

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

---

### Overview

This standard is about the competence that personal trainers require to design, manage and adapt personal training programmes for adult participants' short, medium and long term goals.

The main outcomes of this standard are:

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

You must include the core exercise and fitness knowledge and theoretical understanding as detailed in the document SkillsActive Exercise and Fitness Core Knowledge Requirements relevant to the job role.

This standard is for personal trainers who design, manage and adapt personal training programmes to address adult participants' short, medium and long term goals.

Design, manage and adapt a personal training programme with participants

---

## Performance criteria

You must be able to:

### Collect and record information about participants

1. collect **information** about **participants**
2. record the **information**
3. identify when **participants** need referral to **other professionals**
4. maintain confidential **information**, following **legal and organisational procedures**

### Analyse information and agree goals with participants

5. analyse the **information** collected
6. identify the needs of **participants**
7. work with **participants** to agree **goals**
8. make sure the **goals** are **SMART**
9. record the agreed **goals** in an accessible format

### Plan, prepare and manage a personal training programme with participants

10. plan a personal training programme that is consistent with the **participants'** ability and level of fitness
11. apply the principles of training to help **participants' goals**
12. plan an effective personal training programme that is consistent with current guidelines
13. include **exercises** and or **physical activities** that are consistent with accepted safe practice
14. explain the demands of the programme to **participants**
15. plan a progressive timetable of sessions with **participants**
16. agree programme content with **participants**
17. agree programme evaluation **methods** with **participants**
18. agree regular review dates with **participants**
19. identify the **resources** needed for the personal training programme
20. ensure the **environment** is prepared for **participants** to effectively exercise
21. provide alternatives, record and plan contingencies to the programmed

Design, manage and adapt a personal training programme with participants

---

**exercises** and or **physical activities** if **participants** cannot take part as planned

22. agree how to maintain contact with **participants** between sessions

**Review progress with participants**

23. review **participants'** progress at agreed points throughout the personal training programme

24. ensure **participants** understand the purpose of review

25. encourage **participants** to give their own views on progress

26. use agreed **methods** of evaluation

27. give feedback to **participants** during their review

28. agree review outcomes with **participants**

29. keep a record of the programme review

**Adapt a personal training programme with participants**

30. identify **goals** that need to be redefined

31. identify programme variables that need to be adapted

32. agree programme adaptations with **participants** to optimise their achievement

33. identify and agree any changes to the programme **resources**

34. introduce adaptations to **participants'** programmes at regular intervals

35. record programme adaptations

36. monitor the effectiveness of programme adaptations

Design, manage and adapt a personal training programme with participants

---

## Knowledge and understanding

You need to know and understand:

### Collect and record information about participants

1. **methods** of collecting **information** about participants
2. the **information** you need to plan personal training programmes
3. different formats for recording **information**
4. when you should refer participants to other professionals
5. the ethical implications of collecting **information** about participants, following **legal and organisational procedures**

### Analyse information and agree goals with participants

6. how to analyse and interpret collected **information** to identify the needs of participants
7. how to match **goals** with participants' needs
8. ways of make participants' **goals SMART**
9. how to record programme **goals**

### Plan, prepare and manage a personal training programme with participants

10. factors to take into account when planning programmes
11. how to apply the principles of training to help participants' **goals**
12. guidelines on safe and effective programme design
13. exercises and or activities that are consistent with accepted safe practice
14. why it is important to explain and agree the programme to participants
15. how to design a progressive timetable of sessions with participants
16. the significance of establishing regular review dates with the participants
17. the resources that will help participants to participate in the programme
18. the type of alternatives that can be used if participants cannot take part as planned
19. how to record the programme in accordance with **legal and organisational procedures**

20. how to maintain confidentiality, following **legal and organisational procedures**

### **Review progress with participants**

- 21. how to monitor and review participants' progress
- 22. the purpose of review of the process
- 23. why it is important to encourage participants to give their views on progress
- 24. evaluation methods
- 25. the skills involved in providing positive and timely feedback to participants
- 26. why it is important to agree review outcomes with participants
- 27. how to review a personal training programme

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

- 28. why and how to adapt personal training programmes
- 29. when to review **goals** with participants
- 30. how to identify and adapt programme variables
- 31. the significance of agreeing programme adaptations with participants
- 32. when to make changes required to the programme resources
- 33. how to introduce adaptations to participants' programmes
- 34. when and how to record programme adaptations
- 35. the significance of monitoring the effectiveness of programme adaptations

Design, manage and adapt a personal training programme with participants

---

**Scope/range related Information to performance criteria**

1. personal goals
2. lifestyle
3. medical history
4. physical activity history
5. physical activity likes and dislikes
6. attitude, motivation to participate and barriers to participation
7. current fitness level
8. stage of readiness
9. posture and alignment

**Participants**

1. beginners
2. experienced
3. with specific fitness needs
4. with general health needs

**Other professionals** (to cover a minimum of 2)

1. physiotherapists and medics
2. psychologists
3. physiologists
4. biomechanists
5. lifestyle support specialists
6. participants' social support network
7. physician
8. supervisor
9. specialist health/exercise professional
10. nutritionist/dietician

**Legal and organisational procedures** (to cover a minimum of 4)

1. Health and Safety at Work Act
2. Control of Substances Hazardous to Health
3. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
4. Electricity at Work Regulations
5. First Aid Regulations
6. individual organisational policies and procedures

### **Goals**

1. improve fitness
2. improve motivation
3. address barriers to participation
4. improve skills and techniques
5. improve health
6. fun and enjoyment
7. short
8. medium
9. long-term

### **SMART**

1. specific
2. measurable
3. achievable
4. result focused
5. time bound

### **Principles of training**

1. specificity
2. overload
3. recovery

Design, manage and adapt a personal training programme with participants

---

4. adaptation
5. reversibility or detraining

**Exercises** and or **physical activities**, to develop

1. cardiovascular fitness
2. muscular fitness
3. flexibility
4. motor skills
5. core stability

**Methods**

1. interviews
2. questionnaires
3. observation
4. physical/fitness assessments

**Resources**

1. equipment
2. environment

**Environment**

1. space
2. layout
3. temperature
4. flooring
5. lighting
6. ventilation
7. use of music



- 
- 8. equipment for the session
  - 9. personal clothing and equipment

---

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

**Methods**

1. interview
2. questionnaire
3. verbal screening
4. observation
5. physical/fitness assessments

**Information**

1. personal goal
2. lifestyle
3. medical history
4. physical activity history
5. physical activity preferences
6. attitude and motivation to participate
7. current fitness level
8. stage of readiness
9. psychological readiness

**Legal and organisational procedures**

1. Health and Safety at Work Act
2. Control of Substances Hazardous to Health
3. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
4. Electricity at Work Regulations
5. First Aid Regulations
6. individual organisational policies and procedures

**Goals**

1. general health and fitness
2. physiological

Design, manage and adapt a personal training programme with participants

---

3. psychological
4. lifestyle
5. social
6. functional ability
7. short
8. medium
9. long-term

**SMART**

1. specific
2. measurable
3. achievable
4. result focused
5. time bound

**Environment**

1. space
2. layout
3. temperature
4. flooring
5. lighting
6. ventilation
7. use of music
8. equipment for the session
9. personal clothing and equipment

## Values

The following values underpin the Exercise and Fitness National Occupational Standards

Exercise Professionals should:

1. demonstrate and promote a responsible lifestyle and conduct, by actively discouraging the use of performance enhancing drugs, and any other illegal substance
2. maintain confidentiality
3. deal openly and in a transparent manner with participants; respecting their participants' needs at all times
4. seek to adopt the highest level of professional standards in all areas of their work and the development of their career

## Behaviours

The following behaviours underpin the Exercise and Fitness National Occupational Standards

Exercise Professionals should:

1. seek to nurture healthy relationships with participants and other health professionals by supporting, coordinating and managing the fitness/exercise process effectively, keeping the participant at the centre of the process
2. be aware of the roles of supporting personnel in the healthcare professions and recognise when to refer issues to these specialists
3. be aware of responsibilities and liabilities under equality, diversity and inclusion legislation and industry codes of practice
4. aim to empower participants; supporting their right to make choices, discover their own solutions, and enable them to participate and develop at their own pace and in their own way
5. identify and recognise the participants' needs at the start of the process
6. aim to improve participants' confidence, self-esteem and fitness levels
7. reflect on own practice and always seek ways to improve their own fitness and exercise ability, skills and knowledge
8. establish a rapport with participants
9. show empathy and sensitivity to participants' goals and current stage of readiness
10. present a positive image of oneself and their organisation to participants
11. develop an effective working relationship with participants
12. clearly define the roles and responsibilities of other professionals who may be involved
13. communicate clearly with participants in a way that makes them feel valued

14. show sensitivity and empathy to the participants and the information they provide

## Skills

The following skills underpin the Exercise and Fitness National Occupational Standards

Exercise Professionals should:

1. systematically prepare for all activities ensuring the health, safety and welfare of their participants
2. ensure there is differentiation and inclusion that can enable participants with particular needs and of various abilities to participate in sessions and programmes. The needs of participants with a disability should be considered and, where possible, their needs met
3. implement ground rules for behaviour during the session
4. explain their role and responsibilities to participants
5. identify any barriers to participation
6. encourage participants to find a solution to their barriers
7. identify participants' readiness to participate
8. identify and agree strategies to prevent drop out or relapse
9. use instructing styles that match participants' needs
10. adapt their relationship with participants to meet their changing needs
11. listen to and ask the participants questions to check their understanding
12. identify what information they need to collect about their participants
13. collect information about their participants using approved methods
14. record the information in a way that will help with analysing it
15. use communication techniques and appropriate responses when dealing with conflict
16. recognise discriminatory behaviour and know the procedures to follow in case of any incidents

## Glossary

### Accessible Format

A document which presents the same information in a different form that is more easily used and understood by people of different abilities.

### Activities

Components of a physical activity session that may focus on your development of participants' strength, endurance, techniques or tactical awareness or

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

---

strategies for problem solving. Physical activity sessions are composed of one or more activities.

### **Confidential information**

Follow recognised guidelines for policies and procedures.

### **Feedback**

The process of giving and receiving views on performance. This might include you giving participants feedback on their performance or contribution to a physical activity session; or a more experienced instructor giving an opinion on your performance in the delivery of a particular physical activity session.

### **Goals**

Can be long, medium or short term. The stated outcome of the physical activity session (individual or group) which will influence what participants will be working on during the session.

### **Participants**

People, as individuals, or in groups, who will be taking part in a physical activity session.

### **Plan**

A physical activity session plan is a description of a particular session; included in the plan will be its aims, objectives, content, activities, timings and equipment needed. Plans should be recorded so that they can be shared with others and referenced at a later date.

### **Principles of training**

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

---

Training usually comprises the following principles; Frequency, Intensity, Duration, Overload, Reversibility and Specificity.

### **Review**

The process of analysing the sessions you have planned and delivered, identifying what went well and what could have been improved.

### **Supervisor**

The person who directly manages your work i.e. line manager or fitness centre manager.

### **Training**

Could involve a course, but would also include watching others doing things that are new to you, receiving instructions from others on new things you have to do and having the opportunities to practise new skills.

### **Welfare**

Supporting participants' well-being including basic lifestyle, nutrition and drug awareness.

**Links to other NOS** This standard links with SKAEF1, SKAEF13, SKAEF16 and SKAEF17.

Design, manage and adapt a personal training programme with participants

---

**Developed by** SkillsActive

---

**Version Number** 2

---

**Date Approved** December 2014

---

**Indicative Review Date** April 2018

---

**Validity** Current

---

**Status** Original

---

**Originating Organisation** SkillsActive

---

**Original URN** SA44ND460

---

**Relevant Occupations** Associate Professionals and Technical Occupations; Leisure; Leisure, travel and tourism; Sport, leisure and recreation; Sports and Fitness Occupations

---

**Suite** Exercise and fitness

---

**Keywords** design, manage, adapt, personal, training, programme, participants

---