

Unit Title: **Delivering personal training sessions**

Level: 3
 Credit value: 9
 Guided learning hours: 58
 Unit expiry date: 31/12/2013

Unit purpose and aim

This unit covers the skills and knowledge a personal trainer needs to deliver exercise and physical activity as part of a programme for apparently healthy adults of all ages. This may include young people in the 14-16 age range, provided they are part of a larger adult group. The unit also covers working with individual older adults, ante and postnatal clients and disabled clients provided the relevant contraindications and key safety guidelines are observed. This unit, however, does not cover running specialist whole classes for young people, older adults, ante and postnatal and disabled clients. Specialist units are available for these types of classes.

Learning Outcomes	Assessment Criteria
1 Understand how to instruct exercise during personal training sessions	1.1 Explain the importance of non-verbal communication when instructing clients 1.2 Describe how to adapt communication to meet clients' needs 1.3 Evaluate different methods of maintaining clients' motivation, especially when clients are finding exercises difficult 1.4 Explain the importance of correcting client technique
2 Understand how to adapt exercise to meet client needs during personal training sessions	2.1 Explain why it is important to monitor individual progress especially if more than one client is involved in the session 2.2 Describe different methods of monitoring clients' progress during exercise 2.3 Explain when it may be necessary to adapt planned exercises to meet clients' needs 2.4 Explain how to adapt exercise/exercise positions as appropriate to individual clients and conditions 2.5 Explain how to modify the intensity of exercise according to the needs and response of the client
3 Understand how to review personal training sessions with clients	3.1 Explain why personal trainers should give clients feedback on their performance during a session 3.2 Explain why clients should be given the opportunity to ask questions, provide feedback and discuss their performance 3.3 Explain how to give clients feedback on their performance in a way that is accurate but maintains client motivation and commitment

	<p>3.4 Explain why clients need to see their progress against objectives in terms of their overall goals and programme</p> <p>3.5 Explain why clients need information about future exercise and physical activity, both supervised and unsupervised</p>
4 Be able to plan and prepare personal training sessions	<p>4.1 Plan a range of exercises/physical activities to help clients achieve their objectives and goals, covering:</p> <ul style="list-style-type: none"> • cardiovascular fitness • muscular fitness • flexibility • motor skills • core stability <p>4.2 Identify, obtain and prepare the resources needed for planned exercises/physical activities, improvising safely where necessary</p>
5 Be able to prepare clients for personal training sessions	<p>5.1 Help clients feel at ease in the exercise environment</p> <p>5.2 Explain the planned objectives and exercises/physical activities to clients</p> <p>5.3 Explain to clients how objectives and exercises/physical activities support their goals</p> <p>5.4 Explain the physical and technical demands of the planned exercises/physical activities to clients</p> <p>5.5 Explain to clients how planned exercise/physical activity can be progressed or regressed to meet their goals</p> <p>5.6 Assess clients' state of readiness and motivation to take part in the planned exercises/physical activities</p> <p>5.7 Negotiate and agree with clients any changes to the planned exercises/physical activities that:</p> <ul style="list-style-type: none"> • meet their goals and preferences • enable them to maintain progress <p>5.8 Record changes to clients plans</p>
6 Be able to instruct and adapt planned exercises	<p>6.1 Use motivational styles that:</p> <ul style="list-style-type: none"> • are appropriate to the clients • are consistent with accepted good practice <p>6.2 Explain the purpose and value of a warm-up to clients</p> <p>6.3 Provide warm-ups appropriate to the clients, planned exercise and the environment</p> <p>6.4 Make best use of the environment in which clients are exercising</p> <p>6.5 Provide instructions, explanations and demonstrations that are technically correct, safe and effective</p> <p>6.6 Adapt verbal and non-verbal communication methods to make sure clients understand what is required</p> <p>6.7 Ensure clients can carry out the exercises safely on their own</p> <p>6.8 Analyse clients' performance, providing positive reinforcement throughout</p> <p>6.9 Correct techniques at appropriate points</p> <p>6.10 Progress or regress exercises according to clients' performance</p>
7 Be able to bring exercise sessions to an end	<p>7.1 Allow sufficient time for the closing phase of the session</p> <p>7.2 Explain the purpose and value of cool-down activities to clients</p>

	<p>7.3 Select cool-down activities according to the type and intensity of physical exercise and client needs and condition</p> <p>7.4 Provide clients with feedback and positive reinforcement</p> <p>7.5 Explain to clients how their progress links to their goals</p> <p>7.6 Leave the environment in a condition suitable for future use</p>
8 Be able to reflect on providing personal training sessions	<p>8.1 Review the outcomes of working with clients including their feedback</p> <p>8.2 Identify:</p> <ul style="list-style-type: none"> • how well the sessions met clients' goals • how effective and motivational the relationship with the client was • how well the instructing styles matched the clients' needs <p>8.3 Identify how to improve personal practice</p> <p>8.4 Explain the value of reflective practice</p>

Assessment

The assessment of this unit is through an observed practical assessment. Learners must deliver a personal training session which includes a session evaluation and completing some questions.

An assessor observation checklist is provided and this must be completed by the assessor to record outcomes.

All of the information required for the assessment, and associated documentation can be found on the OCR website:

http://www.ocr.org.uk/qualifications/type/qcf/slr/per_train_l3_cert/documents/index.html

Evidence requirements

The OCR assessment documentation available to download from the OCR website fully meets all required Assessment Criteria for this unit.

Guidance on assessment and evidence requirements

There must be evidence that the learner has carried out appropriate screening (e.g. use of the PARQ and informed consent) and taken physical measurements appropriate to their client prior to attempting the assessment for this unit. This is to ensure that relevant client checks are in place prior to activity. These checks can be completed as part of the unit 5 assessment.

There must be evidence that a learner has planned and instructed clients in the use of the following types of equipment;

- Cardiovascular Machines

Learners must also show planning and instructing of a minimum of **two** of the following cardiovascular approaches to training

- Interval
- Fartlek
- Continuous

There must be evidence that a learner has planned and instructed participants in the use of the following types of equipment;

- Resistance Machines
- Free Weights; including barbells and dumbbells and cables where available

Learners must demonstrate correct lifting and passing techniques, including dead lifting the barbell safely from the floor and spotting.

Learners must also show planning and instructing using different resistance machines and free weights, of a minimum of **four** of the following resistance approaches to training:

- Pyramid systems
- Super-setting
- Giant sets
- Tri sets
- Forced repetitions
- Pre / post exhaust
- Negative / eccentric training
- Muscular Strength Endurance / muscular fitness

N.B. the number of machines/items of equipment will depend upon the learners plan but the minimum number of training approaches must be adhered to.

There must be evidence that a learner has planned and instructed participants in a minimum of **one** core stability exercise (e.g. an exercise to improve muscles associated with stabilisation (local) and mobilisation (global)).

Details of relationship between the unit and national occupational standards

Instructing Physical Activity and Exercise 2009 NOS

D461 Deliver exercise and physical activity as part of a personal training programme

Resources

OCR strongly advises that teaching and development of subject content and associated skills be referenced to real vocational situations, through the utilisation of appropriate work-based contact, vocationally experienced delivery personnel, and real life case studies.

Candidates should be encouraged to read around the subject and have an appropriate knowledge of the application of the appropriate legislation (eg Health and Safety).

Centres will need to provide appropriate assessment facilities for candidates that comply with the regulations laid down by OCR in the *Admin guide: Vocational Qualifications (A850)* and the *JCQ Instructions for Conducting Examinations*, available on the OCR website www.ocr.org.uk

Centres will need to meet the above requirements when they seek centre approval from OCR.

Centres should ensure that appropriate physical resources are available in line with guidance provided in the Centre Handbook.

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850).