



ptnational

Live.Learn.Fitness® Clinic Experience

Log Book (Work Placement)

SIS50215 Diploma of 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 30
Work Placement Portfolio.....	Page 31

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 an Advanced Personal Trainer. The learner must complete the 50 hours of work placement within 12 months of enrolment in the SIS50215 Diploma of 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 the qualification of a Diploma of 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 Diploma of 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.edu.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	Flexible Online
TOTAL Clinic hours to be Completed	50 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 Required Resources 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.

Human Resources

- Relevant personnel from hosting facility to discuss their business plan & marketing plans
- Consultation with host facility owner(s) or management staff to discuss risk management
- Access to host facilities HR Manager for consultation

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/screen
- Pressure biofeedback unit
- 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 with Heart Rate sensors
- Recumbent bike with Heart Rate sensors
- Treadmill with emergency pull with Heart Rate sensors
- Stepper machine with Heart Rate sensors
- Rowing Ergometer (optional)
- Cross trainer/elliptical machine with Heart Rate sensors

Functional Training

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

Hydraulic Resistance Machines

- Hydraulic exercise machines Eg: hydraulic seated leg extension, standing hack squat machine

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
- 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 SIS50215 Diploma of Fitness. The learner is required to perform a minimum of fifty (50) 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:-

- The minutes of a staff meeting you participated in whilst on work placement
- Create a SWOT Analysis (Strength, Weaknesses, Opportunities & Threats) about one (1) marketing strategy that the Fitness Centre implemented in the last 3 months
- Submit a member contract and a Personal Trainer or staff contract that is used at the Fitness Centre or Training Facility

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 Diploma of 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 **50** 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 SIS50215 Diploma of 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
SISFFIT027 – Conduct health promotion activities	1. Identify health promotion information requirements	<input type="checkbox"/> develop supporting resources for health promotion activities such as brochures, assessment tools, videos			
	2. Plan educational activities	<input type="checkbox"/> deliver health promotion activities to a variety of clients of differing ages and with various needs			
	3. Incorporate educational activities into own professional practice	<input type="checkbox"/> make connections between own practice and conclusions drawn from health promotion information			
	4. Maintain and update knowledge of health promotion	<input type="checkbox"/> source and comprehend often complex health promotion information and evidence based research			
As the learner, how do you feel you demonstrated the skills above?					
Mentor Comments:					
Evidence to be submitted:	Provide one (1) resource of a health promotion to members and/or the local community that you assisted in or organised at the Fitness Centre of Fitness Training Facility				
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
SISFFIT028 – Apply evidence based practice to exercise programs	1. Plan information gathering	<input type="checkbox"/> maintain currency of exercise management strategies			
	2. Research and analyse information	<input type="checkbox"/> integrate research findings into contemporary exercise programs			
	3. Apply research findings to own professional practice	<input type="checkbox"/> continue with self-directed learning to ensure exercise management strategies implemented are relevant to current research findings.			
As the learner, how do you feel you demonstrated the skills above?					
Mentor Comments:					
Evidence to be submitted:	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				
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
SISFFIT029 – Apply anatomy and physiology to advanced personal training	1. Consolidate understanding of anatomy and physiology	<input type="checkbox"/> monitor sources of information to expand knowledge base on anatomy and physiology relevant to own practice			
	2. Apply knowledge to own professional practice	<input type="checkbox"/> source and comprehend often complex anatomical and physiological information such as anatomical charts and labels on anatomical models			
	3. Maintain and update knowledge of anatomy and physiology	<input type="checkbox"/> provide clients with anatomy and physiology information related to exercise in a manner which they can understand and implement to their exercise sessions.			
As the learner, how do you feel you demonstrated the skills above?					
Mentor Comments:					
Evidence to be submitted:	Post an image of an anatomy model with notes about the lymphatic system that can place on the member notice board to raise awareness of the circulatory system and exercise				
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
SISFFIT030 – Instruct advanced exercise programs	1. Establish participant needs and expectations	<input type="checkbox"/> question client in detail regarding their training history in order to establish client training needs and goals			
	2. Develop program plans	<input type="checkbox"/> create fitness training programs that are detailed, well-planned, and suitable for preparing the client for the goal			
	3. Conduct advanced exercise sessions	<input type="checkbox"/> determine if client availability and commitment to training is suitable and realistic for achieving identified goals			
	4. Evaluate advanced exercise program	<input type="checkbox"/> collaborate with various professionals and client in order to establish and follow through with the most appropriate training strategy or program for the client, if required.			
As the learner, how do you feel you demonstrated the skills above?					
Mentor Comments:					
Evidence to be submitted:	Plan and instruct a one on one or small group personal training session with advanced clients for a strength and conditioning phase of their training cycle				
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
SISFFIT031 – Implement injury prevention strategies	1. Consolidate understanding of injury prevention.	<input type="checkbox"/> determine client history of injury, fitness level and risk factors.			
	2. Analyse client risk of injury.	<input type="checkbox"/> interpret pre-exercise screening and fitness appraisal information			
	3. Develop and implement injury prevention strategies.	<input type="checkbox"/> collaborate with various professionals and client in order to establish and follow through with the most appropriate injury prevention strategies for the client, if required.			
	4. Update knowledge of injury trends and prevention.	<input type="checkbox"/> source and comprehend often complex injury prevention information and evidence-based research			
As the learner, how do you feel you demonstrated the skills above?					
Mentor Comments:					
Evidence to be submitted:	Create an injury prevention plan in consultation with your mentor and an allied health professional that be used with a current client or member of the Fitness Centre or Fitness Training facility				
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
BSBFIM501 – Manage Budgets and financial plans	1 Plan financial management approaches	<input type="checkbox"/> Uses a range of strategies to connect, collaborate and cooperate with other work colleagues in activities requiring collective effort and diverse skills and knowledge			
	2 Implement financial management approaches	<input type="checkbox"/> Recognises, understands and adheres to organisational requirements in undertaking own work			
	3 Monitor and control finances	<input type="checkbox"/> Records information in correct forms and prepares materials which convey detailed and factual content in accordance with internal procedures			
	4 Review and evaluate financial management processes	<input type="checkbox"/> Uses logical processes in planning, implementing and evaluating complex tasks and developing alternative strategies in achieving goals and timelines			
As the learner, how do you feel you demonstrated the skills above?					
Mentor Comments:					
Evidence to be submitted:	Prepare a balance sheet for the front desk for beverages sold for five (5) consecutive days				
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
BSBPMG522 – undertake project work	1. Define project	<input type="checkbox"/> Using listening and questioning skills to seek information and confirm understanding			
	2. Develop project plan	<input type="checkbox"/> Selects and uses appropriate communication protocols and practices to ensure shared understanding of project roles and expectations			
	3. Administer and monitor project	<input type="checkbox"/> Establishes and maintains records according to organisational requirements			
	4. Finalise project	<input type="checkbox"/> Uses formal and some informal, oral and written mathematical language and representation to prepare and communicate budgetary and financial information			
	5. Review project	<input type="checkbox"/> Evaluates outcomes of decisions to identify opportunities for improvement			
As the learner, how do you feel you demonstrated the skills above?					
Mentor Comments:					
Evidence to be submitted:	Initiate a one (1) A4 page project proposal that you feel would increase the number of members in the Fitness Centre or Fitness Training Facility and forward this onto your mentor or club manager				
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
BSBRSK501 – Manage Risk	1. Establish risk context	<input type="checkbox"/> Comprehends a variety of relatively complex texts			
	2. Identify risks	<input type="checkbox"/> Sequences and schedules a range of routine and complex activities, monitors implementation, evaluates processes and manages relevant communication			
	3. Analyse risks	<input type="checkbox"/> Gathers, interprets and analyses textual information from a range of sources to identify relevant information			
	4. Select and implement treatments	<input type="checkbox"/> Participates in interactions with stakeholders using questioning and listening to elicit opinions, and to confirm and clarify understanding			
As the learner, how do you feel you demonstrated the skills above?					
Mentor Comments:					
Evidence to be submitted:	Complete a risk analysis form of the Fitness Centre of 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
CHCCOM002 – Use communication skills to build relationships	1. Communicate with clients and co-workers	<input type="checkbox"/> Develop an agenda and list of invited participants in consultation with appropriate people			
	2. Address communication needs	<input type="checkbox"/> Contribute to and follow objectives and agendas for meeting			
	3. Facilitate meetings	<input type="checkbox"/> Minute or record meeting in accordance with organisation requirements			
As the learner, how do you feel you demonstrated the skills above?					
Mentor Comments:					
Evidence to be submitted:	The minutes of a staff meeting you participated in whilst on work placement				
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
CHCPRP003 – Reflect on and improve own professional practice	1. Reflect on own practice	<input type="checkbox"/> Determine improvements needed based on own evaluation and feedback from others			
	2. Enhance own practice	<input type="checkbox"/> Seek specialist advice or further training where need is identified			
	3. Facilitate ongoing professional development	<input type="checkbox"/> Actively seek and reflect on feedback from clients, organisations or other relevant sources			
As the learner, how do you feel you demonstrated the skills above?					
Mentor Comments:					
Evidence to be submitted:	Write a 200 word report about your work placement clinic experience				
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
SISXCCS001 – provide quality service	1. Address client needs and expectations	<input type="checkbox"/> Recognise and confirm client preferences, needs and expectations.			
	2. Provide quality service experience	<input type="checkbox"/> Provide professional and personalised service to ensure a quality experience for clients			
	3. Resolve customer complaints	<input type="checkbox"/> Respond to client complaints professionally and refer to appropriate personnel as required			
As the learner, how do you feel you demonstrated the skills above?					
Mentor Comments:					
Evidence to be submitted:	Obtain two (2) testimonials from personal training clients or club members that you trained whilst on work placement				
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
BSBHRM405 – Support the recruitment, selection and induction of staff	1 Plan for recruitment	<input type="checkbox"/> actively listen to what is being said in interviews			
	2 Plan for selection	<input type="checkbox"/> work with job descriptions to devise suitable questions for interviews			
	3 Support selection process	<input type="checkbox"/> support line managers in recruitment and selection functions			
	4 Induct successful candidate	<input type="checkbox"/> maintain information in the human resources information system			
As the learner, how do you feel you demonstrated the skills above?					
Mentor Comments:					
Evidence to be submitted:	Write five (5) interview questions you would ask a potential candidate who has applied for a personal training position at the fitness centre. Discuss with your mentor the suitability and appropriateness of each question				
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
BSBMGT502 – Manage people performance	1. Allocate work	<input type="checkbox"/> Uses language and structure appropriate to context and audience to explain expected standards of performance, provide feedback and coach staff			
	2. Assess performance	<input type="checkbox"/> Uses experiences to reflect on the ways in which variables impact on performance			
	3. Provide feedback	<input type="checkbox"/> Seeks advice, feedback and support as required to assist in the decision-making process			
	4. Manage follow up	<input type="checkbox"/> Collaborates with others to achieve joint outcomes, influencing direction and taking a leadership role on occasion			
As the learner, how do you feel you demonstrated the skills above?					
Mentor Comments:					
Evidence to be submitted:	Write a 200 word report or email that outlines three (3) strengths and one (1) area of improvement of a personal training session that you observed whilst on work placement				
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
BSBMKG514 – Implement and monitor marketing activities	1. Implement marketing strategies and tactics	<input type="checkbox"/> Identifies and evaluates textual information to determine business achievements against workplace objectives			
	2. Monitor marketing strategies and tactics	<input type="checkbox"/> Monitors adherence to organisational policies and objectives and considers own role in terms of its contribution to broader goals of work environment			
	3. Evaluate and improve marketing performance	<input type="checkbox"/> Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction			
As the learner, how do you feel you demonstrated the skills above?					
Mentor Comments:					
Evidence to be submitted:	Create a SWOT Analysis (Strength, Weaknesses, and Opportunities & Threats) about one (1) marketing strategy that the Fitness Centre implemented in the last 3 months. Ask staff and clients on the success of the marketing strategies used				
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
HLTPOP402C – Assess readiness for and effect behaviour change	1. Identify behaviour that impacts negatively on health and assess readiness for change	<input type="checkbox"/> Apply analytical thinking, problem solving and critical appraisal			
	2. Develop and implement plan for behaviour change	<input type="checkbox"/> Facilitate and contribute effectively to meetings, forums and other networks			
	3. Monitor and review progress	<input type="checkbox"/> Apply effective communication and interpersonal skills including: <ul style="list-style-type: none"> ▪ high level written or verbal ▪ negotiation and liaison ▪ consultation ▪ conflict resolution and mediation 			
As the learner, how do you feel you demonstrated the skills above?					
Mentor Comments:					
Evidence to be submitted:	Client testimonial of a client you personally trained that was highly motivated from your strategies				
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
BSBSMB401 – Establish Legal and Risk Management requirements of small business	1. Identify and implement business legal requirements	<input type="checkbox"/> Uses specific and relevant language to clearly articulate legal issues, and uses questioning and listening techniques to clarify solutions			
	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"/> Plays a lead role in situations requiring effective collaboration, demonstrating high-level influencing skills, focusing and shaping awareness, and engaging and motivating others			
As the learner, how do you feel you demonstrated the skills above?					
Mentor Comments:					
Evidence to be submitted:	Submit a member contract and a Personal Trainer or staff contract that is used at the Fitness Centre or Training Facility				
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
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 demonstrated the skills above?					
Mentor Comments:					
Evidence to be submitted:	Completed Pre-Exercise Screening Questionnaire				
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
- One (1) resource of a health promotion to members and/or the local community that you assisted in or organised at the Fitness Centre of Fitness Training Facility
- One (1) 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
- One (1) image of an anatomy model with notes about the lymphatic system that can place on the member notice board to raise awareness of the circulatory system and exercise
- Session plan for a one on one or small group personal training session that your instructed with advanced clients for a strength and conditioning phase of their training cycle
- One (1) injury prevention plan in consultation with your mentor and an allied health professional that be used with a current client or member of the Fitness Centre or Fitness Training facility
- Balance sheet for the front desk for beverages sold for five (5) consecutive days
- One (1) A4 page project proposal that you feel would increase the number of members in the Fitness Centre or Fitness Training Facility and forward this onto your mentor or club manager
- Completed risk analysis form of the Fitness Centre of Fitness Training facility
- Minutes of a staff meeting you participated in whilst on work placement
- A 200 word report about your work placement clinic experience
- Two (2) testimonials from personal training clients or club members that you trained whilst on work placement
- Five (5) interview questions you would ask a potential candidate who has applied for a personal training position at the fitness centre. Discuss with your mentor the suitability and appropriateness of each question
- A 200 word report or email that outlines three (3) strengths and one (1) area of improvement of a personal training session that you observed whilst on work placement
- A SWOT Analysis (Strength, Weaknesses, Opportunities & Threats) about one (1) marketing strategy that the Fitness Centre implemented in the last 3 months. Ask staff and clients on the success of the marketing strategies used
- Client testimonial of a client you personally trained that was highly motivated from your strategies
- One (1) member contract and one (1) Personal Trainer or staff contract that is used at the Fitness Centre or Training Facility

Work Placement Portfolio

Once the Evidence Checklist on Page 28 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.