



ptnational

Live.Learn.Fitness® Clinic Experience

Log Book (Work Placement)

SIS30315 Certificate III in Fitness

Table of Contents

Introduction.....	Page 3
Rationale.....	Page 5
Selecting an appropriate workplace.....	Page 5
Working with your mentor(s).....	Page 5
College Details.....	Page 6
Learner Details	Page 6
The Fitness Training Facility (Host Facility)	Page 7
Checklist of Required Resources for Work Placement	Page 8
Mentor Details.	Page 10
Mentor Agreement.....	Page 12
Work Placement Logbook.....	Page 13
Evidence Checklist.....	Page 28
Work Placement Portfolio.....	Page 29

Introduction

Live.Learn.Fitness® Clinic Experience (work placement)

The Live.Learn.Fitness® clinic experience will need to be completed by the learner in their own time to work towards becoming a Fitness Instructor. The learner must complete the 30 hours of work placement within 12 months of enrolment in the SIS30315 Certificate III in Fitness.

Throughout the duration of the work placement the learner may select a maximum of three (3) mentors to supervise and sign off on the skills outlined in the Logbook. The mentor must be a Fitness Professional that holds a minimum Certificate III in Fitness. The work placement may take place at more than one (1) fitness centre or fitness training facility.

The roles and responsibilities of the mentor(s) are to:

- Complete the learner's Logbook by ticking, dating and signing the skills demonstrated by the learner for each element within the units outlined
- Guide where appropriate with honest feedback about the skills demonstrated in the Logbook
- Feedback must deal specifically to the skills demonstrated in each unit
- Be prepared to discuss the progress of the learner in the form of a phone or video interview with PT National's Learner Support Officer
- Provide contact details and sign the Mentor Agreement and return a copy to the learner
- Explain to the learner any workplace policies and procedures that must be adhered to by working staff at the Fitness Centre or Fitness Training Facility where the work placement is being conducted
- Show the learner around the Fitness Centre or Fitness Training Facility and be supervised
- Reflect through discussion with the learner on the planning and execution of Individual and Group fitness sessions
- Contact the Learner Support Officer at PT National if any concerns or issues arise regarding the learner and their work placement

The roles and responsibilities of the learner during their work placement include:

- Provide the mentor with the Mentor Agreement to be completed and signed – if more than one mentor is selected you must obtain a completed and signed copy of the Mentor Agreement from each mentor
- Upload into PT National's Learning Management System (LMS) – Live.Learn.Fitness® Clinic Experience the completed and signed Mentor Agreement for each mentor(s)*
- Provide the mentor(s) with a copy of this Logbook
- Keep this Logbook in a safe place (you may choose to make an up to date copy as you work through the Logbook)
- Be punctual to the times designated by the mentor(s)
- Wear PT National's Trainer shirt that was provided to you on enrolment, wear neat and clean sporting attire
- Work within the policies and procedures of the Fitness Centre or Fitness Training Facility where work placement is conducted
- Demonstrate ALL the skills outlined in each element and provide ALL the Submitted Evidence for each Competency as outlined in this Logbook
- Obtain the necessary evidence that will form part of your Work Placement Portfolio and to be scanned into the computer and uploaded in PT National's Learning Management System (LMS) – Live.Learn.Fitness® Clinic Experience
- Contact the Learner Support Officer at PT National if any concerns or issues arise regarding the mentor(s) and work placement
- Complete and sign the Logbook, and Portfolio evidence and upload into PT National's Learning Management System (LMS) – Live.Learn.Fitness® Clinic Experience*

* The learner may choose to submit a hard copy of the Evidence Checklist by posting it to the following address

To: The Learner Support Officer
PT National
H142, 24-28 Lexington Drive
Bella Vista NSW 2153

If a hard copy of the Logbook is submitted as a hard copy please ensure that you have made a duplicate copy and keep in a safe place.

If your submitted Logbook is incomplete ie: not all evidence submitted and/or skills have not been signed by your mentor, a representative at PT National will contact you to regarding your submission and provide you with the details about a resubmission.

Legitimate work-based learning gives learners as opportunity to gain experience in the work place, under the *Fair Work Act 2009*. In order to participate in PT National's [Live.Learn.Fitness®](#) clinic experience, the following applies:

- The learner is not paid a wage
- It is a requirement of an Australian based education or training course
- It is authorised under a law or administrative arrangement of the Commonwealth, a State or Territory.

The learner in an arrangement that meets all of these criteria is not covered by the Fair Work Act; is not entitled to the minimum wages and other entitlements provided in the National Employment Standards and any applicable modern awards or agreement.

Further information can be found at fairwork.gov.au/pay/student-placement-and-unpaid-work/pages/student-placements-work-experience-and-internships.aspx

Learners gaining work experience are considered to be workers under Work Health and Safety (WHS) law. Provisions of law relating to worker and employer responsibilities apply. Learners should be shown around the Fitness Centre of Fitness Training Facility and supervised by the mentor.

Rationale

The following is the explanation as adapted from SIS Sport, Fitness and Recreation Training Package V1.0 *Companion Volume Implementation Guide*.

Industry strongly supports the use of work placements in the fitness sector for a number of reasons:

1. To strengthen the individual's experience of the workplace, which promotes stronger expectations of performance in the workplace
2. To practice skills and apply knowledge within the workplace, promotes stronger embedding of learning
3. To provide exposure to real workplace situations and circumstances which cannot be replicated in a learning environment or simulation

Work placement should always involve the appropriate supervision and guidance from your selected mentor(s). In sourcing an appropriate workplace, attention should also be paid to the availability of opportunities for the learner to observe, develop and practise required skills, and the availability of appropriately qualified workplace mentor(s).

Selecting an appropriate workplace

Learners may consider the following five (5) points prior to selecting an appropriate workplace:

1. Location and proximity in travelling to the Fitness Centre or Fitness Training facility
2. Interest in the services provided
3. An exciting fitness culture present amongst members and staff
4. Availability of the opportunities to perform the skills required to be demonstrated within a timely manner
5. Possibility of future employment opportunities

Working with your mentor(s)

Learners need to consider the following seven (7) points when working with a mentor whilst on work placement:

1. Show the mentor(s) respect as they are providing their time, skills and knowledge to assist you
2. Remind the mentor of your level of scope is in the developmental stage of the skills and knowledge of a Certificate III in Fitness
3. The mentor(s) provides you with an appropriate timeframe to demonstrate the necessary skills outlined in this Logbook
4. The mentor shows you around the Fitness Centre or Fitness Training Facility
5. The learner's work is supervised by the mentor(s)
6. Show a willingness to learn by asking questions relating to the task at hand
7. Value the workplace experience with the attitude that it will provide you with future opportunities in developing a career in fitness

College Details

College Details	
Name	PT National
Address	H142 24-28 Lexington Drive, Bella Vista 2153
Contact Phone	02 8094 1240
Learner Support Contact	Janine Cameron (email: janine@ptnational.com.au)
Mailing Address	H142 24-28 Lexington Drive, Bella Vista 2153

Learner Details

Learner Details	
Name	
PT National Learner ID	
Contact Phone #	
Mode of Learning	Please Tick <input type="checkbox"/> Online <input type="checkbox"/> Flexible Online
TOTAL Clinic hours to be Completed	30 Hours

The Fitness Training Facility (Host Facility)

The Fitness Centre or Fitness Training Facility will be known as your Hosting Facility. The Hosting Facility is where the learner will be required to demonstrate the skills outlined in the Live.Learn.Fitness® Clinic (Work Placement) Logbook.

In order to successfully complete the Logbook it is the responsibility of the learner to:

1. Select a Hosting Facility that is equipped with the resources listed in the **Checklist of Resources Required for Work Placement**
2. Make face to face and/or phone contact with the Hosting Facility club manager and mentor(s) outlining the roles and responsibilities of the mentor(s) and Hosting Facility
3. Make face to face and/or phone contact with the Hosting Facility club manager and mentor(s) to ensure that the skills required to be demonstrated in the Logbook can be undertaken at the Hosting Facility
4. Inform the club manager and the mentor(s) of the Hosting Facility that the resources listed in the **Checklist of Resources Required for Work Placement** will be utilised in order to complete aspects of the course work and Assessment Tasks
5. Make contact face to face and/or phone contact with the Hosting club manager and mentor(s) closer to the official date of work placement commencement

In order to successfully complete the Logbook it is the responsibility of the mentor(s) to:

1. Inform the learner that the Hosting Facility is equipped with the resources listed below in the **Checklist of Resources Required for Work Placement**. If this is not the case then the mentor must inform the learner as he/she will be required to find an alternative Hosting Facility
2. Make face to face and/or phone contact with the learner and agree to the terms outlined in the Mentor Agreement
3. Provide the learner with the opportunity to use the required resources outlined in the **Checklist of Resources Required for Work Placement**
4. Give permission to the learner to utilise the resources listed in the **Checklist of Resources Required for Work Placement** in order to complete aspects of the course work and Assessment Tasks
5. Inform the learner and PT National immediately if any unforeseen change(s) occur to the work placement arrangement

The above points for the learner and the mentor(s) are designed to ensure clear lines of communication between the mentor(s)/Hosting Facility and the learner.

This will eliminate confusion as the mentor(s)/Hosting Facility will know what resources they need to provide, and the learner will know what resources they will need to access whilst on their work placement.

The **Checklist of Resources Required for Work Placement** also provides learners with a complete list of mandatory resources they will require during the course of their Work Placement as well as any resources required to complete any Assessment Task assigned within each Experiential Learning Module (ELM) for that particular unit of competency.

Checklist of Resources Required for Work Placement

It is the responsibility of the mentor(s) to ensure that the resources listed below are accessible to the learner prior to them conducting any work placement

Health & Fitness Appraisal

- Heart Rate Monitor
- Sit and Reach box/tools
- Handgrip strength tester
- Scales (metric) or impedance scales
- Measuring Tape
- Calculator
- Blood pressure machine (automatic)
- Stop Watch or Timer
- Oximeter
- Blood Pressure Machine - Sphygmomanometer
- Skin Fold/body fat Caliper
- Flexometer
- Goniometer
- Plumb line
- Grid
- Dynamometer with supporting instructions

Plate Loaded Machines

- 45 degree/seated leg press machine
- Smith machine
- Hi pull machine
- Seated military press machine
- Low row machine

Stability Training

- Rubber tubing/bands
- BOSU®

Pin Loaded/Pulley Machines

- Leg extension machine
- Seated row machine
- Lat pull down machine
- Seated chest press machine
- Lying hamstring curl machine
- Assisted tricep dip machine
- Dual adjustable pulley machine

Free weight machines

- Prone back extension machine
- Squat Rack
- Incline bench press with rack
- Flat bench press with rack
- Weight bench - adjustable

Free weights

- Barbell & safety clips
- Weight Plates
- Kettlebells ranging in weight
- Dumbbells ranging in weight

Accessory Equipment

- Plate weight stack/rack
- Pull up bar/rig
- Aerobic Step
- Broom stick or PVC piping
- Tennis ball/mobility ball
- Belt/band for stretching & mobility
- Rubber flooring/weightlifting platform
- Chairs
- Consulting room/private area
- First Aid Kit
- Aerobics room or open floor training space
- Music
- Music Player & Speakers
- Cones or markers
- Exercise mat
- Foam roller
- Computer/laptop/tablet
- Photographic equipment
- Video analysis
- Step-up box
- Skipping rope
- Resistance/power bands

Cardiovascular equipment

- Spin bike
- Indoor Rowing machine
- Stationary bike
- Recumbent bike
- Treadmill with emergency pull
- Stepper machine
- Rowing Ergometer (optional)
- Cross trainer/elliptical machine

Functional Training

- Swiss/exercise ball
- Fit Ball
- TRX Suspension trainer
- Vopr
- Medicine balls ranging in weight

Miscellaneous

- Maintenance storage cupboard with cleaning products
- Outdoor Recreation area

Mentor Details

This Mentor Agreement must be completed by the learner's mentor prior to commencement of work placement.

Mentor Details	
Mentor Name	
Qualification/Role	
Name of Fitness Centre or Fitness Training Facility	
Address	
Contact Phone Number	

Instructions

Thank you for assisting the learner by becoming their mentor and supervising them during their Live.Lear.Fitness® clinical experience (work placement).

As a mentor you are required to:-

- Complete the learner's Logbook by ticking, dating and signing the skills demonstrated by the learner for each element within the units outlined
- Guide where appropriate with honest feedback about the skills demonstrated in the Logbook
- Feedback must deal specifically to the skills demonstrated in each unit
- Be prepared to discuss the progress of the learner in the form of a phone or video interview with PT National's Learner Support Officer
- Provide contact details above and sign the Mentor Agreement on Page 8 and return a copy to the learner
- Explain to the learner any workplace policies and procedures that must be adhered to by working staff at the Fitness Centre or Fitness Training Facility where the work placement is being conducted
- Show the learner around the Fitness Centre or Fitness Training Facility and be supervised
- Reflect through discussion with the learner on the planning and execution of Individual and Group fitness sessions
- Contact the Learner Support Officer at PT National if any concerns or issues arise regarding the learner and their work placement

The Learner Support Officer details are:

- Janine Cameron
- Email: janine@ptnational.edu.au
- Phone: 02 8094 1240
- Campus & Postal Address: H142 24-28 Lexington Drive
Bella Vista 2153

Purpose of the Logbook

The logbook enables the learner to gather evidence of the skills to be demonstrated within each element of the units studied with the SIS30315 Certificate III in Fitness. The learner is required to perform a minimum of thirty (30) hours of workplace experience to demonstrate their skills in becoming a Fitness Instructor.

Examples of skills to be demonstrated whilst on work placement may include, but not be limited to:-

- Conduct a Pre-exercise screening questionnaire with a client from the Fitness Centre or Fitness Training facility
- Instruct a 45 minute small group exercise session with club members
- Provide healthy eating information to members by placing the Healthy Food Pyramid 2015 on the member notice board

Throughout the duration of the work placement the learner may select a maximum of three (3) mentors to supervise and sign off on the skills outlined in the Logbook. The mentor must be a Fitness Professional that holds a minimum Certificate III in Fitness. The work placement may take place at more than one (1) fitness centre or fitness training facility.

The roles and responsibilities of the learner during their work placement include:

- Provide the mentor with the Mentor Agreement to be completed and signed – if more than one mentor is selected you must obtain a completed and signed copy of the Mentor Agreement from each mentor
- Upload into PT National's Learning Management System (LMS) – Live.Learn.Fitness® Clinic Experience the completed and signed Mentor Agreement for each mentor(s)*
- Provide the mentor(s) with a copy of this Logbook
- Keep this Logbook in a safe place (you may choose to make an up to date copy as you work through the Logbook)
- Be punctual to the times designated by the mentor(s)
- Wear PT National's Trainer shirt that was provided to you on enrolment, wear neat and clean sporting attire
- Work within the policies and procedures of the Fitness Centre or Fitness Training Facility where work placement is conducted
- Demonstrate ALL the skills outlined in each element and provide ALL the Submitted Evidence for each Competency as outlined in this Logbook
- Obtain the necessary evidence that will form part of your Work Placement Portfolio and to be scanned into the computer and uploaded in PT National's Learning Management System (LMS) – Live.Learn.Fitness® Clinic Experience
- Contact the Learner Support Officer at PT National if any concerns or issues arise regarding the mentor(s) and work placement
- Complete and sign the Logbook, and Portfolio evidence and upload into PT National's Learning Management System (LMS) – Live.Learn.Fitness® Clinic Experience*

Please read, complete and sign the following Mentor Agreement.



Mentor Agreement

In signing this Mentor Agreement I(name of mentor) acknowledge that I have witnessed the learner(name of learner) complete skills demonstrated with the Logbook that I have witnessed, signed and dated.

I acknowledge and accept that I may be contacted by a PT National staff member at any time following the clinical experience (work placement) to discuss the learner's performance.

Legitimate work placement gives learners the opportunity to gain experience in the work place under the *Fair Work Act 2009*. In order to participate in PT National's Live.Learn.Fitness® clinic experience (work placement) the following applies:

- The learner is not paid a wage
- It is a requirement of an Australian based education or training course
- It is authorised under a law or administrative arrangement of the Commonwealth, a State or Territory

The learner in an arrangement that meets all of these criteria is not covered by the Fair Work Act; is not entitled to the minimum wages and other entitlements provided in the National Employment Standards and any applicable modern awards or agreement.

Further information can be found at fairwork.gov.au/pay/student-placement-and-unpaid-work/pages/student-placements-work-experience-and-internships.aspx.

The Learner will gain work experience and are considered to be workers under Work Health and Safety (WHS) law. Provisions of law relating to worker and employer responsibilities apply.

- Complete the learner's Logbook by ticking, dating and signing the skills demonstrated by the learner for each element within the units outlined
- Guide where appropriate with honest feedback about the skills demonstrated in the Logbook
- Feedback must deal specifically to the skills demonstrated in each unit
- Be prepared to discuss the progress of the learner in the form of a phone or video interview with PT National's Learner Support Officer
- Explain to the learner any workplace policies and procedures that must be adhered to by working staff at the Fitness Centre or Fitness Training Facility where the work placement is being conducted
- Show the learner around the Fitness Centre of Fitness Training Facility and be supervised
- Reflect through discussion with the learner on the planning and execution of Individual and Group fitness sessions
- Contact the Learner Support Officer at PT National if any concerns or issues arise regarding the learner and their work placement

The learner is required to perform a minimum of **30** hours of Clinic Experience (work placement) to demonstrate the skills outlined in the elements of each Unit of Competency. I will witness, date and sign the Learner's Logbook where skills are demonstrated.

Mentor Signature		Date Signed/...../.....
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Work Placement Logbook

Work Placement for SIS30315 Certificate III in Fitness

Unit of competency Code & Title	Elements within the unit	Skills to be demonstrated (Mentor to tick when demonstrated)	Date DD/MM/YYYY	Mentor Name	Mentor Signature
SISFFIT001 – Provide Health Screening & Fitness Orientation	1. Identify client fitness requirements	<input type="checkbox"/> use active listening and open and closed probe questioning to interact with clients in a polite and friendly manner			
	2. Administer pre-exercise health screening questionnaire	<input type="checkbox"/> interpret pre-exercise health screening questionnaire requirements			
	3. Advise benefits of fitness activities and exercise prescription	<input type="checkbox"/> provide clients with advice on appropriate exercise intensity guidelines and heart rate calculations based on pre-exercise health screening questionnaire results			
As the learner, how do you feel you have demonstrated the skills outlined above?					
Mentor Comments:					
Evidence to be submitted:	Completed Pre-Exercise Screening Questionnaire				
Time allocated to demonstrate skills:	1 hour				
Date completed:					
Location:					

Unit of competency Code & Title	Elements within the unit	Skills to be demonstrated (Mentor to tick when demonstrated)	Date DD/MM/YYYY	Mentor Name	Mentor Signature
SISFFIT002 – Recognise and apply exercise consideration for specific populations	1. Identify client fitness requirements	<input type="checkbox"/> use body mass index calculations during pre-exercise screening, where relevant			
	2. Develop program plans	<input type="checkbox"/> maintain current knowledge of specific population requirements within scope of practice			
	3. Conduct exercise sessions	<input type="checkbox"/> use active listening and open and closed probe questioning to identify specific population client needs and preferences			
	4. Evaluate program	<input type="checkbox"/> explain course of action, including referral and fitness services, as required			
As the learner, how do you feel you have demonstrated the skills outlined above?					
Mentor Comments:					
Evidence to be submitted:	Write a 250 reflection describing the characteristics and/or features of the majority of the Fitness Centre’s clientele/club members				
Time allocated to demonstrate skills:	2 hours				
Date completed:					
Location:					

Unit of competency Code & Title	Elements within the unit	Skills to be demonstrated (Mentor to tick when demonstrated)	Date DD/MM/YYYY	Mentor Name	Mentor Signature
SISFFIT003 – Instruct Fitness Programs	1. Identify client fitness requirements	<input type="checkbox"/> use active listening and questioning techniques to determine client preferences and offer and explain suitable exercises and programs			
	2. Develop program plans	<input type="checkbox"/> determine safe and effective timing within sessions and programs			
	3. Conduct exercise sessions	<input type="checkbox"/> calculate heart rate and use exercise intensity guidelines, including rate of perceived exertion			
	4. Evaluate program	<input type="checkbox"/> modify session and program as required with consideration and awareness of expected training adaptations specific to client			
As the learner, how do you feel you have demonstrated the skills outlined above?					
Mentor Comments:					
Evidence to be submitted:	Create a 45 minute exercise session plan for cardiovascular training session				
Time allocated to demonstrate skills:	3 hours				
Date completed:					
Location:					

Unit of competency Code & Title	Elements within the unit	Skills to be demonstrated (Mentor to tick when demonstrated)	Date DD/MM/YYYY	Mentor Name	Mentor Signature
SISFFIT004 – Incorporate Anatomy and Physiology Principles into fitness programming	1. Consolidate understanding of anatomy and physiology	<input type="checkbox"/> source and comprehend often complex anatomical and physiological information such as anatomical charts and labels on anatomical models			
	2. Apply knowledge to own professional practice	<input type="checkbox"/> make connections between own practice and conclusions drawn from information about principles of anatomy and physiology			
	3. Maintain and update knowledge of anatomy principles	<input type="checkbox"/> monitor sources of information to expand knowledge base on anatomy and physiology relevant to own practice			
As the learner, how do you feel you have demonstrated the skills outlined above?					
Mentor Comments:					
Evidence to be submitted:	Create an exercise plan for a strength training session targeting two (2) muscle groups				
Time allocated to demonstrate skills:	2 hours				
Date completed:					
Location:					

Unit of competency Code & Title	Elements within the unit	Skills to be demonstrated (Mentor to tick when demonstrated)	Date DD/MM/YYYY	Mentor Name	Mentor Signature
SISFFIT005 – Provide Healthy Eating Information	1. Provide healthy eating information	<input type="checkbox"/> extract applicable information from identified healthy eating resources			
	2. Support positive attitudes to eating and body composition.	<input type="checkbox"/> maintain current knowledge of the Australian Dietary Guidelines and any related updates			
As the learner, how do you feel you have demonstrated the skills outlined above?					
Mentor Comments:					
Evidence to be submitted:	Post a Healthy Food Pyramid 2015 on the member notice board and take a photograph				
Time allocated to demonstrate skills:	1 hour				
Date completed:					
Location:					

Unit of competency Code & Title	Elements within the unit	Skills to be demonstrated (Mentor to tick when demonstrated)	Date DD/MM/YYYY	Mentor Name	Mentor Signature
SISFFIT014 – Instruct Exercise to older clients	1. Identify client fitness requirements	<input type="checkbox"/> use body mass index calculations during pre-exercise screening, where relevant			
	2. Develop program plans	<input type="checkbox"/> interpret and evaluate pre-exercise screening and baseline assessment results			
	3. Instruct exercise session	<input type="checkbox"/> use heart rate calculations or other monitoring techniques during training, where relevant			
	4. Evaluate program	<input type="checkbox"/> explain course of action, including referral and fitness services, as required			
As the learner, how do you feel you have demonstrated the skills outlined above?					
Mentor Comments:					
Evidence to be submitted:	Create a session plan for a small group exercise session of 45 minutes and instruct the session with at least three (3) clients aged 65 years or above				
Time allocated to demonstrate skills:	2.5 hours				
Date completed:					
Location:					

Unit of competency Code & Title	Elements within the unit	Skills to be demonstrated (Mentor to tick when demonstrated)	Date DD/MM/YYYY	Mentor Name	Mentor Signature
SISXCCS001 – Provide Quality Service	1. Address client needs and expectations	<input type="checkbox"/> determine client preferences and offer suitable products and services			
	2. Provide quality service experience	<input type="checkbox"/> identify opportunities to: <ul style="list-style-type: none"> ▪ enhance service quality ▪ offer additional programs or services 			
	3. Resolve customer complaints	<input type="checkbox"/> assess complaints, identify appropriate actions to resolve the complaints and decide when to refer to a supervisor			
As the learner, how do you feel you have demonstrated the skills outlined above?					
Mentor Comments:					
Evidence to be submitted:	Obtain two (2) testimonials from club members that you greeted as they entered the Fitness Centre when assisting behind the front desk/counter				
Time allocated to demonstrate skills:	2 hours				
Date completed:					
Location:					

Unit of competency Code & Title	Elements within the unit	Skills to be demonstrated (Mentor to tick when demonstrated)	Date DD/MM/YYYY	Mentor Name	Mentor Signature
SISXFAC001 – Maintain Equipment for Activities	1. Perform routine equipment maintenance	<input type="checkbox"/> Check serviceability of emergency equipment			
	2. Conduct equipment repairs	<input type="checkbox"/> Tag and isolate faulty equipment			
	3. Store equipment to maintain serviceable condition	<input type="checkbox"/> Maintain storage facilities in a clean and tidy condition			
As the learner, how do you feel you have demonstrated the skills outlined above?					
Mentor Comments:					
Evidence to be submitted:	Obtain a copy of the section that addresses maintenance and repair of faulty gym equipment within the Fitness Centre’s policies and procedures manual				
Time allocated to demonstrate skills:	1 hour				
Date completed:					
Location:					

Unit of competency Code & Title	Elements within the unit	Skills to be demonstrated (Mentor to tick when demonstrated)	Date DD/MM/YYYY	Mentor Name	Mentor Signature
SISXIND001 – Work Effectively in sport, fitness and recreation environments	1. Develop industry knowledge	<input type="checkbox"/> Identify and access sources of information on the industry sector			
	2. Identify client needs and organisational objectives	<input type="checkbox"/> research and interpret relevant information including procedures and instructions to meet organisational requirements within job role			
	3. Implement customer service practices	<input type="checkbox"/> Conduct and participate in daily work activities			
	4. Minimise risks to personal and public safety	<input type="checkbox"/> complete documents in relation to incident reporting and client feedback			
As the learner, how do you feel you have demonstrated the skills outlined above?					
Mentor Comments:					
Evidence to be submitted:	Write a session plan for a sports training session for a particular sport that can be undertaken with club members				
Time allocated to demonstrate skills:	2 hours				
Date completed:					
Location:					

Unit of competency Code & Title	Elements within the unit	Skills to be demonstrated (Mentor to tick when demonstrated)	Date DD/MM/YYYY	Mentor Name	Mentor Signature
BSBRK401 – Identify Risk and Apply Risk Management Process	1. Identify risks	<input type="checkbox"/> Participates effectively in interactions with stakeholders by using questioning and listening to elicit opinions and clarify understanding			
	2. Analyse and evaluate risks	<input type="checkbox"/> Uses numerical tools to assess risk and uses numerical data to review plans			
	3. Treat risks	<input type="checkbox"/> Selects appropriate communication protocols and conventions when conferring with others to establish risk management requirements			
	4. Monitor and review effectiveness of risk treatment/s	<input type="checkbox"/> Evaluates effectiveness of plans and results to inform improvement decisions			
As the learner, how do you feel you have demonstrated the skills outlined above?					
Mentor Comments:					
Evidence to be submitted:	Create a hazard sign for a piece of faulty exercise or cardiovascular training equipment				
Time allocated to demonstrate skills:	2 hours				
Date completed:					
Location:					

Unit of competency Code & Title	Elements within the unit	Skills to be demonstrated (Mentor to tick when demonstrated)	Date DD/MM/YYYY	Mentor Name	Mentor Signature
HLTWHS001 – Participate in Workplace Health & Safety	1. Follow safe work practices	<input type="checkbox"/> Follow workplace emergency procedures			
	2. Implement safe work practices	<input type="checkbox"/> Take actions to maintain safe housekeeping practices in own work area			
	3. Contribute to safe work practices in the workplace	<input type="checkbox"/> Contribute to the development and implementation of safe workplace policies and procedures in own work area			
	4. Reflect on own safe work practices	<input type="checkbox"/> Reflect on own levels of stress and fatigue, and report to designated persons according to workplace procedures			
As the learner, how do you feel you have demonstrated the skills outlined above?					
Mentor Comments:					
Evidence to be submitted:	Complete a Risk Assessment checklist of the Fitness Centre or Fitness Training Facility				
Time allocated to demonstrate skills:	2.5 hours				
Date completed:					
Location:					

Unit of competency Code & Title	Elements within the unit	Skills to be demonstrated (Mentor to tick when demonstrated)	Date DD/MM/YYYY	Mentor Name	Mentor Signature
SISFFIT007 – Instruct Group Exercise Sessions	1. Develop session plans	<input type="checkbox"/> implement injury prevention strategies			
	2. Conduct session	<input type="checkbox"/> manage participant conflicts and behavioural concerns			
	3. Evaluate session	<input type="checkbox"/> identify participant problems during session and implement modifications required			
As the learner, how do you feel you have demonstrated the skills outlined above?					
Mentor Comments:					
Evidence to be submitted:	Conduct a Group Exercise session with at least five (5) participants				
Time allocated to demonstrate skills:	2.5 hours				
Date completed:					
Location:					

Unit of competency Code & Title	Elements within the unit	Skills to be demonstrated (Mentor to tick when demonstrated)	Date DD/MM/YYYY	Mentor Name	Mentor Signature
SISFFIT011 – Instruct approved community fitness programs	1. Prepare for community fitness program delivery	<input type="checkbox"/> update and maintain knowledge of program requirements			
	2. Conduct approved community fitness program	<input type="checkbox"/> work within time schedules of facilities and program requirements			
	3. Evaluate program	<input type="checkbox"/> Seek and acknowledge feedback from participants			
As the learner, how do you feel you have demonstrated the skills outlined above?					
Mentor Comments:					
Evidence to be submitted:	Planning sheet for the delivery of a community fitness program that takes place at the Fitness Facility where work placement is conducted				
Time allocated to demonstrate skills:	2 hours				
Date completed:					
Location:					

Unit of competency Code & Title	Elements within the unit	Skills to be demonstrated (Mentor to tick when demonstrated)	Date DD/MM/YYYY	Mentor Name	Mentor Signature
SISFFIT006 – Conduct Fitness Appraisals	1. Identify client fitness goals	<input type="checkbox"/> set appropriate timeframes in goal setting			
	2. Plan and conduct fitness appraisal	<input type="checkbox"/> review calculations from pre-test orientation and screening information			
	3. Evaluate fitness appraisal	<input type="checkbox"/> determine referral requirements after reviewing pre-exercise health screening information and acquiring any additional health and fitness information from client before fitness appraisal			
As the learner, how do you feel you have demonstrated the skills outlined above?					
Mentor Comments:					
Evidence to be submitted:	Completed Fitness Orientation & Health Screen Form				
Time allocated to demonstrate skills:	1.5 hours				
Date completed:					
Location:					

Unit of competency Code & Title	Elements within the unit	Skills to be demonstrated (Mentor to tick when demonstrated)	Date DD/MM/YYYY	Mentor Name	Mentor Signature
SISSSTC301A – Instruct Strength & Conditioning Techniques	1. Assess current status of athlete or athletes	<input type="checkbox"/> the major body systems, bones, joints muscles and their function to enable the selection, instruction and adjustment of appropriate exercises to meet the needs of athletes			
	2. Select the appropriate strength and conditioning program	<input type="checkbox"/> technology skills to assess athletes and select exercises and drills for use within the program			
	3. Prepare for strength and conditioning session	<input type="checkbox"/> planning and organising skills to implement a plan for strength and conditioning for an individual or group			
	4. Instruct strength and conditioning session	<input type="checkbox"/> communication skills to: <ul style="list-style-type: none"> ▪ instruct effective strength and conditioning techniques ▪ give and receive feedback 			
	5. Evaluate the strength and conditioning program and make modifications	<input type="checkbox"/> motivational techniques to provide appropriate feedback to athletes			
As the learner, how do you feel you have demonstrated the skills outlined above?					
Mentor Comments:					
Evidence to be submitted:	Sample strength and conditioning exercise plan				
Time allocated to demonstrate skills:	3 hours				
Date completed:					
Location:					

Evidence Checklist

Before submitting the learner Logbook and Work Placement Portfolio you must TICK the Evidence Checklist below. This is to ensure that all the required evidence collected throughout the work placement as outlined in the Logbook.

- Signed and dated Mentor Agreement
- Completed Learner Details
- Completed Mentor details (Please submit one for each mentor who supervised you)
- Completed, signed, dated and ticked Logbook
- Completed Pre-Exercise Screening Questionnaire
- A 250 reflection describing the characteristics and/or features of the majority of the Fitness Centre's clientele/club members
- 45 minute exercise session plan for cardiovascular training session
- Exercise plan for a strength training session targeting two (2) muscle groups
- Post a Healthy Food Pyramid 2015 on the member notice board and take a photograph
- Session plan for a small group exercise session of 45 minutes and instruct the session with at least three (3) clients aged 65 years or above
- Two (2) testimonials from club members that entered the Fitness Centre when assisting behind the front desk/counter
- Obtain a copy of the section that addresses maintenance and repair of faulty gym equipment within the Fitness Centre's policies and procedures manual
- Write a session plan for a sports training session for a particular sport that can be undertaken with club members
- Create a hazard sign for a piece of faulty exercise or cardiovascular training equipment
- Conduct a Group Exercise session with at least five (5) participants
- Planning sheet for the delivery of a community fitness program that takes place at the Fitness Facility where work placement is conducted
- Completed Fitness Orientation & Health Screen Form
- Sample strength and conditioning exercise plan

Work Placement Portfolio

Once the Evidence Checklist on Page 26 has been completed begin to upload the evidence into PT National's Learning Management System (LMS) – Live.Learn.Fitness® Clinic Experience. You may choose to submit a hard copy of the Evidence Checklist by posting it to the following address:

To: The Learner Support Officer
PT National
H142, 24-28 Lexington Drive
Bella Vista NSW 2153

Please ensure a duplicate copy of the Logbook and Evidence Checklist resources are made and kept in a safe place.

If your submitted Logbook is incomplete ie: not all evidence submitted and/or skills have not been signed by your mentor, a representative at PT National will contact you to regarding your submission and provide you with the details about a resubmission.