Delivery and Assessment Plan for SISFFIT001 - 2015.3.1

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Delivery and Assessment Plan | Classroom Based Training

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<tr>
<th>SISFFIT001 Unit Minimum Hour Requirements</th>
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<tbody>
<tr>
<td>SISFFIT001 Unit Minimum Hour Requirements</td>
<td>Minimum Assessment Hours: 3 Hours</td>
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<tr>
<td>This unit contains</td>
<td>Minimum Client Contact Session: 5 Sessions</td>
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<tr>
<td></td>
<td>Actual Assessment Hours: 5.5 hours</td>
</tr>
<tr>
<td></td>
<td>Actual Client Contact Session: 6 Sessions</td>
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**Nominal Hours**: No purchasing guide or nominal hours have been developed for this course. Intelligent Training Solutions in a fee for service RTO.

**Unit Application – SISFFIT001**

This unit describes the performance outcomes, skills and knowledge required to identify client fitness requirements, administer a pre-exercise health screening questionnaire and advise clients of appropriate fitness programs, services and facilities. This involves using industry endorsed risk stratification procedures when determining the provision of suitable advice regarding services and referral requirements.

This unit applies to fitness instructors who work in a variety of fitness locations such as fitness, leisure and community centres. These individuals typically work independently with some level of autonomy in a controlled environment. Work is performed according to relevant legislation and organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

**Attendance Policy**

Students are required to attend and participate in all aspects of the face to face delivery. In the event that a student is absent for part of a face to face session, the trainer will provide the student with the required learning materials. The student will then need to supplement the missed face to face delivery with personal study. Assessment tasks will be rescheduled as a mutual time and date.

**Personal Study Commitment**

Content Removed...

**Target Learners**

Information on Intelligent Training Solutions targeted client group / learners can be found on the Training and Assessment Strategy for this Qualification.

**Training and Assessment Strategy (TAS)**

Content Removed...
Resources (Student and Teacher)

Information on course and student resources can be found on the Training and Assessment Strategy for this qualification. The TAS contains the following information:

1. Student Resources – Required by the student
2. Student Resources – Resources that are provided by Intelligent Training Solutions
3. Student Resources – Additional resources provided by Intelligent Training Solutions on the completion of a course
4. Trainer and Assessor Resources – Learning and Assessment Resources.
5. Trainer and Assessor Resources – Physical resources required to deliver and assess this course.

Please ensure that you are using the most up-to-date version of any equipment or resources by checking the Master Resource Register. The MRR can be located at: L:\ITS Staff Folder\ITS Registers

NOTE: If you believe that the selected equipment or resource require attention (example: serviced or updated) for any reason please inform the training manager as soon as possible. You must also notes your findings on your trainer evaluation form.

Assessment

Content Removed…

OHS Considerations

Content Removed…

Unit Objectives / Learning Outcomes

By the end of this course, participants will have the skills and knowledge required to identify client fitness requirements, administer a pre-exercise health screening questionnaire and advise clients of appropriate fitness programs, services and facilities.
Delivery Methods

Content Removed...

Authorised ITS trainer(s), facilitator(s), assessor(s)

The following ITS staff are authorised to deliver and assess this course:

Content Removed...

Learning Environment

Detailed information on approved learning environments will be found in the TAS. This course has been designed and developed for both theory and practical sessions.

Unit of Competence (Elements and Performance Criteria)

For a copy of the elements and performance criteria, performance evidence, knowledge evidence and assessment conditions please refer to the SIS – Sport, Fitness and Recreation Training Package (Release 1.0).

With the SIS training package constantly under review and undergoing changes it cannot be include in this document. The SIS training package can be found on the www.training.gov.au website or by clicking the following link:

# Delivery and Assessment Plan | Classroom Based Training

## 1. Trainers Presentation

| Trainer Presentation: | The following presentation must be used during the delivery of this assessment  
1. SISFFIT001 Presentation (Prezi) |
|------------------------|--------------------------------------------------------------------------------|
| Learner Guide:         | The following learner guides must be used during the delivery of this assessment  
1. SISFFIT001 Learner Guide (Code: LG) |
| Student Texts          | The following text books are used during the delivery of this unit.  
1. The Essential Guide to Fitness for the Fitness Instructor 2e |
| Required Software:     | N/A. This presentation is available from the ITS Servers and requires no software to run |
| Required Hardware:     | The following hardware is required for the delivery of this presentation  
1. ITS Laptop Computer with External Speakers  
2. An ITS internet connection – 3G minimum  
3. ITS Data projector |

## 2. Support Resources

The following support resources should be on hand. These support resources will assist you to answer any questions that students may ask outside of the unit’s criteria.

NOTE: You are to use your professional judgement when answering any questions outside of the unit’s criteria and act in the best interest of Intelligent Training Solutions at all times.

| Support Resources: | 1. SIS Companion Volume Implementation Guide (Release 1.0)  
2. The essential guide to fitness for the fitness instructor 2e |

## 2. Trainer Notes

The trainers presentation can be provided to each student FREE of charge, this presentation will assist the participants with the assessment tasks for this unit.

You are to follow the steps below when delivering or assessing this unit.
3. Pre-Unit Learning | Personal Study Component

Pre-Unit | Personal Study Component

NOTE: This information is available to all students in the Student Unit Outline document provided to each student upon enrolment.

| Time Allocated | Nil |
| Environment | Home |
| Learning | Nil |
| Assessment | Nil |

4. Delivery and Assessment Schedule

Session One

Delivery Method
Trainer-led delivery (Face to Face)

Hours
8.30am to 5.30pm

Time Guide: 8.00am to 8.25am
Trainer to setup the session together with required equipment

Time Guide: 8.30am to 8.40am
Housekeeping & Student Induction
Be sure to follow, use and sign the ITS Student Induction Checklist.

You are to:
- Welcome students
- Complete attendance sheet (roll call)
- Identify any potential hazards
- Identify emergency procedures
- If on a live site, confirm each participant has been inducted in accordance with the worksite requirements.
- Remind, inform or confirm with participants the location of their facilities / amenities
- Inform participants on rest and meal break times
- Ask students to turn off (or on silent) all mobile phones / iPods etc…. (required)
- Provide overview of both training session
- Prompt students for questions prior to the sessions and answer any questions raised
- Being with asking students to explain their experiences with this topic.

Required Tools:
- ITS Student Induction Checklist (Location: L:\ITS Forms)

Time Guide: 8.40am to 5.30pm
Trainers to hand out the student assessment for this unit
- Trainer to provide all students with a copy of the Student Assessment Tool
- Trainer to explain and provide an overview of the requirements of the Student Assessment Tool.
- Trainer to set a ‘Due By” date with the students
NOTE: You will need to re-explain the requirements of the assessment tool on the conclusion of the delivery sessions.

GENERAL INFORMATION:
Trainer to commence with the trainer materials for this unit. The trainer should display, if relevant, the trainers’ materials or presentation, if available, on the data projector for the class while having this document available to follow. Students can follow the topical information in their textbooks. For this unit both you and your students will need the following texts:

1. The Essential Guide to Fitness

Trainers are to use each topic listed within this session (where appropriate) to engage class discussions. Trainers are also required to explain and expand on the information were required. Information on each topic within the session can be found in fitness texts listed above. Just remember that you are not too simple read out the text within these books but rather use your years of experience as a fitness trainer to expand and go into detail with the information in each topic.

This document will provide the sequence of delivery you must follow. You are to monitor the time and ensure that all the topics below are covered in this session. Some of the topics below have been provided to you with a “Time Guide”. Time guides are not always present nor required however when present, time guides will generally present themselves on topics were activities are involved or the information and discussions surrounding the topic may cause time delays.

This delivery and assessment plan has been broken up into topics required by the unit of competence. The delivery of information for these topics many only take a few minutes to cover. You are to ensure that you maintain a watchful eye on the time to ensure that you remain on track. This session covers a combination of both theoretical information and practical hands on information with trainer demonstration required.

REST BREAKS: Breaks for morning tea, lunch and afternoon tea will be determined by yourself and your students.

TOPICS AND ACTIVITIES
1. Unit Introduction

   Chapter 3 Section 2, Pg 115-117. Trainer to provide industry overview on interviewing and health screening clients within a fitness organisation.

2. Purpose of Screening
   a. General health and fitness goals
      i. Collection and assessment of information – page 118,
   b. Possible barriers to participation – page 120

   Trainer to prompt class discussion around cultural differences, financial issues, LLN etc.

3. Establishing a rapport with clients
   a. Welcoming the client to your fitness organisation
      i. Greetings
      ii. Cultural differences and awareness
      iii. Identifying general client fitness requirements – page 119
   b. Establish client requirements – page 120
      i. Benefits of fitness appraisal and exercise prescription – page 121
      ii. Making an appointment for a fitness appraisal – page 121
   c. Place client in comfortable environment
   d. Provide written information on facilities, products and services
      i. Client expectations of a fitness instructor – page 122
      ii. Have you got enough information – page 123
   e. Place yourself in a position with a clear view
   f. Be friendly and courteous
   g. Provide introductions

4. Steps to exercise programming (theory based topic)
   a. Client orientation

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# 5. Personal Study Component

**Personal Study Component**

**NOTE:** This information is available to all students in the Student Unit Outline document provided to each student upon enrolment.

**NOTES:** Unlike Section 3 of this document, this personal study component refers to study required to be undertaken during or after the face-to-face delivery sessions.

### Time Allocated

7 hours

### Environment

Home or within a fitness organisation*

### Learning

Students are to continue to familiarise themselves and research information on the health screening procedures involved with their work placement block (or AAP Pty Ltd). It is also strongly recommended that learners familiarise themselves with their work placements organisation policies and procedures as these will form part of their work placement period and some assessments.

Learners should also take this opportunity to practice their interviewing and health assessment skills with family, friends or other classmates.

### Assessment

Students will be required to complete the following in their personal study time:

1. Assessment Task 2

Student and assessor Instructions are available in the assessment tool itself and must be referred to prior to attempting these tasks.

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# 6. Work Placement Component

**Work Placement Block**

**NOTE:** This information is available to all students in the Student Unit Outline document provided to each student upon enrolment.

### Time Allocated

3 to 4 hours

### Environment

Fitness Organisation

### Learning

Learners should take this opportunity to participate in client interviews and health screenings when available in order to prepare themselves for their assessment.

### Assessment

Assessment Task 3 should be completed during this period in accordance with the learners Work Placement Schedule.

Please ensure that you have read the student and assessor instructions for Assessment Task 3. Below you have been provided a recommended format and assessment timeline aligned with the assessment conditions of this unit should you or the learner choose to role-play this assessment task.

Learners may choose to use gaps within the course timetable for the personal study components of this unit.

### Initial Interview

- Client 1: 15 minutes
- Client 2: 15 minutes
- Client 3: 15 minutes

### Health Screening Session
7. Student Support Services

Intelligent Training Solutions prides itself on the unparalleled support it provides to its students. It is for this reason that you must ensure your availability during course times including prior to course commencement and after course completion.

For this unit, student support must be offered in the following methods:

1. Live video conferencing using either Skype or GoToMeeting. This is ITS P/L's preferred method of support.
2. Face to face, by appointment
3. Telephone or email

Any questions that are answered during the support period that you feel will be relevant to the entire class should be communicated to each course participant. This can be done via the ITS website, email etc.

8. Assessment Information

Detailed information on the assessment tasks for this unit will be found in the master assessment tool for this unit. Please ensure that you have downloaded the required assessment documents for this unit prior to delivery. The master assessment tool can be located at:

L:\Course SIS30315 - Certificate III in Fitness\Assessments\SISFFIT001

The following documents should be downloaded:

1. SISFFIT001 Master Assessment – Latest Version
2. SISFFIT001 Student Assessment – Latest Version
3. SISFFIT001 Assessors Checklist – Latest Version

NOTE: During the course you will only require item numbers 2 and 3. Item 1 (listed above) should be used when correcting students work as the Master Assessment Tool contains the model answers for each question.

Be sure to follow the Instructions found in these documents.