

## SKAD461 (SQA Unit Code - FG6H 04)

### Deliver exercise and physical activity as part of a personal training programme



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#### Overview

This standard covers the competence that personal trainers require to deliver exercise and physical activity as part of a programme for 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 standard is divided into two parts. The first part describes the four things you have to do. These are:

1. plan and prepare individualised exercise sessions
2. prepare clients for individualised exercise sessions
3. teach and adapt planned exercises
4. bring exercise sessions to an end

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 short, medium and long term goals.

## SKAD461 (SQA Unit Code - FG6H 04)

### Deliver exercise and physical activity as part of a personal training programme

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#### Performance criteria

*You must be able to:*

##### **Plan and prepare individualised exercise sessions**

- P1 provide a range of exercises to help your clients achieve their objectives and goals
- P2 select teaching styles that are appropriate to the exercises and your clients
- P3 plan and agree the focus of exercises and utilise the resources available, improvising safely where necessary
- P4 plan realistic timings, intensities and sequences of exercises
- P5 make sure there is an effective balance of instruction, activity and discussion within the session
- P6 identify, obtain and prepare the resources you need for the planned exercises

*You must be able to:*

##### **Prepare clients for individualised exercise sessions**

- P7 meet your clients punctually and make them feel at ease
- P8 collect any new information from your clients about their response to previous activity
- P9 discuss the objectives and exercises that you have planned for the session and how these link to your clients' goals
- P10 discuss the physical and technical demands of the planned exercises and how your clients can progress or regress these to meet their goals
- P11 assess, agree and review your clients' state of readiness and motivation to take part in the planned exercises
- P12 negotiate, agree and record with your clients any changes to the planned exercises that will meet their goals and preferences and enable them to maintain progress

*You must be able to:*

##### **Teach and adapt planned exercises**

- P13 use teaching and motivational styles that are appropriate to your clients and accepted good practice
- P14 provide your clients with an appropriate warm-up
- P15 make best use of the environment in which your clients are exercising
- P16 provide instructions, explanations and demonstrations that are technically correct, safe and effective
- P17 check your clients' understanding of instructions, explanations and demonstrations
- P18 adapt verbal and non-verbal communication methods to make sure your clients understand what is required
- P19 ensure your clients can carry out the exercises safely on their own

## SKAD461 (SQA Unit Code - FG6H 04)

### Deliver exercise and physical activity as part of a personal training programme

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- P20 observe and analyse clients' performance, providing positive reinforcement throughout
- P21 correct techniques at appropriate points
- P22 progress or regress exercises according to your clients' performance

*You must be able to:*

#### **Bring exercise sessions to an end**

- P23 allow sufficient time for the closing phase of the session
- P24 end the exercises using a cool down that is safe and effective for your clients
- P25 provide your clients with positive reinforcement about their performance
- P26 give your clients your feedback on the session
- P27 explain to your clients how their progress links to their short, medium and long term goals
- P28 discuss other possible activities with your clients
- P29 leave the environment in a condition suitable for future use

# SKAD461 (SQA Unit Code - FG6H 04)

## Deliver exercise and physical activity as part of a personal training programme

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### Knowledge and understanding

*You need to know and understand:*

#### **Plan and prepare individualised exercise sessions**

- K1 the importance of careful and thorough planning and preparation before physical exercise
- K2 how to identify specific objectives from the overall programme goals
- K3 how timings, intensities and sequences can affect outcomes
- K4 the importance of matching teaching and learning styles to maximise clients' progress and motivation
- K5 why a balance of instruction, exercise and discussion is necessary
- K6 how to utilise verbal and non-verbal communication techniques
- K7 how to select and prepare the equipment and environment you need
- K8 how to work in environments that are not specifically designed for physical exercise

*You need to know and understand:*

#### **Prepare clients for individualised exercise sessions**

- K9 why it is important to make sure your clients are properly prepared physically and psychologically before activity begins
- K10 why you should find out from your clients how they responded to previous physical activity and if anything has changed since then
- K11 why you should explain the objectives and activities you have planned to your clients
- K12 why your clients need to know the physical and technical demands of the activity and how this might affect their motivation
- K13 why it may be important to negotiate and agree changes to your plans with your clients
- K14 why and how any changes should be recorded
- K15 the health, safety and emergency procedures and requirements and why your clients need to know these

*You need to know and understand:*

#### **Teach and adapt planned exercises**

- K16 the range of approved teaching and motivational styles you can use and how to vary these according to clients' response
- K17 the importance of warm-up and the range of warm-up activities you can use for the activities you are teaching
- K18 how to choose warm-ups appropriate to different clients and conditions
- K19 why your clients should understand the purpose and value of warm-up
- K20 how to provide instructions, demonstrations and explanations clearly and effectively
- K21 the correct positions for the exercises you are teaching
- K22 how to adapt exercise positions as appropriate to individual clients and

## SKAD461 (SQA Unit Code - FG6H 04)

### Deliver exercise and physical activity as part of a personal training programme

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- conditions
- K23 why it is important to make sure your clients understand your instructions, demonstrations and explanations and how to do so
- K24 the importance of non-verbal communication and the effect of body language
- K25 how to adapt communication to the meet clients' needs
- K26 why it is important to monitor individual progress especially if more than one clients' are involved
- K27 methods of monitoring clients' progress
- K28 when it may be necessary to adapt planned exercises to meet clients' needs and how to do so
- K29 methods of maintaining clients' motivation especially when they are finding exercises difficult
- K30 the importance of correcting techniques and how to adopt appropriate teaching styles to make sure your clients apply techniques correctly
- K31 how to modify the intensity of exercise to match clients' response to physical activity

*You need to know and understand:*

#### **Bring exercise sessions to an end**

- K32 why it is important to allow sufficient time for your clients to finish exercising and how you can adapt this to different levels of client needs and experience
- K33 the purpose and value of cool-down activities and how to select these according to the type and intensity of physical exercise and client needs and condition
- K34 why your clients need to understand the value and purpose of cool-down
- K35 why your clients should be given the opportunity to ask questions, provide feedback and discuss their performance and how to make sure this happens
- K36 why you should give your clients feedback on their performance and how to do this in a way that is accurate but maintains client motivation and commitment
- K37 why your clients need to see their progress against objectives in terms of their overall goals and programme
- K38 why your clients need information about future activities, either supervised or unsupervised
- K39 the correct procedures for dealing with equipment and the wider facility once the session is over

# SKAD461 (SQA Unit Code - FG6H 04)

## Deliver exercise and physical activity as part of a personal training programme

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### Additional Information

#### Scope/range related to performance criteria

1. **clients**
  - 1.1. individuals
  - 1.2. groups
  - 1.3. with specific fitness needs
  - 1.4. with general health needs
  
2. **resources**
  - 2.1. environment for the session
  - 2.2. portable equipment
  - 2.3. fixed equipment
  
3. **exercise**
  - 3.1. cardiovascular fitness
  - 3.2. muscular fitness
  - 3.3. flexibility
  - 3.4. motor skills
  - 3.5. core stability
  - 3.6. circuit formats
  
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. **environments**
  - 5.1. gym
  - 5.2. studio/sports hall
  - 5.3. client's home or other enclosed space
  - 5.4. outdoors

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