

Certificate in Gym Instruction

Student Guidance Notes

Welcome!

We would like to take this opportunity to thank you for purchasing this Certificate in Gym Instruction (Cert. GI) course. The package that you have invested in is designed to provide an accessible learning tool that will enable you to plan your studies around your existing work and lifestyle commitments. In order to do this, the course integrates DVD-ROM, paper-based and face-to-face learning to provide a cutting edge and flexible educational resource.

Qualification and General Course Content

On completion of the course you will receive the Premier Training International Certificate in Gym Instruction, a Level 2 Qualification as recognised by the UK Register of Exercise Professionals (REPs).

This course is an entry level qualification for individuals who wish to pursue a career in a gym or health club environment. The course will provide the necessary skills and knowledge to successfully instruct and supervise safe exercise as well as design effective exercise programmes.

By the end of the course you will be able to:

- demonstrate knowledge of anatomy and physiology
- plan and instruct safe and effective gym sessions
- provide advice on physical activity and good customer service
- demonstrate knowledge of health and safety in a gym environment
- progress to further qualifications within the health and fitness industry

Length and Format of Course

It is envisaged that it will take you 2 months to complete the course and achieve certification (**see Appendix 1: Cert. GI Schematic**). Learning is DVD-ROM based with 3 accompanying workshop/assessment days.

You have been provided with DVD-ROM discs, which feature on screen lectures and full PowerPoint presentations. The discs are accompanied by a comprehensive and fully referenced course manual.

You will be given a variety of student tasks, home study, on-line quizzes (**see Appendix 2: Accessing Cert. GI Quizzes**) and case studies throughout the duration of the course to assist your learning and to provide you with the necessary preparation for your final assessment. You will also be provided with live weekend workshop and assessment dates.

You Should Have Received

(1) A DVD-ROM Pack including the following:

DVD-ROM 1 - Section 1: Exercise and Fitness Knowledge

Skeletal system; neuromuscular system; muscle actions; cardiorespiratory system; energy systems; effects and monitoring of aerobic exercise; concepts and components of fitness; pregnancy and exercise; physical activity considerations for the older adult.

DVD-ROM 2 - Section 2: Instructing a Gym-Based Session

Nutrition; warm up and cool down; flexibility; promoting physical activity and exercise adherence; exercise prescription - aerobic fitness; resistance training theory; resistance training for beginners; exercise prescription - hypertrophy; exercise techniques.

DVD-ROM 3 - Section 3: Health, Safety and Professionalism in Exercise and Fitness Instruction

Personal qualities, instructional skills and spotting; health and safety in gym instructing; customer service, professionalism and ethics.

(2) A course manual and a muscle handbook

(3) A Record of Achievement (ROA) which contains:

- the assessment sheets for all practical assessments
- the necessary materials for the completion of the programme planning process course worksheets

*Please ensure you bring this ROA to the first practical workshop day.

Course Units

You will notice that the subject areas within the manuals are categorised into a series of units. There are 3 units in total, which cover the information required to meet National Occupational Standards as required of a Level 2 Gym Instructor. The unit headings correspond to the section headings listed above and cover the same information.

The units are: **Unit 1:** Exercise and Fitness Knowledge
Unit 2: Instructing a Gym-Based Session
Unit 3: Health, Safety and Professionalism in Exercise and Fitness Instruction

Practical Workshop Content

(see Appendix 3: Workshop Enrolment Procedure)

(see Appendix 4: Practical Workshop Timetable)

Important note: the intention of the workshops is to add to the knowledge already gained from the DVD-ROM presentations, manuals, tasks, home study questions and quizzes. In this light, reference will be made to the theory-based aspects of the various subject areas but tutors will expect a level of existing knowledge so that the focus is maintained on learning the key practical skills. Consequently, it is very much your responsibility to ensure that you are fully prepared for the subject areas contained within each weekend.

Workshop Day 1 (recommended minimum of 6 weeks from course start)

Content: flexibility methods; warm up and cool down; cardiovascular equipment; machine weights; free weights upper and lower body; abdominals and low back.

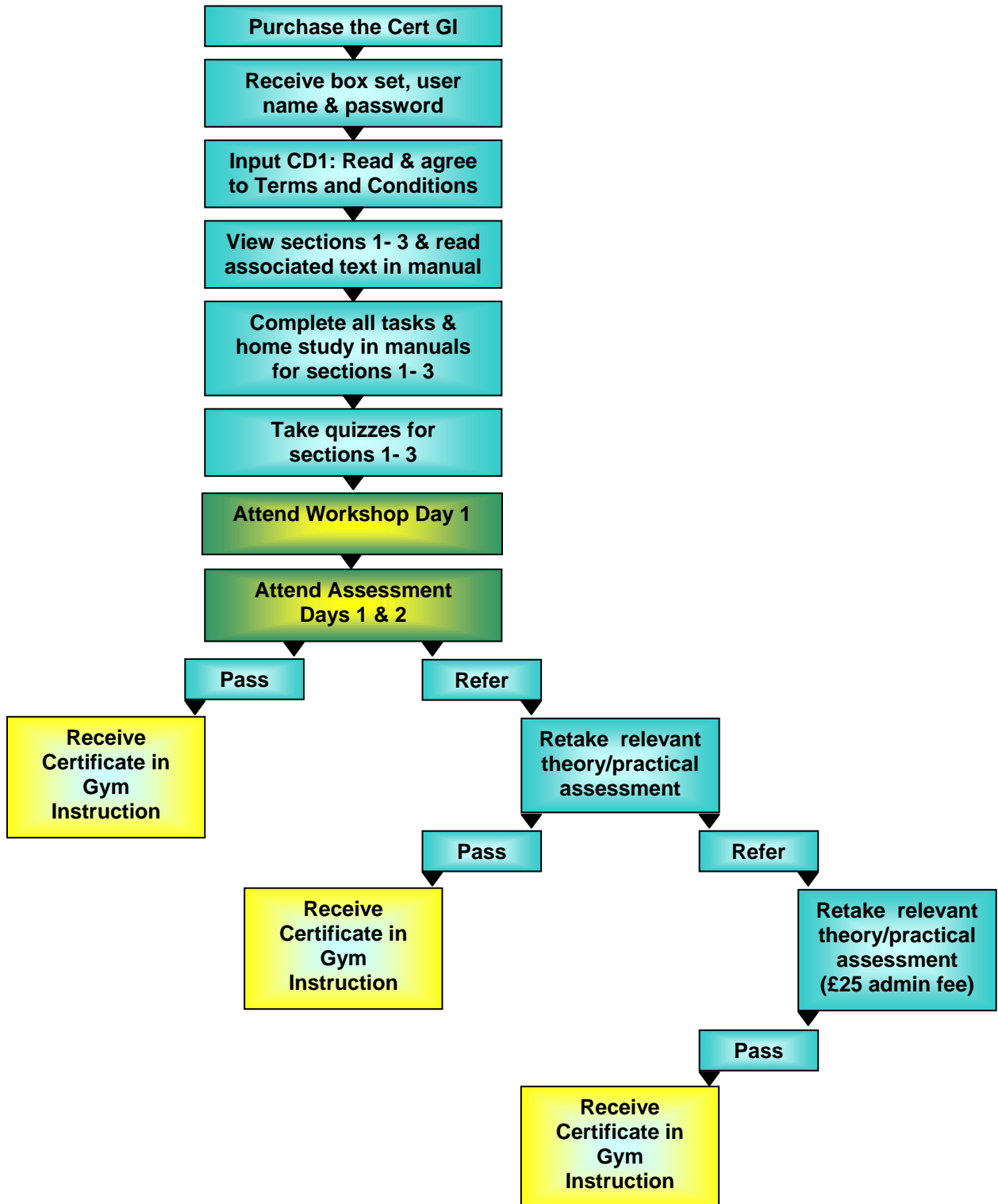
*Tutors will take the opportunity to explain the contents of the Record of Achievement, the nature and requirements of the assessments to be taken and when they will be taken **(for assessment guidance see Appendix 5 - Candidate Requirement for Cert GI Practical Assessment; Appendix 6: Theory Assessments)**.

Assessment Days 1 and 2 (recommended minimum of 8 weeks from course start)

Content: internal theory paper (30 mins), Active IQ external theory paper (90mins); programme planning; gym formative practical assessment; gym summative practical assessments

- **Note:** Prior to workshop day 1 you must have viewed all DVD-ROM presentations and manual information.

Appendix 1: Cert. GI Flowchart



Appendix 2: Cert. GI Accessing Quizzes

- (1) On receipt of your Cert. GI DVD-ROMs and manuals you will also be given a username and password.
- (2) On completion of a section (of the 3 sections) click on the 'take quiz' option on the DVD-ROM.
- (3) When taking your first quiz enter the username and password supplied with the initial package.
- (4) You will be given the ability to personalise your username and password.
- (5) When taking all subsequent quizzes enter your personalised username and password.
- (6) Although not part of the formalised assessment process you should aim to achieve at least 80% on quizzes for each section before moving on to the next section.
- (7) Quizzes can be taken as many times as necessary.

Appendix 3: Cert. GI Enrolment Procedure

- (1) On completion of the quizzes for all sections of the Cert. GI you will receive an e-mail informing you of your eligibility to attend the first 1 day practical workshop of the Cert.GI.
- (2) You should contact the Cert. GI Administrator, Rebecca Chappell on (01225) 717234 or rebecca.chappell@premierglobal.co.uk to arrange your workshop date. At this point, you will be given a range of available dates. These dates are also available on the Premier Training International website (premierglobal.co.uk).
- (3) To complete the Cert. GI you will attend workshop day 1 and the final 2 assessment days. You will be required to book all workshop and assessment dates as one booking. These dates can only be amended in exceptional circumstances. If students fail to attend a subsequent workshop or assessment they will be charged a re-booking fee of £25.

Appendix 4: Cert. GI Practical Workshop/Assessment Timetable

	9:00 – 10:45	11:00 – 12:45	1:30 – 3:15	3:30 – 5:30	Home study
Day 1	Flexibility Methods Demo & Practice	Warm Up and Cool Down Cardiovascular Equipment	Resistance Training Practical	Resistance Training Practical	Home study

	9:00 – 10.45	11:00 – 12.45	1:30 – 3:15	3:30 – 5:30	Home study
Day 2	Internal theory exam 30min Active IQ external theory exam 90min	Programme Planning	Formative Gym Practical Assessment	Formative Gym Practical Assessment	Home study
	9:00 – 10.45	11:00 – 12.45	1:30 – 3:15	3:30 – 5:30	Home study
Day 3	Summative Gym Practical Assessment	Summative Gym Practical Assessment	Summative Gym Practical Assessment	Summative Gym Practical Assessment	Home study

Key

- Grey areas: practical sessions
- Black areas: assessments

Appendix 5: Candidate Requirement for Cert GI Practical Assessment

Candidates will be expected to induct their client on the following:

1. Warm-up

- a pulse raiser (minimum 3 minutes)
- 3 dynamic stretches

2. Resistance exercises

These must consist of 4 free weight exercises and 4 resistance machine exercises from the following list for a muscular/strength endurance induction programme. 2 exercises (1 free weight and 1 resistance machine) are chosen by the assessor (see section titled assessor led exercises).

- **resistance machines:** seated chest press, seated row, shoulder press, lat pull down, bench press, pec dec, tricep push down, bicep curl, abdominal curl, leg press, seated adductor, seated abductor, leg extension, leg curl.
- **free weights:** front raise, single arm row, bent arm pullover, shoulder press, lateral raise, upright row, chins/pull ups, bench press, chest flyes, reverse flyes, supine triceps extension, single arm triceps extension, biceps curl, abdominal curl, back squat.

Whilst the session is induction based, the candidate will be expected to take their client through one set of each exercise and will therefore be expected to select an appropriate intensity for each exercise.

3. Aerobic workout

This must be appropriate to the individual and the following machines may be used:

Treadmill, bike, rower, cross trainer, elliptical trainer and a stepper

- re-warm to gradually take participant to target intensity of the exercise (RPE or % of HR etc)
- maintain target intensity until assessor is happy, in which case they will ask you to move on
- cool down from the machine.

4. Assessor led exercises

Your assessor will select 1 free weight exercise and 1 resistance machine for you to induct your client on. These may not be from your original session plan, but will be from the list of exercises above. The assessor will inform you before your sessions

start as to which exercises these will be. They will then fill them out on your programme card.

5. Cool-down

- minimum 5 minutes

6. Eight stretches

- you must plan to cover all major muscles worked during the main session.
On the day you will be asked to demonstrate 3.

PLEASE NOTE: A different piece of CV equipment must be used for the warm up, aerobic workout and the cool-down (3 in total)

Appendix 6: Theory Assessments

The theory assessments for the Cert. GI course are held on the morning of the first assessment day and consist of:

- (1) A 30 minute Premier Training International internal theory paper consisting of 15 multiple choice questions. The questions asked relate to information provided in Unit 1: Exercise and Fitness Knowledge and Unit 2: Instructing a Gym-based Session.
- (2) A 90 minute Active IQ external theory paper consisting of 50 multiple choice questions. The questions asked relate to information provided in Unit 1: Exercise and Fitness Knowledge only.

The on-line quizzes (relating to units 1 and 2) will provide excellent preparation for these assessments.