



*ptnational*

**Live.Learn.Fitness® Clinic Experience**

**Log Book (Work Placement)**

SIS40215 Certificate IV in Fitness

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# 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 Personal Trainer. The learner must complete the 40 hours of work placement within 12 months of enrolment in the SIS40215 Certificate IV 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 IV 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](http://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 IV 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: <a href="mailto:janine@ptnational.edu.au">janine@ptnational.edu.au</a> )
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	40 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

Thankyou 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](mailto: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 SIS40215 Certificate IV in Fitness. The learner is required to perform a minimum of forty (40) 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:-

- Completed Pre-exercise screening questionnaire that was conducted with a new client or existing club member
- Written referral letter that you can provide a client to seek guidance and further advice from a medical or allied health professional
- Client testimonial of a client you personally trained that was highly motivated from your strategies

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 IV 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](http://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 **40** 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.

<b>Mentor Signature</b>		<b>Date Signed</b>	...../...../.....
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# Work Placement Logbook

Work Placement for SIS40215 Certificate IV 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
SISFFIT013 – Instruct exercise to young people aged 13 to 17 years	1. Identify fitness requirements.	<input type="checkbox"/> interact with children, adolescents and parents or carers in an appropriate manner			
	2. Plan exercise session.	<input type="checkbox"/> interpret equipment manufacturer guidelines to determine: <ul style="list-style-type: none"> <li>▪ appropriate use of equipment and facilities to instruct children and adolescents</li> </ul>			
	3. Instruct exercise session.	<input type="checkbox"/> provide accurate information to children, adolescents, and parents or carers			
	4. Evaluate exercise session	<input type="checkbox"/> encourage children and adolescents to participate in an active lifestyle and exercise program.			
As the learner, how do you feel you have demonstrated the skills outlined above?					
Mentor Comments:					
Evidence to be submitted:	A completed Pre-exercise screening questionnaire that was conducted with a new client or existing club member				
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
SISFFIT015 – Collaborate with medical and allied health professionals in a fitness context	1. Refer to medical or allied health professional	<input type="checkbox"/> interpret and analyse pre-test screening, referral letters, requests and other relevant health information to determine implications for client exercise participation			
	2. Receive and respond to referrals	<input type="checkbox"/> clarify information collected from client with medical or allied health professional if required			
	3. Deliver and monitor client fitness program	<input type="checkbox"/> use heart rate calculations or other monitoring techniques during training, where relevant			
	4. Report on client progress	<input type="checkbox"/> develop professional working relationships with medical or allied health professionals to be able to seek guidance on client needs and refer clients beyond the scope of practice of a personal trainer			
	5. Maintain client records	<input type="checkbox"/> maintain knowledge of roles of medical and allied health professional suitable for referral of clients			
<b>As the learner, how do you feel you have demonstrated the skills outlined above?</b>					
<b>Mentor Comments:</b>					
<b>Evidence to be submitted:</b>	Write a referral letter that you can provide a client to seek guidance and further advice from a medical or allied health professional				
<b>Time allocated to demonstrate skills:</b>	2 hours				
<b>Date completed:</b>					
<b>Location:</b>					

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
SISFFIT016 – Provide motivation to positively influence exercise behaviour	1. Consolidate understanding of behaviour change strategies.	<input type="checkbox"/> source and comprehend often complex motivation and behaviour change information			
	2. Apply knowledge to own professional practice.	<input type="checkbox"/> provide guidelines and suggestions tailored to client to increase incidental physical activity and adhere to regular exercise program			
	3. Maintain and update knowledge of motivation and behaviour change.	<input type="checkbox"/> make connections between own practice and conclusions drawn from information about principles of behaviour change			
<b>As the learner, how do you feel you have demonstrated the skills outlined above?</b>					
<b>Mentor Comments:</b>					
<b>Evidence to be submitted:</b>	Client testimonial of a client you personally trained that was highly motivated from your strategies				
<b>Time allocated to demonstrate skills:</b>	1.5 hours				
<b>Date completed:</b>					
<b>Location:</b>					

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
SISFFIT017 – Instruct long term exercise programs	1. Identify client fitness goals	<input type="checkbox"/> use active listening and questioning techniques to: <ul style="list-style-type: none"> <li>▪ identify clients’ specific long term needs</li> <li>▪ confirm objectives of long-term exercise program</li> </ul>			
	2. Develop program plans	<input type="checkbox"/> maintain current knowledge of contemporary exercise equipment and methods of training			
	3. Conduct exercise sessions	<input type="checkbox"/> use a variety of exercise equipment including electrical and non-electrical			
	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:	Write a 200 word reflection of a training program that a client or club member is currently following. Provide two (2) strengths and two (2) recommendations that you provided the client				
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
SISFFIT018 – Promote functional movement capacity	1. Consolidate understanding of functional movement	<input type="checkbox"/> use active listening and open and closed probe questioning to: <ul style="list-style-type: none"> <li>▪ elicit information from clients about their needs and expectations</li> <li>▪ consult with clients about functional movement activities</li> <li>▪ clarify screening information provided by clients</li> </ul>			
	2. Inform clients of importance of functional movement	<input type="checkbox"/> interpret and critically analyse client functional movement			
	3. Recognise and analyse client functional movement	<input type="checkbox"/> reflect on results and redesign new approaches to exercise as relevant for client			
	4. Consider static posture	<input type="checkbox"/> determine referral requirements after reviewing pre-exercise health screening information and as a result of functional movement observations			
	5. Implement functional exercise strategies	<input type="checkbox"/> collaborate with various professionals and client in order to establish and follow through with the most appropriate functional exercise strategies for the client, if required			
<b>As the learner, how do you feel you have demonstrated the skills outlined above?</b>					
<b>Mentor comments:</b>					
<b>Evidence to be submitted:</b>	Create a functional movement poster with at least (5) photographs with descriptions how to perform basic functional movement exercise to improve balance, stability and mobility				
<b>Time allocated to demonstrate skills:</b>	2 hours				

<b>Date completed:</b>					
<b>Location:</b>					
<b>Unit of competency Code &amp; Title</b>	<b>Elements within the unit</b>	<b>Skills to be demonstrated (Mentor to tick when demonstrated)</b>	<b>Date DD/MM/YYYY</b>	<b>Mentor Name</b>	<b>Mentor Signature</b>
SISFFIT019 – Incorporate exercise science principles into fitness programming	1. Consolidate understanding of exercise science principles	<input type="checkbox"/> determine how equipment and body position can be changed to alter the forces applied to the body			
	2. Apply knowledge to own professional practice	<input type="checkbox"/> provide clients with information related to exercise in a manner which they can understand and implement to their exercise sessions			
	3. Maintain and update knowledge of exercise science principles	<input type="checkbox"/> ensure application of up-to-date exercise science principles			
<b>As the learner, how do you feel you have demonstrated the skills outlined above?</b>					
<b>Mentor comments:</b>					
<b>Evidence to be submitted:</b>	Research and submit a research journal with current research (less than 3 years old) that addresses an area of exercise science that could be used to improve the way a client thinks about the way he or she trains eg: depth of squat research				
<b>Time allocated to demonstrate skills:</b>	1.5 hours				
<b>Date completed:</b>					
<b>Location:</b>					

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
SISFFIT020 – Instruct exercise programs for body composition goals	1. Identify client body composition requirements	<input type="checkbox"/> extract and evaluate information from calculations of daily energy requirements and pre-exercise health screening information			
	2. Develop exercise plan to improve body composition	<input type="checkbox"/> interpret and critically analyse body composition appraisal results			
	3. Implement exercise plan	<input type="checkbox"/> explain and discuss relationships between body composition management and specific client plan			
	4. Evaluate exercise plan	<input type="checkbox"/> collaborate with client to establish goals and motivate towards desired outcomes			
<b>As the learner, how do you feel you have demonstrated the skills outlined above?</b>					
<b>Mentor comments:</b>					
<b>Evidence to be submitted:</b>	Submit a completed client Health screen appraisal including percentage (%) body fat composition, waist to hip ratio calculation, and BMI calculation				
<b>Time allocated to demonstrate skills:</b>	2.5 hours				
<b>Date completed:</b>					
<b>Location:</b>					

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
SISFFIT021 – Instruct personal training programs	1. Identify client fitness requirements	<input type="checkbox"/> use active listening and questioning techniques to: <ul style="list-style-type: none"> <li>▪ determine client needs and preferences</li> <li>▪ offer and explain suitable exercises and programs</li> </ul>			
	2. Develop personal training exercise plan and program	<input type="checkbox"/> adapt exercise programs and strategies to individual clients			
	3. Conduct personal training sessions	<input type="checkbox"/> demonstrate and explain the safe performance of exercises to clients using appropriate terminology			
	4. Evaluate personal training program	<input type="checkbox"/> determine which personal training sessions or exercise that the client can independently perform, with and without direct supervision			
<p><b>As the learner, how do you feel you have demonstrated the skills outlined above?</b></p>					
<p><b>Mentor comments:</b></p>					
<b>Evidence to be submitted:</b>	Plan and instruct a one on one personal training session to a member of the Fitness Centre or Training Facility				
<b>Time allocated to demonstrate skills:</b>	2 hours				
<b>Date completed:</b>					
<b>Location:</b>					

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
SISFFIT023 – Instruct group personal training programs	1. Identify group personal training program requirements	<input type="checkbox"/> evaluate and integrate collected information and ideas to construct group personal training programs			
	2. Develop group personal training exercise plan and program	<input type="checkbox"/> prepare personal training plans that are appropriate for a variety of clients within one group, with consideration of personalities, goals and fitness levels of each client			
	3. Conduct group personal training sessions	<input type="checkbox"/> demonstrate and explain the safe performance of exercises to clients using appropriate terminology and confirm client understanding.			
	4. Evaluate personal training program	<input type="checkbox"/> design, reflect on and redesign approaches to group personal training as an integral part of the review process			
<b>As the learner, how do you feel you have demonstrated the skills outlined above?</b>					
<b>Mentor comments:</b>					
<b>Evidence to be submitted:</b>	Plan and instruct a group personal training session for 3-5 club members aiming to lose body fat composition				
<b>Time allocated to demonstrate skills:</b>	2.5 hours				
<b>Date completed:</b>					
<b>Location:</b>					

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
SISFFIT025 – Recognise the dangers of providing nutrition advice to clients	1. Comply with the scope of practice in provision of nutrition advice	<input type="checkbox"/> interpret healthy eating information to determine suitability of use for clients			
	2. Identify situations outside of scope of practice	<input type="checkbox"/> determine the dangers of providing dietary advice to clients who require specialised advice from an Accredited Practising Dietitian, Accredited Sports Dietitian or a General Practitioner			
As the learner, how do you feel you have demonstrated the skills outlined above?					
Mentor comments:					
Evidence to be submitted:	Write a referral letter that you can provide a client to seek guidance and further advice from a medical or allied health professional				
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
SISFFIT026 – Support healthy eating through the Eat for Health Program	1. Identify client needs within the Eat for Health Program	<input type="checkbox"/> use open and closed probe questioning techniques to acquire accurate information regarding physical activity patterns, and eating patterns			
	2. Develop client profiles of food choices and eating patterns	<input type="checkbox"/> interpret the Educator Guide from the Eat for Health program to select appropriate information to provide client regard their food choice influences			
	3. Provide eating pattern and health status information	<input type="checkbox"/> interpret the Scope of Practice of a personal trainer to ensure that work related to health eating is performed within scope			
	4. Influence healthier eating patterns	<input type="checkbox"/> maintain currency of knowledge regarding food options in Australia			
<b>As the learner, how do you feel you have demonstrated the skills outlined above?</b>					
<b>Mentor comments:</b>					
<b>Evidence to be submitted:</b>	Provide twenty (20) club members with a pamphlet or handout about current information about the Australian Healthy Eating Guidelines 1-5				
<b>Time allocated to demonstrate skills:</b>	2 hours				
<b>Date completed:</b>					
<b>Location:</b>					

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
SISXRES001 – Conduct sustainable work practices in open spaces	1. Plan sustainable activities for work in open spaces	<input type="checkbox"/> identify current use of resources			
	2. Conduct minimal impact activities	<input type="checkbox"/> assess threats and opportunities			
	3. Monitor impacts and changes	<input type="checkbox"/> maintain currency of information related to sustainable practices in open spaces			
<b>As the learner, how do you feel you have demonstrated the skills outlined above?</b>					
<b>Mentor comments:</b>					
<b>Evidence to be submitted:</b>	Complete a risk analysis form of a park or outdoor facility where outdoor training is conducted by the Fitness Centre or Training Facility				
<b>Time allocated to demonstrate skills:</b>	1.5 hours				
<b>Date completed:</b>					
<b>Location:</b>					



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
BSBSMB401 – Establish legal and risk management requirements of small business	1. Identify and implement business legal requirements	<input type="checkbox"/> Identifies, analyses and evaluates a range of complex text to determine legislative, regulatory and related business requirements			
	2. Comply with legislation, codes and regulatory requirements	<input type="checkbox"/> Monitors adherence to organisational policies and legislative responsibilities and considers own role in terms of its contribution to broader goals of work environment			
	3. Negotiate and arrange contracts	<input type="checkbox"/> Reviews, analyses, compares and contrasts numerical data which may be embedded in documents			
<b>As the learner, how do you feel you have demonstrated the skills outlined above?</b>					
<b>Mentor comments:</b>					
<b>Evidence to be submitted:</b>	Submit a member contract and a Personal Trainer or staff contract that is used at the Fitness Centre or Training Facility				
<b>Time allocated to demonstrate skills:</b>	2.5 hours				
<b>Date completed:</b>					
<b>Location:</b>					

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
BSBSMB403 – Market the small business	1. Develop marketing strategies	<input type="checkbox"/> Uses questioning and listening to check and confirm understanding			
	2. Determine a marketing mix for the business	<input type="checkbox"/> Identifies, analyses and evaluates complex information from a range of sources			
	3. Implement marketing strategies	<input type="checkbox"/> Recognises importance of building rapport to establish effective working relationships			
	4. Monitor and improve marketing performance	<input type="checkbox"/> Uses formal and informal processes to monitor implementation of solutions and reflect on outcomes			
<b>As the learner, how do you feel you have demonstrated the skills outlined above?</b>					
<b>Mentor comments:</b>					
<b>Evidence to be submitted:</b>	Create one (1) marketing campaign that can help to promote a health promotion and/or more members signing up to the Fitness Centre				
<b>Time allocated to demonstrate skills:</b>	2 hours				
<b>Date completed:</b>					
<b>Location:</b>					

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
BSBSMB404 – Undertake small business planning	1. Identify elements of the business plan	<input type="checkbox"/> Identifies, analyses and evaluates complex workplace documentation during planning process			
	2. Develop a business plan	<input type="checkbox"/> Plans, organises and implements tasks required to develop a business plan			
	3. Develop strategies for minimising risks	<input type="checkbox"/> Articulates ideas and requirements using language appropriate to audience			
<b>As the learner, how do you feel you have demonstrated the skills outlined above?</b>					
<b>Mentor comments:</b>					
<b>Evidence to be submitted:</b>	Create a SWOT Analysis (Strength, Weaknesses, Opportunities & Threats) regarding the Fitness Centre's points of difference and how competitors are affecting the business				
<b>Time allocated to demonstrate skills:</b>	2.5 hours				
<b>Date completed:</b>					
<b>Location:</b>					

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
BSBSMB405 – Monitor and manage small business operations	1. Develop operational strategies and procedures	<input type="checkbox"/> Evaluates complex text to determine legislative, regulatory and workplace documentation			
	2. Implement operational strategies and procedures	<input type="checkbox"/> Plans, organises and implements tasks required to implement strategies and procedures			
	3. Monitor business performance	<input type="checkbox"/> Interprets numerical information to manage performance information and regulate cash flow			
	4. Review business operations	<input type="checkbox"/> Develops and revises organisational policies and procedures			
<b>As the learner, how do you feel you have demonstrated the skills outlined above?</b>					
<b>Mentor comments:</b>					
<b>Evidence to be submitted:</b>	In 250 words detail five (5) recommendations that could improve the running of their Fitness Centre or Fitness Training Facility.				
<b>Time allocated to demonstrate skills:</b>	2 hours				
<b>Date completed:</b>					
<b>Location:</b>					

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
SISFFIT024 – Instruct endurance programs	1. Identify client fitness requirements	<input type="checkbox"/> discuss endurance training program requirements			
	2. Develop program plans	<input type="checkbox"/> determine appropriate endurance training program within appropriate environment to suit client needs and abilities			
	3. Conduct endurance sessions	<input type="checkbox"/> determine training schedule and timing requirements			
	4. Evaluate endurance program	<input type="checkbox"/> manage signs and symptoms of overtraining, where applicable			
<b>As the learner, how do you feel you have demonstrated the skills outlined above?</b>					
<b>Mentor comments:</b>					
<b>Evidence to be submitted:</b>	Plan and instruct one (1) strength training session to support an endurance athlete in their current training phase				
<b>Time allocated to demonstrate skills:</b>	2 hours				
<b>Date completed:</b>					
<b>Location:</b>					

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
SISSSTC402A – Develop strength and conditioning programs	1. Identify the needs and requirements of the athlete or team members	<input type="checkbox"/> communication skills to: <ul style="list-style-type: none"> <li>▪ liaise with other coaches and trainers</li> <li>▪ give and receive feedback from athletes</li> </ul>			
	2. Plan a strength and conditioning training program to meet identified needs	<input type="checkbox"/> problem-solving skills to select appropriate techniques and strategies for the program to meet the stated objectives			
	3. Implement strength and conditioning training program	<input type="checkbox"/> planning and organising skills to schedule the strength and conditioning program			
	4. Monitor, evaluate and modify the strength and conditioning program	<input type="checkbox"/> literacy skills to: <ul style="list-style-type: none"> <li>▪ record feedback</li> </ul>			
<b>As the learner, how do you feel you have demonstrated the skills outlined above?</b>					
<b>Mentor comments:</b>					
<b>Evidence to be submitted:</b>	Create a strength program for a club member with the goal to improve their bench press, deadlift, and back squat				
<b>Time allocated to demonstrate skills:</b>	2.5 hours				
<b>Date completed:</b>					
<b>Location:</b>					

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
SISXCAI005 – Conduct individualised long-term training programs	1. Identify participant needs and expectations	<input type="checkbox"/> Develop participant profiles using evaluation measures			
	2. Plan the program	<input type="checkbox"/> explain particular aspects of the long-term training program to participants and confirm participant understanding			
	3. Deliver long-term training program	<input type="checkbox"/> coach and motivate an individual through a long-term training program			
	4. Evaluate and modify training program	<input type="checkbox"/> Seek feedback from participant and other personnel			
<b>As the learner, how do you feel you have demonstrated the skills outlined above?</b>					
<b>Mentor comments:</b>					
<b>Evidence to be submitted:</b>	Plan an outline for a 12 week training calendar with mentor assistance for a club member who is an athlete or group of athletes Including pre season, conditioning phase, recovery phase, strength and conditioning phase, off season				
<b>Time allocated to demonstrate skills:</b>	2.5 hours				
<b>Date completed:</b>					
<b>Location:</b>					

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
SISXCCS003 – Address client needs	1. Identify client needs	<input type="checkbox"/> Establish rapport with clients			
	2. Recommend services	<input type="checkbox"/> interpret documentation in relation to service delivery			
	3. Customise services	<input type="checkbox"/> negotiate modifications and solutions to address specific client needs			
	4. Confirm services	<input type="checkbox"/> Refer client to appropriate personnel and follow up to ensure satisfaction with service provision			
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:					



## 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 that was conducted with a new client or existing club member
- Written referral letter that you can provide a client to seek guidance and further advice from a medical or allied health professional
- Client testimonial of a client you personally trained that was highly motivated from your strategies
- 200 word reflection of a training program that a client or club member is currently following. Provide two (2) strengths and two (2) recommendations that you provided the client
- Functional movement poster with at least (5) photographs with descriptions how to perform basic functional movement exercise to improve balance, stability and mobility
- Research journal with current research (less than 3 years old) that addresses an area of exercise science that could be used to improve the way a client thinks about the way he or she trains eg: depth of squat research
- Completed client Health screen appraisal including percentage (%) body fat composition, waist to hip ratio calculation, and BMI calculation
- Session plan for a one on one personal training session you instructed to a member of the Fitness Centre or Training Facility
- Session plan for a group personal training session that you conducted for 3-5 club members aiming to lose body fat composition
- Sample pamphlet or handout that was provided to clients or club members about current information about the Australian Healthy Eating Guidelines 1-5
- Completed risk analysis form of a park or outdoor facility where outdoor training is conducted by the Fitness Centre or Training Facility
- Sample member contract and a Personal Trainer or staff contract that is used at the Fitness Centre or Training Facility

- Resource of one (1) marketing campaign was used to promote a health promotion and/or more members signing up to the Fitness Centre
- Completed SWOT Analysis (Strength, Weaknesses, Opportunities & Threats) regarding the Fitness Centre's points of difference and how competitors are affecting the business
- 250 words outlining five (5) recommendations that you informed your mentor that could improve the running of the Fitness Centre or Fitness Training Facility
- Session plan of one (1) strength training session that you instructed to support an endurance athlete in their current training phase
- Strength program for a club member with the goal to improve their bench press, deadlift, and back squat
- 12 week training calendar that was completed with mentor assistance for a club member who is an athlete or group of athletes, including pre season, conditioning phase, recovery phase, strength and conditioning phase, off season
- Completed Pre-Exercise Screening Questionnaire

## Work Placement Portfolio

Once the Evidence Checklist on Page 31 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.