

Scheme of work

For each VTCT (ITEC) qualification, the lecturer/centre must complete a scheme of work for each unit indicating how the Lecturer is planning to cover the unit content throughout the course. Set out the planned sessions in terms of learning outcomes to be achieved. These should match those stated within the VTCT (ITEC) unit specification. Include all units of each course offered. Hours should meet the minimum guided learning hours listed within the unit specification.

Unit title: iUSP152 - Planning gym-based exercise

Total contact tuition hours proposed: 23

Lecturer(s) responsible:

Learning objectives	Lecture content	Suggested resources	Approx. hours
Introductory session	<ul style="list-style-type: none"> College rules and regulations College mission statement ITEC rules and regulations Health & Safety Timetable Dates – holidays etc. Syllabus Recommended books 	<ul style="list-style-type: none"> Lecture Q&A Using all the documents listed to ensure the students understand the college expectations and their commitment to the course 	
Understand how to collect client information to plan gym-based exercises			
Explain the process of informed consent	<ul style="list-style-type: none"> Ensuring the client realises that the only reason information would be disclosed would be to ascertain permission to proceed with exercise from a GP or other medically trained practitioner Issue of consent Any appropriate legislation e.g. Data Protection Act/GDPR Confidentiality 	<ul style="list-style-type: none"> Whiteboard Lecture Q&A Handout Homework Test Performance Evidence/PARQ 	4
Describe different methods to collect participant information including: <ul style="list-style-type: none"> Questionnaire 	<ul style="list-style-type: none"> Good communication skills and barriers to effective communication Demonstrating appropriate body language Trust Professionalism, confidence and enthusiasm Confidentiality 		

<ul style="list-style-type: none"> • Interview • Observation • Physical measurements 	<ul style="list-style-type: none"> • PARQ test • Ensuring the correct information is taken from the client • Ensuring the client gives sufficient detail regarding their health and background and realises the importance of gaining GP's permission in the relevant circumstances 		
Describe how to determine which method/s of collecting information are appropriate according to the individual	<ul style="list-style-type: none"> • Private comfortable area • Positive body language • Positioning of the client (no barriers between themselves and client) • Ensuring the client feels able to confide in the exercise teacher where necessary • Discussion • PARQ test 		
Explain the principles of screening clients prior to gym-based exercise to include the use of the physical activity readiness questionnaire (PARQ)	<ul style="list-style-type: none"> • Professionalism, confidence and enthusiasm • Confidentiality • Client lifestyle • Client profile • Medical history • Current health status • Any physical needs • Exercise history, preferences, fitness • Any contra-indications to the session • Client's personal goals e.g. healthy eating, weight loss, weight gain, improved fitness/flexibility etc. • The importance of planning a session bearing in mind the client's religious, moral and social belief • Determining the nature and extent of the client's needs • Agreement to the aims of the programme • Where applicable clarify with the client's information which may be available to others, e.g. relevant health care workers • Obtain the client's signature 		

Understand how to use client information to plan gym-based exercise			
Describe the factors based on client screening, which may affect safe exercise participation	<ul style="list-style-type: none"> • Any recent injuries including fractures, strains, sprains, ruptures or tears • Heart conditions or any history of heart disease • High blood pressure unless medical permission has been granted • Any acute fevers including influenza, glandular fever, common cold, etc. • Any inflammatory joint conditions including arthritis, rheumatoid arthritis, osteoarthritis • Any neurological disorders including strokes, multiple sclerosis unless medically supervised • Any undiagnosed illness 	<ul style="list-style-type: none"> • Whiteboard • Lecture • Q&A • Handout • Homework • Test • Performance Evidence/PARQ 	5

	<ul style="list-style-type: none"> • Any musculoskeletal problems including joint or back pain • Any pain and soreness in muscles caused by trauma or injury • Pregnancy – medical permission must be sought before continuing • After a heavy meal or under the influence of alcohol • If over-tired or exhausted • If under the influence of painkilling drugs • If there has been any difficulty with exercise in the past • For people over the age of 50 a medical check-up should be sought before starting an exercise programme or anybody with the following conditions: <ul style="list-style-type: none"> - Obese people - History of heart problems in the immediate family - Hypertensives - Diabetics unless medical permission is sought - Any history of lung problems including asthma, bronchitis, emphysema - Smokers - Skin infections or open wounds 		
Give examples of how client information affects the planning of gym-based exercise	<ul style="list-style-type: none"> • Exercises are appropriate to individuals needs • Fitness goals • Ability of participant • Health of individual 		
Identify the reasons for temporary deferral of exercise	<ul style="list-style-type: none"> • Only working within their own parameters and professional boundaries • Injuries • Any health related issues 		
Explain the reasons for referring clients to other professionals	<ul style="list-style-type: none"> • Understanding when to refer clients to others • Understanding when a client may be contra-indicated to gym-based exercise and at what point GP's permission should be sought • Referral procedures 		

Understand how to plan gym-based exercise with clients			
Describe how to plan gym-based exercise to meet the needs of clients with different objectives	<ul style="list-style-type: none"> • Target audience <ul style="list-style-type: none"> - Beginner/inexperienced - Over 50/60 - Overweight - Unfit - Weight trainer - Endurance training - Teenager - Pregnancy - Post-natal 	<ul style="list-style-type: none"> • Whiteboard • Lecture • Q&A • Handout • Homework • Test • Performance Evidence/PARQ • Lesson Plan 	5

	<ul style="list-style-type: none"> - Stress - Arthritic - Asthmatic - High blood pressure - Sports specific training - Combined resistance and cardiovascular • Session duration • Intensity of session • Equipment needed 		
Explain why it is important to agree goals and objectives for gym-based exercise with clients	<ul style="list-style-type: none"> • Client satisfaction • Aims and objectives met • Goals – short, medium and long term • Physical • Psychological • Lifestyle related • Socially related • Discussing another/alternative form of exercise • Providing exercises adequate for the client • Providing challenges by increasing intensity depending on level of fitness and ability • Well-rounded workout 		
Identify a range of exercises for individual clients to develop: <ul style="list-style-type: none"> • Cardiovascular fitness • Muscular fitness • Flexibility • Motor skills 	<ul style="list-style-type: none"> • Warm up/cool down • Cardiovascular/aerobic – interval, Fartlek, Plyometric, steady state exercise • Muscular strength and endurance • Flexibility/stretch – static/passive – pre and post exercise, dynamic/ballistic and the benefits of stretching the following areas: neck, shoulder, arms, hands, trunk, back, hips, legs and feet • Motor skills 		
Identify a range of cardiovascular and resistance machines, and their uses	<ul style="list-style-type: none"> • Cardiovascular and resistance machines <ul style="list-style-type: none"> - Treadmill - Rowing machine - Upright cycle - Recumbent cycle - Stepper - Elliptical trainer - Cross trainer • Variable resistance equipment <ul style="list-style-type: none"> - Swiss and medicine balls - Resistance bands - Weights including barbells and dumbbells 		

	<ul style="list-style-type: none"> - Collars - Benches - Protective floor - Mats 		
Describe how to plan gym-based exercise using circuit formats	<ul style="list-style-type: none"> • Aims and objectives • Warm up and cool down exercises • Reasons why these are important • Teaching points • Muscles used • Stretches – reasons why, teaching points, dynamic stretches during warm up, developmental stretches, static • Use of circuit cards 		

Be able to collect and use client information to plan a gym-based exercise programme			
Use appropriate methods to collect information to plan a gym-based programme	<ul style="list-style-type: none"> • PARQ test 	<ul style="list-style-type: none"> • Whiteboard • Lecture • Q&A • Handout • Homework • Test • Performance Evidence/PARQ • Lesson Plan 	4
Check the information is accurate and up-to-date	<ul style="list-style-type: none"> • Referring back to consultation • Referring back to Physical Activity Readiness Questionnaire (PARQ) 		
Identify client needs and potential and any possible risks from participation in a gym-based programme	<ul style="list-style-type: none"> • Client lifestyle • Client profile • Medical history • Current health status • Any physical needs • Exercise history, preferences, fitness • Any contra-indications to the session • Client's personal goals e.g. healthy eating, weight loss, weight gain, improved fitness/flexibility etc. • The importance of planning a session bearing in mind the client's religious, moral and social beliefs • Determining the nature and extent of the client's needs • Agreement to the aims of the programme • Where applicable clarify with the client's information which may be available to others, e.g. relevant health care workers • Obtain the client's signature 		
Maintain client confidentiality	<ul style="list-style-type: none"> • Data protection act/GDPR 		

Be able to plan a safe and effective gym-based exercise programme with clients			
<p>Agree objectives with clients appropriate to:</p> <ul style="list-style-type: none"> • Their needs and potential • Accepted good practice in the industry • Own level of competence 	<ul style="list-style-type: none"> • Aims and objectives • Activities • Problem areas • Likes and dislikes • Effectiveness and variety of movements • Any change in demands from client • Any changes needed to enhance the programme • Whether routine meets with the client's needs and expectations • Longer term wishes of the client • Industry codes of practice • Organisations' policies and procedures • Own ability • Client confidence and ability 	<ul style="list-style-type: none"> • Whiteboard • Lecture • Q&A • Handout • Homework • Test • Performance Evidence/PARQ 	5
<p>Select gym-based exercises that will help clients to develop:</p> <ul style="list-style-type: none"> • Cardiovascular fitness • Muscular fitness • Flexibility • Motor skills 	<ul style="list-style-type: none"> • Warm up/cool down • Aerobic • Endurance • Strength • Core stability • Stretch/flexibility • Using machines • Resistance weights • Free weights • Own body 		
<p>Plan how to minimise any risks relevant to the programme</p>	<ul style="list-style-type: none"> • Identifying any likely hazards and assess the risks of these hazards • Ensuring the risks are minimal and to an acceptable level • Identifying any new risks during the gym session and take action to manage • Keeping records of maintenance up to date • Making suggestions and obtaining advice from relevant authorities to improve health and safety • Safe manual handling techniques • Risk assessment 		
<p>Plan realistic timings and sequences for exercise</p>	<ul style="list-style-type: none"> • Instruction • Activity • Discussion • Client availability, time constraints and frequency 		

Record programme plans in an appropriate format	<ul style="list-style-type: none">• Aims and objectives• Lesson plan• Evaluation• Recording of evidence		
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Document History

Version	Issue Date	Changes	Role
v1	27/09/2019	First published	Qualifications Administrator