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**YMCA Awards Level 2 Certificate in Gym Instructing**

**Course Guidance**

**Course Support**

Be sure to like us on Facebook! Facebook messagingis always the quickest way to get in touch and ask a question. Ask questions about anything at all.

Alternatively, email [paul@trainermaker.com](mailto:paul@trainermaker.com) or call 07715205608

**How to Complete the Course**

You will be completing all units via a combination of home study, online learning and attendance to live course dates. You will receive your elearning username and password within 5 working days of enrolling on the course. Completion of the assessments can be done at anytime within the next 12 months. However, the elearning will expire after 215 days (a timeframe set by YMCA Awards).  
  
We recommend you work through the elearning modules making notes as you go, before progressing on to the assessments related to the elearning modules. You will receive further information on the specific details of each assessment below.  
  
Please also download your Gym Instructor Learner Achievement Record and save it to your computer now. (www.trainermaker.com/gym-instructor-resources).

**Additional Resources**

To supplement your elearning, you also have the option to purchase hard copy learning manuals for all 5 units of the qualification. Email [paul@trainermaker.com](mailto:paul@trainermaker.com) if you require this

**Course Units and How Each is Assessed**

**Unit 1 - Anatomy & physiology for exercise and fitness instructors**

Assessment 1 – Multiple choice theory exam

Assessment 2 – Y-mark/workbook (accessible via elearning)

**Unit 2 - Providing a positive customer experience in the exercise environment**

Assessment 2 – Y-mark/workbook

**Unit 3 - Lifestyle and health awareness management**

Assessment 2 – Y-mark/workbook

**Unit 4 - Gym-based programme planning and preparation**

Assessment 3 – Programming for client

Assessment 4 – On-course practical delivery of specific gym-based exericses

Assessment 6 – Case study

Assessment 7 – Knowledge questions

**Unit 5 - Gym-based programme delivery and professional instruction**

Assessment 4 – On-course practical delivery of specific gym-based exercises

Assessment 5 – Observation of consultation and end of course observation of gym-based delivery

As well as the multiple choice theory exam (assessment 1) and Y-mark/workbook (assessment 2), this Learner Achievement Record will guide you through a number of ‘TASKS’, which cover Assessments 3, 4, 5, 6 and 7. You will work through the TASKS in numerical order so that you complete each assessment in a progressive and logical fashion.

Assessment 1, the multiple choice theory exam, and Assessment 2, the digital assessment workbook can be completed at any time during your course.

**Assessment 1: Multiple choice theory paper (can be completed at any time)**This assessment is used to assess the knowledge required for the anatomy & physiology for exercise and fitness instructors unit.  
  
It is a multiple choice exam set by YMCA Awards. The paper will comprise of 30 questions and the time allocated is 45 minutes. Each question will be worth 1 mark and you must achieve a minimum of 21 marks overall to pass (70%).   
   
To book your theory exam, please complete our [B](http://www.fit4training.com/book-an-assessment" \t "_blank)ook an Assessment Form, but you will have the opportunity to sit this exam on your live course dates. Assessments are available on the specified dates detailed on this form at our exam approved centres.   
  
This exam can be completed at any time throughout the 12 month period of your course.  
**Assessment 2: Digital Assessment Workbook (can be completed at anytime)**You will need to complete an Assessment Workbook accessed via your elearning. This is a combined assessment element, covering more than one unit. There are three sections to the Assessment Workbook (A, B and C). Each section of the workbook assesses the knowledge required for each unit identified below.  
**Section A: Anatomy & physiology for exercise and fitness instructors  
Section B: Providing a positive customer experience in the exercise environment  
Section C: Lifestyle and health awareness management**  
  
All questions must be answered correctly. The work must be your own. This is an open book assessment and the questions refer to the content covered on the elearning modules. The digital workbook is auto-marking so you will receive an instant result upon completion. You will be directed back to any questions answered incorrectly so you can have another go.  
  
This workbook can be completed at any time over the duration of your 12 month course.

**Assessments 3-7**

Assessments 3-7 are divided up into 'TASKS'. It is very important you progress through these tasks in numerical order!    
  
**Task One - relating to Assessment 5** (don't worry, you've not missed 3 or 4 - we'll get to them later!)  
  
**Consultation**You will complete and be observed conducting a client consultation with a healthy adult aged 16-69 years utilising the screening (PARQ, informed consent, risk analysis) and consultation forms, which can be found in your LAR (which you should already have saved on your computer). The forms you will complete for this consultation with your client must include;

Client consultation form,

PARQ and

Informed Consent.

The health assessments chosen during the consultation must be relevant to the client and their goals (a minimum of 2 assessment must be conducted).   
  
You will be assessed against the 'consultation observation feedback record', found in your LAR, so we advise that you familiarise yourself with this form. 

**Task Two - relating to Assessment 3 and 6.**

You will complete TASK ONE fully before progressing on to TASK TWO.

For this task you will complete 3 written programme cards;

* one for a healthy adult aged 16+ years (the same client as Task One),
* one for a younger person aged 13-18 years (a theoretical case study), and,
* one for a theoretical adult aged 50+ years (a theoretical case study).

Health Adult Aged 16+ (Your TASK ONE client)  
The written plan should include:

* Appropriate warm up (with pulse raising relevant to the client)
* 2 of the following types of CV equipment (1 of these can be used in the warm up or cool down as well, the other must be for the main CV workout)
  + upright cycle
  + recumbent cycle
  + treadmill
  + stepper
  + rowing machine
  + elliptical training
  + cross-trainer
* Minimum of 8 resistance exercise, 4 from each of the following:
  + resistance machine lifts
  + free weight lifts
* Minimum of 2 bodyweight exercises (including any functional/motor skills exercises appropriate for the client)
* An appropriate cool down (with pulse lowering and mobility/stretching relevant to the client including a minimum of 1 development stretch).

The planned duration of the programme should be a minimum of 45 minutes.  
  
Younger Person Client aged 13-16 years  
You do not need to work with a real client aged 13-16 years. The pre-completed consultation and screening forms for this theoretical client can be found in your LAR. Please use the above plan guidelines to design a programme for this client.  
  
Older Adult Client aged 50+ years  
You do not need to work with a real client aged 50+. The pre-completed consultation and screening forms for this theoretical client can be found in your LAR. Please use the above plan guidelines to design a programme for this client.

**Task Three - relating to Assessment 7**  
This task can be completed at any time throughout your 12 month course.  
  
For this task you are required to answer the knowledge questions located in your LAR.  
  
The pass mark is 100% so please provide comprehensive answers. Your assessor will let you know if you need to re-visit any questions. 

**Task Four - relating to Assessment 4 and 5**

You must complete TASK ONE and TWO and submit your LAR for marking using our coursework submission form BEFORE progressing on to TASK FOUR.  
  
This task is comprised of three practical observations.  
  
**Practical Observation One – on-course group formative assessment**  
For this assessment you will be required to deliver a number of gym-based exercises to a group of 3-5 people. You will be assessed against the checklist called 'on course group formative assessment checklist' in your LAR. You need to familiarise yourself with this checklist to ensure you cover all the areas required for the assessment.   
  
You will be observed delivering specific gym-based exercises with a group of 3-5 people. Exercises should cover the following:

* 1 type of CV equipment (the machine selected must be different to those used for your TASK ONE client's programme)
  + upright cycle
  + recumbent cycle
  + treadmill
  + stepper
  + rowing machine
  + elliptical trainer
* 2 resistance exercises, 1 from each of the following (must be different from those used for your TASK ONE client's programme)
  + resistance machine lift
  + free weight lift
* 1 body weight exercise

**Practical Observation Two – on-course individual formative assessment**  
For this assessment you will be required to deliver a number of gym-based exercises to an individual (someone different to your TASK ONE client). You will be assessed against the checklist called 'on course individual formative assessment checklist' in your LAR. You need to familiarise yourself with this checklist to ensure you cover all the areas required for the assessment.   
  
You will be observed delivering specific gym-based exercises with this individual client. Exercises should cover the following:

* 2 resistance exercises, 1 from each of the following (must be different from those used for your TASK ONE client's programme)
  + resistance machine lift
  + free weight lift
* 2 body weight exercises  
    
  The first two practical assessments will be completed during your course and prior to completing the below Practical Assessment Three.

**Practical Observation Three**  
You will be observed delivering a gym-based exercise session to your TASK ONE client. You will deliver elements of the planned session you designed in TASK TWO for this client. This will include:

* The warm up and cool down including appropriate stretches,
* 1 or more pieces of CV equipment to be used for the main CV workout,
  + upright cycle
  + recumbent cycle
  + treadmill
  + stepper
  + rowing machine
  + elliptical trainer
* 1 resistance machines lift
* 1 free weight lift

You will be assessed against the 'end of course summative assessment' checklist found in your LAR. You need to familiarise yourself with this checklist to ensure you cover all the areas required for the assessment.   
  
Immediately following the completion of Practical Observation Three, you will complete the Self-Evaluation form, which you can find in your LAR.

**Completing Your Course**

When you have completed your coursework, you can hand it to your tutor on the last live course date or you can submit any digital work using our [coursework submission form](http://www.trainermaker.com/submit-coursework) (preferred) or send hard copy work using RECORDED/SPECIAL delivery to TrainerMaker, 6 Stainburn Road, Lawley Village, Telford, Shropshire, TF4 2FS. \*TrainerMaker WILL NOT BE RESPONSIBLE FOR LOST POST OR POST WITH INSUFFICIENT POSTAGE.  
  
Please ensure the work you are submitting is FULLY COMPLETED and you have signed your name, signature and date where ever there is a space to do so throughout the portfolio. Your work won't be marked if it is incomplete or if there are any signatures or dates missing.   
  
Coursework will be marked within 15 working days of us receiving it. You will receive notification via email from your tutor if there is any additional work you need to do in order to meet the standards required.

**RECEIVING YOUR CERTIFICATE**

We aim to get certificates to learners within 3 months of all units of work being completed.  This is usually much shorter and often within a matter of weeks. Your work must be assessed and internally verified by TrainerMaker and in some cases sent to the Awarding Body for external verification.

Kind Regards  
  
Paul @ TrainerMaker