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**YMCA Awards Diploma in Personal Training (Practitioner)**

**Course Guidance**

**Course Support**

Be sure to like us on Facebook! Facebook messaging is always the quickest way to get in touch and ask a question. Ask questions about anything at all.

Alternatively, email paul@trainermaker.com or call 07715205608

**How to Complete the Course**

You will be completing all units via a combination of home study, online learning and attendance to live course dates. You will receive your elearning username and password within 5 working days of enrolling on the course. Completion of the assessments can be done at anytime within the next 12 months. However, the elearning will expire after 215 days (a timeframe set by YMCA Awards).

We recommend you work through the elearning modules making notes as you go, before progressing on to the assessments related to the elearning modules. You will receive further information on the specific details of each assessment below.

Please also download your Personal Trainer Learner Achievement Record and save it to your computer now. (www.trainermaker.com/personal-trainer-resources)

**Additional Resources**

To supplement your elearning, you also have the option to purchase hard copy learning manuals for all 6 units of the qualification. Email paul@trainermaker.com if you require this.

**Course Units and How Each is Assessed**

**Unit 1 - Applied Anatomy & Physiology**

 Assessment 1 – Multiple choice theory exam

Assessment 2 – Y-mark assessment workbook (Section 1 - accessible via

elearning)

**Unit 2 - Promoting Wellness Through Client Motivation and Interaction**

 Assessment 2 – Y-mark assessment workbook (Section 2)

Assessment 3 – Personal training case study (including knowledge questions)

**Unit 3 - Bespoke Exercise Programme Design**

 Assessment 2 – Y-mark assessment workbook (Section 3)

Assessment 3 – Personal training case study (including knowledge questions)

Assessment 4 – Learner-log (Section A – Health screening and fitness assessments)

**Unit 4 - Customised Exercise Programme Instruction and Communication Techniques**

 Assessment 2 – Y-mark assessment workbook (Section 4)

Assessment 3 – Personal training case study (including knowledge questions)

Assessment 4 – Learner-log (Section B – Training methods and systems)

**Unit 5 - Nutrition to Support Physical Activity**

Assessment 1 – Multiple choice theory paper (Section 2)

Assessment 2 – Y-mark assessment workbook (Section 5)

Assessment 3 – Personal training case study (including knowledge questions)

**Unit 6 - Business Acumen for Personal Training**

 Assessment 2 – Y-mark assessment workbook (Section 6)

Assessment 3 – Personal training case study (including knowledge questions)

As well as the multiple choice theory exam (assessment 1) and Y-mark assessment workbook (assessment 2), this Learner Achievement Record will guide you through a number of ‘TASKS’, which cover Assessments 3 & 4. You will work through the TASKS in numerical order so that you complete each assessment in a progressive and logical fashion.

Assessment 1, the multiple choice theory exam, and Assessment 2, the Y-mark assessment workbook can be completed at any time during your course.

**Assessment 1: Multiple choice theory paper (can be completed at any time)**This assessment is used to assess your knowledge of ‘Applied Anatomy and Physiology’ & ‘Nutrition to Support Physical Activity’ units.

It is a multiple choice exam set by YMCA Awards. The paper will comprise of 2 sections:

* Section 1 of the paper has 20 questions and will relate to the syllabus for the Applied Anatomy and Physiology unit.
* Section 2 of the paper has 10 questions and will relate to the syllabus for the Nutrition to Support Physical Activity unit.

The entire exam paper will comprise of 30 questions and the time allocated is 40 minutes. Each question will be worth 1 mark. You must achieve a minimum of 14 marks (70%) to pass Section 1. You must achieve a minimum of 7 marks (70%) to pass Section 2.

Should you not obtain sufficient marks to pass one of the sections then you need only resit that section. Time allowed to resit Section 1 is 25 minutes. Time allowed to resit Section 2 is 15 minutes.

To book your theory exam, please complete our [B](http://www.fit4training.com/book-an-assessment%22%20%5Ct%20%22_blank)ook an Assessment Form, but you will have the opportunity to sit this exam on your live course dates. Assessments are available on the specified dates detailed on this form at our exam approved centres.

This exam can be completed at any time throughout the 12 month period of your course.

**Assessment 2: Y-Mark Assessment Workbook (can be completed at anytime)**You will need to complete a Y-mark Assessment Workbook accessed via your elearning. This is a combined assessment element, covering more than one unit. There are six sections to the Assessment Workbook (1, 2, 3, 4, 5 & 6). Each section of the workbook assesses the knowledge required for each unit identified below:

* Section 1: Applied anatomy & physiology
Section 2: Promoting wellness through client motivation and interaction
Section 3: Bespoke exercise programme design
* Section 4: Customised exercise programme instruction and communication techniques
* Section 5: Nutrition to support physical activity
* Section 6: Business acumen for personal trainers

All questions must be answered correctly. The work must be your own. This is an open book assessment and the questions refer to the content covered on the elearning modules. The Y-Mark assessment workbook is auto-marking so you will receive an instant result upon completion. You will be directed back to any questions answered incorrectly so you can have another go.

This workbook can be completed at any time over the duration of your 12 month course.

**Assessments 3 & 4**

Assessments 3 & 4 are divided up into six ‘TASKS'. It is very important you progress through these tasks in numerical order!

**Task One- relating to Assessment 4** (don't worry, you've not missed 3 - we'll get to it later!)

You will complete TASK ONE fully before progressing on to TASK TWO.

You will be observed on-course demonstrating certain skills. The skills you successfully demonstrate will be logged for you by your assessor on a Learner-Log (consisting of 3 sections – A, B and C).

**Learner-log (Section A) Health screening and fitness assessments**

In this section you will be observed covering a number of health screening measurements and lifestyle/fitness assessments. These should include:

* Blood pressure
* Body fat (bio-electrical or callipers)
* Body Mass Index (height and weight)
* Waist to hip measurements
* Muscular strength and endurance measures (repetition maximums etc.)
* Range of Movement tests
* Postural analysis
* Cardiovascular tests (Cooper test, CV timed tests etc.)
* Balance tests

Please insert all screening and fitness test results in the tables in your LAR. You also need to insert the “implication” of this result e.g. a blood pressure over 140/90 would require referral to GP or Balke test result showing a VO2 of less than 34mmol/l would indicate that the client should undertake a programme to improve cardiovascular fitness. Please also date in the relevant column in the table when you did these tests.

You will be assessment against the **‘observation record and feedback learner log section A’** sheet found in your LAR, so we advise that you familiarise yourself with this form before completing the above screening and fitness assessments.

**Learner-log (Section B) Training methods and systems**

In this section you will be observed covering a range of training methods. These should include (but are not limited to):

Cardiovascular methods

* Continuous
* Intervals
* Fartlek
* HIIT

Resistance methods:

* Super sets
* Tri sets
* Giant sets
* Pyramid training
* Negative training
* German Volume Training
* Drop sets
* Circuit style training
* Time Under Tension
* Basic sets

You will be assessment against the ‘observation record and feedback learner log section B’ sheet found in your LAR, so we advise that you familiarise yourself with this form before completing the above training methods and system.

**Learner-log (Section C) Small group training session**

In this section you will be observed delivering a small group training session (minimum 3, maximum 5 participants). The session should include the following:

* A cardiovascular component (bodyweight or using equipment)
* Resistance section (using any training method appropriate for a group ideally using some form of equipment)
* Other (stretching, functional exercise, bodyweight training)

You must demonstrate teaching skills and communication skills appropriate to a group session.

You will be assessment against the ‘observation record and feedback - learner log section C’ sheet found in your LAR, so we advise that you familiarise yourself with this form before completing the above small group training session.

You must complete TASK ONE and submit your LAR for marking using our coursework submission form BEFORE progressing on to TASK TWO.

Any skills within the Learner Log where you are not deemed competent must be re-assessed before you can complete TASK TWO.

**Task Two - relating to Assessment 3**

For this task you must work with an ‘apparantly healthy client’ aged 16+. CIMSPA recommend that for the best learning experience you use a ‘real life client’ rather than a peer on your course.

**Consultation**

For this activity you will be required to conduct a face-to-face consultation with your client during which you must obtain enough subjective and objective information in order to plan a 12-week programme.

The consultation will be observed by your assessor, either face-to-face or via video submission.

Client profile

The client profile within your LAR must be fully completed either during or immediately after the consultation.

PARQ

The PARQ within your LAR must be completed with your client during the consultation.

Informed consent

Informed consent within your LAR must be completed with your client during the consultation.

Health screening

You must conduct at least 2 health screening assessments with your client that are relevant to their needs and goals. You must record the results on the relevant page in your LAR.

Posture assessment

You must conduct a posture assessment with your client and fully complete the LAR paperwork.

Goal setting

You must agree SMART goals with your client during the consultation and record these down on the relevant LAR paperwork.

For this consultation, you will be assessment against the ‘observation record and feedback - consultation’ sheet found in your LAR, so we advise that you familiarise yourself with this form before completing the consultation with your client.

**Task Three - relating to Assessment 3**

For this task you should use the same client that you conducted the consultation with in TASK TWO.

**12 Week programme**

Macrocycle

You must use the information from your consultation to construct a macrocycle of possible training for your client. Locate the Macrocycle table in your LAR.

* Commence with the month where your client’s training will start and work forwards from there.
* Insert your client’s medium and long-term goals under the relevant month.
* In the mesocycle rows, insert brief information on the type of training that describes how the goals will be met.

12-week training block

You must design a specific 12-week block of training that will enable your client to achieve a specific goal by the end of it. The 12-week block can incorporate one or more mesocycles of training. Within your 12-week block, you should include a variety of CV and resistance training methods. You may use any equipment that you are competent with (either via on-course training or any other certificated training). The block should take into account all of the information obtained during the consultation and should be comprehensive.

Gym programme cards x 4

You must design four gym sessions and record them on programme cards. They should detail gym sessions that you expect to deliver with your client in weeks 1, 4, 8 & 12. The sessions you design should correlate with your 12-week training block. The sessions should have specific objectives and should contain a variety of exercises and training methods that are relevant for your client. The sessions should aim to last 1 hour in duration. There is no set content structure for a PT session but it is envisaged that you will include a warm up and cool down component within the sessions.

Programme consent

You will need your client’s consent to undertake the 12-week training block with them.

Session dates

You must teach a minimum of three of the above programme cards to your client. Though your assessor need not be present, the session must be fully completed and documented with a signed session review for each session.

Review dates

You must arrange with your client the dates on which you will review each of the three sessions that you deliver. Reviews may take place the same day as the session. These reviews would ideally take place immediately following the session.

Session reviews

Each of the three sessions you deliver to your client should be fully reviewed in order for you to sharpen your PT skills. This is your opportunity to iron out any mistakes in your delivery and to further enhance the elements that you are doing well, prior to delivery of your practical observation.

For the above activities, you will be assessment against the ‘assessment record and feedback summative 12-week programme design’ sheet found in your LAR, so we advise that you familiarise yourself with this form before completing the above.

**Task Four - relating to Assessment 3**

Summative practical observation

For this assessment you will be required to deliver one of your 4 programme cards with your client. The programme card that you deliver will be chosen by your assessor.

For the above practical observation, you will be assessment against the **‘assessment record and feedback - summative practical observation’** sheets (x3) found in your LAR, so we advise that you familiarise yourself with this form before completing the session.

12 Week programme self-evaluation form

The 12-week programme self-evaluation form is to be completed immediately after your practical observation. You should complete it fully and honestly.

**TASK FIVE - relating to Assessment 3**

**Nutritional consultation**

For this task you will be required to demonstrate your ability to safely and effectively provide a nutritional consultation and interpret information to incorporate into your programme design. The assessor does not need to be present during the consultation. However, you must fully complete all documentation supplied for this task.

Client profile

Much of the information required for the client profile, you would have obtained in your earlier consultation. However, you may wish to revisit some areas. You should complete all paperwork within your LAR.

Food diary

You must complete a full and detailed 7-day food diary with your client. This diary must be included with your LAR or submitted alongside your LAR. It must include a FULL breakdown of:

* Meal times
* Meals eaten
* Snacks eaten
* Drinks consumed
* Amount consumed (portion sizes or weight in grams)
* Physical activity undertaken that day with timings
* Client mood
* Any other relevant information

This information can be collated via apps such as ‘my fitness pal’ or manually using a diary type system. The raw data will be analysed in detail, therefore it is important that you get useful information.

Please note that retrospective food diaries lacking in sufficient detail will not be assessed.

Food analysis

Analysing a 7-day food diary fully can take some time. You may need a calculator and access to an app such as ‘myfitnesspal’. You should use the paperwork within the LAR as a basis for your analysis. Additional analysis can be made if necessary and submitted alongside your LAR.

Nutritional goal setting

SMART nutrition goals should be set with your client and strategies to overcome any potential barriers should be highlighted. Your client should sign agreement to these goals.

Nutritional goals review

You should review the client’s progress towards their nutritional goals in a timely fashion.

Authenticity statement

You must sign to authenticate that the information given in the case study is a true.

For the above nutritional consultation, you will be assessment against the **‘assessment record and feedback – nutrition case study’** sheet found in your LAR, so we advise that you familiarise yourself with this form before completing the consultation.

**Task Six - relating to Assessment 3**

**Business and Marketing Plan**

Understanding business – especially self-employment, is a key part of being a good personal trainer. Spend some time during this unit to reflect on your own position and what it is you want to achieve. Work through the assignments in order. By the end of the unit, you will have your own personalised business plan.

Self analysis

Before you embark on a career as a PT, you need to understand what makes you tick, why you will be successful and what your personal values and beliefs are. Complete the paperwork in the LAR to start your self analysis. Part of your self analysis should be the writing of a ‘Mission statement’. A mission statement is important, as it will guide you through the first months of your ‘Start-up’. Referring back to it regularly will encourage you to keep on your chosen path and demand success from yourself.

Market research

Market research isn’t just about knowing who else is out there doing PT. It’s about building as big a picture as possible of the current marketplace that your business will be set in. Take time to visit, either online or in person, businesses that you admire or have an interest in, then write your findings into your LAR.

Swot analysis

Once you have completed some market research, you should then analyse how your business idea compares. Write down your strengths, weaknesses, possible business opportunities, and barriers/threats to your potential business in your LAR.

Action Plan

For any weakness you find during your SWOT analysis, come up with an action plan for improvement!

Feedback questionnaire

Develop a questionnaire or other form of feedback that will help you to understand your potential target markets better. You must provide evidence of your questionnaire – either screenshots of online surveys or a hard copy of it to submit alongside your LAR.

Defining your markets

Now that you analysed yourself and your potential market, then it is time to narrow-down your offering. Define who and where you plan to sell to as well as how big that market is, how accessible it is to you and what your success rate is likely to be (based on evidence if possible).

Business aims, objectives and provisions

With your defined markets now listed, develop a 5-year aim or objective for each provision. Make sure that your goals are SMART

Description of your services

Now that you have identified your target markets and have set goals, write down exactly what your offering to these markets will be. Add details including pricing strategy.

This is a great time to come up with and register your company name, including social media usernames.

Financial forecast

Calculator time! You have your pricing strategy and by now know what you are delivering to and to how many people. Use the financial forecast document in your LAR to build up a picture of what your business growth will look like from a financial perspective.

If you see a shortfall, then consider opportunities that may help to overcome this shortfall.

Business start-up action plan

Research done. Now it’s time to put your ideas into progress by creating an action plan for each opportunity that you have defined. Create a process driven goal plan that starts immediately. Include daily tasks that get things moving today!

Promotional material

Last but not least, design yourself some marketing material to submit alongside your LAR. Create the following media for one or more of the opportunities that you are aiming to succeed in!

* Leaflet or digital advert
* Press/media release
* Vlog/blog

You will be assessment against the ‘assessment record and feedback – business **case study’** sheet found in your LAR, so we advise that you familiarise yourself with this form before completing the above activities.

**Completing Your Course**

When you have completed your coursework, you can hand it to your tutor on the last live course date or you can submit any digital work using our [coursework submission form](http://www.trainermaker.com/submit-coursework)(preferred) or send hard copy work using RECORDED/SPECIAL delivery to TrainerMaker, 6 Stainburn Road, Lawley Village, Telford, Shropshire, TF4 2FS. \*TrainerMaker WILL NOT BE RESPONSIBLE FOR LOST POST OR POST WITH INSUFFICIENT POSTAGE.

Please ensure the work you are submitting is FULLY COMPLETED and you have signed your name, signature and date where ever there is a space to do so throughout the portfolio. Your work won't be marked if it is incomplete or if there are any signatures or dates missing.

Coursework will be marked within 15 working days of us receiving it. You will receive notification via email from your tutor if there is any additional work you need to do in order to meet the standards required.

To book a theory exam, please email paul@trainermaker.com

**RECEIVING YOUR CERTIFICATE**

We aim to get certificates to learners within 3 months of all units of work being completed.  This is usually much shorter and often within a matter of weeks. Your work must be assessed and internally verified by TrainerMaker and in some cases sent to the Awarding Body for external verification.

Kind Regards

Paul @ TrainerMaker