



## Higher National Unit specification: general information

**Unit title:** Planning and Management of Personal Training

**Unit code:** H1S5 34

**Superclass:** MD

**Publication date:** July 2012

**Source:** Scottish Qualifications Authority

**Version:** 01

### Unit purpose

This Unit is designed to enable the candidate to design, manage, and adapt a personal training programme with (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), individual older adults, ante and postnatal clients, and disabled clients, provided the relevant contraindications and key safety guidelines are observed. It should be noted that the Unit does not cover running specialist **whole** classes for young people, older adults, ante and postnatal and disabled clients. SQA has developed specialist Units available for these types of classes:

- DP2D 34 *Physical Activity for Children* — SCQF level 7
- DW66 34 *Plan, Teach and Evaluate a Physical Activity Programme to Meet the Needs of Older Adults* — SCQF level 7
- DW61 35 *Exercise for Pre and Post Natal Clients* — SCQF level 8
- DD2H 35 *Assisting Sports for Disability* — SCQF level 8

On completion of the Unit the candidate should be able to:

- 1 Understand how to prepare personal training programmes, including screening and the collection of client information, identifying and agreeing personal training goals (incorporating long term behaviour change principles).
- 2 Collect client information, agree goals, and plan, manage, review and adapt a personal training programme.

## General information (cont)

This is one of a suite of Units developed to allow candidates the opportunity to achieve the National Occupational Standard for Personal Training at level 3. Further information is available through the Sector Skills Council (Skillsactive), and centres are advised to check that candidates have completed appropriate aspects of the NOS. Units within this suite fall within the HNC/D award in Fitness, Health and Exercise. Other specialist Units within this suite are

- ◆ *Metabolic Considerations for Personal Trainers*
- ◆ *Working Effectively and Safely with Clients*
- ◆ *Core Strength and Posture*
- ◆ *Deliver Personal Training Sessions*

## Recommended prior knowledge and skills

It is recommended that prior to undertaking this Unit candidates should be familiar with human anatomy and physiology, the role and contributions of nutrients, health screening procedures, gym based exercise programmes and key components of Health and Safety. The following HN Units would give this knowledge base:

DW60 34	<i>Exercise Physiology and Anatomy</i>
DP8E 34	<i>Exercise Principles and Programming</i>
DT4W 34	<i>Nutrition for Fitness, Health and Exercise</i>
DP2L 34	<i>Health Screening</i>
F9T6 34	<i>Plan, Teach and Evaluate a Gym Based Exercise Session</i>
DF87 34	<i>Health and Safety Legislation: An Introduction</i>

## Credit points and level

1 Higher National Unit credit at SCQF level 7: (8 SCQF credit points at SCQF level 7\*)

*\*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

## Core Skills

There are opportunities to develop the Core Skills of *Problem Solving*, *Working with Others* and *Communication* in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

## Context for delivery

This Unit is an option within the Group Awards HNC/D Fitness, Health and Exercise. If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

## Higher National Unit specification: statement of standards

**Unit title:** Planning and Management of Personal Training

**Unit code:** H1S5 34

The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

### Outcome 1

Describe the procedures underpinning preparation of a personal training programme.

#### Knowledge and/or Skills

- ◆ Requirements for programme planning.
- ◆ Screening Procedures.
- ◆ Collection of client information.
- ◆ Identification of client goals.

#### Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ Identify key information underpinning programme planning
- ◆ Identify rationale for pre-exercise screening procedures
- ◆ Describe methods of collecting client information
- ◆ Explain the importance of correct identification of client goals

### Outcome 2

Identify risks and safety characteristics of different fitness activities.

#### Knowledge and/or Skills

- ◆ Emergencies which may occur in fitness environment.
- ◆ Roles and procedures followed by staff and external services in emergencies.
- ◆ Risk assessment procedures in an organisation.
- ◆ Safety of vulnerable groups.

## Higher National Unit specification: statement of standards (cont)

**Unit title:** Planning and Management of Personal Training

### Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ Identify types of emergencies which may occur in fitness environments
- ◆ Describe the roles that staff and external services play during an emergency
- ◆ Explain the importance of following emergency procedures
- ◆ Describe risk assessment and control procedures for a fitness environment
- ◆ Describe how to maintain the safety of children, older people, antenatal and postnatal clients, and disabled people involved in typical emergencies

### Outcome 3

Collect and use information about clients in order to plan a personal training programme.

### Knowledge and/or Skills

- ◆ Collection and interpretation of relevant information.
- ◆ Identification of client goals.
- ◆ Planning a personal training programme.

### Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ Collect and interpret relevant information about a client or clients
- ◆ Identify and agree appropriate goals with a client or clients
- ◆ Plan a personal training programme with a client or clients

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Planning and Management of Personal Training

### **Outcome 4**

Manage, review and adapt a personal training programme.

#### **Knowledge and/or Skills**

- ◆ Management of a personal training programme.
- ◆ Reviewing client progress in a personal training programme.
- ◆ Adaptation of a personal training programme.

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ Manage a personal training programme
- ◆ Review client progress during a personal training programme
- ◆ Appropriately adapt a client personal training programme

## Higher National Unit specification: support notes

### Unit title: Planning and Management of Personal Training

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

### Guidance on the content and context for this Unit

This Unit is designed to enable the candidate to develop their understanding of programme planning, with emphasis on the collection and interpretation of information in order to provide prepare personal training programmes for clients.

**Outcome 1:** Describe the procedures underpinning preparation of a personal training programme

- ◆ Candidates should be able to identify information required by a personal trainer in order to plan an effective programme. This should include resources required for planned activities which may be fixed or portable
- ◆ Candidates should be able to identify issues underpinning screening procedures, including informed consent, appropriate methodology, and data protection
- ◆ Candidates should be able to describe information to be collected, including lifestyle, medical history, physical activity history and preferences, motivation and potential barriers to participation, current fitness level, stage of readiness, posture and alignment, and functional ability
- ◆ Candidates should be able to explain the importance of correct identification of client goals in order to maximise adherence and effectiveness of personal training programmes

**Outcome 2:** Identify risks and safety characteristics of different fitness activities.

## Higher National Unit specification: support notes (cont)

**Unit title:** Planning and Management of Personal Training

### Knowledge and/or Skills

- ◆ Candidates should be able to identify types of emergencies which may occur in fitness environments, for example fire, bomb scare, major accident/incident, power cut, structural failure, gas leak (this list is not exhaustive).
- ◆ Candidates should be able to describe the roles that staff and external services play during an emergency. This may include management, front of house staff, leisure assistants and instructors, uniformed and other emergency services, technical experts.
- ◆ Candidates should be able to explain the importance of correctly following procedures.
- ◆ Candidates should be able describe how to maintain the safety of vulnerable groups including children, older adults, antenatal and postnatal clients, and disabled people. This should include exercise contraindications and key safety guidelines for working with the identified groups.
- ◆ Contraindications may include
  - **Older adults:** balance, posture, isometric training, blood pressure, joint stiffness, osteoporosis, medication
  - **Antenatal postnatal clients:** raising body temperature, high intensity exercise, over extending joints, lying on back after 20 weeks, isometric training
  - **Young people:** puberty, epiphyseal plate fractures, avulsion fractures, Osgood Schlatters' disease, hormones imbalance
  - **Disabled people:** pain/discomfort, hydration, clothing, realistic goals, support and supervision appropriate to client
- ◆ Key safety guidelines may include
  - **Older adults:** strength, balance, flexibility and endurance exercises
  - **Antenatal/postnatal clients:** maintenance of fitness level, resistance, range of movement, reduction of high impact exercise, pelvic floor, upper body and stability exercises
  - **Young people:** potential effects of flexibility training, appropriate resistance, impact, rest periods, rehydration
- ◆ Candidates should be able to describe risk assessment and control procedures for a fitness environment. This may include risk assessment/ management, relevant procedures and Regulations contained within the Health and Safety at Work Act, Disability Discrimination Act (DDA), Manual Handling Requirements, Normal Operating Procedures (NOPs), Emergency Action Plans (EAPs). This list is not exhaustive.

## Higher National Unit specification: support notes (cont)

### Unit title: Planning and Management of Personal Training

**Outcome 3:** Collect and use information about clients in order to plan a personal training programme.

- ◆ Candidates should be able to collect and interpret relevant information about a client or clients. Methods used may include interview, questionnaire, observation, or testing. Information collected may include personal goals, lifestyle, medical history, physical activity history/preferences, motivation and barriers to participation, current fitness level, stage of readiness, posture and alignment, functional ability. It is important that candidates are clear about the scope and practice of a personal trainer, when other professionals should be involved, and data protection requirements.
- ◆ Candidates should be able to identify and agree appropriate short, medium and long term SMART goals with a client or clients. This may include those relating to general health and fitness, physiological issues, psychological issues, lifestyle, social support, and functional ability.
- ◆ Candidates should be able to plan a personal training programme with a client or clients. Cognisance should be taken of the need to identify credible sources of information relating to programme design and safe exercise, the need to include a range of safe and effective exercises/ activities to develop the following areas:
  - cardiovascular fitness: this may include continuous training, interval training, and fartlek training
  - muscular fitness: this may include different resistance systems such as circuit weight training, single sets, basic sets, Delorme-Watkins, Berger, pyramids, (ascending/ descending), super sets, tri sets, giant sets, forced reps, drop sets, strip sets, negatives, cheating, strict form, rest-pause, and partial reps (this list is not exhaustive)
  - flexibility: this may include different flexibility development strategies such as isometric stretching, PNF stretching, and static stretching
  - motor skills
  - core stability
- ◆ Candidates should be able to explain how to include physical activities as part of the client's lifestyle to complement exercise sessions, and explain how to design programmes that can be run in environments not designed specifically for exercise

**Outcome 4:** Manage, review and adapt a personal training programme

- ◆ Candidates should be able to manage a personal training programme. This includes ensuring that the planned programme meets client needs by sticking to planned SMART targets. These should be appropriate to clients' goals and level of fitness, and consistent with accepted good practice. Environments and resources should be effectively utilised, and plans and session records clearly produced.
- ◆ Candidates should be able to review client progress during a personal training programme by agreeing evaluation methods and review dates. Client feedback should be appropriate.
- ◆ Appropriately adapt a client personal training programme. This may be related to goals, exercises, adaptations, progression, or other client or environmental issues.

## Higher National Unit specification: support notes (cont)

**Unit title:** Planning and Management of Personal Training

### Guidance on the delivery of this Unit

This Unit should be delivered as one of a number of optional Units that will fully prepare the candidate for work as an exercise professional. This Unit is intended to provide candidates with a further knowledge and understanding of the skills particularly important in planning an individualised programme. This will enhance the skills of the exercise professional by increasing their awareness of the wide variety of environments and approaches to exercise programming, and to enable a more personalised approach to the development of exercise programmes.

Candidates should develop awareness of the roles of different programming systems and exercise environments; therefore the learning and teaching process should involve a holistic approach including practical case studies. The purpose of this Unit is also to encourage candidates to look beyond the obvious, and start to apply the concept of a client centred approach. The Unit terminology involved is complex in nature and it is important that students become comfortable and competent in its use, whilst at the same time being able to explain issues to clients in everyday terms.

### Guidance on the assessment of this Unit

Outcomes 1 and 2 may be assessed through restricted response questions. Outcomes 3 and 4 may be assessed in the form of case studies, though they could potentially be integrated with the assessment of the Unit *Deliver Personal Training*.

### Assessment Guidelines

#### Outcomes 1, 2 and 3

These may be done either as a series of restricted response questions or as a series of case studies, and could potentially be integrated with the assessment for the Unit *Deliver Personal Training Sessions* and/or *Metabolic Considerations for Personal Trainers*.

## Higher National Unit specification: support notes (cont)

**Unit title:** Planning and Management of Personal Training

### Outcome 4

It is likely that this assessment would be completed as a practical case study. It could potentially be integrated with the assessment for the Unit 'Deliver Personal Training Sessions'.

### Online and Distance Learning

If this Unit is delivered by open learning methods, additional planning resources may be required for candidate support, assessment and quality assurance.

### Opportunities for developing Core Skills

Many aspects of the Core Skill of *Problem Solving*, that is, Planning and Organising, Critical Thinking, and Reviewing and Evaluating, could be developed and enhanced in the Unit as candidates plan and manage sessions and programmes. Detailed preparation for session delivery is critical to safe and effective working with the identified groups. Identifying and checking resources in order to maximise effectiveness and overcome potential difficulties will involve a high level of critical thinking. Justifying and adopting effective strategies which reflect and apply current theory will be an integral aspect of each session. Producing a balanced, safe programme necessitates on-going review and adjustment.

### Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements)

## History of changes to Unit

Version	Description of change	Date

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## General information for candidates

### Unit title: Planning and Management of Personal Training

Personal trainers must be able to prepare personalised exercise programmes, and this Unit aims to develop your skills and knowledge of the application of correct and appropriate information, guidelines, and an awareness of contra-indications and the requirements of individuals will help you to maximise the effectiveness of training programmes. The Unit will help you to identify and understand current guidance on a variety of issues which affect personal training clients.

**Outcome 1:** Describe the procedures underpinning preparation of a personal training programme

After completion of this Outcome you should be able to identify information required by a personal trainer in order to plan an effective programme. This should include resources which may be fixed or portable, and in environments which may not be expressly designed for fitness based activities. You will be able to identify issues underpinning screening procedures including informed consent, methodology, and data protection. This will enable effective collection and interpretation of information relating to lifestyle, medical history, physical activity history and preferences, motivation and potential barriers to participation, current fitness level, stage of readiness, posture and alignment, and functional ability. Finally you'll look at identification of client goals in order to maximise adherence and the effectiveness of personal training programmes.

**Outcome 2:** Identify risks and safety characteristics of different fitness activities

After completion of this Outcome you should be able to identify types of emergencies which may occur in fitness environments, describe the roles that staff and external services play during an emergency, and explain the importance of correctly following health and safety procedures. You'll look at how to maintain the safety of vulnerable groups including children, older adults, antenatal and postnatal clients, and disabled people. This will focus particularly on contraindications and key safety guidelines, including risk assessment and control procedures for a fitness environment.

**Outcome 3:** Collect and use information about clients in order to plan a personal training programme

After completion of this Outcome you should be able to collect and interpret the information identified in Outcome 1 about a client (or clients) using interviews, questionnaires, observation, and testing. You'll also look at professional role boundaries. This information would be used by personal trainers to identify and agree appropriate short, medium and long term SMART goals relating to general health and fitness, physiological issues, psychological issues, lifestyle, social support, and functional ability, and ultimately to plan a personal training programme. You'll look at the importance of using recognised and credible sources of information relating to programme design and safe exercise, and safe and effective exercises/ activities to develop cardiovascular fitness, muscular fitness, flexibility, motor skills and core stability. Finally you'll look at how best to plan programmes which will fit in with the client's lifestyle and preferred exercise environments.

## **General information for candidates**

**Unit title:** Planning and Management of Personal Training

**Outcome 4:** Manage, review and adapt a personal training programme

After completion of this Outcome you should be able to manage a personal training programme, by reviewing client progress, agreeing evaluation methods and review dates. You will look at ways to adapt a client personal training programme to ensure safe and effective achievement of client goals.