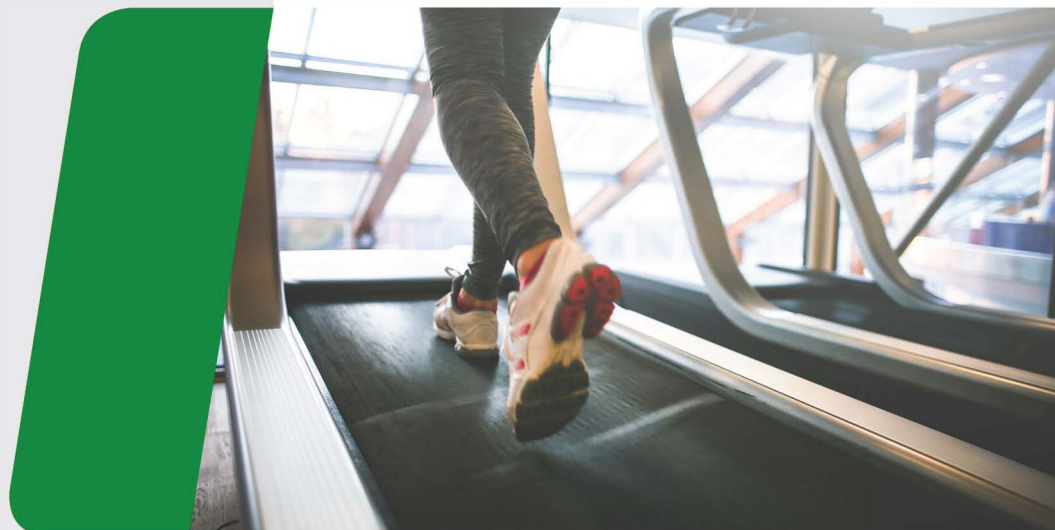


Occupational Standards Personal Trainer



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THE REPS India Occupational Standards for Personal Trainer describe the competence and knowledge required for membership of REPS India for the category of Personal Trainer.

Personal trainer education programmes recognised by REPS India must match to these standards.

Employers can use these standards in their employment practices and to develop their workforce.

These standards are directly taken, with permission, from the International Confederation of Registers of Exercise Professionals (ICREPs) Global Standards.

This ensures comparability of standards with other registers of exercise professionals around the world, and ensures REPS India is operating in line with international best practice.



Personal Trainer Standards



A2. Carry out client fitness assessments

This standard describes the competence required to carry out a client fitness assessment. The standard covers: preparing for client fitness assessment; preparing clients; carrying out physical fitness assessments, interpreting and communicating assessment results to the client including referral of any at-risk clients to other professionals; maintaining records of assessment results and applying safety factors and ethical considerations.

Performance Criteria

Exercise professionals should be able to:

Prepare to assess client fitness

1. Explain to clients why fitness assessments are relevant to an individualised exercise programme
2. Decide with clients what information to collect through fitness assessments
3. If necessary, recommend clients seek medical assistance before taking part in fitness assessments
4. Choose fitness assessments appropriate to clients' current fitness capacity and readiness to participate
5. Explain the aims of planned fitness assessments to clients and what these assessments will involve
6. Explain clients' rights and ensure they provide consent to take part in fitness assessments
7. Organise the equipment so that fitness assessments can be carried out as planned

Conduct fitness assessments

8. Implement planned physical fitness assessments, which may include:
 - anthropometrics (e.g. height and weight, BMI, waist circumference or waist to hips ratio)
 - blood pressure (manual and digital where available)
 - body composition (e.g. callipers, bio-electrical impedance etc.)
 - cardiovascular fitness (using validated/recognised protocols such as Astrand bike test, Rockport walking test etc.) and submaximal predictive test of cardiovascular capacity using a specified protocol
 - range of motion (e.g. using validated/recognised protocols such as sit and reach test, visual assessment during stretch positions etc.)
 - Muscular fitness (e.g. using validated/recognised protocols such as abdominal curl/sit-up test, press-up test etc.)

9. Use alternative methods of data collection where the use of the tests listed above is not appropriate for client needs and readiness
10. Apply effective contingency management techniques to deal with a range of problems and issues that may arise during fitness assessments
11. Show empathy for clients and put clients at ease during the fitness assessment process
12. Take account of all relevant safety considerations, including client monitoring during fitness assessments
13. Record fitness assessment results in a way that will help to analyse them

Analyse and record current levels of client fitness

14. Process assessment results according to protocol and calculation requirements
15. Analyse the results of fitness assessments
16. Record recommendations for the client's exercise programme

Provide feedback to clients about their current levels of fitness

17. Communicate assessment data to clients using basic language which is free of jargon
18. Explain the results of the fitness assessments and the implications for exercise programme design
19. Explain the impact of reliability and validity on the value of exercise testing to clients
20. Treat client information with sensitivity and discretion
21. Make informed recommendations to clients on appropriate exercise programmes
22. Refer any clients whose needs and potential they cannot meet to another professional, including more experienced/ qualified fitness professionals
23. Maintain client confidentiality
24. Seek feedback from clients to ensure the assessment results were understood

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Knowledge and Understanding

Exercise professionals should know and understand:

Preparing for fitness assessments

- K1 Why it is important to collect accurate information about clients
- K2 How to decide what information to collect
- K3 How to determine which methods of collecting information are appropriate according to the individual and consider alternatives to physical fitness assessments
- K4 Principles of informed consent
- K5 Tools and methods to conduct fitness assessments that enable client fitness capabilities to be assessed accurately
- K6 The strengths and weaknesses of the various methods of fitness assessment for different types of clients
- K7 Principles of programme design to enable fitness assessments to provide accurate information for the development of an appropriate exercise programme
- K8 Medical and health conditions indicating the need for a medical clearance

Conducting fitness assessments

- K9 Fitness industry standards and practices for the conduct of safe fitness assessments
- K10 How to conduct fitness assessments to measure:
 - Blood pressure
 - anthropometrics,
 - body composition,
 - cardiovascular fitness,
 - range of motion,
 - muscular fitness

and the key features and protocols related to these

- K11 How to use fitness assessment equipment
- K12 The protocols of specific exercise tests and their associated procedure
- K13 Formats for recording information, ensuring information is accessible for consideration during retesting in the future
- K14 The importance of showing empathy and being sensitive to clients' goals and current stage of readiness

Analysing the results of fitness assessments

- K15 How to analyse the results of fitness assessments according to protocol and calculation requirements
- K16 Policies and procedures to enable ethical and compliant collection, use and storage of client information

Providing feedback to clients on the results of fitness assessments

- K17 Methods of communicating results to clients
- K18 How to use the results of fitness assessments in programme design
- K19 The types of errors that can occur during exercise testing
- K20 Methods to improve the validity and reliability of testing for exercise clients
- K21 The impact of poor validity and reliability on exercise testing results in relation to exercise client motivation and programme design
- K22 Professional limitations relating to safe operation and scope of practice
- K23 The factors which effect the ability to exercise
- K24 When to refer clients to another professional, including more experiences/ qualified fitness professionals
- K25 Legal and organisational requirements for data protection and confidentiality

B8. Plan and deliver personal training sessions

This standard describes the competence to be able 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:

Plan personal training sessions

1. Plan a range of exercises to help clients achieve their objectives and goals, covering:
 - cardiovascular fitness,
 - muscular fitness,
 - flexibility,
 - motor skills,
 - core stability
2. Select appropriate instructional techniques and strategies
3. Use music appropriately if relevant to the session type and session objectives

Prepare the environment and equipment for personal training sessions

4. Obtain permission for use of public spaces if required
5. Evaluate the exercise environment for suitability for exercise and to ensure client safety
6. Identify, obtain and prepare the resources and equipment needed for planned exercises, improvising safely where necessary

Prepare clients for personal training sessions

7. Help clients feel at ease in the exercise environment
8. Explain the planned objectives and exercises to clients and how they meet client goals
9. Explain the physical and technical demands of the planned exercises to clients
10. Assess clients' state of readiness and motivation to take part in the planned exercises
11. Negotiate and agree with clients any changes to the planned exercises that meet their goals and preferences and enable them to maintain progress
12. Explain the purpose and value of a warm-up to clients
13. Provide warm-up activities appropriate to the clients, planned exercise and the environment

Demonstrate exercise exercises and use of equipment

14. Determine client's prior knowledge and skill in the exercise
15. Demonstrate the correct and safe performance of exercises to the client using appropriate anatomical terminology as required
16. Demonstrate safe and appropriate use of fitness equipment including cardio-vascular equipment, free weights and innovative exercise equipment

Instruct and adapt planned exercises

17. Provide clear instructions, explanations and demonstrations that are technically correct, safe and effective
18. Supervise client exercise sessions according to the exercise plan
19. Analyse clients' performance, providing positive reinforcement throughout
20. Correct techniques at appropriate points
21. Apply the limiting factors of the body's energy systems to the setting of exercise intensities as required
22. Progress or regress exercises according to clients' performance
23. Ensure clients can carry out the exercises safely on their own
24. Use motivational techniques for individual training to increase performance and adherence to exercise
25. Recommend and implement steps that improve exercise adherence for clients
26. Relate the location and function of the major bones and major joints to movement when instructing the client
27. Relate major muscles and their prime moving movements at major joints in the body to movement when instructing clients
28. Keep appropriate records of personal training sessions in relation to the overall programme

Bring exercise sessions to an end

29. Explain the purpose and value of cool-down activities to clients
30. Select and deliver cool-down activities according to the type and intensity of physical exercise and client needs and condition
31. Allow sufficient time for the closing phase of the session
32. Provide clients with feedback and positive reinforcement
33. Encourage clients to think about the session and provide feedback
34. Explain to clients how their progress links to their goals and the overall programme
35. Leave the environment in a condition suitable for future use

Reflect on providing personal training sessions

36. Review the outcomes of working with clients including their feedback
37. 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
38. Identify how to improve personal practice

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 airbraked 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 Different client learning styles
- K8 Motivational techniques to provide feedback and encouragement to clients to maximise exercise adherence
- K9 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
- K10 How to perform a range of exercises in a safe and correct manner
- K11 Anatomical terminology relevant to correct exercise technique
- K12 How to adapt communication to meet clients' needs
- K13 The safe use of exercise equipment
- Instructing and adapting planned exercises
- K14 Instructional techniques which can be used in personal training, to include:
- establishing rapport,
 - instructional position,
 - communication,
 - demonstration and motivational strategies,
 - positive feedback
- K15 The purpose and value of the warm up
- K16 How to instruct exercise during personal training sessions
- K17 Different methods of maintaining clients' motivation, especially when clients are finding exercises difficult

- K18 How to analyse client performance
- K19 The importance of correcting client technique and how to do it
- K20 How to adapt exercise to meet client needs during personal training sessions
- K21 Different methods of monitoring clients' progress during exercise
- K22 Why it is important to monitor individual progress especially if more than one client is involved in the session
- K23 When it may be necessary to adapt planned exercises to meet clients' needs
- K24 How to adapt exercise/exercise positions as appropriate to individual clients and conditions
- K25 How to modify the intensity of exercise according to the needs and response of the client
- K26 Why clients need to see their progress against objectives in terms of their overall goals and programme

Bringing personal training sessions to an end

- K27 The purpose and value of the cool down and how to deliver cool down activities
- K28 How to give clients feedback on their performance in a way that is accurate but maintains client motivation and commitment
- K29 Why clients need information about future exercise and physical activity, both supervised and unsupervised

Reflecting on providing personal training sessions

- K30 Understand how to review personal training sessions with clients
- K31 Why clients should be given the opportunity to ask questions, provide feedback and discuss their performance
- K32 How to evaluate own performance and improve personal practice

Personal training – Equipment and training specifications

Cardiovascular approaches to training:

- interval
- Fartlek
- continuous

Equipment:

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

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

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

C1. Design personal training programmes

This standard describes the competence required to design a personal training programme with clients.

The standard covers collecting information about clients, 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:

Collect information about clients

1. Establish a rapport with clients
2. Recognise any cultural barriers to exercise and personal training sessions
3. Explain the personal trainer role and responsibilities to clients
4. Collect the information needed to plan a programme using appropriate methods
5. Record the information using appropriate formats in a way that will aid analysis
6. Follow legal and ethical requirements for the security and confidentiality of client information
7. Identify when clients need referral to another professional

Analyse information and agree goals with clients

8. Analyse the collected information
9. Identify any barriers to participation and encourage clients to find a solution
10. Agree with clients their needs and readiness to participate
11. Work with clients to agree short, medium and long-term goals appropriate to their needs
12. Develop objectives for the programme and each phase of the programme, in consultation with clients
13. Record the agreed goals in a format that is clear to clients, the personal trainer and others who may be involved in the programme
14. Identify and agree strategies to prevent drop out or relapse
15. Agree how to maintain contact with clients between sessions

Plan personal training programmes

16. Plan specific outcome measures, stages of achievement and exercises/physical activities that are appropriate to clients' goals and level of fitness
17. Make sure exercises/physical activities are consistent with accepted good practice
18. Explain and agree the demands of the programme with clients
19. Plan and agree a progressive timetable of sessions with clients
20. Agree appropriate evaluation methods and review dates
21. Identify the resources needed for the programme, including the use of environments not designed for exercise
22. Apply the principles of training to help clients to achieve short, medium and long term goals
23. Ensure the components of fitness are built into the programme
24. Ensure effective integration of all programme exercises/physical activities and sessions
25. Provide alternatives to the programmed exercises/physical activities if clients cannot take part as planned

26. Record plans in a format that will help to implement the programme
27. Use clear and structured forms when writing exercise plans and exercise programmes
28. Identify the need for support personnel within the programme

Plan components of personal training programmes

29. Plan a resistance programme that matches a client's documented:
 - exercise goals and preferences,
 - current strength status and movement capabilities,
 - injury profile,
 - exercise risk factors,
 - possible barriers
30. Plan a cardiovascular programme that matches a client's documented:
 - exercise goals and preferences,
 - current cardiovascular fitness,
 - injury profile,
 - exercise risk factors
 - possible barriers
31. Outline the various types of conditioning appropriate to client goals and fitness levels

Present and agree personal training programmes with clients

32. Present an exercise programme to a client and gain endorsement and commitment to the programme and planned client tasks
33. Ensure the client's overall objective/goal is allocated to a date that is achievable and challenging, and is agreed to by the client
34. Plan for providing motivation and encouragement to clients during the programme
35. Describe the physiological changes and anatomical changes that occur with regular participation in the specific programme to clients
36. 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
37. Demonstrate an awareness of clients' needs, objectives and exercise likes and dislikes when writing exercise plans
38. Design an exercise plan format and structure that is appropriate to the client and the specific target adaptation
39. Use the programming principles of planning for specific fitness adaptations when writing fitness exercise plans
40. Identify and agree barriers relating to the activities required to achieve the exercise plan and record these with possible intervention strategies

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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' needs
- 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

- 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 Why it is important for clients to understand the advantages of personal training
- K25 Why it is important for a personal trainer to work together with clients to agree goals, objectives, programmes and adaptations
- K26 How to ensure clients commit themselves to long-term change

Planning a personal training programme

- K27 How to access and use credible sources of guidelines on programme design and safe exercise
- K28 How to identify accepted good practice in designing personal training programmes
- K29 How to research and identify exercises and activities which will help clients to achieve their goals
- K30 How to programme exercise to develop:
 - cardiovascular fitness,
 - muscular fitness,
 - flexibility,
 - motor skills,
 - core stability
- K31 How to design exercise programmes for clients with a range of goals including:
 - general health and fitness,
 - physiological,
 - psychological,
 - lifestyle,
 - social,
 - functional ability
- K32 The key principles of designing programmes to achieve short, medium and long term goals, including the order and structure of sessions
- K33 A range of safe and effective exercises/physical activities to develop:
 - cardiovascular fitness,
 - muscular fitness,
 - flexibility,
 - motor skills,
 - core stability
- K34 How to structure the sessions which make up the programme
- K35 How to include physical activities as part of the client's lifestyle to complement exercise sessions

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- K36 How to work in environments that are not specifically designed for exercise/physical activity
- K37 How to apply the principles of training to programme design
- K38 How to make sure the components of fitness are built into the programme
- K39 When it might be appropriate to share the programme with other professionals
- K40 The range of resources required to deliver a personal training programme, including:
- environment for the session,
 - portable equipment,
 - fixed equipment
- K41 How to record the programme
- K42 Why it is important to agree the programme with clients
- K43 How to use a range of cardiovascular equipment in exercise programming including:
- bikes,
 - treadmills,
 - elliptical trainers,
 - steppers,
 - rowing machines
- K44 How to use a range of free weight equipment in exercise programming including:
- bars,
 - dumbbells,
 - collars,
 - barbells,
 - benches
- K45 How to use a range of resistance machines in exercise programming
- K46 How to use a range of exercise equipment in exercise programming including:
- exercise balls,
 - bars,
 - steps,
 - bands
- K47 Physiological adaptations that take place as a result of taking part in an exercise programme
- K48 How to design exercise programmes for a range of clients including experienced or inexperienced, various ages, active or inactive
- K49 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



C2. Manage, review, adapt and evaluate personal training programmes

This standard describes the competence required 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 clients 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.

Performance Criteria

Exercise professionals should be able to:

Manage personal training programmes for clients

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

Monitor and review on-going progress with clients

4. Monitor clients' progress using appropriate methods
5. Explain the purpose of review to clients
6. Review short, medium and long term goals with clients at agreed points in the programme, taking into account any changes in circumstances
7. Encourage clients to give their own views on progress
8. Assess clients for relevant fitness level changes
9. Use suitable methods of evaluation that will help to review client progress against goals and initial baseline data
10. Give feedback to clients during their review that is likely to strengthen their motivation and adherence
11. Recognise the signs and symptoms of overtraining and utilise strategies for its prevention
12. Agree review outcomes with clients
13. Keep an accurate record of reviews and their outcome
14. Develop strategies with clients in the areas of support, planning, and effort, to enhance performance

Adapt personal training programmes with clients

15. Identify goals and exercises/physical activities that need to be redefined or adapted
16. Agree adaptations, progressions or regressions to meet clients' needs as and when necessary to optimise their achievement
17. Identify and agree any changes to resources and environments

18. Introduce adaptations in a way that is appropriate to clients and their needs
19. Record changes to programme plans to take account of adaptations
20. Analyse and incorporate clients' exercise likes and dislikes into a modified exercise plan
21. Review clients' goals and incorporate changes to goals into the exercise plan
22. Confirm or update goals in line with clients' expectations, experiences and results
23. Write revised programme and provide instruction to clients

Work with clients to evaluate personal training programmes

24. Collate all available information regarding the planned programme and client objectives
25. Collate information regarding client progress, adaptations to the programme and the reasons for adaptation
26. Collate information regarding client adherence
27. Collect structured feedback from clients
28. Analyse available information and feedback
29. Draw conclusions about the effectiveness personal training programmes
30. Discuss conclusions with clients and take account of their views

Identify lessons for future practice

31. Identify the relative success of each programme component
32. Prioritise those programme components that are vital to improving practice
33. Identify how programme components could be improved
34. Share conclusions with relevant people and take account of their feedback
35. If necessary, undertake further research and development to improve programme components
36. Note lessons for future practice

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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

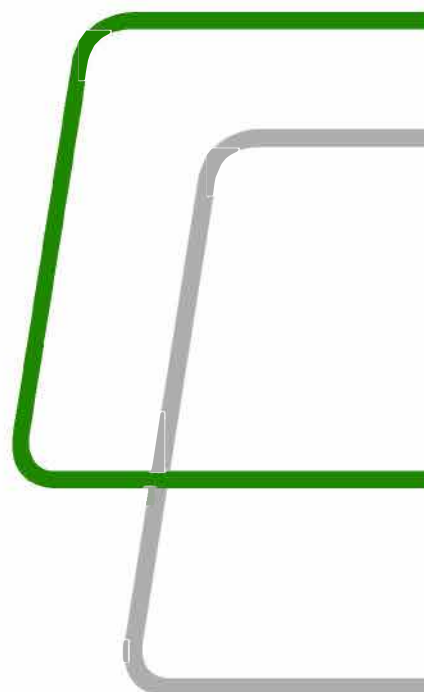
- K12 How to review short, medium and long term goals with clients taking into account any changes in circumstances
- K13 How to identify exercise/physical activities which need to be redefined or adapted
- K14 How to identify changes required to resources or environments
- K15 How the principles of 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 on practice with other people
- K32 How to make use of improvements in the future



C3. Apply the principles of nutrition and weight management to exercise programme design

This standard describes the competence required to design exercise plans and programmes to change body composition and help clients achieve nutrition and weight management goals. The standard covers collecting information from clients and setting goals relevant to nutrition and weight management, and implementing an exercise programme to achieve these goals.

Performance Criteria

Exercise professionals should be able to:

Collect and analyse nutrition and weight management information

1. Collect information needed to provide clients with appropriate healthy eating and nutritional advice
2. Measure the body composition of clients where appropriate
3. Determine clients' daily energy requirements
4. Analyse collected information including nutritional needs and preferences in relation to the clients' current status and nutritional goals
5. Follow legal and ethical requirements for the security and confidentiality of client information

Plan how to apply the principles of nutrition and weight management to an exercise programme

6. Agree with clients short, medium and long term nutritional goals appropriate to their needs
7. Access and make use of credible sources of information and advice in establishing nutritional goals with clients
8. Ensure that the nutritional goals support and integrate with other programme components
9. Identify potential barriers to clients achieving goals and identify and agree strategies to prevent non-compliance or relapse
10. Record information about clients and their nutritional goals in an approved format
11. Identify when clients need referral to another professional such as a medical professional or qualified nutritionist
12. Identify and agree review points

Apply the principles of nutrition and weight management to an exercise programme

13. Monitor, evaluate and review the clients' progress towards their nutrition and weight management goals
14. Apply body-composition management guidelines to develop an exercise plan relevant to the clients' goals and fitness levels
15. Utilise the principles of balanced nutrition to provide healthy eating advice for clients
16. Outline healthy eating options and hydration requirements for the exercise plan to clients
17. 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
18. Discuss and confirm the exercise plan and healthy eating advice with clients

19. Apply principles of motivation and behaviour modification to encourage exercise and healthy eating adherence

Modify and review nutrition and weight management strategies

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

Knowledge and Understanding

Exercise professionals should know and understand:

- K1 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
- K2 Appropriate methods and protocols for collecting general information about eating habits from clients
- K3 Typical nutritional goals of clients:
- healthy eating,
 - weight management,
 - improved fitness,
 - improved self-image,
 - improved health,
 - fat loss,
 - muscle gain
- K4 How to use body composition appraisal techniques covering:
- weight,
 - height,
 - hip circumference,
 - waist circumference,
 - skin folds,
 - body mass indices

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- K5 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
- K6 Healthy eating advice to include:
- general healthy eating principles,
 - dietary guidelines and recommendations
- K7 Management of body composition management in terms of:
- metabolism,
 - energy expenditure,
 - energy intake,
 - balance between energy intake and energy expenditure,
 - changes to body composition,
 - muscle gain
- K8 How to analyse and interpret collected information so that clients' needs and nutritional goals can be identified
- K9 How to interpret information gained from methods used to assess body composition and health risk in relation to weight
- K10 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
- K11 The relationship between healthy eating options and current dietary guidelines for a balanced diet to enable the provision of accurate information to clients
- K12 Structure and function of the digestive system and the effect of healthy eating on other major body systems
- K13 Factors that influence fat-loss response to exercise to enable effective goal setting
- K14 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
- K15 Guidelines for developing exercise plans to change body composition
- K16 Structure and function of the digestive system
- K17 The meaning of key nutritional terms including:
- diet,
 - healthy eating,
 - nutrition,
 - balanced diet,
 - body composition
- K18 The function and metabolism of:
- macro nutrients,
 - micro nutrients
- K19 The main food groups and the nutrients they contribute to the diet
- K20 The calorific value of nutrients
- K21 Food labelling information
- K22 The relationship between nutrition, physical activity, body composition and health including:
- links to disease/disease risk factors,
 - cholesterol ,
 - types of fat in the diet
- K23 Relevant nutritional guidelines
- K24 How to access reliable sources of nutritional information
- K25 The importance of communicating health risks associated with weight loss fads and popular diets to clients
- K26 The potential health and performance implications of severe energy restriction, weight loss and weight gain
- K27 How to deal with clients at risk of nutritional deficiencies
- K28 How cultural and religious dietary practices can influence nutritional advice
- K29 Safety, effectiveness and contraindications relating to protein and vitamin supplementation
- K30 Why detailed or complex dietary analysis that incorporates major dietary change should always be referred to a medical professional such as a Registered Dietician
- K31 The role of carbohydrate, fat and protein as fuels for aerobic and anaerobic energy production
- K32 The components of energy expenditure and the energy balance equation
- K33 Energy expenditure for different physical activities
- K34 How to estimate energy requirements based on physical activity levels and other relevant factors
- K35 The nutritional requirements and hydration needs of clients engaged in physical activity
- K36 Basic dietary assessment methods
- K37 How to recognise the signs and symptoms of disordered eating and healthy eating patterns
- K38 The circumstances in which a client should be recommended to visit their GP about the possibility of referral to a Registered Dietician
- K39 The barriers which may prevent clients achieving their nutritional goals
- K40 How to apply basic motivational strategies to encourage healthy eating and prevent non-compliance or relapse
- K41 The need for reappraisal of clients' body composition and other relevant health parameters at agreed stages of the programme

C4. Apply the principles of exercise science to programme design

This standard describes the competence required 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:

Apply knowledge of musculoskeletal anatomy to programme design

1. Apply knowledge of skeletal anatomy to exercise planning, programming and instruction
2. Apply knowledge of the integrated monitoring and control of skeletal muscle contraction by the nervous system to exercise planning, programming and instruction
3. Apply knowledge of the structure, range of motion and function of muscles, muscle groups and directional terms to exercise planning, programming and instruction

Apply knowledge of biomechanics to programme design

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

Apply knowledge of physiology to programme design

9. Apply knowledge of the structure and function of the cardiovascular system to exercise
10. Apply knowledge of the structure, processes and function of body energy systems involved in the storage, transport, and utilisation of energy
11. Apply knowledge of the physiological responses of the human body to physical activity and exercise
12. Apply knowledge of the physiological adaptations and weight bearing of the human body to regular exercise to exercise planning, programming and instruction.
13. Apply knowledge of the physiological responses to physical activity in various environmental conditions to exercise planning, programming and instruction

Knowledge and Understanding

Exercise professionals should know and understand:

Musculoskeletal anatomy

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

Biomechanics

- K21 The forces which act on the body during exercise
- K22 Common biomechanical terms
- K23 The lever system in the body
- K24 The structure and function of the stabilising ligaments and muscles of the spine

(continued)

- K25 The local muscle changes that can take place due to insufficient stabilisation
- K26 The potential effects of poor posture on movement efficiency
- K27 The potential problems that can occur as a result of postural deviations
- K28 The benefits, risks and applications of the following types of stretching: static (passive and active), dynamic
- K29 Proprioceptive neuromuscular facilitation
- K30 Different exercises that can improve posture

Physiology

- K31 The function of the heart valves
- K32 Coronary circulation
- K33 Short and long term effects of exercise on blood pressure, including the valsalva effect
- K34 The cardiovascular benefits and risks of endurance/aerobic training
- K35 Blood pressure classifications and associated health risks
- K36 The contribution of energy according to:
 - duration of exercise/activity being performed
 - type of exercise/activity being performed
 - intensity of exercise/activity being performed
- K37 The by-products of the three energy systems and their significance in muscle fatigue
- K38 The effect of endurance training/advanced training methods on the use of fuel for exercise
- K39 Physiological responses of the human body to physical activity and exercise
- K40 Cardiovascular and respiratory adaptations to endurance/aerobic training
- K41 The short and long term effects of exercise on blood pressure
- K42 The effects of exercise on bones and joints including the significance of weight bearing exercise
- K43 Delayed onset of muscle soreness (DOMS)
- K44 Exercises or techniques likely to cause delayed onset of muscle soreness
- K45 The short and long term effects of different types of exercise on muscle
- K46 The benefits and limitations of different methods of monitoring exercise intensity including: the talk test, Rate of Perceived Exertion (RPE)
- K47 Heart rate monitoring and the use of different heart rate zones
- K48 Physiological responses to physical activity in various environmental conditions

D2. Support long term behaviour change by monitoring client exercise adherence and applying motivational techniques

This standard describes the competence required 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:

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

1. Obtain information about clients' current exercise behaviour and their attitude towards exercise to determine the stage of readiness to change behaviour
2. Assess the level of motivation, commitment and confidence of clients to change attitudes, beliefs and behaviour
3. Identify clients' goals for taking part in regular physical activity and readiness to change behaviour
4. Analyse the clients' lifestyle and identify opportunities for exercise and physical activity
5. Identify the clients' preferences for exercise
6. Identify appropriate incentives and rewards for the clients taking part in physical activity
7. Identify clients' perceived barriers to exercise and other factors that may impact negatively on the success of exercise behaviour change

Assist clients to develop strategies for long-term behaviour change

8. Implement effective goal setting to support clients to adhere to long term exercise behaviour
9. Present motivational strategies appropriate to individual client, social and cultural differences, needs, barriers and other influences
10. 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
11. Ensure chosen strategies to motivate exercise behaviour change are based on behaviour change models, processes of change, evidence based research and client characteristics
12. Emphasise short and long term benefits of regular exercise to encourage exercise behaviour change
13. Advise clients on techniques that may increase their adherence to exercise
14. Recognise and take account of common reasons for discontinuation of exercise programmes when setting programme guidelines
15. 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

Assist clients to implement strategies to improve client exercise adherence

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

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, theory of achievement motivation 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 Goal setting techniques

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K8 Different behaviour change models including:

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

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 The personal and environmental factors which can affect exercise adherence

K12 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

K13 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

K14 The stages of readiness for change:

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

K15 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

K16 Arousal control techniques:

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

K17 Components of motivation:

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

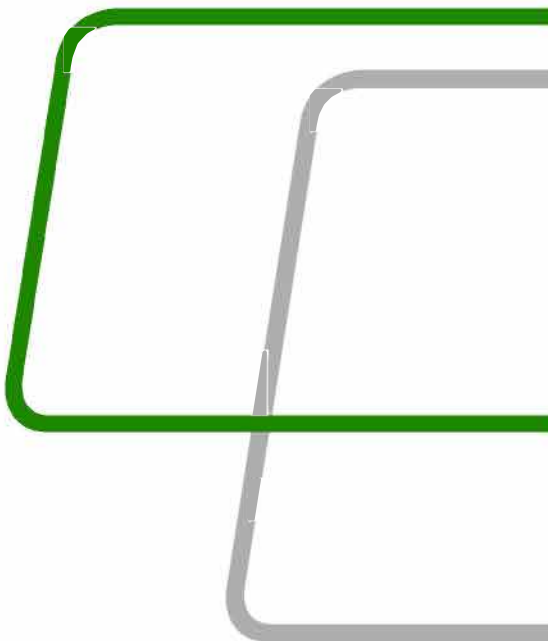
K18 How to communicate effectively verbally and non-verbally

K19 Principles of behaviour change to include:

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

K20 Personal and situational factors which can affect exercise adherence:

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



J1. Undertake small business planning

This standard describes the competence required to research and develop an integrated business plan for achieving business goals and objectives.

This work is undertaken by individuals who operate a small business.

The standard is suitable for micro and small businesses or a department in a larger organisation within the fitness industry.

Performance Criteria

Exercise professionals should be able to:

Develop a business plan

- 1. Identify and document business goals and objectives as a basis for measuring business performance
- 2. Research resources, legal and compliance requirements, specifically in relation to occupational health and safety, in accordance with business goals and objectives.
- 3. Research market needs, and market size and potential, and assess the competition.
- 4. Develop a financial plan and identify sources and costs of finance to provide required liquidity and profitability for the business
- 5. Develop marketing strategies and identify methods to promote the market exposure of the business
- 6. Develop a business plan which provides for finance, marketing and provision of products/services to facilitate the business goals and objectives
- 7. Identify staffing requirements to effectively deliver products and services
- 8. Identify specialist services and sources of advice, where required, and cost in accordance with resources available

Develop strategies for minimising commercial risks

- 9. Identify specific interests and objectives of relevant people and seek and confirm their support of the planned business direction
- 10. Identify and develop risk management strategies according to business goals and objectives, and relevant legal requirements
- 11. Develop contingency plan to address possible areas of non-conformance with the plan
- 12. Identify and plan for, occupational health and safety and duty of care responsibilities

Knowledge and Understanding

Exercise Professionals should know and understand:

- K1 The purpose of a business plan
- K2 The essential components of the business plan
- K3 National legislative requirements relating to business operation
- K4 The business planning process
- K5 How to prepare a business plan
- K6 Principles of risk management relevant to business planning
- K7 How to set business goals and objectives
- K8 Types of business planning - feasibility studies; strategic, operational, financial and marketing planning
- K9 How to develop a contingency plan
- K10 The different elements of a business plan
- K11 A range of business goals and objectives
- K12 Occupational health and safety issues
- K13 Elements of a financial plan
- K14 Marketing strategies
- K15 Production/operations plans
- K16 How to determine staffing requirements for the business
- K17 How to bring in and work with specialist services
- K18 Risk management strategies for business