Level 3 Personal Trainer (Practitioner) course

This document includes a lot of information. You may find it useful to print this guidance so you can work through step by step, and tick off along the way.

ASSESSMENT 3 - 4

**The following information will guide you through how to complete Assessments 3 and 4. These assessments are divided up into 6 tasks. Please follow the guidance step by step and use the elearning modules to prepare yourself to complete these tasks.**  
  
****TASK ONE**** - relating to Assessment 4 (don't worry you've not missed Assessment 3 - we'll get to that later!)  
  
The elearning module relating to this task is ****Customised exercise programme instruction and communication techniques****.

For this task will be observed demonstrating certain skills. The skills you successfully demonstrate will be logged for you by your assessor on the Learner-Log found in your LAR (consisting of 3 sections – A, B and C).  
  
You will need to be filmed demonstrating these skills with a client (this can be a family member or friend). Please refer to guidance on on how to upload and submit your video on your course page.  
  
**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. You only need to complete a **minimum of 1 from each section**.

1. Blood pressure
2. Anthropometrics
   1. Height
   2. Weight
   3. Body Mass Index (height and weight)
   4. Waist to hip measurements
   5. Waist circumference
3. Body Composition
   1. Body fat (bio-electrical or callipers)
4. Cardiovascular tests
5. Muscular strength and endurance measures
6. Range of Movement tests
7. Balance/proprioception tests

You only need to complete a **minimum of 1 from each section**.

Please insert all screening and fitness test results in the tables in your Learner Achievement Record (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 assessed 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. You only need to complete a **minimum of 1 from each section**.  
   
1. Cardiovascular methods

* Continuous
* Intervals
* Fartlek
* HIIT

2. 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

3. Other:

* Stretching
* Mobility
* Functional tests

You only need to complete a **minimum of 1 from each section**.  
  
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 - this can be family members/friends). 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.  
   
**The skills in sections A, B and C can be filmed on as many different occasions as required, they don't need to be filmed at the same time. However, please only submit video's for marking once you have completed all the skills in all sections. Use the guidance at the end of this document for help in uploading videos and then submit your video links and LAR using our coursework submission form. Please remember to submit your LAR with your video link's so you assessor can sign off this task. It will then be emailed back to you so you can continue with the next task.**  
  
You must complete TASK ONE and have your tutor sign off the Learner Log 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 ‘apparently healthy client’ aged 16+. This can be a family member or friend.  
  
The elearning module relating to this task is **'Bespoke Exercise Programme Design'**. So please use this module to prepare yourself to complete this task. You can also book on the LIVE student workshops to support your learning to complete this assessment.  
  
**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.  
   
**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 assessed 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.  
  
**The consultation will be observed by your assessor via video submission. Please read our guidance on how to upload and submit your video along with your LAR to your assessor using our coursework submission form. It is important that you also submit your LAR so your assessor can sign off the assessment. It will then be emailed back to you so you can continue with the next task.**

**TASK THREE - relating to Assessment 3**For this task you should use the same client that you conducted the consultation with in TASK TWO.   
  
The elearning modules relating to this task are **'Bespoke Exercise Programme Design'** and **'Customised Exercise Programme Instruction and Communication Techniques'**. Please use these modules to prepare yourself to complete this task. You can also book on the LIVE student workshops to support your learning.  
   
**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 nor do they need to be filmed, the sessions 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 (a later task).  
   
For the above activities, you will be assessed 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.  
  
**Once complete, please submit your LAR for marking using our coursework submission form. Once marked, your assessor will email your LAR back to you so you can continue with the next task.**

**TASK FOUR - relating to Assessment 3**Summative practical observation  
For this assessment you will be required to deliver one of your 4 programme cards but must also include as a minimum;

* A warm up
* CV training methods
* Resistance training method(s) appropriate to the client
* The use of equipment which may include resistance machines, free weights, functional exercise equipment
* Core stability exercise(s)
* Cool down and stretches (include at least x1 PNF stretch)

If the chosen programme card doesn’t include all the above elements, you may need to add these elements in, in order to meet all the criteria. For the above practical observation, you will be assessed 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 filming this session with your client.  
   
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.

**Please use our guidance for help on uploading your video and then submit your video link and LAR to your assessor using our coursework submission form. Once marked, your assessor will email your LAR back to you so you can continue with the next task.**

**TASK FIVE**- relating to Assessment 3  
The elearning module relating to this task is **'Nutrition to Support Physical Activity'**.   
  
**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 ‘My Fitness Pal’. 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 assessed 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**  
The elearning module relating to this task is **'Business Acumen For A Successful Personal Training Practice'**.  
  
**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.  
   
**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 assessed 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.  
  
**Once this task is fully complete, please submit your LAR for marking using our coursework submission form.**