

SKAD451 (SQA Unit Code - FT7L 04)

Plan and prepare gym-based exercise



Overview

This standard covers the planning and preparation of a gym-based exercise programme with apparently healthy adults – both individuals and groups. 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.

Instructors must also take account of guidelines from relevant national bodies and their own prior experience when planning and preparing sessions.

The document is divided into two parts. The first part describes the three things you have to do. These are:

1. collect and analyse relevant information
2. plan a gym-based exercise programme with clients
3. prepare self and equipment for a gym-based exercise programme

The second part covers the knowledge and understanding you must have.

This standard is for instructors who plan, instruct, support and review gym-based exercise.

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Performance criteria

You must be able to:

Collect and analyse relevant information

- P1 collect the information you need to plan gym-based exercise
- P2 make sure the information is accurate and up-to-date
- P3 analyse the information and identify the implications for gym-based exercise
- P4 refer any clients whose needs and potential you cannot meet to another professional
- P5 maintain confidentiality

You must be able to:

Plan a gym-based exercise programme with clients

- P6 agree with clients objectives that are appropriate to:
 - P6.1 their needs and potential
 - P6.2 accepted good practice in the industry
 - P6.3 your own level of competence
- P7 plan and agree with your clients a programme of gym-based exercise that will help them achieve their objectives
- P8 identify any hazards and assess the risk of these hazards actually causing harm
- P9 plan with the clients how you will minimise these risks
- P10 get advice from another professional if there are any objectives, exercises or hazards you do not feel competent to deal with
- P11 agree realistic timings and sequences for exercise
- P12 record your plans in the appropriate format

You must be able to:

Prepare self and equipment for a gym-based exercise programme

- P13 identify and select the correct equipment for the programme
- P14 check the equipment is in safe working
- P15 lift and handle the equipment in a way that prevents injury and damage
- P16 make sure there is sufficient space for safe exercise performance
- P17 make sure there is sufficient equipment for the clients
- P18 follow the correct procedures for checking equipment and dealing with any items that are unsafe
- P19 leave the environment in a condition acceptable for future use
- P20 refer any health, safety or welfare issues to do with equipment to an appropriate person
- P21 ensure that you are fully prepared to supervise the programme

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Knowledge and understanding

You need to know and understand:

For the whole standard

- K1 the application of the principles and variables of fitness to the components of fitness
- K2 the effect of speed on posture, alignment and intensity
- K3 the effect of levers, gravity and resistance on exercise
- K4 the importance of careful and thorough planning and preparation for physical activity
- K5 the needs and potential of the clients including reasons for and barriers to participation in the appropriate activity
- K6 how to motivate clients to take part in exercise
- K7 exercises that are safe and appropriate for clients, including alternatives to potentially harmful exercises; safe and effective alignment of exercise positions
- K8 how to plan to use a range of cardiovascular and resistance machines, free weights -barbells, dumbbells, collars, benches, protective floor, mats
- K9 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)
- K10 Contraindications and key safety guidelines for working with older clients
- K11 Contraindications and key safety guidelines for working with ante and postnatal clients
- K12 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

You need to know and understand:

Collect and analyse relevant information

- K13 the factors which effect the ability to exercise; screening process, including modifiable and unmodifiable risk factors of coronary heart disease
- K14 the information you need to plan gym-based exercise and why this information is important
- K15 how to collect the required information, including using interviews and questionnaires, making observations and taking physical measurements
- K16 reasons for temporary deferral of exercise; referral; informed consent
- K17 the emergency procedures of the facility/organisation
- K18 the Physical Activity Readiness Questionnaire (PAR-Q) and how to record and interpret the information required

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You need to know and understand:

Plan a gym-based exercise programme with clients

- K19 how to identify and agree objectives for a programme based on collected information
- K20 how to apply the principles and variables of fitness to a range of activities which will achieve various health benefits and the clients' goals
- K21 how to use a range of equipment to achieve the clients' goals
- K22 the health and environmental factors which can influence safety; factors which effect group/individual working space
- K23 why it is important to agree goals with your client
- K24 how to record plans in the required format
- K25 risk assessment and management
- K26 consequences of failing to manage health and safety

You need to know and understand:

Prepare self and equipment for a gym-based exercise programme

- K27 the organisation's guidelines for replacement of equipment
- K28 the manufacturers' guidelines for the checking and maintenance of cardiovascular and resistance training machines
- K29 a range of cardiovascular and resistance machines, weights, barbells, dumbbells, collars, benches, protective floor /mats
- K30 the safe storage of free weight equipment
- K31 what to look for when checking equipment
- K32 safe manual handling techniques
- K33 the importance of health and safety in the facility and paying close attention to possible hazards
- K34 the types of hazards that may occur in the facility in which you work and how to identify and deal with these
- K35 reporting procedures for health and safety
- K36 how to ensure that you are fully prepared to instruct gym-based exercise

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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 preferences

2. **Methods**
 - 2.1. interview
 - 2.2. questionnaire
 - 2.3. observation
 - 2.4. physical measurements

3. **Clients**
 - 3.1. individuals
 - 3.2. groups

4. **Exercise to develop**
 - 4.1. cardio-vascular fitness
 - 4.2. muscular fitness
 - 4.3. flexibility
 - 4.4. motor skills

5. **Objectives**
 - 5.1. improve fitness
 - 5.2. improve motivation
 - 5.3. address barriers to participation
 - 5.4. improve skills and techniques
 - 5.5. improve health
 - 5.6. fun and enjoyment

6. **Clients**
 - 6.1. individuals
 - 6.2. groups

7. **Exercise to develop**
 - 7.1. cardiovascular fitness
 - 7.2. muscular fitness
 - 7.3. flexibility
 - 7.4. motor skills

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8. **Hazards**, relating to
 - 8.1. the client
 - 8.2. activities planned with the client
 - 8.3. other activities happening at the same time

9. **Equipment**
 - 9.1. to develop cardiovascular fitness
 - 9.2. to develop muscular fitness
 - 9.3. to develop flexibility
 - 9.4. to develop motor skills

10. **Clients**
 - 10.1. individuals
 - 10.2. groups

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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