

**CHECKLIST: list of evidence required to qualify for the National Certificate in Fitness**

*When evaluating evidence, the Assessor should ensure that the candidate will be able to demonstrate the following outcomes as applicable to apparently healthy\* individuals:*

**NOTE**

\* Apparently healthy:

Individuals who are asymptomatic and apparently healthy with no more than one coronary risk factor (as defined in the American College of Sports Medicine (ACSM) risk stratification guidelines)

\*\* Fitness Environment:

Relates to, but is not limited to, exercise training for physically challenged, HIV and exercise training in any environment (e.g. community health club, church hall, commercial fitness facility, recreation facility, sports club etc.

**ABOUT THE EVIDENCE**

All evidence in the Portfolio of Evidence (PoE) must be typed on computer and presented in a neat and legible manner. If exercise programmes are hand written, additional evidence of the ability to present written communication and to use a computer and its software must be included.

*Please file your evidence in your PoE according to the numerical index numbers indicated below*

| Index #                     | Evidence required  | YES | NO |
|-----------------------------|--|-----|----|
| 1                           | Copies of current certificates from fitness-related courses you have completed.  |     |    |
| 2                           | Affidavits from clients, managers or supervisors that confirm the following: <ul style="list-style-type: none"> <li>• your communication skills</li> <li>• your ability to work in a team or to lead a team</li> <li>• your teaching, leading and your communication skills</li> </ul> <p align="center"><i>We can give you a communication checklist for your communication skills.</i></p> |     |    |
| 3                           | Job description and letter of employment from your employer that confirm the nature of your work as a personal trainer.  |     |    |
| 4                           | Current First aid and/or CPR certificates  |     |    |
| <b>Exit Level Outcome/s</b> | <ul style="list-style-type: none"> <li>• <b>Demonstrate knowledge of the fitness environment and the context in which physical activity takes place.</b></li> </ul>  |     |    |
| <b>Unit Standard/s</b>      | <ul style="list-style-type: none"> <li>• Apply anatomical and biomechanical principles to physical activity</li> <li>• Apply principles of sport and exercise physiology</li> </ul>  |     |    |
| <b>Alternative evidence</b> | <b>If you do not have this evidence below, complete the required assessment tasks for the outcome/s.</b>   |     |    |
| Index #                     | Evidence required  | YES | NO |
| 5                           | <b>Proof of exam passes:</b> Anatomy and kinesiology   |     |    |
| 6                           | <b>Proof of exam passes:</b> Physiology and training principles  |     |    |

| <b>Exit Level Outcome/s</b> |  | <ul style="list-style-type: none"> <li>• <i>Conduct and interpret pre-participation screening for physical activity readiness.</i></li> <li>• <i>Assess, evaluate and monitor health related fitness components.</i></li> </ul>  |           |
|-----------------------------|--|--|-----------|
| <b>Unit Standard/s</b>      |  | <ul style="list-style-type: none"> <li>• Conduct a screening procedure</li> <li>• Test &amp; evaluate health related fitness</li> </ul>  |           |
| <b>Alternative evidence</b> |  | <b>If you do not have this evidence below, complete the required assessment tasks for the outcome/s.</b>   |           |
| <b>Index #</b>              | <b>Evidence required</b>   | <b>YES</b>   | <b>NO</b> |
| 7                           | <ul style="list-style-type: none"> <li>• Risk screening forms that you have utilized and completed with your clients e.g. ParQ risk screening and referrals that you made if relevant (say why you did not need to refer if relevant).</li> <li>• Referral databases or lists that you utilized for client referral e.g. physicians, physiotherapists, dieticians.</li> </ul>  |  |           |
| 8                           | <ul style="list-style-type: none"> <li>• Evidence of two Fitness Tests carried out on the clients (pre and post programme to show adaptations to your programme).</li> <li>• Video of you conducting a fitness test on a current client – you can ask for the assessment criteria for this</li> </ul>  |  |           |
| <b>Exit Level Outcome/s</b> |  | <ul style="list-style-type: none"> <li>• <i>Feedback and refer as it relates to physical activity.</i></li> <li>• <i>Design, demonstrate and lead exercise programmes.</i></li> <li>• <i>Implement, monitor and modify exercise programmes.</i></li> <li>• <i>Motivate and support fitness participants in making activity related and wellness decisions.</i></li> </ul>  |           |
| <b>Unit Standard/s</b>      |  | <ul style="list-style-type: none"> <li>• Promote an awareness of nutrition principles</li> <li>• Utilise wellness concepts for lifestyle change</li> <li>• Motivate and encourage participation in physical activity</li> <li>• Design Exercise Programmes</li> <li>• Include persons with disability in S, R or F activities</li> <li>• Lead &amp; Instruct exercise programmes for individuals and groups</li> </ul> |           |
| <b>Alternative evidence</b> |  | <b>If you do not have this evidence below, complete the required assessment tasks for the outcome/s.</b>   |           |
| <b>Index #</b>              | <b>Evidence required</b>   | <b>YES</b>   | <b>NO</b> |
| 9                           | <ul style="list-style-type: none"> <li>• Examples of completed nutrition questionnaires and nutrition guidelines that you gave to your clients.</li> </ul>   |  |           |
| 10                          | <ul style="list-style-type: none"> <li>• Lifestyle questionnaires that you completed with your clients and lifestyle management guidelines that you gave your clients.</li> </ul>  |  |           |
| 11                          | <ul style="list-style-type: none"> <li>• Goal setting and planning that you did with your client, goals that you set together and evidence of how you monitored your clients' progress against the goals.</li> </ul>   |  |           |
| 12                          | <ul style="list-style-type: none"> <li>• Exercise programmes (6-12 week duration) that you planned with the clients and wrote up for your clients. These must include one endurance programme, one resistance programme, one flexibility programme and either a speed and power programme or a weight management programme.</li> <li>• Day to day training logs that detail the training session that you gave and that you monitored (include 12 of these for each client)</li> <li>• Show how you adapted the training programme as the client improved or struggled with the programme</li> </ul> |  |           |
|                             |  |  |           |
|                             |  |  |           |
| 13                          | <ul style="list-style-type: none"> <li>• Evidence of having worked disabled clients</li> <li>• Training programmes for a disabled client in the fitness environment and how you adapted environment or programmes</li> </ul>   |  |           |

|                             |   |            |           |
|-----------------------------|---|------------|-----------|
|                             | <b>Proof of exam passed:</b> Knowledge of different disabilities and how to include in exercise programming   |            |           |
| 14                          | <ul style="list-style-type: none"> <li>Class plans or exercise session plan</li> </ul> <b>Proof of exam passed:</b> Demonstration of exercise session/s with client/s alternatively, provide video evidence of you teaching an exercise session   |            |           |
| <b>Exit Level Outcome/s</b> | <ul style="list-style-type: none"> <li><i>Demonstrate entrepreneurial, administration and business skills.</i></li> </ul>   |            |           |
| <b>Unit Standard/s</b>      | <ul style="list-style-type: none"> <li>Apply entrepreneurship to the administration of a S, R or F business</li> <li>Maintain fitness environment and equipment</li> </ul>  |            |           |
| <b>Alternative evidence</b> | <b>If you do not have this evidence below, complete the required assessment tasks for this outcome.</b>   |            |           |
| <b>Index #</b>              | <b>Evidence required</b>  | <b>YES</b> | <b>NO</b> |
| 15                          | <ul style="list-style-type: none"> <li>Your business plan with vision, mission statement and strategy including marketing, sales and customer service.</li> </ul>   |            |           |
| 16                          | <ul style="list-style-type: none"> <li>Checklist relating to fitness equipment, maintenance and servicing</li> </ul>  |            |           |
| <b>Exit Level Outcome/s</b> | <ul style="list-style-type: none"> <li><i>Project and conduct oneself in a professional manner.</i></li> </ul>  |            |           |
| <b>Unit Standard/s</b>      | <ul style="list-style-type: none"> <li>Operate professionally in a fitness environment</li> <li>Implement policies regarding HIV/aids in the workplace</li> <li>Provide for safety &amp; risk management in sport, fitness or recreation</li> <li>Monitor and maintain health, safety and security</li> </ul> |            |           |
| <b>Alternative evidence</b> | <b>If you do not have this evidence below, complete the required assessment tasks for this outcome.</b>   |            |           |
| <b>Index #</b>              | <b>Evidence required</b>  | <b>YES</b> | <b>NO</b> |
| 17                          | <ul style="list-style-type: none"> <li>Professional Code of Conduct with your professional dress code</li> <li>Completed and signed waivers, indemnity forms</li> <li>Professional insurance</li> </ul>   |            |           |
|                             | <ul style="list-style-type: none"> <li>HIV/AIDS policy for you or your workplace</li> </ul>   |            |           |
|                             | <ul style="list-style-type: none"> <li>Risk management Plan</li> <li>Policies or procedures that you uphold in your workplace or business</li> </ul>  |            |           |