

## Introduction

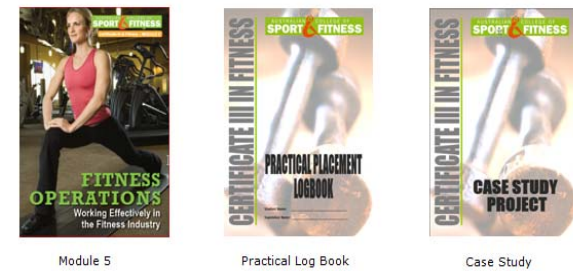
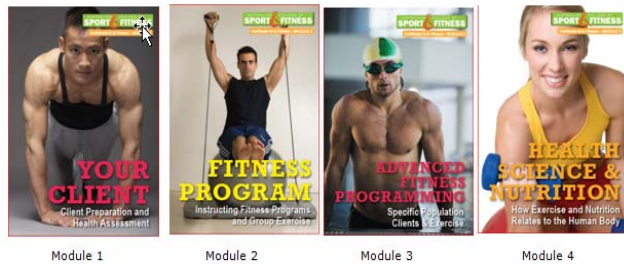
The roles are offered as flexible learning options for students to complete their studies from their home.

Each course is made up of different modules and types of assessments. The modules can be completed in any order, as long as the Cert III is completed prior to the same module in Cert IV as this has a natural progression. With this in mind it is best to run through systematically.

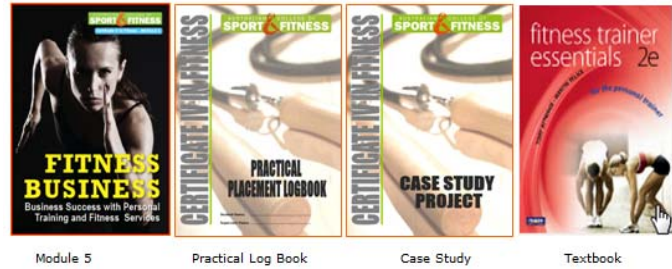
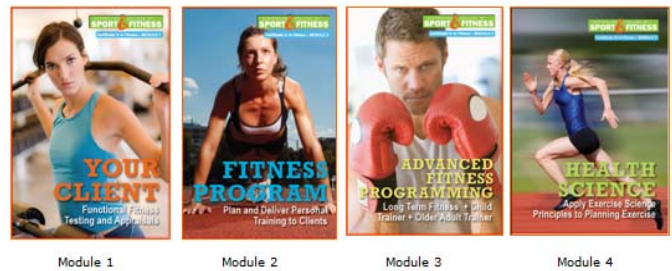
Certificate III in Fitness	Certificate IV in Fitness	Diploma of Fitness (phasing out)	Diploma Sport & Rec Management
1 <b><u>Your Client</u></b> <i>Client Preparation and Health Assessment</i>	1 <b><u>Your Client</u></b> <i>Functional Fitness Testing and Appraisals</i>	1 <b><u>Exercise Science &amp; Special Populations</u></b> <i>Advanced Anatomy and physiology and special conditions relating to body system</i>	1 <b><u>Marketing</u></b> <i>Plan and manage marketing in your business</i>
2 <b><u>Fitness Instruction</u></b> <i>Instructing Fitness Programs and group exercise</i>	2 <b><u>Fitness Program</u></b> <i>Plan and deliver personal training to clients</i>	2 <b><u>Functional Anatomy &amp; Injury</u></b> <i>Understand functional anatomy to help develop injury prevention strategies</i>	2 <b><u>Client Services</u></b> <i>Planning services to meet client and business needs</i>
3 <b><u>Advanced Fitness Instruction</u></b> <i>Special Population Clients &amp; Exercise</i>	3 <b><u>Advanced Fitness Programming</u></b> <i>Long term Fitness &amp; Child Trainer &amp; Older Adult Trainer</i>	3 <b><u>Health Promotion</u></b> <i>Plan and delivery exercise to promote general health and wellbeing</i>	3 <b><u>Facility Management</u></b> <i>Coordination &amp; management of facilities &amp; equipment</i>
4 <b><u>Health Science &amp; Nutrition</u></b> <i>How exercise &amp; nutrition relates to the human body</i>	4 <b><u>Health Science</u></b> <i>Apply Exercise Science Principles to Planning and Exercise</i>	4 <b><u>Research</u></b> <i>Apply evidence based research information to exercise prescription</i>	4 <b><u>Accounting &amp; Financial Management</u></b> <i>Managing finances &amp; controlling budgets in your business</i>
5 <b><u>Fitness Industry</u></b> <i>Working effectively in the fitness industry</i>	5 <b><u>Fitness Business</u></b> <i>Business Success with Personal Training and Fitness Services</i>	5 <b><u>ELECTIVE</u></b> <i>High Performance OR Child Trainer OR Older Adult</i>	5 <b><u>Sponsorship</u></b> <i>Manage sponsorship for a business, activity or event</i>
6 <b><u>Practical Placement</u></b> <i>20 hours in the fitness environment</i>	6 <b><u>Practical Placement</u></b> <i>20 hours in the fitness environment</i>	6 <b><u>Practical Assessment</u></b> <i>2 day onsite practical assessment</i>	6 <b><u>Human Resources</u></b> <i>Recruit, lead &amp; Manage people</i>
7 <b><u>Case Study</u></b> <i>3 individuals - Screening, evaluating etc.</i>	7 <b><u>Case Study</u></b> <i>3 individuals - Advanced assessment &amp; training</i>	7 <b><u>Case Study</u></b> <i>Special Population Case Studies</i>	7 <b><u>Legislation &amp; Compliance</u></b> <i>Understanding your legislative and compliance obligations</i>
8 <b><u>First Aid</u></b> <i>Achieve external to course</i>			8 <b><u>Business Planning</u></b> <i>Getting the most out of your business</i>

Students will be issued with a hard copy of the modules which look like this:

### Certificate III in Fitness



### Certificate IV in Fitness



### Diploma of Fitness - Core Modules



### Diploma of Sport Rec Management



### Diploma of Fitness - Elective Modules



Tutors can access this material online, using the Online Learning Centre. Details of this are provided further in this document.

## General requirements of a tutor

---

The roles of a tutor consist of the following, and will be explained in more detail throughout this document:

- ▶ Induction phone call
- ▶ Mark Assignments
- ▶ Mark the Case Study
- ▶ Sign off the Practical placement
- ▶ Sign off the First Aid Certificate
- ▶ Answer student's questions via email.

## Being assigned students

---

When a new student is assigned to you, you will receive an email from Student Drop Box stating that a new student has been assigned to you. The tutor must access their contact details from Student Drop Box and perform the phone induction within 7 days of receiving the email.

## Phone Induction

---

The induction is where the tutor contacts their assigned students within a week of the student receiving their course material. The tutor introduces themselves and runs through the requirements of the course, answering any questions they may have. This gives the tutor the opportunity to ensure the correct procedures are followed by the tutor, instead of correcting this at a later date.

The call should last approximately 15-20 minutes.

We suggest that you do not provide students with your contact phone number as this may result in students contacting you at any hour of the day, but if you could provide them with your email so they can direct questions to you.

## Addressing LLN

---

The phone induction is an opportunity to assess a student's Learning Literacy and Numeracy needs they may affect their course progress.

This phone induction should be your first assessment of LLN to assess any learning needs your student may have. Be aware when you speak with your student if they are not comprehending your instructions. Prompts to help you assess this are:

- Ask them to repeat a requirement
- Ask them if they have a preferred style of learning
- Ask them how they will stay motivated

These are all questions that are useful for you to be able to assist with providing your student with assessment feedback and learning support.

If any students flag a concern, please email ACSF at [Tutor@acsf.com.au](mailto:Tutor@acsf.com.au) to let us know so we're also aware.

Throughout the course, if your student is NYC in their assessments, determine whether LLN is affecting their course progress and raise concerns with Student Advisors.

## Assignment submission and marking

Each module has a related assignment, which is to be completed on the computer and submitted via an online portal for marking.

To complete the assignment, students are required to use the assignment templates which can be downloaded from our Student Online Learning Centre. This template is structured to provide a box for the students to write their answer and a box for the tutor comments.

Once an assignment is completed, it is submitted by the student using our online assessments portal called **STUDENT DROP BOX (SDB)**, and accessed via [www.studentdropbox.com.au](http://www.studentdropbox.com.au). Tutors will receive an email once a student has submitted an assignment for them to mark, so they are required to log into SDB and download the student assignment for marking.

The following picture indicates the space for the student and the section for the tutor to write their comments:

### PART B – PERSONAL PRESENTATION STANDARDS

1. List 5 personal presentation factors a fitness professional should be aware of whilst working in a gym.

Tutor Comments:

***Tutors are required to give feedback on each question. This may just be a 'good' or 'excellent', however more information will help coach the student to develop into a more competent trainer, so this is encouraged by ACSF. (Please note, we don't expect an essay for all comments, however, to comment 'good' on all questions is not a high enough standard for ACSF.)***

In addition, tutors must sign off that all competencies have been met within each assignment. This just means that all questions have been marked as **Competent**.

At the end of each section with an assignment are the competencies that are covered, and reflect specific questions. It is the responsibility of the tutor to mark all of these competencies as competent once the assignment is marked competent. This means writing a C for each element in the C box.

### SECTION 1: FITNESS ORIENTATION AND HEALTH SCREENING COMPETENCIES

FOR TUTOR USE, PLEASE COMPLETE C AND NYC SECTIONS IN THE BELOW TABLE:

	Q's		C	NYC
Part A: Identify general fitness requirements	1	Establish the service the client wishes to assess		
	2	Identify and assess client requirements and expectations		
Part B: Advise clients	1	Explain benefits of fitness activities		
	2	Explain benefits of fitness appraisals		
Part C: Health screening questionnaire	1	Explain the purpose of a health screening questionnaire		
	2	Describe screening information		
	3 + 4	Explain contraindications and harmful practices		

**For more details on SDB please see separate document.**

To aid in the marking process, ACSF have created sample answer sheets for each assignment, however, they are also required to use their own knowledge and experience to help answer the questions, as not all sample answers can be covered. These answer sheets can be downloaded from the Online Learning Centre, and ACSF centre for students and tutors – more details about log in can be found later in the document.

### SNAPSHOT OF ROLE FOR THIS TASK

Mark all assignments in keeping with the Competent and Not Yet Competent marking guidelines.



## Case Study

Students are required to complete a Case Study for each qualification. This is a practical assessment which puts the elements learnt within the course into practice. The student completes and documents each task set and then submits this whole document for marking. (The case study is marked using the assessment sheet, which can be found within the tutor area on our website).

The Case Study assignments involve students working with **3 individuals per qualification**. Clients can be family and friends. However, client selection must meet specific criteria as outlined in the Case Study booklet.

Cert III contains the primary elements of personal training a client (I.e. Screening, Evaluating.) whereas Cert IV involves more advanced assessment and training element of training a client. Cert IV builds on Cert III, therefore the same clients can be used.

Students are required to show evidence by videoing tasks being performed and submitting these videos as a part of the case study assessment. It is crucial students appear in each video.

To make marking this piece of work simpler, there is a Case Study Assessment sheet (as seen on the right), which identifies all the tasks required for each certificate's case study. Tutors are required to ensure all of these tasks have been completed to a high standard. There is a tutor comments section where tutors can provide feedback. If any task is not submitted or completed to a satisfactory standard, it is marked as NYC and must be re-submitted.


In addition to this assessment sheet the tutor is required to call student and ask them some questions regarding their submitted case study. This is to ensure the Case Study is completed correctly by the student. This phone call should last roughly 20 - 30 minutes.

Tutor will be required to submit notes on this conversation, and will mark the student Competent or Not Yet Competent depending on the response/answers from the student. This is where the tutors must make their own judgement on whether they believe the student has completed the Case Study to an appropriate standard.

### SNAPSHOT OF ROLE FOR THIS TASK

- Mark the case study using the case study assessment sheet.
- Phone the student to clarify that the student understands components they submitted in their case study. I.e. why they trained an individual with

**CASE STUDY  
ASSESSMENT**  
SIS40210 – Certificate IV in Fitness



STUDENT DETAILS			
STUDENT NAME			
TUTOR NAME			
DATE			

\* completed in ACSF Certificate III Case Study

CHECK LIST			
Task	Description	Tutor Comments	C or NYC
Task 1	Written consent from clients (Part A)*		
	Report on communication with clients (Part A)		
	Client Profile report for each client (Part A)		
	Sample health and pre-exercise screening Questionnaire (Part B)*		
	Sample Fitness Test Schedule (Part B)*		
	Sample Nutritional Log (Part B)*		
Task 2	Induction procedure report (Part C)*		
	Report on exercise sessions 1-4 (Part C)		
	Completed pre-test screening Questionnaire (Part A)*		
	Address test results (Part B)*		
Task 3	Postural appraisal (Part C)		
	Nutritional questionnaire (Part D)*		
	Nutritional log and report (Part D)		
	Timetable for each client (Part A)		
Task 4	Programs for each client (Part A)		
	Report on program rationale (Part B)		
	Report and program evaluation (modified program) (Part C)		
	Completed feedback in cohesion (Part A)		
Task 5	Client review findings (Part A)		
	Report on long term goals (Part B)		
	Address testing results (Part B)		
	Review of likes and dislikes (Part B)		
Long Term Program and Advice (Part B)			

**Comments:**  
  
 1<sup>st</sup> Assessor Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
I confirm that this student has reached the level required, by the college, for each assignment element of the course. I have marked the student as competent for this assessment and confirm I have made a copy attempt to ensure that they have produced their own work.

Australian College of Sport and Fitness
www.ACSF.com.au

## Practical Placement

The practical placement is a requirement of both Cert III and Cert IV. Students are required to complete 30 hours for Cert III and 30 hours for Cert IV of practical experience within any fitness environment.

It is vital that during this placement the student must be mentored/supervised by an individual who is Cert IV or equivalent qualification.

As a tutor, you are required to complete the 'Practical Placement Assessment Sign-off' sheet. For this tutor are required to check the following:

- ▶ 30 hours have been completed
- ▶ The supervisors qualifications have been submitted
- ▶ There are two photographic pieces of evidence

STUDENT and ASSESSOR DETAILS	
STUDENT NAME	Maree Mein
TUTOR NAME	Paul Lipman
DATE	20/05/2014

CHECK LIST			
Task	Description	Tutor Comments	C or NYC
20 hours	Student has completed 20 hours or Practical that is signed off by supervisor		
Supervisor Qualification	Supervisor qualification has been submitted and meet the requirements		
Photo evidence	2 Photographic evidence has been submitted		
Other comments			
Second Assessor Signature:		Date:	
I confirm that the student has reached the level required, by the college, for each assignment element of the course			

Australian College of Sport and Fitness

www.ACSF.com.au

### SNAPSHOT OF ROLE FOR THIS TASK

Sign off whether student has completed the hours and provided supervisor quals and photographic evidence.

## Exam

There is no exam for this qualification.

## First Aid Certificate

Every student completing our Certificate III in Fitness is required to submit an in-date First Aid Certificate. This part of the course is to be completed externally to our course/college, and is not included in the course fees.

For Certificate III in fitness the specific First Aid Certificate code is HLTAID003, students must submit this version as we will not accept any older First Aid Certificate codes.

## Completed Students

Once a student has completed all required components and they have been marked competent, the tutor is then required to send a brief email to ACSF admin ([tutor@acsf.com.au](mailto:tutor@acsf.com.au)). This is to state that the student is complete and ready to receive their certificate.

## Second Assessment

---

ACSF performs a second assessment to all assessments that have been submitted and marked by tutors. This is a compliance regulation required by the college to ensure that a high standard is met by all students and tutors.

## Student Online Learning Centre

---

We have an ACSF Online Learning Centre for both students and tutors. It can be accessed via:

[www.acsfonline.com.au](http://www.acsfonline.com.au)

It is created for students to access all the course content online as well as download the assignment templates (tutors can also access this material so see what is included in the modules), and created for tutors to download the marking guides and additional tutor supporting material.

The two sections are split into 'Student Area' and 'Tutor Area', each with specific passwords to gain access to.

### Student Area passwords

The student area has a generic password for all Certificate III content and a different one for all Certificate IV content.

- ▶ Password for Cert III – **fitnessguru**
- ▶ Password for Cert IV – **mastertrainer**
- ▶ Password for Diploma Fitness – **specialtrainer**
- ▶ Password for Diploma SRM – **acsfmanager**

### Tutor Area password

The tutor area requires a personal unique log-in along with an additional generic password.

The personal unique log-in will be provided by admin staff and the generic password is: **tutorzone**.

## Student Drop Box (SDB)

---

The Student Drop Box (SDB) is an online assessment portal where students and tutors submit their completed and marked assessments. It also allows both students and tutors to track the progress of their course. It can be accessed:

[www.studentdropbox.com.au](http://www.studentdropbox.com.au)

The SDB will send automated emails once a student submits a assessment for marking. Tutors will then be required to log in and mark the submitted work before uploading it as NYC or C.

**Please see addition document for student drop box information.**

## Probation Period

---

All new tutors are placed on a probation period for 1-2 months (may depend on amount of assignments marked), where their marking and comments are assessed and ensured that they are in keeping with the standards of the college.

## What you get paid as a Tutor

	Cert III	Cert IV	Combined			Dip Fit		Dip SRM
Induction	\$25	\$25	Cert III	Cert IV	Induction	\$25	Induction	\$25
			\$25					
Module 1	\$45	\$45	\$45	\$45	Module 1	\$70	Module 1	\$70
Module 2	\$45	\$45	\$45	\$45	Module 2	\$70	Module 2	\$70
Module 3	\$45	\$45	\$45	\$45	Module 3	\$70	Module 3	\$70
Module 4	\$45	\$45	\$45	\$45	Module 4	\$70	Module 4	\$70
Module 5	\$45	\$45	\$45	\$45	Module 5	\$70	Module 5	\$70
Case Study + Prac Placement & submission of all work	\$50	\$50	\$50	\$50	Case Study 1	\$70	Module 6	\$70
					Case Study 2	\$70	Module 7	\$70
					Case Study 3	\$70	Module 8	\$70
TOTAL	\$300	\$300	\$575		TOTAL	\$560	TOTAL	\$560
Referral*	\$250	\$ 250	\$500		Referral*	\$250	Referral*	\$250

\*Referral paid once the student has fully paid the course.

**The payment of each module is for the module once it has been marked as competent.**

A referral is where a tutor recommends our college which results in the student signing up to one of our fitness courses. Tutor or students must make the college aware of this prior to the enrolment otherwise referral fee cannot be honoured.

The process of invoicing will remain the same. To clarify this is where an invoice is sent to [tutor@acsf.com.au](mailto:tutor@acsf.com.au) and checked by the admin team, recorded on your file prior to being processed.

To reduce administration pressures, the preference is for tutors to send invoices when the value of marking undertaken is \$300 or greater if that is possible i.e. rather than send many small invoices at each assignment. We would appreciate your understanding of this.