



ITEC



VTCT



SP2C12

VTCT (ITEC) Level 2 Certificate in Instructing Strength and Conditioning

Learner name:

Learner number:

Centre name:

Centre code:



CIMSPA[®]
Endorsed

**Professional
Standards**

Logbook

VTCT (ITEC) Level 2 Certificate in Instructing Strength and Conditioning

This logbook is to record the learner's achievement of VTCT (ITEC) Level 2 Certificate in Instructing Strength and Conditioning. Full details of this qualification and its assessment requirements can be found in the qualification and unit specifications that must be used when delivering this qualification.

This logbook contains unit and examination tracking as well as the evidence required to be completed by the learner, assessor, internal quality assurer (IQA) and if sampled by an external quality assurer (EQA).

Unit tracking

This can be used to track unit progress and record the achievement of the theory examinations.

All mandatory units must be achieved to complete the qualification.

Mandatory units	
	Unit complete ✓
USP182 Anatomy and physiology for exercise and fitness professionals	<input type="checkbox"/>
USP183 Professional practice for exercise and fitness professionals	<input type="checkbox"/>
USP184 Exercise, fitness and lifestyle consultation and management	<input type="checkbox"/>
USP195 Planning and instructing strength and conditioning sessions	<input type="checkbox"/>

By signing here you are confirming that all learning outcomes and assessment criteria have been achieved under specified conditions, and that the evidence gathered is authentic.

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

IQA signature:
(if sampled) _____ Date: _____

EQA signature:
(if sampled) _____ Date: _____

Evidence requirements

The forms are to be completed by the learner, assessor, internal quality assurer (IQA) and if sampled by an external quality assurer (EQA).

Please note **all** requirements must be evidenced in order to gain a Pass grade.

USP182

Anatomy and physiology for exercise and fitness professionals

Knowledge Evidence required	Yes (please tick)	No (please tick)
MCQ		

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

IQA signature: _____ Date: _____
(if sampled)

EQA signature: _____ Date: _____
(if sampled)

Notes

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Learning Outcome	Assessment Criteria
LO1 Know the structure and function of the skeletal system in relation to exercise	1.1. Describe the standard anatomical position and reference points
	1.2. Describe the anatomical planes of movement
	1.3. Describe the functions of the skeleton
	1.4. Identify the names and locations of the bones of the axial and appendicular skeleton
	1.5. Describe the classifications of different bones
	1.6. Describe the stages of bone growth
	1.7. Describe the structures of a long bone
	1.8. Describe the structure of the spine in relation to posture and range of motion
	1.9. Describe joint classifications and structure
	1.10. Describe the different types of synovial joints, their location, range of motion and joint actions
	1.11. Describe the exercise and movement considerations in relation to the skeletal system

Learning Outcome	Assessment Criteria
LO2 Know the structure and function of the muscular system in relation to exercise	2.1. Describe the different types of muscle tissue and the characteristics and functions of each type
	2.2. Identify the different skeletal muscle fibre types and their characteristics
	2.3. Describe the structure of skeletal muscle and the sliding filament theory
	2.4. Identify the names and locations of all major muscles
	2.5. Describe the types of muscle action and joint actions
	2.6. Describe the muscles of the pelvic floor and pelvic girdle

Learning Outcome	Assessment Criteria
LO3 Know the structure and function of the circulatory system in relation to exercise	3.1. Describe the function and structure of the heart
	3.2. Describe the blood flow through the heart chambers and different circulatory systems
	3.3. Describe the structure and function of blood vessels
	3.4. Describe the effects of disease processes on the blood vessels and the effect on blood pressure
	3.5. Describe the effects and benefits of aerobic endurance exercise on the circulatory system and relation to cardiovascular fitness

Learning Outcome	Assessment Criteria
LO4 Know the structure and function of the respiratory system in relation to exercise	4.1. Describe the structure and function of the lungs
	4.2. Identify the muscles involved in breathing
	4.2. Describe the passage of air flow through the respiratory tract and gaseous exchange

Learning Outcome	Assessment Criteria
LO5 Know the structure and function of the nervous system in relation to exercise	5.1. Describe the roles and functions of the different components of the nervous system
	5.2. Describe the relationship between the nervous system and principles of muscle contraction and motor unit recruitment
	5.3. Describe the role of exercise on neuromuscular activity and motor fitness

Learning Outcome	Assessment Criteria
LO6 Know the structure and function of the digestive system	6.1. Identify the structure of digestive system
	6.2. Describe the functions of the digestive system
	6.3. Describe how the macronutrients are digested and absorbed
	6.4. Describe the role of dietary fibre in the maintenance of gut function
	6.5. Identify timescales for digestion
	6.6. Describe the importance of fluid

Learning Outcome	Assessment Criteria
LO7 Know the roles and function of the energy systems in relation to physical activity and exercise	7.1. Identify the macronutrients and their role in the production of energy
	7.2. Describe the energy systems used during exercise and the by-products of different systems
	7.3. Describe the effects of exercise on the energy systems

Learning Outcome	Assessment Criteria
LO8 Know the life course of the anatomical and physiological systems of the body	8.1. Describe the life course of the anatomical systems and the implications of exercise for specific populations

USP183

Professional practice for exercise and fitness professionals

Knowledge Evidence required	Yes (please tick)	No (please tick)
Portfolio of evidence		

Practical Evidence required	Yes (please tick)	No (please tick)
Practical observations		

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

IQA signature: _____ Date: _____
(if sampled)

EQA signature: _____ Date: _____
(if sampled)

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Learning Outcome	Assessment Criteria	Portfolio reference
LO1 Know health, safety and welfare procedures in a fitness environment	1.1. Identify the legal and regulatory requirements for health, safety and welfare in a fitness environment	
	1.2. Describe duty of care and professional role boundaries in a fitness environment	
	1.3. Identify how to manage emergencies in a fitness environment	
	1.4. Identify how to manage risks in a fitness environment	
	1.5. Describe principles of safeguarding the welfare of children and vulnerable adults	

Learning Outcome	Assessment Criteria	Portfolio reference
LO2 Know how to maximise the customer experience within a fitness environment	2.1. Identify the key principles relating to customer care	
	2.2. Describe how to provide a positive customer experience	
	2.3. Identify how to communicate with customers	
	2.4. Describe how to manage customer complaints	
	2.5. Identify how to promote products and services to meet customer needs	
	2.6. Describe how to work independently and with others	

Learning Outcome	Assessment Criteria	Portfolio reference
LO3 Understand professional practice in a fitness environment	3.1. Describe the professional conduct and ethics in a fitness environment	
	3.2. Describe the importance of reflective practice and continuing professional development	
	3.3. Identify business acumen relevant to own role	

Learning Outcome	Assessment Criteria	Portfolio reference
LO4 Know how information technology can be used in a fitness environment	4.1. Identify the different uses for information technology in a fitness environment	
	4.2. Describe how social media can be used as part of a fitness business	

Learning Outcome	Assessment Criteria	Portfolio reference
LO5 Be able to demonstrate professional practice to maximise the customer experience	5.1. Demonstrate client safety and wellbeing	
	5.2. Undertake routine cleaning and maintenance appropriate to role	
	5.3. Interpret and use customer data	
	5.4. Demonstrate customer engagement	
	5.5. Demonstrate exemplary customer service	
	5.6. Develop rapport with customers	
	5.7. Demonstrate a professional demeanour	
	5.8. Demonstrate communication methods appropriate to the customer	
	5.9. Demonstrate the ability to work alone and as part of a team	

USP184

Exercise, fitness and lifestyle consultation and management

Exercise, fitness and lifestyle consultation and management

Knowledge Evidence required	Yes (please tick)	No (please tick)
MCQ		

Practical Evidence required	Yes (please tick)	No (please tick)
Client consultation		

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

IQA signature: _____ Date: _____
 (if sampled)

EQA signature: _____ Date: _____
(if sampled)

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Learning Outcome	Assessment Criteria
LO1 Understand the components of health-related and skill-related fitness	1.1. Describe what is meant by the terms physical activity, exercise, fitness and health
	1.2. Describe the training recommendations for all components of physical fitness
	1.3. Identify the individual and lifestyle factors that can affect fitness and health
	1.4. Describe how the body responds and adapts to different types of exercise to enable them to prescribe appropriate exercise programmes

Learning Outcome	Assessment Criteria
LO2 Know the role of exercise and physical activity in the prevention and management of chronic health conditions	2.1. Outline the guidelines and recommendations for physical activity to maintain health
	2.2. Describe the benefits of physical activity on the prevention and management of chronic health conditions

Learning Outcome	Assessment Criteria
LO3 Know the exercise contra-indications and key safety guidelines for special populations	3.1. Describe the exercise contra-indications and safety guidelines for older adults (50+)
	3.2. Describe the exercise contra-indications and safety guidelines for antenatal and postnatal women
	3.3. Describe the exercise contra-indications and safety guidelines for young people (aged 13-18)
	3.4. Describe the exercise contra-indications and safety guidelines for disabled people

Learning Outcome	Assessment Criteria
LO4 Know the importance of healthy eating	4.1. Identify the dietary role and sources of the key nutrients
	4.2. Describe the importance of adequate hydration
	4.3. Explain the role of the energy balance equation in relation to weight management
	4.4. Describe the health risks associated with poor nutrition and unhealthy eating
	4.5. Describe the professional role boundaries when providing nutritional advice

Learning Outcome	Assessment Criteria
LO5 Know how to consult with clients to support and motivate lifestyle behaviour change and exercise adherence	5.1. Describe how to consult with clients and develop effective working relationships
	5.2. Describe the scope of practice and role boundaries in relation to providing health and wellbeing advice
	5.3. Explain how different lifestyle behaviours affect health and wellbeing
	5.4. Describe the different stages of change and motivational strategies to support clients

Learning Outcome	Assessment Criteria	Portfolio reference
LO6 Be able to consult with clients to support and motivate lifestyle behaviour change and exercise adherence	6.1. Create a positive, motivating and empowering environment to support clients	
	6.2. Collect and assess client information	
	6.3. Provide lifestyle advice appropriate to the client's needs	
	6.4 Set goals and provide on-going client support	

USP195

Planning and instructing strength and conditioning sessions

Knowledge Evidence required	Yes (please tick)	No (please tick)
Portfolio of evidence		

Practical Evidence required	Yes (please tick)	No (please tick)
Client consultation and planning records		
Practical summative assessment		

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

IQA signature:
(if sampled) _____ Date: _____

EQA signature:
(if sampled) _____ Date: _____

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Learning Outcome	Assessment Criteria	Portfolio reference
LO1 Know how to gather and analyse information to plan and prepare for strength and conditioning sessions	1.1 Describe the information that needs to be gathered and analysed to plan and prepare for strength and conditioning sessions	
	1.2. Outline safe and effective environments for strength and conditioning sessions	
	1.3. Identify the equipment used for strength and conditioning sessions	
	1.4. Identify the information that must be gathered from clients to enable planning of safe and effective strength and conditioning sessions	
	1.5. Describe the methods for health screening, risk stratification and informed consent	
	1.6. Describe how to develop effective working relationships with clients	
	1.7. Describe how to analyse information	
	1.8. Describe how to minimise any risks	

Learning Outcome	Assessment Criteria	Portfolio reference
LO2 Know how to plan and progress strength and conditioning sessions	2.1. Outline how to use the information gathered and analysed to plan strength and conditioning sessions	
	2.2. Describe the range of methods used when designing a strength and conditioning training session	
	2.3. Describe how to apply the principles and variables of training to progress and regress strength and conditioning sessions	
	2.4. Outline the effects of speed, levers, gravity and resistance on exercise safety and effectiveness	
	2.5. Describe the planning considerations and modifications for integrating special populations into a group exercise session	
	2.6. Describe how to record and store information	

Learning Outcome	Assessment Criteria	Portfolio reference
LO3 Know how to instruct, supervise and review strength and conditioning sessions	3.1. Describe the roles of UK and international professional bodies in strength and conditioning	
	3.2. Outline the roles and responsibilities of a strength and conditioning sessions instructor	
	3.3. Describe how to welcome and prepare clients	
	3.4. Outline the safe and effective session structure and content	
	3.5. Describe safe and effective alignment and technique for exercise positions	
	3.6. Describe appropriate instructional and communication skills to observe and supervise clients	
	3.7. Outline the different methods of monitoring exercise intensity and the limitations and benefits of using each method when working with clients	
	3.8. Describe the methods for adapting strength and conditioning sessions to meet diverse client needs	
	3.9. Describe how to demonstrate appropriate customer care	
	3.10. Describe how to end and review sessions	
	3.11. Describe ways to improve their professional practice	

Learning Outcome	Assessment Criteria	Portfolio reference
LO4 Be able to gather, analyse and use information to plan and prepare for strength and conditioning sessions	4.1. Collect and record appropriate safety checks to equipment and environment prior to delivering strength and conditioning sessions	
	4.2. Collect information from group to identify readiness for exercise and any reasons for referral or deferral of exercise	

Learning Outcome	Assessment Criteria	Portfolio reference
LO5 Be able to plan and progress strength and conditioning sessions	5.1. Plan a strength and conditioning session, covering all components of fitness to meet the needs and physiological goals of the group	

Learning Outcome	Assessment Criteria	Portfolio reference
LO6 Be able to instruct, supervise and review strength and conditioning sessions	6.1. Prepare self to instruct strength and conditioning sessions	
	6.2. Welcome and verbally screen clients to check their readiness to participate	
	6.3. Instruct a safe and effective strength and conditioning sessions	
	6.4. Instruct a safe and effective main session that is appropriate to the client's program and environmental needs	
	6.5. Instruct a safe and effective cool down and stretch component that is appropriate to the client, programme and environment needs	
	6.6. Demonstrate appropriate communication and instructional skills to lead and manage groups and individuals	
	6.7. Monitor exercise safety and intensity and respond to group and individual needs	
	6.8. Leave the environment in an acceptable condition for other users	
	6.9. Gather information to evaluate and review strength and conditioning sessions	

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