

RPL/RCC – Stage 1

Certificate IV in Fitness SIS40221

Recognition of Prior Learning (RPL) & Recognition of Current Competence (RCC)

Do you have prior qualifications and/or experience gained through years of work in skilled and challenging jobs? Gaining recognition of these skills is sometimes not easy and can hold you back in progressing your career to the next step. If this is your situation, you can unlock your full potential by having your skills recognised by ACFB!

All applications for RPL/RCC are considered by ACFB's Program Manager. Please note, ALL applications for RPL/RCC MUST be accompanied by the requested performance evidence outlined within this document and will be submitted during Stage 2 of this process.

How does the RPL process work?

There are two (2) stages to the RPL/RCC process:

Stage 1

- Identify the units that you believe you have the required knowledge and skills, AND where you can provide the performance evidence required
- Pay particular attention to the example evidence you will need to submit if you were to apply for RPL/RCC for the unit. You will need to submit evidence to meet all the Performance Evidence listed for each unit
- Check the boxes on the left-hand side for each unit where you would like to move forward with the RPL/RCC process
- Email this completed form to rpl@acfb.edu.au
- Make payment of the non-refundable RPL/RCC processing fee of \$100 (please note, this fee will be deducted from your course fee after enrolment)
- ACFB will then send you an RPL/RCC document for each unit checked below

Stage 2

- Fill in the unit RPL/RCC documents sent to you, answering all short answer questions in detail related to your knowledge of the unit
- Submit each RPL/RCC unit document, along with all evidence requested to rpl@acfb.edu.au. Hard copy documents will not be accepted.
- Where RPL/RCC is requested for multiple units, place all evidence for a unit within a folder using the unit code as the title, then zip the folder and attach to the email
- ACFB will review your submitted documents and may request further evidence if required (this may also include practical demonstrations and oral questioning)
- You will then receive an RPL/RCC Summary outlining the units where you have successfully gained RPL/RCC and the amended course price (if applicable). Please note this amended price will include a fee per unit for the RPL/RCC process.
- An RPL/RCC application may take between 10-21 business days to process from when we receive your completed unit forms and supporting evidence.

First Name _____ Surname _____ Email _____ Phone Number _____

Previous Qualifications

In the area below, list all relevant qualifications and specific units completed that you believe would assist you in your claim for RPL/RCC. Ensure you include the year of completion.

Previous Experience

In the area below, list all relevant experience that you feel would assist you in your claim for RPL/RCC. Ensure you include the year the experience was completed.

PT Programming & Instruction	
SISFFIT034	Assess client movement and provide exercise advice
Unit Description:	<p>This unit describes the performance outcomes, skills and knowledge required to assess movement capacity in individual clients and provide advice on exercises to achieve optimal movement and safe and effective exercise technique. While this assessment may be completed as a separate dedicated activity, outcomes and recommended exercises may then be integrated into overall fitness programs for individual clients. Assessment and advice are provided to clients who do not have unstable health conditions, pain or injury identified through pre-exercise screening and fitness assessment. The unit does not include assessment for the purposes of providing advice or treatment of injury or disease. In this case the fitness instructor refers clients to relevant medical or allied health professionals.</p> <p>This unit applies to personal trainers who work independently with clients using discretion and judgement to provide individually tailored client movement assessments. They practise in settings such as fitness facilities, gyms, leisure and community centres, client workplaces, and homes and outdoor locations.</p>
Required Evidence:	<ul style="list-style-type: none"> • Applicants will have: <ul style="list-style-type: none"> - completed a similar unit previously or, - have experience in completing static postural assessment and dynamic movement assessment and joint range of motion assessment • The evidence of the above will include information related to: <ul style="list-style-type: none"> - Assessing posture and movement capacity of a minimum of three (3) different clients to collectively include a male, female and an older adult aged 55 years or over - For the above clients you will have: <ul style="list-style-type: none"> ○ assessed static posture using appropriate tools ○ assessed dynamic movement posture, balance, movement quality and limitation ○ used the following movement patterns during the dynamic movement assessment: <ul style="list-style-type: none"> ❖ Squat ❖ Lunge ❖ Horizontal push ❖ Horizontal pull ❖ Vertical push ❖ Vertical pull ❖ Rotation ○ Explained the assessment outcomes and accurately recorded results in the client’s records ○ Recommended and demonstrated a minimum of three (3) exercises within their session that addressed the identified issues ○ Had the client complete the three exercises and observed and modified technique as required to correct technique ○ Consistently used client-centred communication during all interactions

	<p>Example Evidence</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or, • Evidence of working within the industry through letters from employers outlining this as being a component of job role and duties • Submission of three (3) filmed pre-exercise screens with a client where the above requirements were completed • Copies of client records of the three (3) clients from the filmed sessions • Completion of oral questioning and or demonstration related to assessing client movement; If required this w
SISFFIT041	Develop personalised exercise programs
Unit Description:	<p>This unit describes the performance outcomes, skills and knowledge required to develop exercise programs and a series of sessions tailored to individual client needs, exercise preferences and fitness goals.</p> <p>It requires the ability to integrate information from pre-exercise screenings, fitness assessments, and any medical guidance that may have been received for particular clients, to design suitable programs. Skills for instructing sessions are covered in a complementary unit.</p> <p>Program design involves effective application of exercise science and training principles. This unit has a direct relationship with, and is supported by, SISFFIT049 Use exercise science principles in fitness instruction.</p> <p>This unit applies to personal trainers who work independently with clients using discretion and judgement to develop individually tailored client programs. They practise in settings such as fitness facilities, gyms, leisure and community centres, client workplaces and homes and outdoor locations.</p> <p>To gain RPL/RCC for this unit, applicants MUST apply for RPL/RCC for SISFFIT042 – Instruct personalised exercise programs as both units are completed in conjunction.</p>
Required Evidence:	<ul style="list-style-type: none"> • Applicants will have: <ul style="list-style-type: none"> - completed a similar unit previously or, - experience in developing personalised exercise programs for clients • The evidence of the above will include information related to: <ol style="list-style-type: none"> 1. Development and documentation of three (3) personalised exercise programs that collectively includes: <ul style="list-style-type: none"> o A male o A female o A client for whom medical guidance has been received 2. For each of the above three (3) clients, development and documentation of four (4) personalised session plans, each with a minimum duration of 45 minutes (12 sessions in total) 3. Across the above 12 sessions collectively incorporating both indoor and outdoor sessions with the following types of exercises: <ul style="list-style-type: none"> o Cardiovascular exercises o Resistance exercises o Flexibility exercises o low and high impact o Exercises that target the:

	<ul style="list-style-type: none"> ❖ Health-related components of fitness ❖ Skill-related components of fitness ❖ Exercises without equipment <p>4. Consistently using client-centred communication to identify each of the above client’s program needs and preferences</p> <p>Example Evidence</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or, • Evidence of working within the industry through letters from employers outlining this as being a component of job role and duties • Copies of client records of the three (3) clients including pre-exercise screening, program and four (4) personalised session plans (this may include progressed sessions) that meet the requirements listed above in points 1-3 • Filming the pre-exercise screening and instruction of six (6) personalised exercise sessions from the clients above meeting the requirements of point 4 and SISFFIT042 • Completion of oral questioning and or demonstration related to assessing client movement; If required this will be completed at a later stage
SISFFIT042	Instruct personalised exercise sessions
<p>Unit Description:</p>	<p>This unit describes the performance outcomes, skills and knowledge required to prepare for, instruct and evaluate predesigned exercise sessions for individual clients in both indoor and outdoor environments. Sessions are most likely to be self-developed as part of an overall personal training program. Skills for planning programs and sessions are covered in a complementary unit.</p> <p>This unit applies to personal trainers who work independently with clients using discretion and judgement to prepare for and instruct exercise activities, and to manage risk and any significant problems if they arise. They practise in settings such as fitness facilities, gyms, leisure and community centres, client workplaces and homes and outdoor locations.</p> <p>To gain RPL/RCC for this unit, applicants MUST apply for RPL/RCC for SISFFIT041 – Develop personalised exercise programs as both units are completed in conjunction.</p>
<p>Required Evidence:</p>	<ul style="list-style-type: none"> • Applicants will have: <ul style="list-style-type: none"> - completed a similar unit previously or, - experience in instructing personalised exercise programs for clients • The evidence of the above will include information related to: <ol style="list-style-type: none"> 1. Instructing Six (6) personalised training sessions of the twelve (12) sessions (3 programs) submitted for SISFFIT041, and will collectively include: <ul style="list-style-type: none"> o A male o A female o A client for whom medical guidance has been received 2. Across the above six sessions collectively instructing indoor and outdoor sessions and with following types of exercises: <ul style="list-style-type: none"> o Cardiovascular exercises o Resistance exercises o Flexibility exercises o low and high impact o Exercises that target the:

- ❖ Health-related components of fitness
 - ❖ Skill-related components of fitness
 - ❖ Exercises with and without equipment
3. For each of the above six sessions:
 - Preparing the environment and equipment
 - Pre-screening the client for current condition
 4. Using the following instructional and communication techniques:
 - Clear and correct verbal, visual and tactile instructions
 - Correct and safe exercise technique demonstration
 - Feedback and positive reinforcement
 - Motivational communication
 5. Completing accurate session records including client progress notes, client feedback, and evaluation of own performance
 6. Evaluating the effectiveness of One (1) of the client programs, modifying program and future session content and documenting details of the evaluation and changes made
 7. Completing oral discussion with assessor related to:
 - identifying situations from pre-activity screenings that indicate exercise precautions and discussing modifications to exercises in response
 - Responding to clients showing signs of over exertion or difficulty, and modifying their activities

Example Evidence

- Relevant certified transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or,
- Evidence of working within the industry through letters from employers outlining this as being a component of job role and duties
- Submission of Six (6) filmed sessions including pre-exercise screening and personalised instruction that meet the requirements listed above in points 1-4 and SISFFIT041
- Copies of client records to meet the requirements in points 5-6 above, this will include the evaluation of one client program (re-assessment of fitness tests is not required)
- Completion of oral questioning to meet the requirements of point 7
- Completion of oral questioning and or demonstration related to personalised training instruction; If required this will be completed at a later stage

SISFFIT043	Develop and instruct personalised exercise programs for body composition goals
Unit Description:	<p>This unit describes the performance outcomes, skills and knowledge required to develop and instruct exercise programs and sessions specifically tailored to meet body composition goals for individual clients. Goals may relate to body composition maintenance or change. It covers skills for evaluating and modifying programs in response to client monitoring and feedback.</p> <p>It requires the ability to integrate information from pre-exercise screenings, fitness assessments, and medical guidance that may have been received for particular clients, to design suitable programs.</p> <p>Program design involves effective application of exercise science principles. This unit has a direct relationship with, and is supported by, SISFFIT049 Use exercise science principles in fitness instruction.</p> <p>This unit applies to personal trainers who work independently with clients using discretion and judgement to develop and instruct individually tailored client programs. They practise in settings such as fitness facilities, gyms, leisure and community centres, client workplaces and homes and outdoor locations.</p>
Required Evidence:	<ul style="list-style-type: none"> • Applicants will have: <ul style="list-style-type: none"> - completed a similar unit previously or, - experience in writing and instructing exercise programs that target specific body composition goals • The evidence of the above will include information related to: <ol style="list-style-type: none"> 1. Development and documentation of one (1) personalised exercise program that targets specific body composition goals for a total of <u>three (3) different</u> clients to collectively include: <ul style="list-style-type: none"> ○ A male client ○ A female client ○ A client seeking to lose weight or fat ○ A client seeking to build muscle or increase weight 2. For each of the three (3) clients above you will need to provide evidence that you: <ul style="list-style-type: none"> ○ Took, recorded and interpreted key anthropometric measurements ○ Developed and documented two personalised session plans, each with a minimum duration of 30 minutes ○ Instruct two sessions for two of the above clients (4 sessions in total), according to session plans, each with a minimum duration of 30 minutes ○ Consistently used client-centred communication and instructional techniques ○ Evaluated the effectiveness of one (1) of the client’s programs, modified program and session content and documented details of the evaluation and changes <p>Example Evidence</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or, • Evidence of working within the industry through letters from employers outlining this as being a component of job role and duties • Submission of three (3) filmed pre-exercise screens and health testing to meet the requirements above • Copies of client records of the three (3) clients from the filmed sessions • Completion of oral questioning and or demonstration related to assessing client movement; If required this will be completed at a later stage

SISFFIT049	Use exercise science principles in fitness instruction
Unit Description:	<p>This unit describes the performance outcomes, skills and knowledge required to identify how exercise science principles (also known as exercise training principles) apply to fitness instruction, and use those principles in the design and ongoing modification of exercise programs for clients.</p> <p>This unit has a direct relationship with, and supports the following units involving the application of exercise science and training principles to program design: SISFFIT041 Develop personalised exercise programs, SISFFIT043 Develop and instruct personalised exercise programs for body composition goals, SISFFIT044 Develop and instruct personalised exercise programs for older clients, SISFFIT045 Develop and instruct personalised exercise programs for adolescent clients.</p> <p>This unit applies to personal trainers who work independently with clients using discretion and judgement to develop and deliver individually tailored client exercise programs. They practise in settings such as fitness facilities, gyms, leisure and community centres, client workplaces and homes and outdoor locations.</p>
Required Evidence:	<ul style="list-style-type: none"> • Applicants will have: <ul style="list-style-type: none"> - completed a similar unit previously related to exercise science principles or, - have experience in applying exercise science training principles within exercise programs and instruction • The evidence of the above will include information related to: <ol style="list-style-type: none"> 1. Sourcing information from credible sources about the exercise science principles of adaptation, overload, specificity, individualisation, progression, regression and reversibility 2. Evaluating key aspects of the above information relevant to fitness instruction and identifying how it can be used to inform the design of personalised exercise programs 3. Documented evidence on how exercise science principles are incorporated into the design of four (4) client programs, and record the following details for each client: <ul style="list-style-type: none"> ○ A profile of the client and how individual characteristics of age, sex, fitness levels and basic physical characteristics have been used to design the program ○ How the program is systematically structured to provide progression towards planned goals and adaptations ○ Rationale for the selection of exercises that relate to the principle of specificity ○ How the principle of overload has been used to determine the volume and intensity of exercises and frequency of sessions ○ Rationale for the types of recovery that are incorporated into sessions, and how sessions are sequenced to allow recovery from specific types of exercises between sessions <p>Example Evidence</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or • Evidence of working within the industry through letters from employers outlining this as being a component of job role and duties • Submission of four (4) client programs developed with a minimum of two (2) sessions per program (the programs may be the same programs submitted for SISFFIT041, SISFFIT043, SISFFIT044 or SISFFIT045) • Completion of short answer questions 1-6 at the end of this document and are related specifically to each program. You will explain in detail how the exercise science principles are incorporated into the design of each of the 4 programs. • Completion of oral questioning related to exercise science principles and their relationship to programming and instruction; If required this will be completed at a later stage

SISXCAI009	Instruct strength and conditioning techniques
Unit Description:	This unit describes the performance outcomes, knowledge and skills required to use drills, exercises and activities to instruct individuals undertaking fitness programs in strength and conditioning techniques to achieve personal fitness goals.
Required Evidence:	<ul style="list-style-type: none"> • Applicants will have: <ul style="list-style-type: none"> - completed a similar unit previously related to strength and conditioning techniques or, - have experience in applying strength and conditioning techniques within exercise programs and instruction • The evidence of the above will include information related to: <ul style="list-style-type: none"> - Instruct strength and conditioning techniques in three (3) sessions where each session meets the needs of participants - Each session is a minimum of 30 minutes in duration <p>Example Evidence</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or, • Evidence of working within the industry through letters from employers outlining this as being a component of job role and duties • Submission of three (3) client sessions developed to be delivered to a 30-minute duration (personal information blacked out) • Submission of the instruction of the three (3) filmed strength and conditioning sessions above with minimum duration of 30-minutes • Completion of oral questioning related to exercise science principles and their relationship to programming and instruction; If required this will be completed at a later stage
CHCCOM006	Establish and manage client relationships
Unit Description:	This unit describes the skills and knowledge to establish and manage professional one-to-one relationships with clients in the context of providing an ongoing health service or intervention.
Required Evidence:	<ul style="list-style-type: none"> • Applicants will have: <ul style="list-style-type: none"> - completed a similar unit previously or, - experience in establishing ongoing one-to-one client relationships within a health or fitness service • The evidence of the above will include information related to: <ul style="list-style-type: none"> - Establishing and managing client relationships and boundaries appropriately during the provision of services to a minimum of three (3) clients - Developing responses to three (3) different situations involving difficult or challenging behaviour by completing the additional short answer questions <p>Example Evidence</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or, • Evidence of working within the health or fitness industry through letters from employers outlining this as being a component of job role and duties • Submission of three (3) filmed health screens completed with three different clients • Completion of oral questioning and or demonstration related to managing professional one-to-one relationships within the health or fitness industry; If required this will be completed at a later stage

Special Populations	
SISFFIT044	Develop and instruct personalised exercise programs for older clients
Unit Description:	<p>This unit describes the performance outcomes, skills and knowledge required to develop and instruct exercise programs and sessions specifically tailored for individual older clients. Older clients are those aged at least 55 years; however, they can be significantly older. It covers skills for evaluating and modifying programs in response to client monitoring and feedback. Programs and sessions take account of the particular issues and risks for older clients.</p> <p>It requires the ability to promote healthy ageing and integrate information from pre-exercise screenings, fitness assessments, and any medical guidance that may have been received for particular clients, to design suitable programs.</p> <p>Program design involves effective application of exercise science principles. This unit has a direct relationship with, and is supported by, SISFFIT049 Use exercise science principles in fitness instruction. To gain RPL/RCC for this unit, student MUST also apply for RPL/RCC for SISFFIT049.</p> <p>This unit applies to personal trainers, who work independently with clients using discretion and judgement to develop and instruct individually tailored client programs. They practise in settings such as fitness facilities, gyms, leisure and community centres, client workplaces and homes and outdoor locations, depending on their role.</p>
Required Evidence:	<ul style="list-style-type: none"> • Applicants will have: <ul style="list-style-type: none"> - completed a similar unit previously or, - experience in instructing personalised exercise programs for older clients • The evidence of the above will include information related to: <ol style="list-style-type: none"> 1. Developing and documenting one personal exercise program for Three (3) different clients aged 55 years or over and include: <ul style="list-style-type: none"> ○ A male ○ A female ○ A client for whom medical guidance has been received 2. Developing and documenting Two (2) personalised session plans for each of the three programs above each with a minimum duration of 30 minutes including: <ul style="list-style-type: none"> ○ Incorporating exercises and injury prevention strategies suited to older clients ○ Incorporating strength and balance exercises that can help prevent falls 3. Instructing Two (2) of the above sessions for two (2) clients (four sessions in total) according to session plans, each with a minimum duration of 30 minutes 4. Consistently using client-centred communication and instructional techniques that are suited to older clients 5. Following protocols for written reports to medical or allied health professionals for One (1) client (this may be one of the clients above) where guidance was received, and communicated about: <ul style="list-style-type: none"> ○ Client's current fitness capabilities and goals ○ Client response to exercise sessions ○ Questions, concerns and further guidance sought

	<p>6. Evaluating the effectiveness of One (1) of the client programs above, modifying program and future session content and documenting details of the evaluation and changes made</p> <p>Example Evidence</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or, • Evidence of working within the industry through letters from employers outlining this as being a component of job role and duties • Submission of Three (3) client records including pre-exercise screen, fitness testing and programming for older adults with two (2) session plans for each client that meets the requirements in points 1 & 2 • Submission of Four (4) filmed sessions including of the personalised instruction that meet the requirements listed above in points 3 & 4 • Copies of client records and written report received from and sent to a medical or allied health professional for One (1) client to meet the requirements in points 5 above. This will include client screening, testing & programming records. • For one of the clients above, provide copies of an evaluation completed, along with a modified program and modified future session content • Completion of oral questioning and or demonstration related to personalised training instruction; If required this will be completed at a later stage
SISFFIT045	Develop and instruct personalised exercise programs for adolescent clients
Unit Description:	<p>This unit describes the performance outcomes, skills and knowledge required to complete pre-exercise screening and fitness assessments for individual clients aged thirteen to seventeen years, and to develop and instruct exercise programs and sessions specifically tailored for these clients. It covers skills for evaluating and modifying programs in response to client monitoring and feedback. Programs and sessions take account of the particular issues and limitations for adolescent clients. Program design involves effective application of exercise science principles. This unit has a direct relationship with, and is supported by, SISFFIT049 Use exercise science principles in fitness instruction.</p> <p>This unit applies to personal trainers, who work independently with clients using discretion and judgement to develop and instruct individually tailored client programs. They practise in settings such as fitness facilities, gyms, leisure and community centres, client workplaces and homes and outdoor locations</p>
Required Evidence:	<ul style="list-style-type: none"> • Applicants will have: <ul style="list-style-type: none"> - completed a similar unit previously or, - have experience in completing pre-exercise screening, fitness assessment, programming and instruction with adolescent clients • The evidence of the above will include information related to: <ol style="list-style-type: none"> 1. Completing pre-exercise screening and fitness assessments of a minimum of three (3) different adolescent clients, to collectively include females, males, adolescents aged between 13 & 15 years, and 16-17 years 2. Determining health risk factors for exercise participation using an industry standard screening questionnaire and guidelines for young people 3. Selecting and using activities and equipment appropriate to age and stage of development to assess: <ul style="list-style-type: none"> ○ cardiovascular endurance ○ muscle strength ○ muscle endurance ○ flexibility ○ functional motor skills 4. Accurately recording screening and fitness assessment results in client records 5. Developing and documenting one personalised exercise program suited to each adolescent client’s age and stage of development

6. Developing and documenting two personalised session plans for each client, each with a minimum duration of 30 minutes
7. Incorporating exercises and injury prevention strategies suited to each client’s stage of development
8. Instructing two sessions for two of the above clients (four sessions in total), according to session plans, each with a minimum duration of 30 minutes
9. Consistently using client-centred communication and instructional techniques that are suited to client age and stage of development
10. For one of the above clients, evaluating the effectiveness of one client program, modifying the program and session content and documenting details of the evaluation and changes made
11. Developing one 30-minute group session plan and instructing one group session of at least four adolescent clients

Example Evidence

- Relevant certified transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or
- Evidence of working within the industry through letters from employers outlining this as being a component of job role and duties
- Submission of filmed pre-exercise screens and fitness testing of three (3) adolescent clients meeting the requirements listed above from points 1-3
- Copies of the 3 client records above including pre-exercise screening, fitness testing and the written program, each program including 2 sessions per client from points 4-7, (personal information blacked out)
- Submission of filmed fitness instruction of two (2) of the three (3) client sessions (4 sessions in total) meeting the instruction requirements listed above from points 8-9
- For one of the clients where the full process of screening, testing and instruction was completed and filmed, evaluate the effectiveness of one client program including reassessment, modify the program and session content and document details of the evaluation and changes made, meeting the requirements listed above from points 10
- Submission of filmed fitness instruction of one (1) 30-minute group session with a minimum of four adolescent participants to meet the requirements of point 11 above
- Completion of oral questioning and or demonstration related to assessing client movement; If required this will be completed at a later stage

Nutrition & Behaviour Change	
SISFFIT050	Support exercise behaviour change
Unit Description:	<p>This unit describes the performance outcomes, skills and knowledge required to establish current patterns of client exercise and support clients to make changes to optimise fitness outcomes, health and wellbeing. Support for behaviour change reflects evidence-based approaches and can be integrated into fitness assessment, program planning, instruction and evaluation.</p> <p>This unit applies to personal trainers who work independently with clients using discretion and judgement to develop and deliver individually tailored client exercise programs, and to provide support to individual clients. They practise in settings such as fitness facilities, gyms, leisure and community centres, client workplaces and homes and outdoor locations.</p>
Required Evidence:	<ul style="list-style-type: none"> • Applicants will have: <ul style="list-style-type: none"> - completed a similar unit previously or, - experience in supporting clients in their behaviour change to optimise fitness instruction • The evidence of the above will include information related to: <ol style="list-style-type: none"> 1. Supporting the exercise behaviour change process for three (3) clients as part of the design of their personalised exercise programs 3. For each of the three (3) clients you will: <ul style="list-style-type: none"> ○ Collect information about: <ul style="list-style-type: none"> ➤ Client motivation for exercise behaviour change ➤ Client stage of readiness for change ➤ Barriers to client exercise participation and adherence ○ Assist client to plan for exercise behaviour change according to their individual needs: <ul style="list-style-type: none"> ➤ Support client to identify ways they can overcome barriers to exercise participation ➤ Provide information about behaviour change techniques ➤ Assist client to nominate behaviour change actions ➤ Support client to set exercise activity goals ○ Consistently use client-centred communication during all interactions ○ Maintain client records that include details of information exchanged, client exercise goals, change techniques used and client progress 2. For one (1) of the three clients you will: <ul style="list-style-type: none"> ○ Monitor client progress towards exercise behaviour change and achievement of exercise activity goals over a four-week period via ongoing communications ○ Use client-appropriate techniques to enhance client adherence to agreed exercise activities ○ Complete a follow up assessment of client and discuss progress, achievements and changing needs 3. Sourcing evidence-based information on exercise behaviour change from credible sources 4. Evaluating key aspects of the above information, and identifying how it can be used to provide client-centred behaviour change advice

	<p>Example Evidence</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or, • Evidence of working within the industry through letters from employers outlining this as being a component of job role and duties • Submission of three (3) filmed exercise behaviour change sessions with three (3) clients including the information above within each session meeting the requirements of point 1 above • Copies of client records of the three (3) clients from the filmed sessions meeting the requirements of point 1 above • Copies of client records for one (1) of the above three clients demonstrating that you have monitored their progress for a four-week period and providing documented evidence/notes/client records of the ongoing support/communication provided meeting the requirements of point 2 above • Answer the questions related to credible source of information related to key aspects of client-centred behaviour change meeting the requirements of point 3 & 4 above • Completion of oral questioning and or demonstration related to assessing client movement; If required this will be completed at a later stage
SISFFIT053	Support healthy eating for individual fitness clients
<p>Unit Description:</p>	<p>This unit describes the performance outcomes, skills and knowledge required to identify individual client needs for healthy eating advice, and provide information that supports clients to establish healthier eating patterns. Information is based on the current Australian national dietary guidelines and associated resources which aim to promote optimal health and wellbeing for generally healthy people.</p> <p>The unit requires the ability to recognise situations that are beyond the scope of practice for fitness instructors and to provide referrals to medical and allied health professionals with expertise to advise on nutritional needs.</p> <p>This unit applies to personal trainers who work independently with clients using discretion and judgement to plan for and deliver exercise programs, and to provide support to individual clients. They practise in settings such as fitness facilities, gyms, leisure and community centres, client workplaces and homes and outdoor locations.</p>
<p>Required Evidence:</p>	<ul style="list-style-type: none"> • Applicants will have: <ul style="list-style-type: none"> - completed a similar unit previously or, - experience in supporting individual clients with healthy eating advice and establishing healthier eating patterns • The evidence of the above will include information related to: <ol style="list-style-type: none"> 1. Supporting healthy eating for three (3) fitness clients and for each of the three clients: <ul style="list-style-type: none"> ○ Identifying daily eating patterns ○ Comparing daily eating patterns with the recommendations of Australian national dietary guidelines ○ Assisting clients with change to achieve healthier eating patterns using national dietary guidelines and associated resources, and: ○ Providing information about daily patterns of healthy eating and recommended proportions of the five food groups ○ Providing examples of healthy meals and snacks including: <ul style="list-style-type: none"> ❖ Healthy ways to prepare and cook food ❖ Educating clients about how to interpret nutrition information on food labels ❖ Consistently using client-centred communication during all interactions ○ Maintaining accurate records of client goals and advice ○ Seeking and evaluating feedback from clients and considering ways to improve own practice

2. Responding to two (2) clients seeking advice or services outside scope of own practice for providing nutrition advice, and for each client:
 - Advising client as to why their nutrition needs are outside scope of own role
 - Providing information about the appropriate type of medical or allied health professional with relevant expertise
 - Writing a referral that provided clear information about the client and the reasons for referral

Example Evidence

- Relevant certified transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or,
- Evidence of working within the industry through letters from employers outlining this as being a component of job role and duties
- Submission of three (3) filmed sessions where healthy eating advice is provided and includes all requirements from point 1 above
- Copies of client records of the three (3) clients from the filmed sessions that includes evidence of feedback from clients
- Copies of two (2) referral letters written for two (2) different clients where providing nutritional advice was required outside your scope of practice and includes all requirements from point 2 above
- Completion of oral questioning and or demonstration related to assessing client movement; If required this will be completed at a later stage

Professional Practice & Business	
SISFFIT051	Establish and maintain professional practice for fitness instruction
Unit Description:	<p>This unit describes the performance outcomes, skills and knowledge required to establish the industry context for fitness instruction work, develop collaborative relationships with medical and allied health professionals, and use reflective practice and critical thinking for ongoing professional development. It requires the ability to identify and evaluate evidence-based information for use in day-to-day fitness instruction activities.</p> <p>This unit applies to personal trainers who work independently with clients using discretion and judgement to develop and deliver individually tailored client exercise programs, and to provide support to individual clients. They practise in settings such as fitness facilities, gyms, leisure and community centres, client workplaces and homes and outdoor locations.</p>
Required Evidence:	<ul style="list-style-type: none"> • Applicants will have: <ul style="list-style-type: none"> - completed a similar unit previously or, - have experience in working with allied and medical professionals, reflective practice and critical thinking for ongoing professional development • The evidence of the above will include information related to: <ol style="list-style-type: none"> 1. Sourcing information from credible sources about the current context for fitness instruction work in Australia, and identifying and evaluating key aspects of: <ul style="list-style-type: none"> ○ Three established industry practices or standards ○ Three legal or ethical requirements 2. Using critical thinking processes to analyse and respond to the fitness instruction needs of two (2) clients using evidence-based information for each client need including: <ul style="list-style-type: none"> ○ Identifying and evaluating current and relevant sources of evidence-based information ○ Developing and documenting a response to the client’s needs that is supported by analysis and evidence 3. Reviewing own professional development: <ul style="list-style-type: none"> ○ Reflecting on and evaluating own fitness instruction strengths and areas for improvement ○ Identifying sources of industry information about professional development and continuing education and documenting two actions for improving own skills and knowledge 4. Using industry terminology and following protocols for professional communication with medical or allied health professionals for two (2) clients with health issues that are ongoing, and communicate: <ul style="list-style-type: none"> ○ Client health and fitness status ○ Program progress ○ Questions and concerns ○ Client response to exercise ○ Client goals

	<p>Example Evidence</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or • Where experience of the above knowledge and skills can be demonstrated, provide the following evidence: <ul style="list-style-type: none"> o Submission of questions based on the current context for fitness instruction work in Australia relating to current industry practice/standards and legal/ethical requirements to meet the requirements of point 1 above o Copies of two (2) client records where each client had a special need and where you sourced evidence-based information to assist in the development of programming/instruction, and submission of evidence-based information questions related to the two above clients, meeting the requirements of point 2 above o Submission of the professional development plan questions within this document along with copies of the ongoing professional development completed meeting the requirements of point 3 above o Copies of two (2) client records where referral was made or received from/to a medical or allied health professional (this may be related to the two clients' above), including submission of the ongoing communication meeting the requirements of point 4 above • Completion of oral questioning related to your current knowledge of this unit may be required for RPL & RCC applicants
BSBESB301	Investigate Business Opportunities
<p>Unit Description:</p>	<p>This unit describes the skills and knowledge required to identify a business opportunity and its key components. This requires undertaking research to determine the viability of the opportunity, with reference to the legislative frameworks affecting the business.</p> <p>The unit applies to those establishing or operating a business providing self-employment, as well as those establishing a new venture as part of a larger organisation. The business opportunities may relate to products and/or services offered by the business.</p>
<p>Required Evidence:</p>	<ul style="list-style-type: none"> • Applicants will have: <ul style="list-style-type: none"> - completed a similar unit previously or, - experience in establishing a business for self-employment or a new venture as a part of a larger organisation • The evidence of the above will include information related to: <ul style="list-style-type: none"> o Identifying and investigating at least one business opportunity and assessing the probability of success, this will include: <ul style="list-style-type: none"> ❖ Researching and analysing information from a range of sources for its potential impact on the market, products and/or services, and customers ❖ Matching personal factors to business opportunities <p>Example Evidence</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or, • Evidence of working within the industry through letters from employers outlining this as being a component of job role and duties • Submission of business plan documents, new business venture documents that provides evidence of the information listed above • Completion of oral questioning and or demonstration related to assessing client movement; If required this will be completed at a later stage

BSBESB302	Develop and present business proposals
Unit Description:	<p>This unit describes the skills and knowledge required to identify a business opportunity and its key components. This requires undertaking research to determine the viability of the opportunity, with reference to the legislative frameworks affecting the business.</p> <p>The unit applies to those establishing or operating a business providing self-employment, as well as those establishing a new venture as part of a larger organisation. The business opportunities may relate to products and/or services offered by the business.</p>
Required Evidence:	<ul style="list-style-type: none"> • Applicants will have: <ul style="list-style-type: none"> - completed a similar unit previously or, - experience in establishing a business for self-employment or a new venture as a part of a larger organisation • The evidence of the above will include information related to: <ul style="list-style-type: none"> - Identifying and investigating at least one business opportunity and assessed the probability of success, this will include: <ul style="list-style-type: none"> ❖ Researching and analysing information from a range of sources for its potential impact on the market, products and/or services, and customers ❖ Matching personal factors to business opportunities <p>Example Evidence</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or, • Evidence of working within the industry through letters from employers outlining this as being a component of job role and duties • Submission of business plan documents, new business venture documents that provides evidence of the information listed above • Completion of oral questioning and or demonstration related to assessing client movement; If required this will be completed at a later stage

Safe Practice Gym Principles	
BSBOPS403	Apply Business Risk Management Processes
Unit Description:	<p>This unit describes the skills and knowledge required to identify business risks and to apply established risk management processes to a defined area of operations that are within the responsibilities and obligations of the work role.</p> <p>The unit applies to individuals with a broad knowledge of risk analysis or project management who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They may have responsibility to provide guidance or delegate aspects of these tasks to others. Risks applicable to own work responsibilities and area of operation may include projects being undertaken individually or by a team, or operations within a section of the organisation.</p>
Required Evidence:	<ul style="list-style-type: none"> • Applicants will have: <ul style="list-style-type: none"> - completed a similar unit previously where they have implemented risk and apply risk management processes or, - have experience in implementing workplace policies and procedures related to risk management • The evidence of the above will include the ability to apply organisational policies, procedures and processes to: <ul style="list-style-type: none"> - Identify risks - Analyse and evaluate risks - Treat risks - Monitor and review effectiveness of risk treatments • Applicants will need to provide evidence of treatment of a minimum of three (3) risks <p>Example Evidence</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency • Evidence of working within the industry through letters from employers outlining job role and duties • Risk assessment policies and procedures, completed risk assessment documentation • Completion of oral questioning and or demonstration related to your job role or knowledge of risk management processes; If required this will be completed at a later stage.
BSBWHS332X	Apply infection prevention and control procedures to own work activities
Unit Description:	<p>This unit describes the skills and knowledge required to undertake work activities in compliance with organisational procedures that prevent and control infection. It involves implementing standard and transmission-based precautions, identifying infection hazards, and assessing and responding to infection risks.</p>
Required Evidence:	<ul style="list-style-type: none"> • Applicants will have: <ul style="list-style-type: none"> - completed a similar unit previously where they have undertaken infection prevention and control or, - have experience in undertaking infection prevention and control within their job role • Applicants will need to provide evidence of completely infection prevention and control activities within work activities

	<p>Example Evidence:</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency • Evidence of working within the industry through letters from employers outlining job role and duties • Copy job role that includes infection control and prevention • Copy of infection control and prevention procedures being implemented • Completion of oral questioning and or demonstration related to your job role where infection prevention and control processes are being applied; If required this will be completed at a later stage.
SISXFAC001	Maintain equipment for activities
Unit Description:	This unit describes the performance outcomes, skills and knowledge required to conduct routine maintenance and minor repairs on equipment.
Required Evidence:	<ul style="list-style-type: none"> • Applicants will have: <ul style="list-style-type: none"> - completed a similar unit previously where they have undertaken exercise or sport equipment maintenance or, - have experience in undertaking equipment maintenance for a specific sport or activity, or general equipment maintenance as part of sport, fitness or recreation facility operations • Applicants will need to provide evidence of how they have completed minor maintenance tasks over a minimum of <u>five (5)</u> service periods, this will include the following equipment, e.g., cleaning, lubricating, reinflating, checking for damage, restocking, or refilling, repairing, calibration, storing etc <p>Example Evidence:</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency or, • Evidence of working within the industry through letters from employers outlining job role and duties • Copy equipment repair and maintenance resources and processes • Copy of maintenance records and forms • Completion of oral questioning and or demonstration related to your job role or knowledge of equipment repair and maintenance; If required this will be completed at a later stage.