

# SKAD460 (SQA Unit Code - FG6K 04)

## Design, manage and adapt a personal training programme with clients



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### Overview

This standard covers the competence that personal trainers require to develop and manage a physical activity programme with apparently healthy adults of all ages. This may include young people in the 14-16 age range, provided they are part of a larger adult group. The standard also covers working with individual older adults, ante and postnatal clients and disabled clients, provided the relevant contraindications and guidelines are observed. This standard, however, does not cover running specialist whole classes for young people, older adults, ante and postnatal and disabled clients. Specialist NOS are available for these types of classes.

The first part describes the five things you have to do. These are:

1. collect and record information about clients
2. analyse information and agree goals with clients
3. plan, prepare and manage a personal training programme with clients
4. review progress with clients
5. adapt a personal training programme with clients

The second part covers the specific knowledge and understanding you must have. This is supplemented by core Level 3 Exercise and Fitness Knowledge Requirements outlined in a separate document.

This standard is for personal trainers who plan, conduct and review programmes to address clients' short, medium and long term goals.

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### Performance criteria

*You must be able to:*

#### **Collect and record information about clients**

- P1 establish a rapport with your clients
- P2 explain your role and responsibilities to the clients
- P3 decide what information you need to collect about your clients
- P4 collect information about your clients using appropriate methods
- P5 show sensitivity and empathy to your clients and the information they provide
- P6 record the information in a way that will help you analyse it
- P7 identify when your clients need referral to another professional
- P8 treat confidential information correctly

*You must be able to:*

#### **Analyse information and agree goals with clients**

- P9 analyse the information you collected
- P10 identify any barriers to participation and encourage your clients to find a solution
- P11 agree with your clients their needs and readiness to participate
- P12 work with your clients to agree short, medium and long-term goals appropriate to their needs
- P13 make sure the goals are specific, measurable, achievable, realistic and time bound and reflect accepted good practice
- P14 record the agreed goals in a format that is clear to your clients, yourself and others who may be involved in the programme
- P15 identify and agree strategies to prevent drop out or relapse

*You must be able to:*

#### **Plan, prepare and manage a personal training programme with clients**

- P16 plan specific outcome measures, stages of achievement and exercises/physical activities that are appropriate to your clients' goals and level of fitness
- P17 make sure exercises/physical activities are consistent with accepted good practice
- P18 explain and agree the demands of the programme with your clients
- P19 plan and agree a progressive timetable of sessions with your client
- P20 agree appropriate evaluation methods and review dates
- P21 identify the resources you and your clients need, making best use of the environments in which your clients will exercise
- P22 apply the principles of training to help your clients to achieve short, medium and long term goals
- P23 ensure effective integration of all programme exercises/physical activities and sessions
- P24 provide alternatives to the programmed exercises/physical activities if your clients cannot take part as planned

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P25 record your plans in a format that will help you, your clients and others to implement the programme

P26 agree how to maintain contact with your client between sessions

*You must be able to:*

#### **Review progress with clients**

P27 monitor clients' progress using appropriate methods

P28 review progress with your clients at agreed points in the programme

P29 make sure your clients understand the purpose of review and how it fits into their programme

P30 encourage your clients to give their own views on progress

P31 use agreed evaluation guidelines

P32 give positive and timely feedback to your clients during their review

P33 agree review outcomes with your clients and keep an accurate record

*You must be able to:*

#### **Adapt a personal training programme with clients**

P34 identify goals and exercises/physical activities that need to be redefined or adapted

P35 agree adaptations, progressions or regressions to meet your clients' needs as and when necessary to optimise their achievement

P36 identify and agree any changes to resources and environments

P37 introduce adaptations in a way that is appropriate to your clients and their needs

P38 record changes to your plans for the programme to take account of adaptations

P39 monitor the effectiveness of your adaptations and update these as necessary

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#### Knowledge and understanding

*You need to know and understand:*

#### **Collect and record information about clients**

- K1 why it is important to collect accurate information about your clients
- K2 how to decide what information to collect
- K3 safe and appropriate methods you can use to collect the information you need to plan personal training programmes
- K4 the legal and ethical implications of collecting information about clients
- K5 how to establish rapport with your clients and the communication skills you need
- K6 the importance of showing empathy and being sensitive to clients' goals and current stage of readiness
- K7 how to administer and interpret the Physical Activity Readiness Questionnaire (PAR-Q)
- K8 formats for recording information
- K9 the types of medical conditions that will prevent you from working with a client unless you have specialist training and qualifications, for example: coronary heart disease; respiratory conditions; type 2 diabetes; bone and joint problems; depression; and how to identify these
- K10 the life-course of the musculoskeletal system (including bone) and its implications for working with young people, ante and postnatal women, disabled people and older people (i.e. tendon, ligament and bmd changes and their effect on posture and postural stability for all the above)
- K11 contraindications and key safety guidelines for working with older clients
- K12 contraindications and key safety guidelines for working with ante and postnatal clients
- K13 how to give guidance to encourage special population clients to follow the key safety guidelines and to discourage them from anything deemed to be potentially hazardous/contraindicated to enable them to take part in sessions
- K14 when you should refer clients to another professional and the procedures you should follow
- K15 the importance of safeguarding the confidentiality of collected information and how to do so
- K16 the strengths and weaknesses of the various methods of collecting information for different types of clients
- K17 how to make sure you have the informed consent of clients before you begin collecting information
- K18 legal and organisational requirements for data protection and confidentiality

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*You need to know and understand:*

#### **Analyse information and agree goals with clients**

- K19 why it is important to work together with clients to agree goals and activities
- K20 the importance of long-term behaviour change and how to ensure your clients understand and commit themselves to long-term change
- K21 how to organise information in a way which will help you to interpret and analyse it
- K22 how to analyse and interpret collected information so that you can identify client needs and goals
- K23 the importance of your clients understanding the advantages of taking part in a personal training programme and identifying any obstacles they may face
- K24 why it is important to base goal setting on your analysis of clients' needs
- K25 barriers which may prevent clients achieving their goals
- K26 why it is important to identify and agree short, medium and long term goals with your clients and ensure that these take account of barriers and discrepancies, including client fears and reservations about physical activity
- K27 when you should involve others, apart from your clients, in goal setting
- K28 how to develop, agree and record goals which are appropriate to your clients
- K29 how to make goals are specific, measurable, achievable, realistic and time bound and why this is important
- K30 strategies which can prevent drop out or relapse

*You need to know and understand:*

#### **Plan, prepare and manage a personal training programme with clients**

- K31 why thorough planning and preparation are necessary
- K32 how to research and identify exercises and activities which will help clients to achieve their goals
- K33 how to identify accepted good practice in designing personal training programmes
- K34 how to apply the principles of training to programme design
- K35 how to design a progressive programme to allow your clients to achieve short, medium and long term goals
- K36 how to include physical activities as part of the client's lifestyle to complement exercise sessions
- K37 how to choose resources and environments that will help your clients to participate in the programme according to their needs
- K38 how to design programmes that can be run in environments not designed for physical exercise, for example a client's home or outdoor area
- K39 how to decide on the order of exercises and activities in the programme
- K40 current guidelines on programme design and safe exercise
- K41 how to make sure the components of fitness are built into the programme
- K42 how to structure the sessions which make up the programme

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- K43 how to record the programme
- K44 why it is important to agree the programme with your clients
- K45 when it is appropriate to share the programme with other professionals

*You need to know and understand:*

#### **Review progress with clients**

- K46 the importance of monitoring and reviewing programmes with your clients
- K47 methods of collecting, analysing and recording information that will help you to review progress against goals and initial baseline data
- K48 how to communicate information to your clients and provide effective feedback
- K49 why it is important to encourage your clients to give their views
- K50 how to analyse and record clients' progress
- K51 why it is important to agree changes with your clients
- K52 why it is important to communicate progress and changes to all those involved in the programme
- K53 why it is important to keep accurate records of changes and the reasons for change

*You need to know and understand:*

#### **Adapt a personal training programme with clients**

- K54 how to review short, medium and long term goals with your clients taking into account any changes in circumstances
- K55 how the principles of training can be used to adapt the programme where goals are not being achieved or new goals have been identified
- K56 how to communicate adaptations to your clients and other professionals
- K57 the different training systems and their use in providing variety and ensuring programmes remain effective

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### Additional Information

#### Scope/range related to performance criteria

1. **information**
  - 1.1. personal goals
  - 1.2. lifestyle
  - 1.3. medical history
  - 1.4. physical activity history
  - 1.5. physical activity likes and dislikes
  - 1.6. attitude, motivation to participate and barriers to participation
  - 1.7. current fitness level
  - 1.8. stage of readiness
  - 1.9. posture and alignment
  - 1.10. functional ability
2. **clients**
  - 2.1. individuals
  - 2.2. groups
  - 2.3. with specific fitness needs
  - 2.4. with general health needs
3. **methods**
  - 3.1. interview
  - 3.2. questionnaire
  - 3.3. physical/fitness assessments
4. **goals**
  - 4.1. general health and fitness
  - 4.2. physiological
  - 4.3. psychological
  - 4.4. lifestyle
  - 4.5. social
  - 4.6. functional ability
5. **exercises/physical activities**
  - 5.1. cardiovascular fitness
  - 5.2. muscular fitness
  - 5.3. flexibility
  - 5.4. motor skills
  - 5.5. core stability
  - 5.6. circuit formats
6. **methods (review)**
  - 6.1. interviews

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- 6.2. questionnaires
- 6.3. observation
- 6.4. physical/fitness assessments

#### Scope/range related to knowledge and understanding

Special population clients including:

- 1. 14-16 year old young people
- 2. disabled people
- 3. older people (50+)
- 4. ante and postnatal women



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