



Australian Government

Department of Education, Employment and Workplace Relations

SISFFIT311A Deliver approved community fitness programs

Release: 2

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Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to deliver an approved community fitness program designed to promote wellbeing and increase physical activity levels. This unit focuses on the skills needed to deliver programs that are low intensity, in order to minimise risk and enable delivery to general populations, and to monitor and report on the program outcomes to the approving authority. Program evaluation remains the responsibility of the approving authority.

Application of the Unit

This unit applies to exercise trainers and recreation program instructors working in a range of locations and with a range of clients in diverse environments including aquatic, recreation, leisure, fitness and community centres.

This unit is applicable to those working in fitness venues, gyms or other exercise environments.

Licensing/Regulatory Information

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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|--|---|
| 1. Prepare for program delivery. | <ul style="list-style-type: none"> 1.1. Obtain confirmation that the program is approved by an <i>approving authority</i>. 1.2. Confirm <i>venue or facility requirements</i> and <i>resources</i> required for program delivery. 1.3. Confirm <i>access</i> to the venue or facility meets the needs and requirements of the <i>clients</i> according to <i>organisational policies and procedures</i> and <i>legislation and regulatory requirements</i>. |
| 2. Deliver approved community fitness program. | <ul style="list-style-type: none"> 2.1. Screen clients according to program guidelines and organisational policies and procedures. 2.2. Deliver <i>pre-session instructions</i> according to program and venue or facility requirements. 2.3. Explain and demonstrate the program using a appropriate <i>instructional techniques</i>. 2.4. Explain and demonstrate the correct use of any <i>equipment</i> required for the program according to manufacturer's instructions and organisational policies and procedures. 2.5. Show sensitivity to <i>cultural and social differences</i>. |
| 3. Monitor and modify the activities. | <ul style="list-style-type: none"> 3.1. <i>Monitor</i> exercise intensity, technique and safety of clients continuously throughout the program according to program guidelines. 3.2. Deliver effective and positive <i>feedback</i> to clients regarding correct program intensity or technique. 3.3. Modify activities as required to ensure program continues to meet the needs and requirements of clients and minimise injuries. |
| 4. Monitor and report on the effectiveness of the program. | <ul style="list-style-type: none"> 4.1. Seek and respond to feedback from clients. 4.2. Identify modifications to instructional technique in response to feedback. 4.3. Identify aspects needing further emphasis or development and document for reporting to |

ELEMENT

PERFORMANCE CRITERIA

approving authority as required.

4.4. Maintain *records* according to program guidelines and organisational policies and procedures.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - provide clear and accurate instructions and pre-session information
 - encourage clients
 - elicit feedback
 - effectively manage group cohesion
- language and literacy skills to:
 - read and interpret the program plan
 - create reports on aspects of the program that need emphasis or development as a result of program monitoring
 - read manufacturer's instructions for equipment
 - maintain records
- planning and organising skills to ensure venue or facility and required equipment are available and suitable for specific program requirements
- problem-solving skills to identify allowable modifications to meet the needs of the participant group while maintaining the integrity of the program.

Required knowledge

- the purpose, aims and target group of the approved program to enable effective program delivery and identification of acceptable program modifications to meet group needs
- legislation, organisational policies and procedures to enable safe and effective delivery of the program
- equipment usage to enable the safe and effective incorporation of equipment as required by the specific program
- instructional techniques to enable the effective delivery and monitoring of the program
- general characteristics of the main cultural and social groups in Australian society and the key aspects that relate to their cultural and religious protocols and preferences for exercise
- injury prevention strategies to maximise client participation in the program.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- delivers, monitors and adjusts an approved community fitness program which effectively meets the needs and requirements of the participant group while maintaining the integrity of the program
- identifies and implements organisational, program and facility requirements, including the safe use of any required equipment, to maintain the safety of clients.
- maintains accurate records of program delivery and modification
- shows sensitivity to social and cultural differences.

Context of and specific resources for assessment

Assessment must ensure access to:

- clients in an approved community fitness program
- resources for the conduct of the community fitness program such as a venue or facility and any required equipment
- documentation related to an approved community fitness program.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of delivery of approved community fitness programs
- oral or written questioning to assess knowledge of the purpose, aims and allowable modifications to the program to meet the needs of the target group
- third-party reports from a supervisor detailing work performance.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SISFFIT309A Plan and deliver group exercise sessions.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

- Approving authority*** may include:
- state or federal government department
 - peak fitness body
 - community organisation
 - statutory authority.
- Venue or facility*** may include:
- community hall
 - council facility
 - fitness centre
 - aquatic centre.
- Venue or facility requirements*** may include:
- entry charge
 - needs of other facility users
 - emergency evacuation
 - access.
- Resources*** may include:
- facilities
 - equipment
 - finance
 - personnel
 - transport and related logistical requirements.
- Access*** may include:
- stairs
 - ramps
 - lift
 - vicinity to public transport
 - parking.
- Clients*** may include:
- inactive
 - active
 - age specific groups
 - gender specific groups
 - experienced or inexperienced
 - specific cultural or social groups.
- Organisational policies and procedures*** may include
- Occupational Health and Safety
 - training
 - privacy
 - venue hire
 - recording and reporting
 - communication protocols

Legislation and regulatory requirements may include:

- security
- emergency
- first aid
- use care and maintenance of equipment and facilities.
- Occupational Health and Safety
- duty of care
- privacy
- anti-discrimination
- copyright
- licensing
- child protection
- trade practices
- consumer protection
- environmental
- business registration and licences.

Cultural and social differences may include

- modes of greeting, farewelling and conversation
- body language, including use of body gestures
- formality of language
- clothing

Pre-session instructions must include:

- personal introduction
- verbal pre-screen
- session level outline
- emergency procedures
- appropriate and safe footwear and clothing
- rests
- correct exercise techniques and breathing.

Instructional techniques may include:

- teaching position
- session organisation and formation
- mirror imaging
- verbal and non-verbal communication
- demonstration
- motivational strategies,

Equipment may include:

- balls, rings and sticks
- dumbbells and barbells
- noodles
- resistance bands
- stability balls and discs
- mats
- chairs
- benches

Monitor may include:

- heart rate monitors
- sound and microphone.
- talk test
- heart rate
- breathing frequency
- rate of perceived exertion.

Feedback may include:

- verbal
- written.

Records may include:

- written
- electronic
- oral recording.

Unit Sector(s)

Fitness

Competency Field

Fitness