

YMCA Level 2 Certificate in Gym Instructing (603/2767/4)

Learner Assessment Record



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YMCA Awards

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YMCA Level 2 Certificate in Gym Instructing (603/2767/4)

Learner Assessment Record

Qualification number: 603/2767/4

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Introduction

About YMCA Awards

At YMCA Awards, we are passionate about your progress. Whether you're taking that first step into fitness and looking to kick-start your career, or you simply want to boost your skills, we have the perfect qualification for you.

We have a huge range of study options, depending on how you prefer to learn. You can study full or part time, through distance learning or taught courses – whatever your preferred route, we will have the right choice for you. Our resources have been created by industry experts with the help of employers and training providers so you can be sure we have your best interests at heart.

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

Learner Assessment Record

Your Learner Assessment Record has been created to support the assessment of your YMCA Level 2 Certificate in Gym Instructing. It includes all the paperwork that you, your tutor and your assessor need to complete the 5 units.

You will share the Learner Assessment Record with your tutor and assessor, who will use the paperwork to assess you throughout your training. This document is an essential part of your assessment and should be kept safe. Your tutor and assessor will guide you as to which forms you need at particular times, as well as how they should be used and completed.

Qualification structure

To achieve your YMCA Level 2 Award in Gym Instructing (603/2767/4) you must complete the following 5 units:

| Unit reference number | Unit title | Level | Credits |
|-----------------------|--|-------|---------|
| K/616/7823 | Anatomy and physiology for exercise and fitness instructors | 2 | 6 |
| M/616/7824 | Providing a positive customer experience in the exercise environment | 2 | 5 |
| K/616/7949 | Lifestyle management and health awareness | 2 | 2 |
| D/616/7950 | Gym-based programme planning and preparation | 2 | 3 |
| H/616/7951 | Gym-based programme delivery and professional instruction | 2 | 5 |

You will gain 21 credits.

The total qualification time (TQT) for this qualification is 211.

The total guided learning hours (GLH) for this qualification are 144.

Assessment specification

There are 7 assessment elements across the 5 units.

Assessment element 1: Multiple choice theory paper

You will be required to successfully complete the externally set theory paper from YMCA Awards to assess the recall knowledge (knowledge you are required to remember) for the following unit, relating to the syllabus:

- **Unit 1 Applied anatomy and physiology for exercise and fitness instructors (K/616/7823)**

The paper is a multiple choice theory paper and is comprised of 30 questions and the time allocation is 45 minutes.

Each question will be worth 1 mark and you must achieve a minimum of 21 marks overall to pass (70%).

Assessment element 2: Assessment Workbook

This assessment element is a combined (covers learning outcomes for more than 1 unit) assessment for knowledge across the 3 units listed below.

There are 3 sections to the Assessment Workbook.

- **Section A:** Anatomy and physiology for exercise and fitness instructors
- **Section B (parts 1 and 2):** Providing a positive customer experience in the exercise environment
- **Section C:** Lifestyle management and health awareness

All questions must be answered correctly. The work must be your own and group completion is not allowed. This is an open book assessment and the questions refer to the content covered during your course. Information to aid completion will be delivered on course or via eLearning.

The Assessment Workbook is available in the following formats:

- Paper-based document (download and print)
- Y-Mark (auto-marking) via Moodle.

[Paperwork that relates to this assessment element:](#)

- Assessment Workbook

Assessment element 3: Programming for client

You will be required to complete planning documents for the following unit:

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

You will be required to complete:

- Written plan and a programme card for a client of your choice (this can be a peer on your course)

The written plans should include:

- appropriate warm up and cool down (with pulse raising/pulse lowering and mobility/stretching relevant to the client including a minimum of 1 developmental stretch in cool down)
- **Two (2)*** of the following types of cardiovascular equipment (1 of these can be used in the warm up or cool down, the other must be for a CV workout):
 - upright cycle
 - recumbent cycle
 - treadmill
 - stepper
 - rowing machine
 - elliptical trainer
 - cross-trainer

*The two (2) types of equipment selected **must be different from the 1 you choose for gym-based session observation in assessment element 4 below.**

- Minimum of 8 resistance exercises, 4 from each of the following:
 - Resistance machine lifts**
 - Free weight lifts**

See the list of designated lifts in appendix 1. **The exercises selected must be different from those chosen for gym-based session observation in element 4.

- **Minimum of two (2) body weight exercises** (including any functional/motor skills exercises appropriate for the client)

The planned duration of the programme should be a minimum of 45 minutes.

You will be assessed against the learning outcomes detailed on:

- Programming for client and from case studies assessment record and feedback (assessor)

Therefore, prior to assessment, you should make yourself familiar with the guidance in:

- Assessor and learner guidance (programming)

Paperwork that relates to this assessment element:

- Planning and programming documents including:
 - Assessor and learner guidance task 2 (programming)
 - Gym overview
 - Gym programme card
 - Programming for client and from case studies assessment record (assessor)

Note: The above planning and programming documents can be copied for each client within the range for assessment element 6 (x3 – chosen client, older adult and young person).

Assessment element 4: On-course practical delivery of specific gym-based exercise

You will be required to prepare for and deliver a number of gym-based exercises to a combination of individuals and groups (minimum of 3 people and maximum 5 for group) for the following unit:

- Unit 5 Gym-based programme delivery and professional instruction (H/616/7951)

This will be observed by an assessor. These exercises can be taught using peers from the course.

Instructing a gym-based session (dark green for **group** and light green for **individual** shaded areas area of this record)

You will be assessed against the preparing, instructing and supporting the individual/group sections of the 'summative observation record' (instructing -dark green and light green shaded areas only).

You need to familiarise yourself with these records/checklists to ensure you cover all the areas required for the assessment. This assessment for instructing will be carried out on the course and is a formal summative assessment. You will only be put forward for assessment when your tutor deems that you are ready. You will need to pass this assessment element before you can move on to assessment element 5.

You will be observed delivering specific gym-based exercises with a client (individual) and group of clients (3 minimum 5 maximum). Clients can be peers from the course. Exercises will cover the following:

- **One (1)*** type of cardiovascular equipment (to a **group**):
 - upright cycle
 - recumbent cycle
 - treadmill
 - stepper
 - rowing machine
 - elliptical trainer

*This must be different from the equipment selected in assessment element 5.

- **Four (4)** resistance exercises, 2 from each of the following
 - resistance machine lifts (1 to a group, 1 to an individual)**
 - free weight lifts (1 to a group, 1 to an individual)**
- **Three (3)** body weight exercises (1 with individual, 1 with group and a third chosen by the assessor).

See the designated lifts to choose from in appendix 1 at the back of this LAR – **the selected exercises must be different from those chosen for assessment element 5.

The above areas can be covered across a number of planned assessments. All dates need to be planned.

Gym instructor paperwork provided by YMCA Awards includes:

- Assessor and learner guidance (summative gym-based delivery)
- Summative observation records preparing, instructing and supporting the individual/group (dark green and light green shaded areas of **instructing record**)

Assessment element 5: Observation of consultation and summative gym-based delivery

This assessment element is a combined assessment (covers learning outcomes for more than 1 unit) for the following units:

- Providing a positive customer experience in the exercise environment (M/616/7824)
- Gym-based programme planning and preparation (D/616/7950)
- Gym-based programme delivery and professional instruction(H/616/7951)

Gym-based programme planning and preparation

You will be observed conducting a client consultation (including completing the relevant paperwork) with a healthy adult age 16 or over utilising the screening and consultation forms. **Health assessments chosen during consultation must be relevant to the client and their goals (minimum of 2 assessments to be conducted)**. Your client can be a peer from your course and should be the same client you plan your final observed practical assessment programme for. You will be assessed against the ‘consultation observation feedback record’. You need to familiarise yourself with this form. **The consultation must be completed in 1 session.**

Providing a positive customer experience in the exercise environment and Gym-based programme delivery and professional instruction.

You will be required to deliver a gym-based exercise session which will be observed by an assessor. This assessment **must be conducted in 1 session.**

You are required to bring a client (individual) with you who is an apparently healthy adult age 16 or over (the same client as you provided a consultation and plan for).

You will be assessed against the ‘summative observation record’ (white areas only). You need to familiarise yourself with this record to ensure you cover all the areas required for the assessment.

The sections on the record are:

Preparing to instruct gym-based exercise

You will be observed preparing the environment and a client for a session which contains the range of exercises detailed in the instructing section below.

Instructing a gym-based session (the white areas only)

You will be observed delivering the elements of the planned session (assessment element 3 above). These will include:

- Appropriate warm up and cool down (including appropriate stretches, 1 development to be assessor's choice)
- **One (1)*** or more of the following pieces of cardiovascular equipment to be used for a CV workout:
 - upright cycle
 - recumbent cycle
 - treadmill
 - stepper
 - rowing machine
 - elliptical trainer

*The type of equipment must be different from the 1 you chose for your assessment in element 4.

- **One (1)** exercise from each of the following **chosen by the assessor**:
 - resistance machine lifts**
 - free weight lifts**

**See the list of designated lifts in appendix 1. The exercises selected must be different from must be different from those chosen for your assessment in element 4.

Ending a session

You will be observed ending the session.

Supporting the individual/group using effective communication

You will be observed supporting your client using appropriate and effective communication skills. This section relates to support you give throughout the whole session.

Evaluation

You will be required to complete the session evaluation forms after gaining feedback from your client (individual).

The observed gym-based session will last a minimum of 30 and maximum of 60 minutes.

Both the observed consultation and observation of the gym-based exercise session can take place on the same day or on 2 separate occasions.

Paperwork that relates to this assessment element:

- Assessor and learner guidance task 1 (consultation)
- Screening and consultation forms including PAR-Q and informed consent
- Risk analysis guidance (ACSM) (**in appendix 2**)
- Client consultation record
- Gym overview

- Gym programme card
- Assessor and learner guidance task 3 (summative gym-based delivery)
- Summative observation records
- Self-evaluation

Assessment element 6: Programming from case studies

You will be assessed planning gym-based exercise for a range of clients, to include an older adult (over 50) and a young person (13–18). **You will be provided with case studies/information for you to programme for these clients, examples of which are provided in appendix 3a and 3b of this LAR.**

You will be assessed against the learning outcomes detailed on:

- Programming for client and from case studies assessment record and feedback (assessor)

Therefore, prior to assessment, you should make yourself familiar with the guidance in:

- Assessor and learner guidance (programming)

Paperwork that relates to this assessment element:

- Planning and programming documents including:
 - Assessor and learner guidance task 2 (programming)
 - Gym overview
 - Gym programme card
 - Risk analysis guidance (ACSM) (**in appendix 2**)
 - Consultation and screening form case studies (in appendix 3a and 3b)
 - Programme card **x2** (x1 older adult and x1 young person)
 - Programming for client and from case studies assessment record

Assessment element 7: Knowledge questions

You will be required to answer knowledge questions for the following unit:

- **Unit 4 Gym-based programme planning and preparation (D/616/7950)**

The pass mark is 100%.

Paperwork that relates to this assessment element:

- Knowledge questions

The other forms in this LAR include:

Assessment plan

This form will help you and your assessor plan your progress through the assessment components. You can use this to plan with your assessor and tutor when assessment activities will take place.

Assessor feedback sheet

This form will be used by your assessor to record any feedback that you may be given. This form may be used at any stage in your learning to record feedback.

Supplementary questions record

This form will be used by your assessor to record any questions that you may be asked and any answers you may give.

Summary of achievement

This document is designed to record the outcomes of the assessment elements and any further action that may be needed. For example, you may need to be reassessed in a particular area. This form will also be signed by you to declare authenticity of work and by your assessor to show which of the units have been satisfactorily completed. This form should be kept in a safe place as it is evidence of your achievements.

Assessment plan

YMCA Awards Level 2 Certificate in Gym Instruction (603/2767/4)

| Unit title | Element number | Evidence/assessment method | Date, time and place of assessment | Any reasonable adjustments negotiated agreed |
|---|----------------|--|------------------------------------|--|
| Anatomy and physiology for exercise and fitness instructors (K/616/7823) | 1 | Multiple choice theory paper (externally set) | | |
| | 2 | Assessment Workbook (Section A) | | |
| Providing a positive customer experience in the exercise environment (M/616/7824) | 2 | Assessment Workbook (Section B) | | |
| | 5 | Observation of consultation and summative gym-based delivery | | |
| Lifestyle management and health awareness (K/616/7949) | 2 | Assessment Workbook (Section C) | | |
| Gym-based programme planning and preparation (D/616/7950) | 3 | Programming for client (written consultation and planning documents) | | |
| | 4 | On course practical delivery of specific gym-based exercise | | |
| | 7 | Knowledge questions (written) | | |
| Gym-based programme planning and preparation (D/616/7950) | 6 | Case study | | |

| | | | | |
|---|---|--|--|--|
| Gym-based programme delivery and professional instruction(H/616/7951) | 5 | Observation of consultation and summative gym-based delivery | | |
| | 4 | On course practical delivery of specific gym-based exercise | | |

Learner's name: _____

Learner's signature: _____

Assessor's name: _____

Assessor's signature: _____

IQA's name: _____

IQA's signature: _____

Screening and consultation forms

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

Assessment elements 5 and 6

There are a number of alternative accepted screening tools available, however for the purposes of this Learner Assessment Record we have included a copy of a recognised Physical Activity Readiness Questionnaire (PAR-Q) based on one created by the Canadian Society of Physiology, the British Columbia Ministry of Health and the Multidisciplinary Board on Exercise. Note that other examples can be downloaded and used.

The PAR-Q as provided in appendix 4 of this LAR is a self-screening tool that can be used by anyone who is planning to start an exercise programme. It is often used by fitness trainers or coaches to determine the safety or possible risk of exercising for an individual based upon their answers to the PAR-Q's specific health history questions. However, it should be noted that for older adults (those over the age of 69), the PAR-Q + or its equivalent should be used as it contains further screening content.

Further tools such as risk assessments (ACSM/Irwin and Morgan) and 'health commitments' are often now utilised by health and fitness facilities as part of the screening process (see appendix 2 of this LAR).

Assessment element 5 - Task 1

(Consultation)

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

Assessor and learner guidance

| The learner must: | The assessor must: |
|--|--|
| <p>Conduct a consultation including health screening with a client (healthy adult over 16) and fill out all relevant paperwork.</p> <p>Paperwork required:</p> <ul style="list-style-type: none"> • Client consultation record • PAR-Q/screening form (see appendix) • Informed consent form (see appendix) <p>(Risk analysis in appendix 2 at the back of this LAR may be referred to).</p> | <p><i>Observe this task (live or recorded).</i></p> <p>Ensure that during the completion of this task the learner meets all the learning outcomes on the supplied record. Once a decision has been made the assessor must check the descriptor below for a 'pass' for each learning outcome and in the space provided give clear feedback on how they made their assessment decision.</p> |

Learning outcomes: Observation of consultation record and feedback

To successfully complete this task the learner must:

C1: Utilise methods to collect client information, applicable to the individual client's lifestyle and goals.

The learner used tools to collect client information for programme writing, to include as a minimum: client consultation/lifestyle form, PAR-Q and informed consent form together with conducting relevant health assessments (minimum 2 relevant to client needs and goals).

C2: Use appropriate communication methods to engage and fully support the client in meeting their needs.

The learner used appropriate levels of technical language, verbal techniques (volume, pitch, tone) and non-verbal techniques (body language and active listening). They easily built rapport with the client displaying empathy and a positive attitude.

C3: Identify client needs and any possible risks from participation in a gym-based programme, signposting to a relevant professional as required.

The learner utilised relevant risk stratification tools to assess client risk as needed. They demonstrated an understanding of the key factor for determining participation in activity as the extent to which the potential or actual risks outweigh the benefits. They correctly identified and assessed the level of client risk and signposted the client to a relevant professional such as GP prior to their taking part in physical activity.

C4: Maintain client confidentiality (informing them of confidentiality of information given and how information will be stored).

The learner demonstrated their legal and professional responsibilities surrounding client confidentiality.

C5: Identify any barriers to participation in exercise and identify methods of supporting clients to overcome them.

The learner identified ways to overcome barriers (such as time, money) with rewards, motivational interviewing, promoting autonomy and using smart goals.

C6: Identify basic health and fitness assessments relevant to the client and follow protocols when screening clients using assessments (as appropriate) and relay information sensitively.

The learner identified health assessments relevant and appropriate to the client and, to the best of their ability, ensured assessments were reliable, valid and accurate. They relayed the results of the assessments using appropriate communication and with sensitivity. They demonstrated legal and professional responsibilities regarding confidentiality and data protection.

C7: Agree objectives using SMART goal setting.

The learner utilised the acronym SMART (specific, measurable, achievable and time-bound) when agreeing objectives with the client. Agreed objectives should be relevant to client needs and potential, accepted good practice, and the learner's own competence. The learner should encourage adherence and be supportive.

C8: Inform the client of the next review date and highlight the importance of reviewing programmes at regular intervals.

The learner explained that conducting regular reviews would allow for amendments to be made to the programme and show progression towards goals.

Client consultation record

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

Learner's name: _____ Date: _____

| Client's name | Age | Gender |
|--|---|--------|
| | | |
| Description of lifestyle, to include: family, occupation, hobbies etc | | |
| | | |
| Description of present exercise and physical activity levels (apply FITT where appropriate) | Description of past exercise and physical activity levels (apply FITT where appropriate) | |
| | | |

| Client's activity likes and dislikes | |
|---|---|
| Likes: | Dislikes: |
| | |
| Client PAR-Q/PAR-Q + completed and informed consent explained: YES/NO | Did the client answer YES to any PAR-Q/PAR-Q + questions? |
| Analysis of PAR-Q/PAR-Q + responses and actions if applicable | |
| Results from health assessments (conduct the physical measurements/assessments as appropriate to the client and goals – minimum of 2 health assessments required) | |
| Test | Results |
| Resting heart rate | |
| Blood pressure | |
| Height and weight | |
| BMI | |
| Waist circumference | |
| Waist-to-hip ratio | |

| | |
|--|--|
| Cardiovascular fitness tests (please specify): | |
| Range of movement (please specify): | |
| Muscular fitness (please specify): | |
| <p>Results analysis: List considerations for the programme based on the above and PAR-Q. State whether you think the client should be referred to an appropriate professional prior to taking part in physical activity, giving your reasons for referral (you may also use risk analysis tools such as ACSM/Irwin and Morgan).</p> | |
| <p>Client's readiness to participate (list the client's general feelings towards starting a programme of exercise and any possible obstacles).</p> | |
| <p>SMART goals: Indicate below if another party other than the instructor and client is required for goal setting (please give a reason for their involvement).</p> | |
| <p>Other suggested activities available within the health and fitness facility that may help meet the client's goals and complement the gym programme:</p> | |

Agreed programme review dates:

Observation record and feedback (assessor)

Gym-based programme planning and preparation (D/616/7950) Assessment element 5

The learner needs to achieve C1 through C8 to gain an overall pass in this section. Questioning is not permitted to confirm competence of practical skill. If the learner fails to meet the requirements of this section in full, they will need to be reassessed on that component of the session.

The second 'Date' and 'Reassessment' columns are for reassessment should the learner not achieve a pass against all criteria.

Learner's name: _____ Date: _____

Assessor's name: _____ IQA's name: _____

Consultation (formative)

The learner demonstrated that they:

C1: Utilised methods to collect client information, applicable to the individual client's lifestyle and goals.

C2: Used appropriate communication methods to engage and fully support the client in meeting their needs.

C3: Identified client's needs and any possible risks from participation in a gym-based programme, signposting to relevant professionals as required.

C4: Maintained client confidentiality (informing them of confidentiality of information given and how information will be stored).

C5: Identified any barriers to participation in exercise and identified methods of supporting clients to overcome them.

C6: Identified basic health and fitness assessments relevant to the client and followed protocols when screening clients using assessments (as appropriate) and relayed information sensitively.

C7: Agreed objectives using SMART goal setting.

C8: Informed the client of the next review date highlighting the importance of reviewing programmes at regular intervals.

| Date | Outcome | Date | Reassessment |
|------|---------|------|--------------|
| | | | |

Assessor feedback as to how the learner met the outcomes above. Reference using C1 to C8:

Task 1 (Consultation)

Final result Pass Refer

Assessment element 3 and 6 – Task 2

(Programming for client and Programming from case studies)

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

Assessor and learner guidance (programming)

| The learner must: | The assessor must: |
|--|---|
| <p>Write 3 exercise programmes:</p> <ul style="list-style-type: none">• One (1) programme for a healthy client aged 16 or over. <i>Based on information obtained during the client consultation</i>• One (1) programme for an older adult. <i>Based on case study information (using either the client in appendix 3a/3b or an alternative given by the tutor/assessor)</i>• One (1) programme for a younger person. <i>Based on case study information (using either the client in appendix 3a/3b or an alternative given by the tutor/assessor)</i> <p>Paperwork required:</p> <ul style="list-style-type: none">• Written programme cards for the above clients (photocopy x3) | <p>This task does not need to be observed.</p> <p>Ensure that during the completion of this task the learner meets all the learning outcomes on the supplied record. Once a decision has been made the assessor must check the descriptor below for a 'pass' for each learning outcome and in the space provided give clear feedback on how they made their assessment decision.</p> |

Learning outcomes: Programme record

To successfully complete this task the learner must:

Pr1: Interpret client information from consultation and screening for 3 clients (healthy adult, older adult, younger person) to select appropriate gym-based exercises to develop components of fitness, to include:

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

The learner must plan appropriate exercises across all components of the session to reflect client needs and goals, minimising any risks.

Pr2: Suggest some appropriate activities to complement the client's programme according to their interests and goals.

The learner must suggest activities within the facility such as group exercise classes, swimming, personal training, sports massage, clubs and social activities.

Pr3: Plan realistic timings for each component within the programme.

The learner must identify safe and effective FITT principles for each component of the session.

Pr4: Plan safe and effective warm ups and cool downs including appropriate mobility/stretching.

The learner must plan warm ups and cool downs relevant to both the client and the programme as a whole, to include dynamic and developmental stretching.

Pr5: Identify methods of training suitable for the individual client for each component.

- Plan for the use of a minimum of 2 different types of cardiovascular equipment
- Plan 4 resistance machine lifts
- Plan 4 free weight exercises
- Plan 2 body weight exercises (which can include motor skills or functional)
- Pr6: Record programme plans in an appropriate format.

The learner must provide their programmes in a clear format to assist client understanding. There must be clear session plans to record exercises and any key points of an exercise must either be given in a written or diagrammatic format as appropriate.

Gym programme card

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

This blank card should be photocopied to provide further programmes for the range of clients in element 6, which includes a young person and an older adult.

Note: All components may not be suitable for some clients.



Learner's name: _____

Client's name: _____

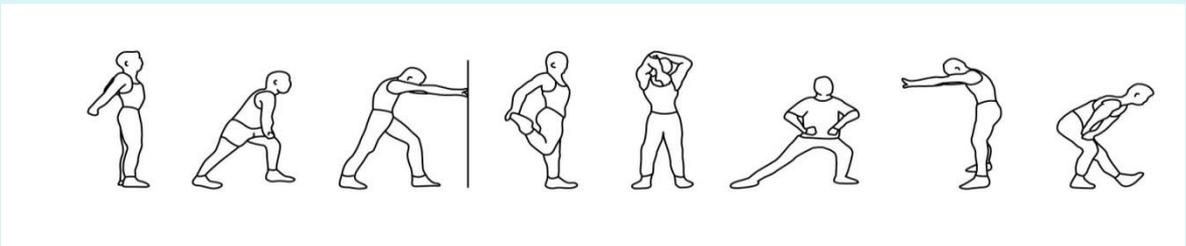
Training goals: _____

Date: _____

Warm up – component length _____

| Overview of content, including mobility, pulse raising (CV machine as needed) and component length | Equipment and duration | Level/speed | RPE/HR | Adaptations or alternatives |
|--|------------------------|-------------|--------|-----------------------------|
| | | | | |

Preparatory stretches – circle static stretches and list the muscle groups to be stretched dynamically



List muscle groups to stretch dynamically here:

Resistance training (4 machines, 4 free weight exercises) – component length _____

| Exercise/machine | Resistance | Reps | Sets | Rest | Adaptations or alternatives to suit client |
|--|------------|------|-----------------------|------|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Body weight exercise (including any functional/motor skills exercises appropriate for the client) | | | Sets/reps/rest | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Cardiovascular training (1 or more machine) – component length

| Equipment and approach | Programme timings | Level/speed | RPE/HR | Adaptations or alternatives to suit client |
|------------------------|-------------------|-------------|--------|--|
| | | | | |

Cool down/flexibility – component length

Cool down (if a re-warm or pulse lowering phase is required please detail in the space below)

| CV machine (as needed) | Time and intensity range |
|------------------------|--------------------------|
| | |

Post-workout stretches (circle as applicable) – indicate which stretches are maintenance (M) and which are developmental (D):

List developmental stretches here:

Suggest other activities the client may be interested in within the fitness facility to complement their programme.

Programme review dates.

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

Learner’s name: _____ Date: _____

Assessor’s name: _____ IQA’s name: _____

The learner needs to achieve Pr1 through Pr6 to gain an overall pass in this section. Questioning is not permitted to confirm competence of practical skill. If the learner fails to meet the requirements of this section in full, they will need to be reassessed on this component of the session.

The second ‘Date’ and ‘Reassessment’ columns are for reassessment should the learner not achieve a pass against all criteria.

Programme

The learner demonstrated that they:

Pr1: Interpreted client information from consultation and screening for 3 clients (healthy adult, older adult, younger person) to select appropriate gym-based exercises to develop components of fitness, to include:

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

Pr2: Suggested some appropriate activities to complement the client’s programme according to their interests and goals.

Pr3: Planned realistic timings for each component within the programme.

Pr4: Planned safe and effective warm ups and cool downs including appropriate mobility/stretching.

Pr5: Identified methods of training suitable for the individual client for each component:

- Planned for the use of a minimum of 2 different types of cardiovascular equipment
- Planned 4 resistance machine lifts
- Planned 4 free weight exercises
- Planned 2 body weight exercises (which can include motor skills or functional)

Pr6: Recorded programme plans in an appropriate format.

| Date | Outcome | Date | Reassessment |
|------|---------|------|--------------|
| | | | |

Assessor feedback as to how the learner met the outcomes above. Reference using Pr1 to Pr6.

Task 2 (Programming)

Final result Pass Refer

Assessment elements 4 and 5 – Task 3

(Summative gym-based delivery on course and final end of course)

Providing a positive customer experience in the exercise environment (M/616/7824) – (Learning outcome 4 of this unit 'Be able to prepare and maintain the gym')

Gym-based programme delivery and professional instruction (D/616/7950)

Assessor and learner guidance (summative gym-based delivery)

| The learner must: | The assessor must: |
|--|--|
| <p>Demonstrate their ability to safely and effectively conduct a gym-based session to a client and group of clients in the gym/leisure environment.</p> <p>Gain feedback from clients and fill out the following paperwork after the observed session:</p> <p>Paperwork required</p> <ul style="list-style-type: none">• Gym programme overview• Self-evaluation form | <p>Observe this task (live or recorded).</p> <p>Ensure that during the completion of this task the learner meets all the learning outcomes on the supplied record. Once a decision has been made the assessor must check the descriptor below for a 'pass' for each learning outcome and in the space provided give clear feedback on how they made their assessment decision.</p> |

Learning outcomes: Summative gym-based observation (preparing) on course and end of course

To successfully complete this task the learner must:

P1: Prepare self to supervise gym-based exercise

The learner pre-plans for the session. They must present themselves with a professional appearance, arrive punctually and have all appropriate paperwork ready (as required).

P2: Select equipment for gym-based exercise programmes appropriate to client needs

The learner pre-selects appropriate equipment for all components of the session suitable for an induction/gym-based session.

P3: Prepare the environment with safety and hygiene in mind, including cleaning (as needed) and checking all equipment to be used.

The learner cleans gym environment as necessary to maintain hygiene levels using appropriate cleaning substances and utilises appropriate signage to identify potential hazards whilst cleaning equipment and facilities. They also demonstrate effective communication with customers and colleagues regarding/whilst cleaning.

P4: Introduce the gym environment to the clients by:

- performing a verbal health check prior to starting the session
- describing the demands of the session confirming or revising plans as needed
- explaining the purpose of each session component
- providing the clients with health and safety information and emergency procedures

Learning outcomes: Summative gym-based observation (instructing) on course and end of course

To successfully complete this task the learner must:

I1: Instruct safe and effective exercises (including safe lifting and spotting where required) for all the components of a gym-based programme suitable for the clients including:

Used appropriate warm up activities that were both safe and effective:

- CV component
- resistance machines
- free weight exercises
- use of small apparatus (optional)
- body weight/functional exercises

Cool downs to include as a minimum pulse lowering and suitable flexibility/mobility exercises.

The learner should provide clear instruction, demonstration and explanation of exercises giving key teaching points throughout all components. They should look after the safety of themselves and their clients at all times.

I2: Monitor the safety and intensity of the exercises with the clients, adapting them to ensure progression/regression as required.

The learner must check the exertion levels of the clients at regular/suitable times using a variety of methods (observations, talk test etc) and provide regressions/progressions according to ability and need.

I3: Give explanations that were technically correct, with particular attention on alignment.

The learner should provide instruction, demonstration and explanation of the key teaching points and provide explanations in jargon-free language (depending on client experience), highlighting the purpose and benefit of each exercise. They should apply concepts such as IDEA or NAMSET for demonstration purposes (where relevant to the client). Their performance of the exercises must be of

sound technique. The learner should pay particular attention to the client's alignment and technique and correct (using verbal and visual methods).

I4: Check client's understanding regularly.

The learner should use effective communication methods appropriate to the clients and ask open-ended questions that encourage the clients to speak. They should use active listening to create rapport and ensure the clients understand the instructions and guidance offered. They should also ensure they understand information given to them by the clients.

I5: Adopt appropriate positions to observe clients and respond to them accordingly.

The learner should explain to the clients why they are observing them and use appropriate methods with consideration to nervous clients. They should aim to observe their clients from all angles when possible and adapt their teaching position.

Learning outcomes: Summative gym-based observation (ending a session) end of course

The learner must:

E1: Allow sufficient time to end the session.

The learner should consider clients' fitness levels, intensity of workout and temperature/environmental conditions.

E2: Use safe and effective cool down exercises.

The learner should provide a cool down appropriate to the clients' needs and goals which may include a pulse lowering element (this may be on a CV machine) and stretching, to include a developmental stretch.

E3: Give the client an accurate summary of the session, providing relevant feedback.

The learner should highlight areas for the clients to develop and give praise to the group. They should also give them the opportunity to reflect on the session, ask questions, provide feedback and identify any further needs they may have.

E4: Make sure the group understood how to continue with a gym-based programme without supervision.

The learner should gain clarification on the clients' understanding of a gym programme, how they would find help and assistance with their programme, together with where to find help if they are experiencing difficulties. The learner should offer their support.

E5: Discuss other forms of training, such as classes within the facility, that the client may want to consider to support their programme and goals.

E6: Leave the environment in a suitable condition for future use, including maintaining health and safety and hygiene.

The learner should return equipment to its correct storage space, wipe down equipment, report any maintenance issues (as needed) and leave the area safe, clean, tidy and ready for other users.

Learning outcomes: Summative gym-based observation (supporting individuals/groups using effective communication) on course and end of course

To successfully complete this task the learner must:

C1: Identify the most appropriate way to communicate with the individual/group, taking into account background, culture and experience.

The learner should adapt their communication style as appropriate to the clients' and their specific needs. They should be professional, friendly and polite, using appropriate language.

C2: Engage the individual/group from the outset making them feel at ease.

The learner should demonstrate active listening skills, support clients' and give clear and concise explanations avoiding jargon.

C3: Demonstrate professional behaviour towards the individual/group to give a positive impression of both themselves and the facility.

The learner should display a positive attitude and customer focus with a natural empathy towards the clients. They should demonstrate that they care about the specific concerns of the clients'. They were courteous, helpful and treated clients with respect, fairness and honesty. The learner was also smartly dressed with attention to personal hygiene. They demonstrated positive body language and mannerisms and gave the clients their full attention.

C4: Communicate with the individual/group in a way that made them feel valued.

The learner should use active listening and be positive in response to clients' opinions and questions.

C5: Use motivational styles appropriate to the individual/group and the exercise format.

The learner was able to 'read' the clients' and adapt motivational styles appropriately.

C6: Provide clear and supportive feedback and instruction at appropriate times.

The learner gave clear instruction and was supportive throughout all session components.

C7: Use skill in communication to promote their individual services and the facilities as a whole in supporting the individual/group goals.

The learner should provide a 'show round' of the facilities at the same time as providing the gym-based session and clearly inform clients' of other services that may suit their needs and help them achieve their goals.

Learning outcomes: Summative gym-based observation (evaluation) – end of course

To successfully complete this task the learner must:

EV1: Review the outcomes of working with the client, taking into account their feedback.

The learner gathers feedback from the clients in verbal or written formats and accepted feedback objectively.

EV2: Give the client the opportunity to ask questions and reflect on:

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

EV3: Identify how to improve their personal practice.

The learner identifies specific improvements to instructional skills and communication to inform personal practice and ways to improve session content to meet client needs.

EV4: Explain the value of reflective practice.

The learner explains that reflective practice is important for improving their own practice, retaining clients, aiding in personal development and to meet client expectations and ensure programmes are safe and effective.

Gym programme overview – end of course summative observation

Learner's name: _____

Client's name: _____

Session and venue details

Venue:

Location of first aid kit:

Duty first aider:

Location of telephone:

Discipline: Gym-based exercise

Duration of session:

Client information

Informed consent form completed: YES / NO

PAR-Q completed: YES / NO

Height:

Weight:

BMI:

Session objectives (as agreed by client):

Any specific consideration relating to the client (eg, injuries, exercise likes/dislikes, clothing)

Environment checks – list the health and safety (to include cleaning/hygiene) checks made to the following. List any actions.

Gym/studio:

Fire exits:

Temperature/ventilation:

Obstacles/hazards:

| Organisation of equipment/resources | |
|-------------------------------------|--|
| Equipment requirements | List of health and safety checks made to equipment |
| | |
| | |
| | |
| | |

I (the client) agree with the session objectives outlined above.

Client's signature: _____ Date: _____

Self-evaluation – end of course summative

After your observed session with your clients, you should set aside some time to ask for the feedback below. After gaining feedback you should reflect on the session as a whole.

Learner's name: _____ Date: _____

After my session, I received the following feedback from the client:

| |
|--|
| |
|--|

My exercises met the needs of the client in the following ways:

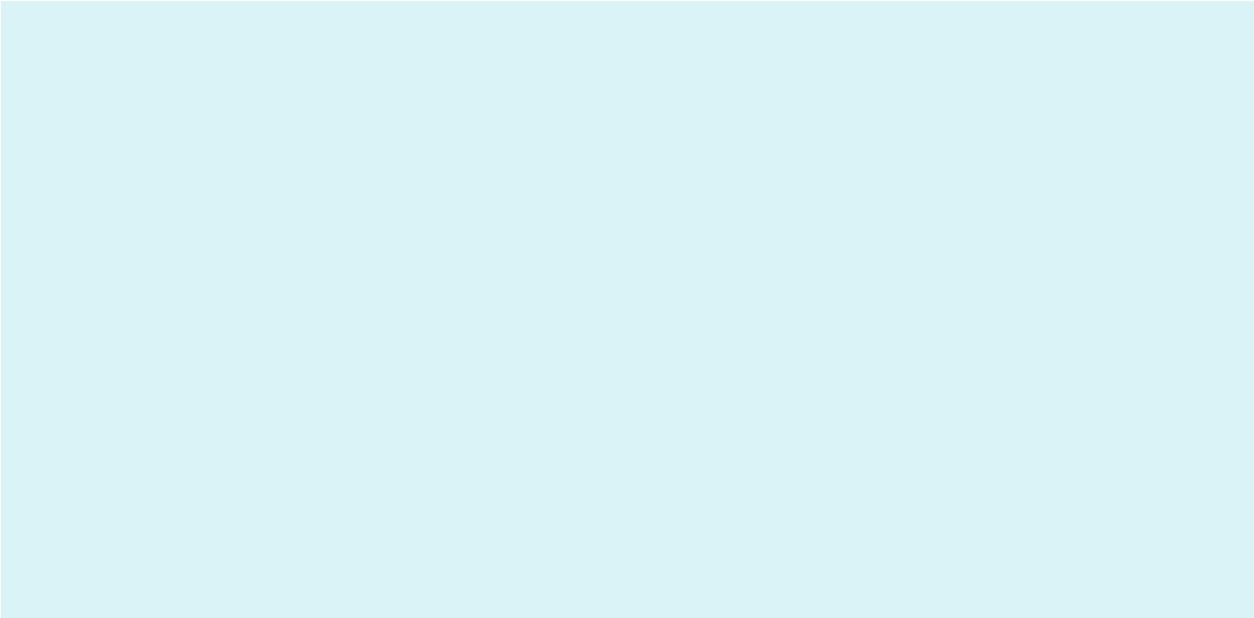
| | |
|-------------------|--|
| Instructing style | |
| Individual needs | |

My relationship with the client, including communication style and motivation, was effective in the following ways:

How safe and effective were the exercises given and the programme as a whole in relation to client need?

I will improve my personal practice in the following ways:

How do you think reflecting on sessions can assist you in your role as a gym instructor?



Observation record and feedback (Assessor)

Learner's name: _____ Venue: _____

Assessor's name: _____ IQA's name: _____

Summative gym-based observation (preparing) – on course and end of course observation

The learner needs to achieve P1 through P5 to gain an overall pass in this section. Questioning is not permitted to confirm competence of practical skill. If the learner fails to meet the requirements of this section in full, they will need to be reassessed on this component of the session.

The second 'Date' and 'Reassessment' columns are for reassessment should the learner not achieve a pass against all criteria.

Summative gym-based observation (preparing) – on course and end of course

To successfully complete this task the learner must:

P1: Prepared self to supervise gym-based exercise.

P2: Selected equipment for gym-based exercise programmes appropriate to the client's needs.

P3: Prepared the environment with safety and hygiene in mind, including cleaning (as needed) and checking all equipment to be used:

- cleaned gym environment as required to maintain hygiene levels using appropriate cleaning substances
- used appropriate signage to identify potential hazards whilst cleaning equipment and facilities
- demonstrated effective communication with customers and colleagues regarding cleaning

P4: Introduced the gym environment to the client by:

- performing a verbal health check prior to starting the session
- describing the demands of the session
- explaining the purpose of each session component
- provided the group with health and safety information and emergency procedures

| Date | Outcome | Date | Reassessment |
|------|---------|------|--------------|
| | | | |

Assessor feedback as to how the learner met the outcomes above on course and in final assessment (use assessor feedback sheet in appendix if more space required). Reference using P1 to P5:

Task 3a (Preparing)

Final result Pass Refer

Summative gym-based observation (instructing) – on course and end of course

The learner needs to achieve I1 through I5 to gain an overall pass across in each section/across all components. Questioning is not permitted to confirm competence of practical skill. If the learner fails to meet the requirements of this section, they will be required to be reassessed. See below for further guidance for each component area.

Dark green shaded components (CV1, RM1, FW1 and BW1) are designed to be formally assessed during the course/programme of study when the learner is deemed ready, with the learner instructing a **group** of clients (min 3 max 5). The learner requires a ✓ in every dark shaded box to pass. Reassessment is permitted and can relate to the individual criteria/component referred (you may need to have a second copy of this checklist for reassessment).

Light green shaded components (RM2, FW2, BW2 and BW3) are designed to be formally assessed during the course/programme of study when the learner is deemed ready, with the learner instructing an **individual** client. The learner requires a ✓ or a C in every light shaded box to pass. Reassessment is permitted and can relate to the individual criteria/component referred (you may need a second copy of this checklist for reassessment).

White components (WU, CV2, RM3, FW3, CD) are designed to be formally assessed at the end of the course/programme of study when the learner is deemed ready, with the learner instructing the individual client they have provided a programme for. The learner requires a ✓ or a C in every white box to pass. Reassessment: up to 2 Rs requires reassessment against only those criteria and for the components to which the Rs relate; 3 or more Rs require reassessment against all criteria for all session components (you may need a second copy of this checklist for reassessment).

Summative gym-based observation (observation record) – on course and end of course

| Code for exercise/machine (eg, TM= Treadmill, BP= Bench press) | | | | | | | | | | | | | | |
|--|----|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----|--|
| Instructing gym-based exercise, the learner: | WU | CV 1 | CV 2 | RM 1 | RM 2 | RM 3 | FW 1 | FW 2 | FW 3 | BW 1 | BW 2 | BW 3 | CD | |
| I1 Instructed safe and effective exercises (including safe lifting and spotting where required) for all the components of a gym-based programme | | | | | | | | | | | | | | |
| I2 Monitored the safety and intensity of the exercises with the clients adapting them to ensure progression/regression as required | | | | | | | | | | | | | | |
| I3 Gave explanations that were technically correct, with particular attention on alignment | | | | | | | | | | | | | | |
| I4 Checked clients' understanding regularly | | | | | | | | | | | | | | |
| I5 Adopted appropriate positions to observe clients and responded to them accordingly | | | | | | | | | | | | | | |

| Instructing assessment (on course group) | | | | Instructing assessment (on course individual) | | | |
|---|---------|------|--------------|---|---------|------|--------------|
| Date | Outcome | Date | Reassessment | Date | Outcome | Date | Reassessment |
| | | | | | | | |
| Instructing assessment (end course summative) | | | | | | | |
| Date | Outcome | Date | Reassessment | | | | |
| | | | | | | | |

Assessor feedback as to how the learner met the outcomes above (use assessor feedback sheet in appendix if more space required). Reference using I1 to I5:

Task 3b (Instructing a session)

Final result Pass Refer

Summative gym-based observation (ending a session) – end of course

The learner needs to achieve E1 through E6 to gain an overall pass in this section. Questioning is not permitted to confirm competence of practical skill. If the learner fails to meet the requirements of this section, they will be required to be reassessed on this component of the session.

The second 'Date' and 'Reassessment' columns are for reassessment should the learner not achieve a pass against all criteria.

Summative gym-based observation (ending a session) end of course

To successfully complete this task the learner must:

E1: Allowed sufficient time to end the session.

E2: Used safe and effective cool down exercises.

E3: Gave the group an accurate summary of the session, providing relevant feedback, and gave the group the opportunity to reflect on the session and to:

- ask questions
- provide feedback
- identify further needs

E4: Made sure the group understood how to continue with a gym-based programme without supervision.

E5: Discussed other forms of training, such as classes within the facility, that the client may want to consider to support their programme and goals.

E6: Left the environment in a suitable condition for future use, including maintaining health and safety and hygiene.

| Date | Outcome | Date | Reassessment |
|------|---------|------|--------------|
| | | | |

Assessor feedback as to how the learner met the outcomes above (use assessor feedback sheet in appendix if more space required). Reference using E1 to E6:

Task 3c (Ending a session)

Final result Pass Refer

Summative gym-based observation (Supporting individuals/groups using effective communication) on course and end of course

The learner needs to achieve C1 through C7 to gain an overall pass in this section. Questioning is not permitted to confirm competence of practical skill. If the learner fails to meet the requirements of this section, they will need to be reassessed on the whole session.

The second 'Date' and 'Reassessment' columns are for reassessment should the learner not achieve a pass against all criteria.

Summative gym-based observation (supporting individuals/groups using effective communication) on course and end of course

To successfully complete this task the learner must:

C1: Identified the most appropriate way to communicate with the individual/group taking into account background, culture and experience.

C2: Engaged the individual/group from the outset making them feel at ease.

C3: Demonstrated professional behaviour towards the individual/group to give a positive impression of both themselves and the facility.

C4: Communicated with the individual/group in a way that made them feel valued.

C5: Used motivational styles appropriate to the individual/group and the exercise format.

C6: Provided clear and supportive feedback and instruction at appropriate times.

C7: Used skill in communication to promote their individual services and the facilities as a whole in supporting the individual/group goals.

| Date | Outcome | Date | Reassessment |
|------|---------|------|--------------|
| | | | |

Assessor feedback as to how the learner met the outcomes above (use assessor feedback sheet in appendix if more space required). Reference using C1 to C7:

Task 3d (using effective communication)

Final result Pass Refer

Summative gym-based observation (Evaluation) end of course

The learner needs to achieve EV1 through EV7 to gain an overall pass in this section. If the learner fails to meet the requirements of this section, they will need to be reassessed for this component.

Summative gym-based observation (evaluation) end of course

To successfully complete this task the learner must:

EV1: Reviewed the outcomes of working with the client, taking into account their feedback.

EV2: Gave clients the opportunity to ask questions and reflected on:

- **how well the exercises met the clients' needs**
- **the effectiveness of session structure and equipment for meeting the clients' needs**
- **how effective and motivational the relationship with the clients was**

- how well the instruction and communication style matched the clients' needs
- the safety and effectiveness of programme and exercises
- things that went well and things to improve

EV3: Identified how to improve their personal practice.

EV4: Explained the value of reflective practice.

| Date | Outcome | Date | Reassessment |
|------|---------|------|--------------|
| | | | |

Assessor feedback as to how the learner met the outcomes above (use assessor feedback sheet in appendix if more space required). Reference using C1 to C7:

Task 3e (Evaluation)

Final result Pass Refer

3. Explain how non-verbal communication can affect customer behaviour

Blank area for writing the answer to question 3.

4. Outline 3 protocols to be followed prior to and/or during the screening of clients

Blank area for writing the answer to question 4.

5. a) List 2 examples of risk stratification (risk assessment/rating models)

b) Identify 4 variables that can be used when risk stratifying clients

a)

b)

6. With regard to risk stratification, explain what is meant by:

a) low risk

b) medium risk

c) high risk

a)

b)

c)

7. Why is it important to store client information safely?

Blank area for answer to question 7.

8. Give 2 examples of how client information affects the planning of gym-based exercise

Blank area for answer to question 8.

9. Why it is important to agree goals and objectives for gym-based exercise with clients?

Blank area for answer to question 9.

Final result Pass Refer

Summary of achievement

YMCA Level 2 Certificate in Gym Instructing (603/2767/4)

Key: P=pass; R=Refer; E=Exemption

| Unit title | Element number | Evidence/assessment method | Assessment outcome | | | Assessor signature/date | Action plan/evidence for exemption | Reassessment outcome | | | Assessor signature/date | Assessor's signature for sign off |
|--|----------------|---|--------------------|---|---|-------------------------|------------------------------------|----------------------|---|---|-------------------------|-----------------------------------|
| | | | P | R | E | | | P | R | E | | |
| Anatomy and physiology for exercise and fitness instructors (K/616/7823) | 1 | MCT | P | R | E | | | P | R | E | | |
| | 2 | Assessment workbook <i>Section A</i> | P | R | E | | | P | R | E | | |
| IQA's (signature if sampled) | | | | | | | EQA's signature (if sampled) | | | | | |

| Unit title | Element number | Evidence/assessment method | Assessment outcome | | | Assessor signature/date | Action plan/evidence for exemption | Reassessment outcome | | | Assessor signature/date | Assessor's signature for sign off |
|---|----------------|---|--------------------|---|---|-------------------------|------------------------------------|----------------------|---|---|-------------------------|-----------------------------------|
| | | | P | R | E | | | P | R | E | | |
| Providing a positive customer experience in the exercise environment (M/616/7824) | 3 | Assessment workbook <i>Section B (part 1 & part 2)</i> | P | R | E | | | P | R | E | | |
| | 5 | Observation of consultation and summative | P | R | E | | | P | R | E | | |

| | | gym-based delivery | | | | | | | | | | | |
|--|----------------|---|--------------------|---|------------------------------|------------------------------|------------------------------------|----------------------|---|---|-------------------------|-----------------------------------|--|
| IQA's (signature if sampled) | | | | | | EQA's signature (if sampled) | | | | | | | |
| Unit title | Element number | Evidence/assessment method | Assessment outcome | | | Assessor signature/date | Action plan/evidence for exemption | Reassessment outcome | | | Assessor signature/date | Assessor's signature for sign off | |
| Lifestyle management and health awareness (K/616/7949) | 2 | Assessment workbook <i>Section C</i> | P | R | E | | | P | R | E | | | |
| IQA's (signature if sampled) | | | | | EQA's signature (if sampled) | | | | | | | | |

| Unit title | Element number | Evidence/assessment method | Assessment outcome | | | Assessor signature/date | Action plan/evidence for exemption | Reassessment outcome | | | Assessor signature/date | Assessor's signature for sign off |
|---|----------------|---|--------------------|---|------------------------------|-------------------------|------------------------------------|----------------------|---|---|-------------------------|-----------------------------------|
| Gym-based programme planning and preparation (D/616/7950) | 3 | Programming for client | P | R | E | | | P | R | E | | |
| | 5 | Observation of consultation and summative gym-based delivery | P | R | E | | | P | R | E | | |
| | 6 | Programming from case studies | P | R | E | | | P | R | E | | |
| | 7 | Knowledge questions | P | R | E | | | P | R | E | | |
| IQA's (signature if sampled) | | | | | EQA's signature (if sampled) | | | | | | | |

| Unit title | Element number | Evidence/ assessment method | Assessment outcome | | | Assessor signature/date | Action plan/evidence for exemption | Reassessment outcome | | | Assessor signature/date | Assessor's signature for sign off |
|--|----------------|--|--------------------|---|---|------------------------------|------------------------------------|----------------------|---|---|-------------------------|-----------------------------------|
| | | | P | R | E | | | P | R | E | | |
| Gym-based programme delivery and professional instruction (H/616/7951) | 4 | On course practical delivery of specific gym-based exercise | P | R | E | | | P | R | E | | |
| | 5 | Observation of consultation and gym session (summative) | P | R | E | | | P | R | E | | |
| IQA's (signature if sampled) | | | | | | EQA's signature (if sampled) | | | | | | |

YMCA Awards Level 2 Certificate in Gym Instructing (603/2767/4)

Learner's name: _____ Centre name: _____

Assessor's name: _____ IQA's name: _____

Learner authenticity statement:

I confirm that the evidence provided for this qualification is entirely my own work.

Learner's signature: _____ Date: _____

Assessor sign-off statement

I confirm that I am satisfied that the learner named above has provided evidence that is valid, authentic, reliable, current and sufficient to demonstrate the required knowledge, understanding and/or skills for the units signed off here

Assessor's signature: _____ Date: _____

IQA's signature: _____ Date: _____

Appendix 1

List of designated exercises to be used in assessments. Note: other accepted safe pieces of apparatus and body weight/functional exercises are allowed.

| Joint/movement | Resistance machines | Free weight | Body weight |
|-------------------------------|---|-------------------------------|-------------|
| Shoulder flexion | Seated chest press (neutral grip) | Front raise | |
| Shoulder extension | Seated row (low pulley) | Single arm row | |
| | Seated row (neutral grip) | Bent arm pullover (DB) | |
| Shoulder abduction | Shoulder press | Shoulder press (DB) | |
| | | Lateral raise (DB) | |
| | | Upright row (BB) | |
| Shoulder adduction | Lateral pull down (in front of the chest) | | Chins |
| | Assisted pull up | | |
| Shoulder horizontal flexion | Bench press | Bench press | Press up |
| | Seated chest press (BB grip) | Chest fly (DB) | |
| | Pec dec | | |
| Shoulder horizontal extension | Seated row (BB grip) | Prone fly (DB) | |
| Elbow extension | Triceps pushdown (high pulley) | Supine triceps press (BB) | Press up |
| | Triceps press | Single arm triceps press (DB) | |
| Elbow flexion | Biceps curl (low pulley) | Biceps curl (BB) (DB) | |
| | Seated biceps curl | | |
| Hip extension | Leg press | Lunge (BB) (DB optional) | Lunge |
| | Total hip | Deadlift (BB) (DB) | |

| | | | |
|------------------|-----------------------|--------------------|----------------|
| Hip adduction | Seated adductor | | |
| | Total hip | | |
| Hip abduction | Seated abductor | | |
| | Total hip | | |
| Knee extension | Seated knee extension | Lunge | Lunge |
| | Leg press | Deadlift (BB) (DB) | Squat |
| | | Squat (BB) (DB) | |
| Knee flexion | Lying thigh curl | | |
| | Seated thigh curl | | |
| Trunk flexion | Abdominal machine | | Abdominal curl |
| Spinal extension | Lower back machine | Deadlift (BB) (DB) | Back raise |

Key: BB = Barbell; DB = Dumbbell

Appendix 2

Risk stratification guidance and scoring

Risk classification is an important health assessment tool with which all fitness professionals should be familiar. It is a systematic screening developed by the American College of Sports Medicine (ACSM) that addresses signs and symptoms of heart disease, risk factors for heart disease and family history.

Risk classification is determined based on the presence or absence of a known cardiovascular, pulmonary, renal or metabolic disease or the presence or absence of symptoms of these diseases. Diseases are known if the client has already been diagnosed by a doctor. Signs and symptoms may or may not have been diagnosed but will aid an instructor's ability to classify the client's risk appropriately.

Risk stratification scoring system

| Risk factors | Criteria | Rating |
|---------------------|--|--------|
| Age | Men \geq 45 years, Women \geq 55 years | +1 |
| Family history | Myocardial infarction, coronary revascularisation, or sudden death before 55 years of age in father or other 1st degree male relative or before 65 years of age in mother or other 1st degree female relative | +1 |
| Cigarette smoking | Current cigarette smoker or those who quit within the previous 6 months, or exposure to environmental tobacco smoke (ie, second-hand smoke) | +1 |
| Sedentary lifestyle | Not participating in at least 30 minutes of moderate-intensity physical activity on at least three days/week for at least 3 months | +1 |
| Obesity | Body mass index \geq 30 or waist circumference $>$ 102 cm (40 inches) for men $>$ 88 cm (35 inches) for women | +1 |
| Cholesterol | Low-density lipoprotein (LDL) cholesterol \geq 130mg/dL (3.37mmol/L) or high-density lipoprotein (HDL) cholesterol $<$ 40mg/dL (1.04mmol/L) or currently on lipid-lowering medication. If total serum cholesterol is all that is available, use serum cholesterol $>$ 200 mg/dL (5.18mmol/L) | +1 |
| Diabetes | Fasting plasma glucose \geq 100 mg/dL (5.50 mmol/L) but $<$ 126 mg/dL (6.93 mmol/L) or impaired glucose tolerance (IGT) where a 2-hour oral glucose tolerance test (OGTT) value is \geq 140 mg/dL (7.70 mmol/L), but $<$ 200 mg/dL (11.00mmol/L) | +1 |

| Negative risk factor | Criteria | Rating |
|----------------------|-------------------------|--------|
| High HDL Cholesterol | ≥60 mg/dL (1.55 mmol/L) | -1 |

Following completion of this risk stratification, a risk rating figure will have been established. The ratings will provide guidance for the next steps and how appropriate it is for a client to undertake physical activity. The ratings are:

Low risk: Less than 2

Moderate risk: More than 2

High risk: More than 2 and known heart problems including hypertension.

Appendix 3a

Case study (Older Adult)

Client consultation record (older adult)

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

Assessment element 6

| Client's name | Age | Gender |
|--|--|--------|
| Mrs Vivien Robinson | 65 | Female |
| Description of lifestyle, to include: family, occupation, hobbies etc | | |
| <p>Vivien is a grandmother of 3 who is recently retired. Now she is retired she has a little spare time and would like to make fitness and activity a hobby. Other hobbies include bowling with her friends and reading, alongside looking after her grandchildren.</p> <p>Vivien is very keen to stay active and healthy so she can continue to look after her grandchildren. She wants to manage her weight and do a little resistance training in particular as she is aware it can assist with posture, and she has a family history of diabetes and arthritis, although to date she hasn't been affected.</p> | | |
| Description of present exercise and physical activity levels (apply FITT where appropriate) | Description of past exercise and physical activity levels (apply FITT where appropriate) | |
| <p>Frequency: bowling x1 per week, walking x3 per week</p> <p>Intensity: light to moderate</p> <p>Time: bowling 2 hours, walking 30-45 minutes</p> <p>Type: mostly light cardiovascular</p> | <p>Very active as a 'young person' but less so for the past 10 years.</p> | |
| Client's activity likes and dislikes | | |
| Likes: | Dislikes: | |
| <p>Walking and her bowling hobby</p> <p>Thinks she would enjoy group classes as well as the gym although she's never tried them. She's willing to give most activity a try</p> | <p>Swimming</p> <p>Jogging</p> | |

Client PAR-Q/PAR-Q + completed and informed consent explained: **YES**

Did the client answer YES to any PAR-Q/PAR-Q + questions? **NO**

Analysis of PAR-Q/PAR-Q + responses and actions if applicable.

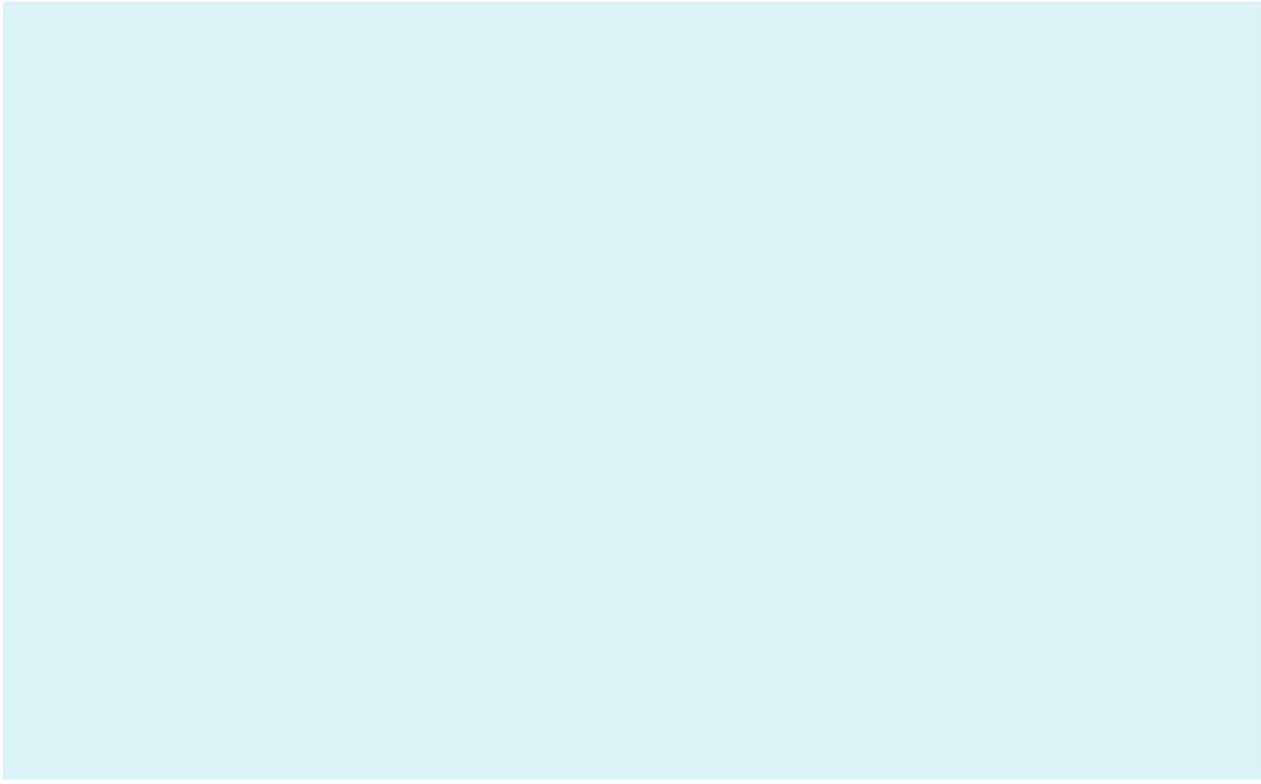
Although Vivien didn't answer yes to anything on the form, she is concerned about her family history of arthritis and diabetes.

Results from health assessments (conduct the physical measurements/assessments as appropriate to the client and goals)

| Test | Results |
|--|-------------------------|
| Resting heart rate | 73 |
| Blood pressure | 125/85 |
| Height and weight | 5 ft 2 in 147 pounds |
| BMI | 26.9 (overweight) |
| Waist circumference | 34 inches |
| Waist to hip ratio | |
| Cardiovascular fitness tests (please specify): | |
| Range of movement (please specify): | |
| Muscular fitness (please specify): | |

LEARNER TO COMPLETE

Results analysis – list any considerations for the programme based on the above consultation form. State whether you think the client should be referred to an appropriate professional prior to taking part in physical activity, giving your reasons for referral (you may also utilise risk analysis tools such as ACSM/Irwin and Morgan).



Appendix 3b

Case study (Younger person)

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

Assessment element 6

| Client's name | Age | Gender |
|---|---|--------|
| Tom Wilkinson | 13 | Male |
| Description of lifestyle, to include: family, occupation, hobbies etc | | |
| <p>Tom is a keen rugby player who is looking to improve performance in his sport. He trains twice a week with his local youth team and has regular games at the weekends. His hobbies include running and listening to rock music (when he's not playing rugby).</p> <p>His parents and older brother are very supportive of him succeeding in his sport as he has been chosen for a local semi-professional team.</p> <p>He wants to develop strength, core strength in particular, however he's keen to learn machine and free weight exercises. He also wants to improve flexibility in his hamstrings and lower back which become tight because of training and lack of stretching.</p> <p>Tom is at school and his homework and rugby training take up a lot of time, however he believes he still has an hour or so a week he can spend in the gym.</p> | | |
| Description of present exercise and physical activity levels (apply FITT where appropriate) | Description of past exercise and physical activity levels (apply FITT where appropriate) | |
| <p>Frequency: rugby training x2 per week and running x1 per week</p> <p>Intensity: moderate to high</p> <p>Time: 4–6 hours across the week</p> <p>Type: Cardiovascular and bodyweight strength/conditioning to date</p> | <p>As now, however intensity has increased in the past 2 years</p> | |

| Client's activity likes and dislikes | |
|--|---|
| Likes: | Dislikes: |
| Rugby and running but keen on learning more about resistance training | Dancing Football |
| Client PAR-Q/PAR-Q + completed and informed consent explained: YES | Did the client answer YES to any PAR-Q/PAR-Q + questions? NO |
| Analysis of PAR-Q/PAR-Q + responses and actions if applicable | |
| No action required | |
| Results from health assessments (conduct the physical measurements/assessments as appropriate to the client and goals) | |
| Test | Results |
| Resting heart rate | 50 |
| Blood pressure | 120/76 |
| Height and weight | 5 ft 7 in 148 pounds |
| BMI | 23.2 (normal) |
| Waist circumference | 32 inches |
| Waist to hip ratio | |
| Cardiovascular fitness tests (please specify): | |
| Range of movement (please specify): | Sit and reach test – 18 inches (could be improved) |
| Muscular fitness (please specify): | Sit up test – 52 (good but room for improvement) |

LEARNER TO COMPLETE

Results analysis – list any considerations for the programme based on the above consultation form. State whether you think the client should be referred to an appropriate professional prior to taking part in physical activity, giving your reasons for referral (you may also utilise risk analysis tools such as ACSM/Irwin and Morgan).

Appendix 4

PAR-Q and informed consent

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

Assessment elements 5 and 6

Name: _____ Age: _____ Gender: _____

Contact number: _____ Email: _____

Next of kin: _____ Contact number _____

This PAR-Q is designed to help you to help yourself. Many benefits are associated with regular exercise, and completion of the PAR-Q form is a sensible first step to take if you are planning to increase the amount of physical activity in your life.

For most people, physical activity should not pose a problem or hazard.

The PAR-Q has been designed to identify the small number of people for whom physical activity might be inappropriate or for those who should seek medical advice concerning the type of activity most suitable for them. Common sense is your best guide for answering these questions.

| | | |
|---|-----|----|
| 1. Has your doctor ever said that you have a heart condition and that you should only do physical activity recommended by a doctor? | YES | NO |
| 2. Do you feel pain in your chest when you do physical activity? | YES | NO |
| 3. In the past month, have you had chest pain when you were not doing physical activity? | YES | NO |
| 4. Do you lose your balance because of dizziness or do you ever lose consciousness? | YES | NO |
| 5. Do you have a bone or joint problem (for example, back, knee or hip) that could be made worse by a change in physical activity? | YES | NO |
| 6. Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition? | YES | NO |
| 7. Do you know of any other reason why you should not do physical activity? | YES | NO |

If you have answered YES to any of the above questions, then you are required to gain consent from your doctor before participating in the personal training programme. If you have answered NO to all of the above questions and you have reasonable assurance of your suitability for:

A gym-based exercise programme – which will include exercises designed around your needs and goals. The programme will work all components of physical fitness and use the principles of training to ensure it is a gradual, periodised programme of exercise and physical activity.

You are advised to postpone entry into the programme if you feel unwell or have a temporary illness. You must inform your instructor of any changes to your health status whilst engaged in your training programme.

Client's name: _____ Date: _____

Witness's signature: _____ Date: _____

Appendix 5

Informed consent

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

Assessment element 5

Informed consent form for exercise prescription (12 week programme, client to complete)

Programme objectives and procedures

I understand that the purpose of the exercise programme is to provide safe and individualised exercise to improve health and fitness. Exercises may include:

Cardiovascular machine activities – treadmill walking or jogging, rowing, upright or recumbent cycling, stair climbing and other such activities in an outdoor/alternative environment.

Resistance training activities using resistance machines, free weights or circuit training to improve muscular strength or endurance.

Core and flexibility/mobility exercises to improve core stability and movement around the joints and range of motion.

Potential risks

The exercise programme is designed to place a gradually increasing workload on the cardiovascular and muscular systems and thereby improve their function. The reaction of the cardiovascular and muscular system to such exercise cannot always be predicted with complete accuracy. There is a risk of certain changes that might occur during or following the exercise. These changes could relate to blood pressure or heart rate.

Potential benefits

I understand that a programme of regular exercise has been shown to be beneficial. Some of these benefits include:

- A decrease in risk of heart disease
- A decrease in body fat
- Improved blood pressure
- Improvement in psychological function
- Improvement in aerobic fitness

The personal training programme has been explained to me and my questions regarding the programme have been answered to my satisfaction. I understand that I am free to withdraw at any time. The information obtained will be treated as private and confidential.

Client's signature:

Date:

Witness's signature:

Date:

Appendix 6

Assessor feedback

Assessor: please reference relevant element and task

Assessor feedback as to how the learner met outcomes, with references

Large empty light blue area for assessor feedback.

Final result Pass Refer



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