3.5 Negotiate and agree with clients any changes to the planned exercises that meet their goals and preferences and enable them to maintain progress

3.6 Explain the purpose and value of a warm-up to clients

3.7 Provide warm-up activities appropriate to the clients, planned exercise and the environment

### 4.0 - Demonstrate exercises and use of equipment

4.1 Determine client's prior knowledge and skill in the exercise

4.2 Demonstrate the correct and safe performance of exercises to the client using appropriate anatomical terminology as required

4.3 Demonstrate safe and appropriate use of fitness equipment which may include cardio-vascular equipment, free weights and innovative exercise equipment

### 5.0 - Instruct and adapt planned exercises

5.1 Provide clear instructions, explanations and demonstrations that are technically correct, safe and effective

5.2 Supervise client exercise sessions according to the exercise plan

5.3 Analyse clients' performance, providing positive reinforcement throughout

5.4 Observe and where needed adapt exercise technique

5.5 Apply the limiting factors of the body's energy systems to the setting of exercise intensities as required

5.6 Progress or regress exercises according to clients' performance

5.7 Ensure clients can carry out the exercises safely on their own

5.8 Use motivational techniques for individual training to increase performance and adherence to exercise

5.9 Recommend and implement steps that improve exercise adherence for clients

5.10 Relate the location and function of the major bones and major joints to movement when instructing the client

5.11 Relate major muscles and their prime moving movements at major joints in the body to movement when instructing clients

5.12 Keep appropriate records of personal training sessions in relation to the overall programme

### 6.0 - Bring exercise sessions to an end

6.1 Explain the purpose and value of cool-down activities to clients

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

6.3 Allow sufficient time for the closing phase of the session

6.4 Provide clients with feedback and positive reinforcement

6.5 Encourage clients to think about the session and provide feedback

6.6 Explain to clients how their progress links to their goals and the overall programme

6.7 Leave the environment in a condition suitable for future use

### 7.0 - Reflect on providing personal training sessions

7.1 Review the outcomes of working with clients including their feedback

7.2 Identify:

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

7.3 Identify how to improve personal practice

(CONTINUED – D5. Plan and deliver personal training sessions)

### **Knowledge and Understanding**

#### **Exercise professionals should know and understand:**

##### *Planning and preparing personal training sessions*

- K1 Typical preferences, needs and expectations of clients, to include:
- cultural considerations,
  - fitness goals,
  - perceived benefits,
  - cost,
  - time availability
- K2 The needs and considerations for different types of clients, to include:
- experienced,
  - inexperienced,
  - active,
  - inactive
- K3 Fitness equipment which can be used in personal training, to include:
- exercise balls,
  - bars,
  - steps,
  - bands,
  - abdominal assisters,
  - plyometric training systems,
  - pin loaded, cardiovascular, free weight, hydraulic, electronic and air-braked equipment
- K4 Structure of the major body systems, bones, joints muscles and their function to enable the selection, instruction and adjustment of appropriate exercises to meet the needs of clients
- K5 How to plan a range of exercises for a personal training session
- K6 The physical and technical demands of exercises
- K7 Fitness training techniques for cardiovascular, resistance, functional and flexibility exercise
- K8 Different client learning styles
- K9 Motivational techniques to provide feedback and encouragement to clients to maximise exercise adherence
- K10 The safe and effective use of fitness activity equipment to enable incorporation of equipment use within the program

##### *Demonstrating exercise activities and use of equipment*

- K11 How to perform a range of exercises in a safe and correct manner
- K12 Anatomical terminology relevant to correct exercise technique
- K13 How to adapt communication to meet clients' needs
- K14 The safe use of exercise equipment

##### *Instructing and adapting planned exercises*

- K15 Instructional techniques which can be used in personal training, to include:
- establishing rapport,
  - instructional position,
  - communication,
  - demonstration and motivational strategies,
  - positive feedback
- K16 The purpose and value of the warm-up
- K17 How to instruct exercise during personal training sessions
- K18 Different methods of maintaining clients' motivation, especially when clients are finding exercises difficult
- K19 How to analyse client performance
- K20 The importance of correcting client technique and how to do it
- K21 How to adapt exercise to meet client needs during personal training sessions
- K22 Different methods of monitoring clients' progress during exercise
- K23 Why it is important to monitor individual progress especially if more than one client is involved in the session
- K24 When it may be necessary to adapt planned exercises to meet clients' needs
- K25 How to modify and adapt exercises, sessions and programmes for a range of individual needs
- K26 How to adapt exercise/exercise positions as appropriate to individual clients and conditions
- K27 How to modify the intensity of exercise according to the needs and response of the client
- K28 Why clients need to see their progress against objectives in terms of their overall goals and programme
- K29 Understand how to design sessions that can be delivered to small groups
- K30 How to design effective small group PT sessions.
- K31 How to balance the needs of the individual and the group.
- Bringing personal training sessions to an end*
- K32 The purpose and value of the cool down and how to deliver cool-down activities
- K33 How to give clients feedback on their performance in a way that is accurate but maintains client motivation and commitment
- K34 Why clients need information about future exercise and physical activity, both supervised and unsupervised



(CONTINUED – D5. Plan and deliver personal training sessions)

*Reflecting on providing personal training sessions*

K35 Understand how to review personal training sessions with clients

K36 Why clients should be given the opportunity to ask questions, provide feedback and discuss their performance

K37 How to evaluate own performance and improve personal practice

*Personal training – Equipment and training specifications*

K38 Cardiovascular approaches to training:

- interval
- Fartlek
- continuous

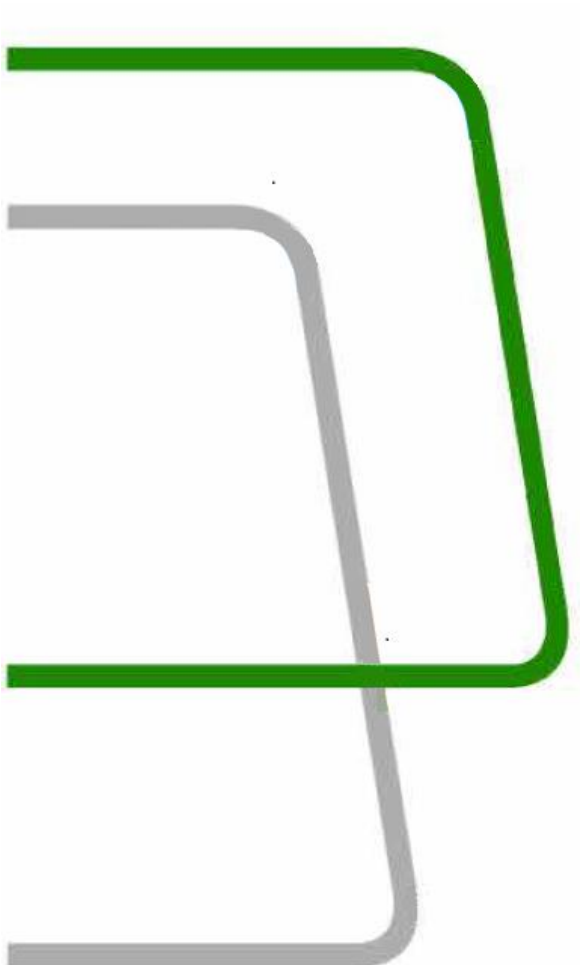
K39 Equipment:

- cardiovascular machines
- resistance machines
- free weights – including barbells and dumbbells and cables where available

K40 Correct lifting and passing techniques, including dead lifting the barbell safely from the floor and spotting

K41 Resistance approaches to training:

- pyramid systems
- super-setting
- giant sets
- tri-sets
- forced repetitions
- pre-/ post-exhaust
- negative / eccentric training
- muscular strength, endurance / muscular fitness



## D6. Support long-term behaviour change by monitoring client exercise adherence and applying motivational techniques

This standard describes how to analyse client behaviour and motivate clients to commence and adhere to a long-term exercise plan. The standard also covers monitoring attendance against the client's exercise plan and intervening to maintain client attendance, monitoring progress against the exercise programme and providing support and motivation to exercise clients.

### *Performance Criteria*

**Exercise professionals should be able to:**

#### **1.0 - Collect information to assist clients to develop strategies for long-term behaviour change**

- 1.1 Obtain information about clients' current exercise behaviour and their attitude towards exercise to determine the stage of readiness to change behaviour
- 1.2 Assess the level of motivation, commitment and confidence of clients to change attitudes, beliefs and behaviour
- 1.3 Identify clients' goals for taking part in regular physical activity and readiness to change behaviour
- 1.4 Analyse the clients' lifestyle and identify opportunities for exercise and physical activity
- 1.5 Identify the clients' preferences for exercise
- 1.6 Identify appropriate incentives and rewards for the clients taking part in physical activity
- 1.7 Identify clients' perceived barriers to exercise and other factors that may impact negatively on the success of exercise behaviour change

#### **2.0 - Assist clients to develop strategies for long-term behaviour change**

- 2.1 Implement effective goal setting to support clients to adhere to long-term exercise behaviour
- 2.2 Present motivational strategies appropriate to individual client, social and cultural differences, needs, barriers and other influences
- 2.3 Work with the clients to select and adapt a long-term strategy to adhere to exercise and physical activity, building on opportunities, preferences and incentives and minimising barriers
- 2.4 Ensure chosen strategies to motivate exercise behaviour change are based on behaviour change models, processes of change, evidence based research and client characteristics

- 2.5 Emphasise short- and long-term benefits of regular exercise to encourage exercise behaviour change
- 2.6 Advise clients on techniques that may increase their adherence to exercise
- 2.7 Recognise and take account of common reasons for discontinuation of exercise programmes when setting programme guidelines
- 2.8 Use the physical and the psychological characteristics that apply to each stage of fitness, stages of change and the most appropriate form of motivation at each level

#### **3.0 - Assist clients to implement strategies to improve client exercise adherence**

- 3.1 Work with clients to encourage mutual trust, openness and a willingness to take responsibility for their own fitness and behaviour change
- 3.2 Provide support to clients' adherence strategy to achieve long term behaviour change in line with their goals
- 3.3 Monitor the clients' adherence to exercise and physical activity
- 3.4 Demonstrate an understanding of the determinants of exercise adherence that influence an individual's behaviour
- 3.5 Demonstrate appropriate manner, empathy and patience when working with clients embarking on behaviour change
- 3.6 Monitor and review progress regularly to reinforce efforts
- 3.7 Identify on-going barriers to continuation of long-term exercise and provide motivational strategies as appropriate
- 3.8 Assess changes in behaviour in collaboration with the client to determine the effectiveness of the strategies implemented and make appropriate adjustments
- 3.9 Monitor attendance against the client's exercise plan and intervene to maintain client attendance

(CONTINUED – D6. Support long-term behaviour change by monitoring client exercise adherence and applying motivational techniques)

### Knowledge and Understanding

#### Exercise professionals should know and understand:

K1 Behavioural strategies to enhance exercise, health behaviour change and lifestyle modifications

K2 Stages of motivational readiness and processes of change

K3 Types of motivation, achievement motivation theory and specific techniques to enhance motivation

K4 Role of intrinsic and extrinsic motivation in exercise behaviour

K5 Methods of evaluating self-motivation, self-efficacy and readiness for behaviour change

K6 Arousal and anxiety theory, and its relationship to exercise performance, adherence and behaviour change

K7 Different behaviour change models including:

- health belief model,
- trans-theoretical model,
- motivational change model,
- social cognitive model,
- theory of planned behaviour,
- relapse prevention model

K8 Principles of behaviour change to include:

- changes to exercise behaviour,
- changes to dietary intake,
- lifestyles changes

K9 Processes of change within behaviour change strategies:

- cognitive processes,
- behavioural processes

K10 Different strategies to improve exercise adherence including:

- prompts,
- contracting,
- perceived choice,
- reinforcement,
- feedback,
- rewards,
- self-monitoring,
- goal setting,
- social support,
- decision balance sheet,
- physical setting,
- exercise variety,
- minimised discomfort and injury,
- group training,
- enjoyment,
- periodic fitness and health assessment,
- progress charts

K11 Different barriers to exercise to include:

- lack of time,
- lack of energy,
- lack of motivation,
- excessive cost,
- illness or injury,
- feeling uncomfortable,
- lack of skill,
- fear of injury,
- fear of safety,
- lack of child care,
- insufficient access,
- lack of support,
- lack of transportation

K12 How to collect information about client's attitude towards exercise to include:

- client expectations,
- coping techniques,
- defence mechanisms,
- belief systems and values,
- social support systems,
- stage of readiness for change

K13 The stages of readiness for change:

- pre-contemplation,
- contemplation,
- preparation,
- action,
- maintenance,
- relapse

K14 Principles of goal setting:

- short, medium and long terms goals,
- SMART goals,
- outcome, process and performance goals,
- goal achievement strategies,
- goal support,
- evaluation and feedback,
- recording goals,
- linked to personality and motivation

K15 Arousal control techniques:

- anxiety management,
- progressive relaxation,
- stress management,
- visualisation,
- self-talk

K16 Components of motivation:

- direction of effort,
- intensity of effort,
- persistence of behaviour

K17 How to communicate effectively verbally and non-verbally

K18 Personal and situational factors which can affect exercise adherence:

- personality,
- self-concept,
- efficacy,
- habits,
- lifestyle,
- family situation

# D7. Manage, review, adapt and evaluate personal training programmes

This standard describes how to manage personal training programmes with clients and adapt programmes based on review and evaluation. It is very important for personal trainers to evaluate physical activity programmes, assess how effective they have been for client, and to learn lessons for future practice.

The standard covers:

- gathering and analysing information on the client's fitness, exercise plan, attendance record and schedule of tasks
- discussing performance with the client and identifying factors that help or hinder progress
- developing strategies with the client in the areas of support, planning and effort, to enhance performance
- confirming or updating goals in line with client's expectations, experiences and results
- adapting exercise programmes in line with the new exercise plan and updated goals

The standards also cover some basic elements of business and marketing.

## *Performance Criteria*

**Exercise professionals should be able to:**

### **1.0 - Manage personal training programmes for clients**

- 1.1 Monitor effective integration of all programme exercises/physical activities and sessions
- 1.2 Undertake client support tasks and document them in a diary or calendar, including calls, next assessment date, any planned contact time
- 1.3 Provide alternatives to the programmed exercises/physical activities if clients cannot take part as planned

### **2.0 - Monitor and review on-going progress with clients**

- 2.1 Monitor clients' progress using appropriate methods
- 2.2 Explain the purpose of review to clients
- 2.3 Review short-, medium- and long-term goals with clients at agreed points in the programme, taking into account any changes in circumstances
- 2.4 Encourage clients to give their own views on progress
- 2.5 Assess clients for relevant fitness level changes
- 2.6 Use suitable methods of evaluation that will help to review client progress against goals and initial baseline data
- 2.7 Give feedback to clients during their review that is likely to strengthen their motivation and adherence
- 2.8 Recognise the signs and symptoms of overtraining and utilise strategies for its prevention
- 2.9 Agree review outcomes with clients
- 2.10 Keep an accurate record of reviews and their outcome
- 2.11 Develop strategies with clients in the areas of support, planning, and effort, to enhance performance

### **3.0 - Adapt personal training programmes with clients**

- 3.1 Identify goals and exercises/physical activities that need to be redefined or adapted
- 3.2 Agree adaptations, progressions or regressions to meet clients' needs as and when necessary to optimise their achievement
- 3.3 Identify and agree any changes to resources and environments
- 3.4 Introduce adaptations in a way that is appropriate to clients and their needs
- 3.5 Record changes to programme plans to take account of adaptations

- 3.6 Analyse and incorporate clients' exercise likes and dislikes into a modified exercise plan

- 3.7 Review clients' goals and incorporate changes to goals into the exercise plan

- 3.8 Confirm or update goals in line with clients' expectations, experiences and results

- 3.9 Write revised programme and provide instruction to clients

### **4.0- Work with clients to evaluate personal training programmes**

- 4.1 Collate all available information regarding the planned programme and client objectives
- 4.2 Collate information regarding client progress, adaptations to the programme and the reasons for adaptation
- 4.3 Collate information regarding client adherence
- 4.4 Collect structured feedback from clients
- 4.5 Analyse available information and feedback
- 4.6 Draw conclusions about the effectiveness of personal training programmes
- 4.7 Discuss conclusions with clients and take account of their views

### **5.0 - Identify lessons for future practice**

- 5.1 Identify the relative success of each programme component
- 5.2 Prioritise those programme components that are vital to improving practice
- 5.3 Identify how programme components could be improved
- 5.4 If necessary, undertake further research and development to improve programme components
- 5.5 Note lessons for future practice

### **6.0 - Manage business performance in personal training**

- 6.1 Plan and regularly review business performance in order to meet business goals and targets whilst identifying areas for improvement.
- 6.2 Implement a variety of effective marketing strategies to engage prospective clients.

(CONTINUED – D7. Manage, review, adapt and evaluate personal training programmes)

### *Knowledge and Understanding*

#### **Exercise professionals should know and understand:**

##### **Managing and reviewing a personal training programme with clients**

- K1 How to integrate all parts of a personal training programme effectively
- K2 How to undertake client support tasks
- K3 The importance of monitoring and reviewing programmes with clients
- K4 Methods of collecting, analysing and recording information that will help to review progress against goals and initial baseline data
- K5 How to communicate information to clients and provide effective feedback
- K6 Why it is important to encourage clients to give their views
- K7 How to analyse and record clients' progress
- K8 Why it is important to agree changes with clients
- K9 Why it is important to communicate progress and changes to all those involved in the programme
- K10 Why it is important to keep accurate records of changes and the reasons for change
- K11 How to recognise signs and symptoms of overtraining

##### *Adapting personal training programmes with clients*

- K12 How to review short, medium and long term goals with clients taking into account any changes in circumstances
- K13 How to identify exercise/physical activities which need to be redefined or adapted
- K14 How to identify changes required to resources or environments
- K15 How the principles of training can be used to adapt the programme where goals are not being achieved or new goals have been identified
- K16 How to make changes to the programme and exercise plan
- K17 How to communicate adaptations to clients and other professionals
- K18 The different training systems and their use in providing variety and ensuring programmes remain effective
- K19 Why it is important to keep accurate records of changes and the reasons for change

##### *Working with clients to evaluate personal training programmes*

- K20 Why it is important to evaluate personal training programmes

- K21 The principles of evaluation

- K22 What information is needed to evaluate personal training programmes

- K23 Why it is important to evaluate all stages and components of personal training programmes

- K24 Methods which can be used to get structured feedback from clients

- K25 How to analyse information and client feedback

- K26 Why it is important to discuss conclusions with the client

##### *Identifying lessons for future practice*

- K27 Why continuous improvement is important for personal trainers

- K28 How to prioritise which programme components to work on

- K29 Programme components which are vital to improving practice:

- information gathering,
- planning,
- selection and structure of activities,
- programme management,
- programme monitoring,
- programme adaptation and progression,
- client relationship,
- client motivation and adherence,
- client satisfaction

- K30 Sources of information, advice and best practice on how to improve programme components

- K31 Why it is important to share conclusions about improving own practice with other people

- K32 How to make use of improvements in the future

##### *Manage business performance in personal training*

- K33 Understand relevant marketing strategies and techniques  
- e.g. brand awareness, self-promotion, market research (e.g. SWOT/PEST analysis), how to develop a marketing plan

- K34 Understand aspects of business planning relevant to own role:  
e.g. individual and organisational goals, targets and objectives (e.g. key performance indicators), client-facing services and products, sales and how to grow a client base, activities to support business objectives and growth.

- K35 Know how to manage own business financials: e.g. budgeting (e.g. forecasting, sales and targets), profit a loss (e.g. gross profit, net gain) and balance sheets, tax and insurance legislation, financial reporting, self-employed and employed requirements.