



STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN (NATIONAL OCCUPATIONAL SKILL STANDARD)

HEALTH & FITNESS CENTRE SERVICES
LEVEL 3



**Jabatan Pembangunan Kemahiran
Kementerian Sumber Manusia, Malaysia**

STANDARD PRACTICE
NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS)
FOR;
HEALTH AND FITNESS CENTRE SERVICES AND OPERATION
LEVEL 3

1. INTRODUCTION

The common adage “*Health is wealth*” has had so much impact on people that many invest in their body’s health and wellness by enrolling in fitness centres. There are many ways to stay fit. In fact, there are hundreds of fitness and exercise programmes to choose from. While most fitness regimes can be do-it-yourself jobs, there are still more benefits when the exercise is being handled by a professional trainer in fitness centres. These professional trainers will carefully monitor the set of exercises as well as provide advice on proper diet to attain perfect fitness. The good thing about exercising in fitness centres is that likeminded people converge in one place. This becomes sort of a support group for people wanting to improve their health.

Fitness centres also offer a wide variety of exercise equipment. However, people working out at home are limited by equipment because, admittedly, they are costly. Some of the equipment include weighted balls, body ergo metres, stationary bikes, treadmills and dumbbells. Many fitness centres offer other services aside from exercise regimes. These services can help a person relax after a workout. Fitness centres are very common in big cities where people who are busy and stressed need ways to unwind. Enrolling in fitness centres may cost money, but for many people, this investment can have great returns in the long run.

Most fitness centres have a main workout area, which primarily consists of free weights including dumbbells, barbells and exercise machines. This area often includes mirrors so that exercisers can monitor and maintain correct posture during their workout. A gym which predominately or exclusively consists of free weights (dumbbells and barbells), as opposed to exercise machines, is sometimes referred to as a black-iron gym, after the traditional colour of the weight plates. Most new fitness centres offer group exercise classes that are conducted by certified fitness instructors. Many types of group exercise classes exist, but generally these include classes based on aerobics, cycling (spin cycle), high intensity training, step, regular & hot (*Bikram*) yoga, pilates and muscle training.

Most fitness centres employ personal trainers who are accessible to members for training/fitness/nutrition/health advice and consultation. Personal trainers can devise a customised fitness routine, sometimes including a nutrition plan, to help clients achieve their goals. More often than not, access to personal trainers involves an additional hourly fee.

This is a new NOSS developed for the Health and Fitness Centre Services under the Fitness Centre Services sub sector of the Education and Training Industry. The demand for qualified and experienced Health and Fitness Centre Services personnel is high at the moment and may increase in the near future. Therefore, the development of this NOSS is essential for the industry because it provides certain guidelines and standards based on the level of competencies that have been set by the industrial experts in this field.

Based on the development findings, it was decided that the entry level for Health and Fitness Centre Services personnel career is at Level 3. The justification is based on the nature of work that requires competency in performing a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.

Based on the existing Occupational Analysis Structure (refer to Figure 1.1), Fitness Centre Services is initially divided into two job areas, namely Training & Fitness and Sales. It was then decided that these two job areas should be combined and renamed as Health and Fitness Centre Services. Consequently, the development of this NOSS at Level 3 (refer to Figure 1.2) is essential so that the sub sector will have a complete set of standards and guidelines to be used by the industry.

The first stage of the NOSS development is to identify the individual Competency Unit (CU) for Health and Fitness Centre Services Level 3. The CU can be defined as a meaningful unit of work, which contains several activities to complete a work cycle objectively and the CU must be independent (stand-alone). Core CU are the competencies that are common/generic to the job according to the industry. Elective CU are the competencies that are required for a specific industry/sub sector.

The second stage of NOSS development is to develop the Competency Profile (CP). The CP is the summary and analysis of all the CU that have been identified in the first stage of the development. Each CU will be analysed in order to determine the work activity involved. The performance criteria for each activity will also be determined.

The final stage of the NOSS development is to develop the Curriculum of Competency Unit (CoCU). This will be done based on the information from the developed CP. After the final stages of NOSS development, a complete final draft will be presented to *Jawatankuasa Teknikal Penilaian Standard (JTPS)*, which is made up of experienced industrial experts for validation purposes. Later, this validated document will be submitted to *Majlis Pembangunan Kemahiran Kebangsaan (MPKK)* for approval and endorsement.

However, this NOSS excludes handling of special needs groups such as elderly, persons with disabilities and underage children. The skills in handling these groups of people are covered in NOSS Health & Fitness Centre Services Administration Level 4.

This NOSS provides first-hand information for the workers regarding the Education and Training Services Industry's working environment. This NOSS also provides a career path and employment development for those involved in this industry.

Pre-requisites

Based on the industry experts' findings, it was decided that the minimum requirement for those interested to enrol in this course are as follows:

- Medically and physically fit to meet the high demands of this particular job scope
- [Sijil Pelajaran Malaysia \(SPM\) with minimum credit in Science.](#)
- Fluent in *Bahasa Malaysia* or English in order to communicate with clients and understand their requirements and needs.

2. OCCUPATIONAL STRUCTURE (OS)

Existing Occupational Structure

SECTOR	EDUCATION & TRAINING SERVICES			
SUB SECTOR	FITNESS CENTRE SERVICES			
JOB AREA	FITNESS TRAINING	PERSONAL TRAINING	GROUP EXERCISE TRAINING	FITNESS CENTRE SALES
LEVEL 5	FITNESS MANAGER			
LEVEL 4	SENIOR TRAINER / TEAM LEADER			ASSISTANT SALES MANAGER
LEVEL 3	FITNESS INSTRUCTOR	PERSONAL TRAINER	GROUP EXERCISE INSTRUCTOR	SALES CONSULTANT
LEVEL 2	NO LEVEL	NO LEVEL	NO LEVEL	NO LEVEL
LEVEL 1	NO LEVEL	NO LEVEL	NO LEVEL	NO LEVEL

Figure 1.1: Existing Occupational Framework Matrix for Fitness Centre Services Sub sector of Education and Training in Malaysia

3. Proposed Occupational Area Structure (OAS)

SECTOR	EDUCATION & TRAINING SERVICES			
SUB SECTOR	FITNESS CENTRE SERVICES			
LEVEL/JOB AREA	FITNESS TRAINING	PERSONAL TRAINING	GROUP EXERCISE TRAINING	FITNESS CENTRE SALES
LEVEL 5	HEALTH & FITNESS CENTRE MANAGEMENT			
LEVEL 4	HEALTH & FITNESS CENTRE SERVICES ADMINISTRATION			ASSISTANT SALES MANAGER
LEVEL 3	HEALTH & FITNESS CENTRE SERVICES			SALES CONSULTANT
LEVEL 2	NO LEVEL	NO LEVEL	NO LEVEL	NO LEVEL
LEVEL 1	NO LEVEL	NO LEVEL	NO LEVEL	NO LEVEL

Figure 1.2: Proposed Occupational Framework Matrix for Fitness Centre Services Sub sector of Education and Training in Malaysia

4. DEFINITION OF COMPETENCY LEVELS

The NOSS is developed for various occupational areas. Candidates for certification must be assessed and trained at certain levels to substantiate competencies. Below is a guideline of each NOSS Level as defined by the Department of Skills Development, Ministry of Human Resources, Malaysia.

Malaysia Skills Certificate Level 1: (Operation Level)	Competent in performing a range of varied work activities, most of which are routine and predictable.
Malaysia Skills Certificate Level 2: (Operation Level)	Competent in performing a significant range of varied work activities, performed in a variety of contexts. Some of the activities are non-routine and require individual responsibility and autonomy.
Malaysia Skills Certificate Level 3: (Supervisory Level)	Competent in performing a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.
Malaysia Skills Diploma Level 4: (Executive Level)	Competent in performing a broad range of complex technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is often present.
Malaysia Skills Advanced Diploma Level 5: (Managerial Level)	Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources features strongly, as do personal accountabilities for analysis, diagnosis, planning, execution and evaluation.

5. MALAYSIAN SKILLS CERTIFICATION

Candidates, after being assessed verified as having fulfilled the Malaysian Skills Certification requirements, shall be awarded with *Sijil Kemahiran Malaysia* (SKM) for

Level 3. All candidates are also recommended to undergo on job training to attain knowledge and skills in the Health & Fitness Centre Services field of work.

Assessment must be in accordance with the following:

This NOSS outlines the Competency Unit (CU) in the Health & Fitness Centre Services working environment as required by the industry and has been developed and documented following extensive collaboration across key Malaysian organisations. To meet the requirements of this industry, it is imperative that the CUs outlined follow a high standard and consistency throughout the assessment process. This can only be done by stipulating a precise framework in which the assessment of them must be conducted. The training and assessment of a Health & Fitness Centre Services practitioner must be deployed in accordance with JPK policy and standard as follows:

- a) The final assessment of competence must include the combination of documented continuous assessment conducted by the facilitator during training and the results of post-training examination;
- b) The post-training examination must be practical in nature and involve demonstration and application of the CU utilising real equipment and real-world examples;
- c) The CU as outlined in this NOSS must be assessed throughout the training programme and during a post-training examination;
- d) The learning environment and facilities need to be in accordance with the requirements of the industries;
- e) The development and assessment of the CU must demonstrate that they develop transferable skills;
- f) The development and assessment of the CU must include documentation by candidates both during training and examination; and
- g) All training and assessment materials must be mapped and verified to be in accordance with the NOSS Health & Fitness Centre Services by a panel of industry subject matter experts appointed by JPK.

6. JOB COMPETENCIES

Health & Fitness Centre Services personnel (Level 3) are competent in performing:

- Body Composition Measurement and Fitness Evaluation
- Cardiorespiratory Fitness Training
- Resistance Fitness Training
- Functional Fitness Training
- Flexibility Fitness Training
- Customer Service and Relations
- Outdoor Fitness Training (Elective)

7. WORKING CONDITIONS

Generally they work within normal working hours from morning to evening depending on the organisation's nature of business. They may be required to work extra hours to fulfil internal and external requirements. In fitness centre services, they may be needed to work extra hours to accommodate work requirements. They need to use/wear appropriate attire during the commencement of their jobs. They may work individually or in a modular group in a conducive and ventilated environment.

8. EMPLOYMENT PROSPECTS

There are excellent prospects in the private sector due to a shortage of hands-on experts in the Health & Fitness Centre Services area. The same is also true in the public sector

where this area seems to be currently experiencing a lack of professionals and well-experienced personnel. This area, however, has a very good job market potential abroad for skilled personnel due to a shortage of such highly skilled experts in this region.

Other related occupations with respect to employment opportunities are:

- Fitness Centre Marketer
- Fitness Centre Instructor
- Fitness Centre Trainer
- Prestige Consultant
- Recreation Instructor
- Sports Instructor

Other related industries with respect to employment opportunities are:

- Education
- Sports
- Training Centres
- Lecturing
- Tourism

9. TRAINING, INDUSTRIAL RECOGNITIONS, OTHER QUALIFICATIONS AND ADVANCEMENTS

As for career advancement, most competent Health & Fitness Services personnel develop their competency through real-world on-the-job situations. Trainees begin by observing and assisting experienced workers, sometimes in formal training programmes. They then advance to the more difficult tasks performed by experienced workers such as designing training programmes.

10. SOURCES OF ADDITIONAL INFORMATION

10.1 KEMENTERIAN BELIA & SUKAN MALAYSIA

(Bahagian Pembangunan Sukan)

No. 27, Persiaran Perdana,

Presint 4,

62570 Putrajaya.

Tel: 603-8871 2333

Fax: 603-8888 8700

Email: Info.webmaster@kbs.gov.my

10.2 KEMENTERIAN PELANCONGAN DAN KEBUDAYAAN MALAYSIA

No. 2, Tower 1, Jalan P5/6,

Presint 5,

62200 Putrajaya.

Tel: 603-88917000

Fax: 603-88917100

Website: info@motour.gov.my

10.3 MALAYSIAN ASSOCIATION FOR PHYSICAL EDUCATION, SPORT SCIENCE AND FITNESS

Tingkat 2, Wisma OCM,

Jalan Hang Jebat,

50150 Kuala Lumpur.
Tel: 603-2032 1346
Fax: 603-2031 1867
Website: info@sportingmalaysia.com

10.4 WOMEN'S SPORTS & FITNESS FOUNDATION MALAYSIA

Level 1, National Squash Centre,
National Sport Complex, Bukit Jalil,
57300 Kuala Lumpur.
Tel: 03-89968341

10.5 WILDERNESS MALAYSIA

49, The Boulevard, Mid Valley City,
Lingkaran Syed Putra,
59200 Kuala Lumpur.
Tel: 603-27305000
Fax: 603-27305010
Email: infor@wildernessmalaysia.com

10.6 International Fitness Association (IFA)

12472, Lake Underhill Td, 341,
Orlando, Florida, America
Tel: 800-227-1976
Email: www.ifafitness.com

10.7 International Fitness Professional Association (IFPA)

4500, W Cypress Street,
Tampa, Florida.
Email: www.ideafit.com/organization/ifpa

11. **ACKNOWLEDGEMENT**

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Kementerian Belia dan Sukan
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Universiti Kebangsaan Malaysia.
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Director
ZK Dinamik (M) Sdn Bhd

- vii. En. Mohd Redza Bin Abd Rahman
Wellness Specialist & Exercise Therapist
Wellness Professionals Network

12. COMMITTEE MEMBERS FOR THE DEVELOPMENT OF STANDARD PRACTICE (SP), COMPETENCY PROFILE CHART (CPC), COMPETENCY PROFILE (CP) AND CURRICULUM of COMPETENCY UNIT (CoCU)

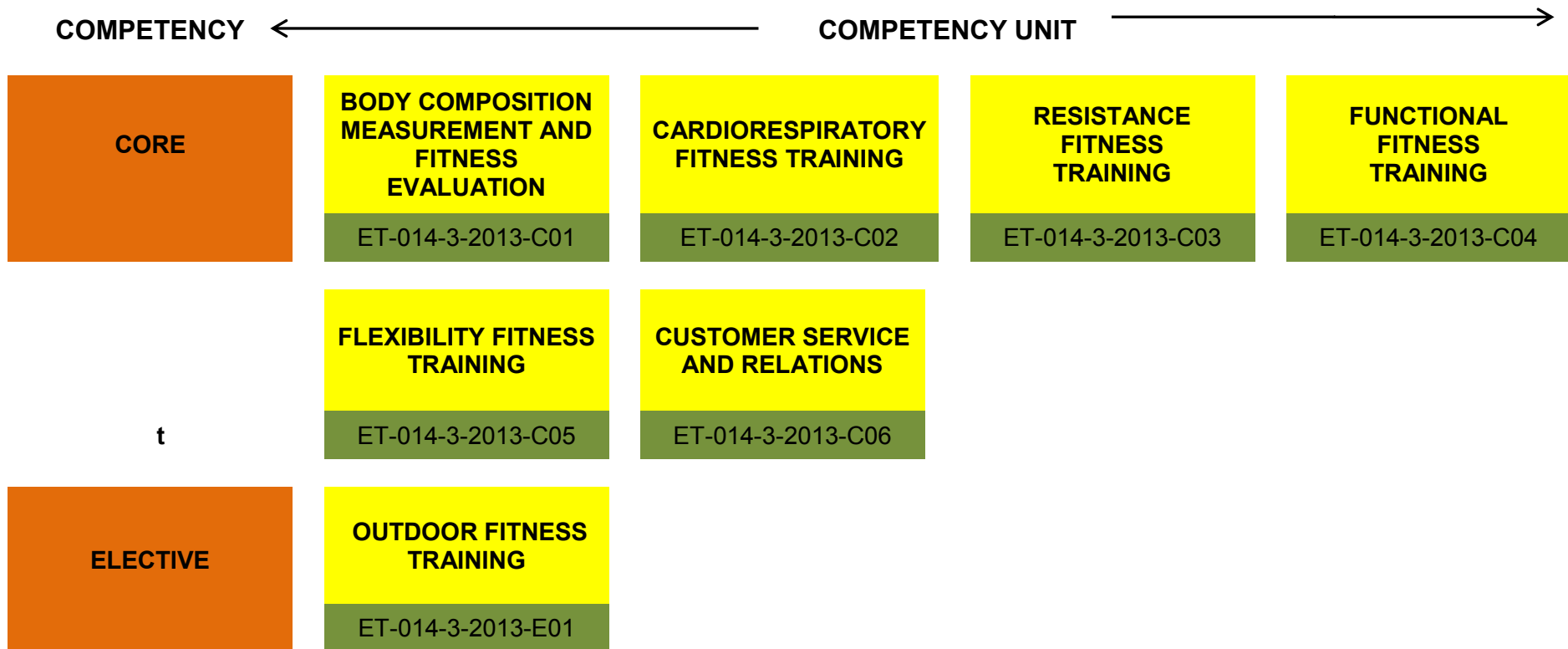
PANEL EXPERTS		
1.	Idayu Bt. Nasir	Managing Director (Senior Trainer) Body Busy Fitness
2.	Mohd Ezanee B. Md Zainal Abidin	Pegawai Belia & Sukan Institut Sukan Negara
3.	Aimie B. Mohamed	Physical Trainer Sime Darby Football Club
4.	Dina Asmadi B. Mansor	Senior Trainer True Fitness
5.	Shaiful Nizam B. Omar	Senior Trainer True Fitness
6.	Syed Mohammad Murad B. Syed Naseem	General Manager (Trainer) Exclusive Fitness
7.	Mohd Fadzil B. Sharuddin	Senior Trainer Celebrity Fitness
8.	Dr. Norlena Bt. Salamuddin	Lecturer Universiti Kebangsaan Malaysia (UKM)
FACILITATOR		
1.	Basharudin B. Mohamed	Edusure Sdn. Bhd.
CO-FACILITATORS		
1.	Mohd Razali B. Md Yunos	Edusure Sdn. Bhd.
2.	Noor Hashimah Bt. Khalid	Edusure Sdn. Bhd.

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COMPETENCY PROFILE CHART (CPC)

SECTOR	EDUCATION & TRAINING SERVICES		
SUB SECTOR	FITNESS CENTRE SERVICES		
JOB AREA	FITNESS, PERSONAL AND GROUP EXERCISE TRAINING		
NOSS TITLE	HEALTH & FITNESS CENTRE SERVICES		
JOB LEVEL	3	NOSS CODE	ET-014-3-2013



COMPETENCY PROFILE (CP)

Sub Sector	FITNESS CENTRE SERVICES			
Job Area	FITNESS TRAINING, PERSONAL TRAINING AND GROUP EXERCISE TRAINING			
NOSS Title	HEALTH AND FITNESS CENTRE SERVICES			
Level	THREE (3)			
CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. Body Composition Measurement and Fitness Evaluation	ET-014-3-2013-C01	<p>Body composition refers to the make-up of lean tissue and fat tissue in the body. Lean tissue is composed of muscle, bone and organs. Fat tissue is classified into three different categories which include essential fat, storage fat and non-essential fat. The body composition measurement and fitness evaluation describes the competency in measuring body composition and evaluating fitness level of client prior to, during and after fitness training.</p> <p>The person who is competent in body composition measurement and fitness evaluation shall be able to prepare client for body composition measurement and fitness evaluation, prepare body composition measurement and fitness evaluation equipment/ devices, check client's body composition measurement, perform client's fitness evaluation procedure</p>	<ol style="list-style-type: none"> 1. Prepare client for body composition measurement and fitness evaluation 2. Prepare body composition measurement and fitness evaluation equipment/ devices 3. Check client's body composition measurement 	<ol style="list-style-type: none"> 1.1. Body composition measurement and fitness evaluation procedure/protocol explained according to fitness centre practices 1.2. Client assisted for body composition measurement and fitness evaluation preparation 1.3. Client guided to body composition equipment and device 2.1 Body composition measurement and fitness evaluation procedure/protocol confirmed 2.2 Equipment and device functionality checked in accordance with manufacturer specifications 2.3 Client's profile keyed in into the machine 3.1 Client guided to step on the equipment/device 3.2 Body composition equipment

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>and protocol and record body composition measurement and fitness evaluation procedure and protocol result.</p> <p>The outcome of this competency is to assess and verify the related client health information and requirement so that the client can be allowed to undergo fitness training as planned.</p> <p>The personnel who will be competent in this competency must in prior have the following competencies:- Not available</p>	<p>4. Perform client's fitness evaluation procedure and protocol</p> <p>5. Record body composition measurement and fitness evaluation procedure and protocol result.</p>	<p>and device operated according to SOP</p> <p>3.3 Body composition measurement results/data collected</p> <p>3.4 Body fat percentage check</p> <p>3.5 Client waist-to-hip ratio calculated</p> <p>3.6 Client body weight measured</p> <p>3.7 Client body height measured</p> <p>4.1 Fitness evaluation procedure and protocol demonstrated according to fitness centre practices</p> <p>4.2 Client guided to perform fitness evaluation procedure and protocol</p> <p>4.3 Cardio-vascular test executed</p> <p>4.4 Strength test executed</p> <p>4.5 Muscular endurance executed</p> <p>4.6 Flexibility test executed</p> <p>4.7 Client fitness evaluation results recorded into scoring sheet</p> <p>4.8 Client strength value calculated</p> <p>4.9 Fitness evaluation result concluded in accordance with standard chart</p> <p>5.1 Client informed on body composition measurement and fitness evaluation test results</p> <p>5.2 Client advised on body</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>composition and fitness improvement action</p> <p>5.3 Client suggested to suitable fitness program</p> <p>5.4 Client's personal profile updated</p> <p>5.5 Client's record file compiled</p>
2 Cardiorespiratory Fitness Training	ET-014-3-2013-C02	<p>Cardiorespiratory fitness training is the ability of the heart and lungs to supply oxygen-rich blood to the working muscle tissues and the ability of the muscles to use oxygen to produce energy for movement. This type of fitness is a health-related component of physical fitness that is brought about by sustained physical activity. The cardiorespiratory fitness training is the competency in performing fitness training including aerobic, cycling and equipment-based cardio training.</p> <p>The person who is competent in cardiorespiratory fitness training shall be able to identify client's personal profile, prepare client's exercise programme and schedule, conduct cardiorespiratory non-equipment base training, equipment-based training and record client's personal profile.</p> <p>The outcome of this competency is to ensure the objectives of training</p>	<p>1. Identify client's personal profile</p> <p>2. Prepare client's exercise programme</p>	<p>1.1. Client's personal particulars determined according to fitness centre requirement.</p> <p>1.2. Client's goals regarding cardiorespiratory fitness training assessed and determined</p> <p>1.3. Client's health status determined according to fitness centre requirement.</p> <p>1.4. Client's fitness level determined</p> <p>1.5. Available training programme proposed according to client's goals and requirements</p> <p>2.1. Client's fitness condition confirmed according to exercise requirement</p> <p>2.2. Type of exercises proposed according to client's goals</p> <p>2.3. Exercise progression/ regression proposed according to client's condition and ability.</p> <p>2.4. Superior's approval regarding client exercise programme</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>are achieved effectively based on client goal according to company standard operating procedure.</p> <p>The personnel who will be competent in this competency must in prior have the following competencies: -</p> <ul style="list-style-type: none"> i. Body Composition Measurement and Fitness Evaluation 	<ul style="list-style-type: none"> 3. Prepare client's exercise schedule 4. Conduct cardiorespiratory non-equipment base training 5. Conduct cardiorespiratory equipment-based training 	<p>obtained according limit of authority</p> <ul style="list-style-type: none"> 3.1 Client's training frequency confirmed according to client goal 3.2 Client's exercise schedule created 3.3 Appointment status with client confirmed 4.1 Type of non-equipment base training determined and confirmed according training schedule 4.2 Non-equipment base training facilities checked and arranged according to training requirement 4.3 Client's briefed on exercise session, nutrition, technique and safety 4.4 Non-equipment base training routine demonstrated in accordance with fitness standard practice 5.1 Equipment-based training equipment and facilities checked and arranged according to training requirement 5.2 Client briefed on training session, technique and safety according to fitness standard

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			6. Record client's personal profile	<p>practices</p> <p>5.3 Equipment-based training demonstrated in accordance with fitness standard practice</p> <p>5.4 Client monitored during equipment-based training session</p> <p>6.1 Client's feedback and goal achievement on training programme assessed</p> <p>6.2 Client's next appointment arranged</p> <p>6.3 Client's personal record updated</p>
3 Resistance Fitness Training	ET-014-3-2013-C03	<p>Resistance fitness training is the exercise that causes the muscles to contract against an external resistance with the expectation of increases in strength, tone, mass, and/or endurance resistance training is the maximal force that can be applied against a load to improve muscle strength. The resistance fitness training describes the competency in guiding, conducting and assisting the client on relevant training by using training fitness machines, free weights and other training aids.</p> <p>Person who is competent in resistance fitness training shall be able to identify client's personal</p>	<p>1. Identify client's personal profile</p> <p>2. Prepare client's resistance training program</p>	<p>1.1 Client's personal particulars determined according to fitness centre requirement.</p> <p>1.2 Client's goals regarding flexibility fitness training assessed and determined</p> <p>1.3 Client's health status determined according to fitness centre requirement.</p> <p>1.4 Client's fitness level determined</p> <p>1.5 Available training programme proposed according to client's goals and requirements</p> <p>2.1 Client's fitness condition confirm according to training requirement</p> <p>2.2 Type/package of exercise</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>profile, prepare client's resistance training programme and schedule, conduct resistance training, evaluate client's training progress and record client's personal profile.</p> <p>The outcome of this competency is to ensure that the client progresses smoothly and healthily during resistance training.</p> <p>The personnel who will be competent in this competency must in prior have the following competencies:-</p> <p>i. Body Composition Measurement and Fitness Evaluation</p>	<p>3. Prepare client's resistance training schedule</p> <p>4. Conduct resistance training</p> <p>5. Evaluate client's training progress</p>	<p>proposed according to client's goals</p> <p>2.3 Exercise progression/ regression proposed according to client's condition and ability.</p> <p>2.4 Superior's approval regarding client's exercise programme obtained</p> <p>3.1 Client's training appointment arranged</p> <p>3.2 Client's exercise schedule created</p> <p>3.3 Appointment status confirmed</p> <p>4.1 Type of resistance training confirm according to training schedule and programme</p> <p>4.2 Resistance training equipment and facilities checked and arranged according to training requirement</p> <p>4.3 Client briefed on resistance training session, nutrition, technique and safety</p> <p>4.4 Resistance training demonstrated, monitored and assisted in accordance with fitness standard practice</p> <p>5.1 Type of progress evaluation such as in-situ and post training confirm according to</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			6. Record client's personal profile	fitness standard practices 5.2 Client's training progress result assessed in accordance with fitness standard practice 5.3 Pre and post client training progress results compared 5.4 Client consulted on fitness profile progress 6.1 Client's feedback and goal achievement on training programme assessed 6.2 Client's next appointment arranged 6.3 Client's personal record updated
4 Functional Fitness Training	ET-014-3-2013-C04	<p>Functional fitness training is to improve functional strength by increasing the force-producing capability of a muscle or group of muscles. While using various muscles in the upper and lower body at the same time, functional fitness exercises also emphasise core stability on preparing body to perform well in a variety of common situations. The functional fitness training describes the competency in planning and executing functional training, which mainly uses common and specific fitness equipment.</p> <p>The person who is competent in functional fitness training shall be</p>	1. Identify client's personal profile 2. Prepare client's functional training programme	1.1 Client's personal particulars determined according to fitness centre requirement. 1.2 Client's goals regarding flexibility fitness training assessed and determined 1.3 Client's health status determined according to fitness centre requirement. 1.4 Client's fitness level determined 1.5 Available training programme proposed according to client's goals and requirements 2.1 Client's fitness confirm according to training requirement

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>able to identify client's personal profile, prepare client's functional training programme and schedule, conduct functional training session and record client's personal profile.</p> <p>The outcome of this competency is to ensure that the client undergoes an appropriately planned and well-conducted functional training programme successfully under the trainer's supervision to achieved goals.</p> <p>The personnel who will be competent in this competency must in prior have the following competencies:-</p> <ul style="list-style-type: none"> i. Body Composition Measurement and Fitness Evaluation 	<ul style="list-style-type: none"> 3. Prepare client's functional training schedule 4. Conduct functional training session 5. Record client's personal profile 	<ul style="list-style-type: none"> 2.2 Type/package of exercise proposed according to client's goals 2.3 Exercise progression/ regression proposed according to client's condition and ability. 2.4 Superior's approval regarding client's exercise programme obtained 3.1 Client's training appointment arranged 3.2 Client's exercise schedule created 3.3 Appointment status confirmed 4.1 Type of functional training confirm according to training schedule. 4.2 Functional training equipment and facilities checked and arrange according to training requirement 4.3 Client's briefed on functional training session, technique and safety 4.4 Functional training demonstrated, guided and motivated in accordance with fitness standard practice 5.1 Client's feedback and goal achievement on training programme assessed

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>5.2 Client's next appointment arranged</p> <p>5.3 Client's personal record updated</p>
5 Flexibility Fitness Training	ET-014-3-2013-C06	<p>Flexibility fitness is specific to a particular movement or joints and the degree of flexibility can vary around the body. Flexibility is one of the main fitness components that are crucial for success in many sports. The flexibility fitness training describes the competency in performing stretching exercises as well as conducting yoga and pilates routines.</p> <p>The person who is competent in flexibility fitness training shall be able to identify client personal profile, prepare client's exercise programme and schedule, conduct flexibility exercises and record client's personal profile.</p> <p>The outcome of this competency is to ensure that the client undergoes proper and well programmed stretching, yoga routines and pilates training effectively and successfully in order to achieve his/her fitness goals.</p> <p>The personnel who will be competent in this competency must</p>	<p>1. Identify client personal profile</p> <p>2. Prepare client's exercise programme</p>	<p>1.1 Client's personal particulars determined according to fitness centre requirement.</p> <p>1.2 Client's goals regarding flexibility fitness training assessed and determined</p> <p>1.3 Client's health status determined according to fitness centre requirement.</p> <p>1.4 Client's fitness level determined</p> <p>1.5 Available training programme proposed according to client's goals and requirements requirements</p> <p>2.1 Client's fitness condition confirmed according to exercise requirement</p> <p>2.2 Type of exercises proposed according to client's goals</p> <p>2.3 Exercise progression/ regression proposed according to client's condition and ability.</p> <p>2.4 Superior's approval regarding client exercise programme obtained according limit of authority</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>in prior have the following competencies:- Not available</p> <p>i. Body Composition Measurement and Fitness Evaluation</p>	<p>3. Prepare client's exercise schedule</p> <p>4. Conduct flexibility exercises</p> <p>5. Record client's personal profile</p>	<p>3.1 Client's training frequency confirmed according to client goal</p> <p>3.2 Client's exercise schedule created</p> <p>3.3 Appointment status with client confirmed</p> <p>4.1 Type of flexibility exercises confirm according to training schedule</p> <p>4.2 Flexibility facilities checked and arranged according to exercise requirement</p> <p>4.3 Client briefed on training session, technique and safety fitness standard practice</p> <p>4.4 Flexibility exercises demonstrated in accordance with fitness standard practice</p> <p>5.1 Client's feedback and goal achievement on training programme assessed</p> <p>5.2 Client's next appointment arranged</p> <p>5.3 Client's personal record updated</p>
6 Customer Service and Relations	ET-014-3-2013-C06	Customer service and relations describes the competency in dealing with promoting ideal training, identifying customer needs and closing sales deals. The person who is involved in customer service	1. Identify potential clients	<p>1.1 Method of prospecting determined according to fitness practices</p> <p>1.2 Potential client's information collected and gathered</p> <p>1.3 List of potential client's</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>and relations is responsible for attending to customer needs and getting business for the fitness centre.</p> <p>The person who is competent in customer service and relations shall be able to identify different types of clients, utilise marketing tools and materials to carry out sales presentation sessions with prospective clients, conduct client's body analysis consultation and close deals with clients.</p> <p>The outcome of this competency is to ensure that customer service and customer relations are done professionally and diligently.</p> <p>The personnel who will be competent in this competency must in prior have the following competencies:-</p> <p>i. Body Composition Measurement and Fitness Evaluation</p>	<p>2. Utilise marketing tools and materials</p> <p>3. Carry out sales presentation</p> <p>4. Conduct client's body analysis consultation.</p>	<p>information updated in database</p> <p>2.1 Type of marketing tools and material determined 2.2 Marketing tools and materials prepared and arranged 2.3 Potential client contacted 2.4 Marketing activities executed using marketing tools and material 2.5 Communication skills applied 2.6 Selling skills applied</p> <p>3.1 Potential client welcome in accordance with company standard practice 3.2 Free personal training session appointment set 3.3 Free personal training session conducted in accordance with fitness standard practice 3.4 Communication skills applied 3.5 Interpersonal skills applied</p> <p>4.1 Client's body condition checked and measured according to marketing and fitness requirement 4.2 Client briefed on body conditions results 4.3 Available fitness programme/package presented according to client's body analysis results</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			5. Close deal with client	<p>4.4 Suitable fitness programme/package suggested according to client's goals</p> <p>4.5 Matters constraining client's commitment such as time, money, attitude or disapproval overcome</p> <p>4.6 Personal training programme's price, time and package duration negotiated</p> <p>4.7 Client's motivation for training programme boosted by possible positive outcomes such as weight loss, improved body shape and health conditions</p> <p>5.1. Payment from client collected in accordance with company procedure</p> <p>5.2. Client's agreement and waiver signing assisted according to company standard practice</p> <p>5.3. Client's personal profile created and registered</p>
7 Outdoor Fitness Training (Elective)	ET-014-3-2013-E01	Outdoor fitness training describes the competency in planning and implementing outdoor fitness training activities that focus on cross country, boot camp and kettle bell exercises. The person who is involved in outdoor fitness training is responsible for the total body	1. Identify client's personal profile	<p>1.1 Client's personal particulars determined according to fitness centre requirement.</p> <p>1.2 Client's goals regarding outdoor fitness training assessed and determined</p> <p>1.3 Client's health status determined according to</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>training carried out outside the fitness centre.</p> <p>The person who is competent in this CU shall be able to identify client's personal profile, prepare outdoor training programme and schedule, supervise cross country training and record client's in-situ personal goals achievement.</p> <p>The outcome of this competency is to successfully guide and monitor the client's total body training under the trainer's supervision in terms of time taken by making use of natural environment and park facilities.</p> <p>The personnel who will be competent in this competency must in prior have the following competencies:-</p> <p>i. Body Composition Measurement and Fitness Evaluation</p>	<p>2. Prepare client's outdoor training programme</p> <p>3. Prepare client's outdoor training schedule</p> <p>4. Conduct outdoor training</p>	<p>fitness centre requirement.</p> <p>1.4 Client's fitness level determined</p> <p>1.5 Available training programme proposed according to client's goals and requirements</p> <p>2.1 Client's fitness condition confirm according to training requirement</p> <p>2.2 Type/package of exercise proposed according to client's goals</p> <p>2.3 Exercise progression/ regression proposed according to client's condition and ability.</p> <p>2.4 Superior's approval regarding client's exercise programme obtained</p> <p>3.1 Client's training appointment arranged</p> <p>3.2 Client's exercise schedule created</p> <p>3.3 Appointment status confirmed</p> <p>4.1 Type of outdoor training such confirm according to training schedule and programme requirement</p> <p>4.2 Outdoor training equipment and facilities checked and arrange</p> <p>4.3 Client briefed on training session and safety</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			5. Record client's personal profile	4.4 Outdoor fitness training demonstrated in accordance with fitness standard practice 4.5 Time to complete outdoor fitness training monitored 5.1 Client's feedback on training programme obtained 5.2 Client reminded of next training session 5.3 Client's personal record updated

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector		FITNESS CENTRE SERVICES					
Job Area		FITNESS TRAINING, PERSONAL TRAINING AND GROUP EXERCISE TRAINING					
Competency Unit Title		BODY COMPOSITION MEASUREMENT AND FITNESS EVALUATION					
Learning Outcome		<p>The person who is competent in this CU shall be able to measure body composition and evaluate fitness level of client prior to, during and after fitness training so that the client can be allowed to undergo fitness training as planned. Upon this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> • Prepare client for body composition measurement and fitness evaluation • Prepare body composition measurement and fitness evaluation equipment/ devices • Check client's body composition measurement • Perform client's fitness evaluation procedure and protocol • Record body composition measurement and fitness evaluation procedure and protocol result. 					
Competency Unit ID		ET-014-3-2013-C01	Level	3	Training Duration	318	Credit Hours
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Prepare client for body composition measurement and fitness evaluation	i. Human body anatomy and physiology which include <ul style="list-style-type: none"> • Skeleton and bones • Muscles ii. Definition of body composition measurement and fitness evaluation iii. Purpose of body composition measurement and fitness evaluation iv. Body composition measurement and			10	Lecture	i. Definition of body composition measurement and fitness evaluation explained ii. Purpose of body composition measurement and fitness evaluation listed and explained. iii. Body composition	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	fitness evaluation procedure/protocol v. Sport injuries vi. Client handling for body composition measurement and fitness evaluation vii. Communication and presentation skill viii. Personal appearance					measurement and fitness evaluation procedure/protocol listed and explained. iv. Client prepared and ready for body composition measurement and fitness evaluation
		i. Identify definition of body composition measurement and fitness evaluation ii. Identify purpose of body composition measurement and fitness evaluation iii. Identify body composition measurement and fitness evaluation procedure/protocol iv. Assist client for body composition measurement and fitness evaluation preparation v. Apply communication and presentation skill vi. Apply personal grooming vii. Guide client to body composition		15	Demonstration & Observation	v. Communication and presentation skill applied vi. Personal grooming applied vii. Client handle and arranged to body composition equipment and device according to fitness standard practises

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		equipment and device	<u>Attitude:</u> i. Good ethic in dealing with client's ii. Diplomatic in handling client <u>Safety:</u> i. Ensure client is on fasting prior to body composition measurement			
2. Prepare body composition measurement and fitness evaluation equipment/ devices	i. Type of body composition measurement and fitness evaluation test which include <ul style="list-style-type: none"> • Body composition measurement • Cardiovascular test • NCD • Strength test • Flexibility test ii. Type and function of body composition measurement and fitness evaluation equipment/device which include <ul style="list-style-type: none"> • Body composition measurement 			10	Lecture	i. Type of body composition measurement and fitness evaluation test listed and explained. ii. Type and function of body composition measurement and fitness evaluation equipment/ device listed and explained. iii. Body composition

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> equipment/ device <ul style="list-style-type: none"> ▪ Body analyser machine ▪ Calliper ▪ Weighing scale ▪ Height scale ▪ Measurement tape ▪ Calculator • Cardiovascular testing equipment/ device <ul style="list-style-type: none"> ▪ Treadmill ▪ Metronome ▪ Harvard step box ▪ Stop watch ▪ Yoyo intermitted CD ▪ Audio system ▪ Cones ▪ 5M multiple shuttle run ▪ Bleep test CD ▪ Marking tape ▪ Wingate bike ▪ Oxygen tube • Strength testing equipment/device <ul style="list-style-type: none"> ▪ Smith machine ▪ Bench press ▪ Plate loaded leg press ▪ Cable column station 					<ul style="list-style-type: none"> measurement and fitness evaluation procedure/ protocol listed and explain. iv. Body composition measurement and fitness evaluation equipment/ device operation elaborated v. Equipment and device functionality checked and tested in accordance with manufacturer specifications vi. Detail of client's profile key in

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> ▪ Hand grip ▪ Isokinetic leg strength machine • Flexibility test equipment/device <ul style="list-style-type: none"> ▪ Sit and reach box iii. Body composition measurement and fitness evaluation equipment/device operation <ul style="list-style-type: none"> • Operation manual 					
		<ul style="list-style-type: none"> i. Identify type of body composition measurement and fitness evaluation test ii. Identify type and function of body composition measurement and fitness evaluation equipment/device iii. Confirm body composition measurement and fitness evaluation procedure/protocol iv. Identify body composition measurement and fitness evaluation equipment/device 		15	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		operation v. Check equipment and device functionality in accordance with manufacturer specifications vi. Key in client's profile into the machine	<u>Safety:</u> i. Ensure to key in accurate client information into the machine.			
3. Check client's body composition measurement	i. Body composition measurement <ul style="list-style-type: none"> • Body fat percentage • Basal metabolic rate • Body water percentage • Body mass index • Body weight • Bone density • Waist-to-hip ratio • Body height ii. Application of body composition measurement equipment/device <ul style="list-style-type: none"> • In-body analysis machine <ul style="list-style-type: none"> ▪ Usage technique of 			38	Lecture	i. Client has been explained about body composition measurement steps ii. Standing position on in-body machine demonstrated iii. In-body analysis machine operated according to SOP iv. Client's body composition measurement result

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> machine <ul style="list-style-type: none"> ▪ Client standing and holding position ▪ Result/data collection • Calliper <ul style="list-style-type: none"> ▪ Chest ▪ Midaxillary ▪ Subprailalc ▪ Abdominal ▪ Thigh ▪ Tricep ▪ Subscapular • Weighing scale • Height scale • Measurement tape <ul style="list-style-type: none"> - Waist-to-hip ratio iii. Body composition measurement results <ul style="list-style-type: none"> • Scoring sheet <ul style="list-style-type: none"> ▪ Basal Metabolic Rate ▪ Body Fat Percentage ▪ Body Water Percentage ▪ Body Mass Index ▪ Body Weight ▪ Bone Density ▪ Waist-to-hip ratio • Body composition 					<ul style="list-style-type: none"> collected and explained v. Technique of measuring body fat percentage at 7 sum applied vi. Technique of measuring client waist-to-hip ratio applied vii. Technique of measuring client body weight viii. Technique of measure client body height ix. Client body measurement results recorded into scoring sheet x. Body Mass Index (BMI) calculated according to industrial practices xi. Client's waist-to-hip ratio (circumference) calculated according to

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	standard <ul style="list-style-type: none"> ▪ International standard ▪ National standard 					industrial practices xii. Actual client body composition measurement result data compared with standard chart
		<ol style="list-style-type: none"> i. Brief client about body composition measurement steps ii. Demonstrate standing position on in-body machine iii. Guide client to step on the equipment/device iv. Operate in-body analysis machine according to SOP v. Collect body composition measurement results/data from vi. Determine client's body composition measurement result vii. Measure body fat percentage at 7 sum using calliper viii. Measure client waist-to-hip ratio ix. Measure client body weight x. Measure client body height xi. Record client body 		58	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		measurement results into scoring sheet xii. Calculate client Body Mass Index (BMI) xiii. Calculate client's waist-to-hip ratio (circumference) xiv. Determine body composition measurement standard xv. Compare body composition measurement result to standard chart	<u>Attitude:</u> i. Cheerful, talkative, friendly in handling client ii. Sharp and meticulous during measuring client <u>Safety:</u> i. Ensure client is in correct standing position on in-body machine			
4. Perform client's fitness evaluation procedure and protocol	i. Types of fitness evaluation test which include <ul style="list-style-type: none"> • Cardio-vascular endurance • Muscular strength • Muscular 			59	Lecture	i. Fitness evaluation procedure and protocol listed and explained ii. Client guided to perform

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<p>endurance</p> <ul style="list-style-type: none"> • Flexibility <p>ii. Fitness evaluation procedure and protocol which include</p> <ul style="list-style-type: none"> • Cardio-vascular test <ul style="list-style-type: none"> ▪ 2.4km Run Test ▪ 1.2 Mile Walk Test ▪ Shuttle Run ▪ Cooper Test ▪ Harvard step test ▪ Yoyo intermittent test ▪ 5m multiple shuttle run • Strength test <ul style="list-style-type: none"> ▪ 1RM (Repetition Maximum) Strength Test ▪ Hand Grip Strength Test • Muscular endurance <ul style="list-style-type: none"> ▪ 1-Minute Push Up ▪ 1-Minute Sit Up • Flexibility test <ul style="list-style-type: none"> ▪ Sit and Reach Test <p>iii. Body strength value</p> <ul style="list-style-type: none"> • Definition • Calculation 					<p>fitness evaluation procedure and protocol</p> <p>iii. Cardio-vascular test procedure and protocol applied</p> <p>iv. Strength test procedure and protocol applied</p> <p>v. Muscular endurance test procedure and protocol applied</p> <p>vi. Flexibility test procedure and protocol applied</p> <p>vii. Fitness evaluation results recorded into scoring sheet</p> <p>viii. Client strength value properly calculated</p> <p>ix. Fitness evaluation result data compared with WHO standard</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Brief client about fitness evaluation procedure and protocol ii. Demonstrate fitness evaluation procedure and protocol iii. Guide client to perform fitness evaluation procedure and protocol iv. Carry out cardio-vascular test v. Carry out strength test vi. Carry out muscular endurance vii. Carry out flexibility test viii. Record client fitness evaluation results into scoring sheet ix. Calculate client strength value x. Compare fitness evaluation result to WHO standard chart xi. Compile client's fitness evaluation result 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Cheerful, talkative, friendly in handling client ii. Sharp and meticulous during measuring client 	88	Demonstration & Observation	<ul style="list-style-type: none"> x. Client's fitness evaluation result explained and elaborated.

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Safety:</u> i. Ensure all safety factor applied prior to performing fitness evaluation procedure and protocol			
5. Record body composition measurement and fitness evaluation procedure and protocol result.	i. Body composition and fitness improvement action ii. Recording format which include <ul style="list-style-type: none"> • Form • Training log book • Client performance profile (data base) iii. Filing system which include <ul style="list-style-type: none"> • Indexing • Numbering 			10	Lecture	i. Body composition measurement and fitness evaluation result recording format used ii. Body composition and fitness improvement action elaborated
		i. Identify body composition measurement and fitness evaluation result recording format ii. Brief client on body composition measurement and fitness evaluation test results iii. Suggest client suitable fitness		15	Demonstration & Observation	iii. Client's personal profile updated

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		program iv. Advise client on body composition and fitness improvement action v. Update client's personal profile vi. Compile client's record file	<u>Attitude:</u> i. Honest, sincere, motivational in recording client's personal profile ii. Keep of record tidy and updated			

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 01.03 Utilize basic IT applications. 02.01 Interpret and follow manuals, instructions and SOP's. 02.02 Follow telephone/telecommunication procedures. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 01.06 Utilize word processor to process information.. 03.08 Develop and maintain a cooperation within work group. 04.01 Organize own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organize and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility. 01.07 Utilize database applications to locate a process information. 01.08 Utilize spreadsheets applications to locate and process information. 01.09 Utilize business graphic application to process information. 02.09 Prepare flowcharts. 02.10 Prepare reports and instructions. 02.11 Convey information and ideas to people.</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritising 7. Self-discipline 8. Teamwork

03.09 Manage and improve performance of individuals. 03.10 Provide consultations and counselling. 03.13 Develop and maintain team harmony and resolve conflicts. 03.14 Facilitate and coordinate teams and ideas. 03.15 Liase to achieve identified outcomes. 03.16 Identify and assess client/customer needs.	
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Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Body analyser machine	1:25
2. Calliper	1:5
3. Weighing scale	1:25
4. Height scale	1:25
5. Measurement tape	1:1
6. Calculator	1:1
7. Treadmill	1:25
8. Metronome	1:25
9. Stop watch	1:1
10. Yoyo intermitted CD	1:25
11. Audio system	1:25
12. Cones	1:5
13. 5M multiple shuttle run CD	1:25
14. Bleep test CD	1:25
15. Marking tape	As required
16. Smith machine	1:25
17. Bench press set	1:25
18. Weight plate set	1:10
19. Plate loaded leg press	1:25
20. Cable column station	1:25
21. Hand grip	1:25
22. Isokinetic leg strength machine	1:25
23. Sit and reach box	1:25

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector		FITNESS CENTRE SERVICES					
Job Area		FITNESS TRAINING, PERSONAL TRAINING AND GROUP EXERCISE TRAINING					
Competency Unit Title		CARDIORESPIRATORY FITNESS TRAINING					
Learning Outcome		<p>The person who is competent in this CU shall be able to perform cardiorespiratory fitness training including aerobic, cycling and equipment-based cardio training effectively based on client goal according to fitness centre standard operating procedure. Upon this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> • Identify client's personal profile • Prepare client's exercise programme • Prepare client's exercise schedule • Conduct cardiorespiratory non-equipment base training • Conduct cardiorespiratory equipment-based training • Record client's personal profile 					
Competency Unit ID		ET-014-3-2013-C02	Level	3	Training Duration	240	Credit Hours
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify client's personal profile	i. Definition and purposes of client's personal profile ii. Category of clients which include <ul style="list-style-type: none"> • Age group <ul style="list-style-type: none"> ▪ Child ▪ Teenager ▪ Adult ▪ Elderly adult • Special population/ condition <ul style="list-style-type: none"> ▪ Amputees ▪ Hearing impaired ▪ Blind 			5	Lecture	i. Client's personal particulars listed according to format ii. Client's goals regarding cardio-respiratory fitness training listed and explained iii. Client's health status listed and explained iv. Client's fitness	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> ▪ Disease/illness • Medical condition <ul style="list-style-type: none"> ▪ High blood pressure ▪ Diabetic ▪ Stroke iii. Personal profile particulars which include <ul style="list-style-type: none"> • Name • Address • Occupation • Client contact • Emergency contact. iv. Cardiorespiratory exercise training goals which include <ul style="list-style-type: none"> • Lose weight • Gain muscle • Sports specific v. Improve stamina vi. Source of health status which include <ul style="list-style-type: none"> • PAR-Q • Medical history • Injuries record • Medical clearance vii. Level of fitness which include <ul style="list-style-type: none"> • Beginner • Intermediate • Advance 					level listed and explained

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine client's personal particulars ii. Determine client's goals regarding cardio-respiratory fitness training iii. Determine client's health status iv. Determine client's fitness level v. Propose available training programme according to client's requirements	<u>Attitude:</u> i. Good ethic in dealing with client's ii. Meticulous in identifying client's personal information	7	Demonstration & Observation	
2. Prepare client's exercise programme	i. Human body anatomy and physiology which include <ul style="list-style-type: none"> • Skeleton and bones • Muscles ii. Types of cardiorespiratory exercise programme which include <ul style="list-style-type: none"> • Equipment-based cardio exercise such as 			29	Lecture	i. Exercise programmes listed and explained ii. Client's fitness condition listed and explained iii. Type of exercises selected according to client's goals/conditions

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> ▪ Treadmill ▪ Elliptical ▪ Recumbent bike ▪ Rowing machine ▪ Cardio-wave ▪ Stepper • Group exercise <ul style="list-style-type: none"> ▪ Aerobic dance ▪ Hi-Lo ▪ Cross training ▪ Combat training <ul style="list-style-type: none"> - <i>Silat</i> - Kick boxing • Outdoor exercise <ul style="list-style-type: none"> ▪ Jogging ▪ Walking ▪ Running ▪ Climbing ▪ Swimming • Cardiorespiratory circuit training <ul style="list-style-type: none"> ▪ Cross training ▪ Fastfit iii. Fitness condition which include <ul style="list-style-type: none"> • Maximum Heart Rate (MHR) • Resting Heart Rate (HRR) • VO₂ max • Box scale/talk test • Rating of perceived 					<ul style="list-style-type: none"> iv. Exercise progression/ regression drafted according to client's condition and ability. v. Detail of client exercise programmes proposed according to client requirement need

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	exertion <ul style="list-style-type: none"> • Muscular strength • Muscular Endurance iv. Cardiorespiratory exercise progression/ regression v. Client's condition and ability.					
		i. Identify exercise programme available ii. Determined client's fitness condition iii. Propose type of exercises according to client's goals/conditions iv. Propose exercise progression/ regression according to client's condition and ability. v. Draft client exercise programme vi. Obtain superior's approval regarding client exercise programme	<u>Attitude:</u> i. Proactive and meticulous in preparing client's exercise programme	43	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Prepare client's exercise schedule	i. Cardiorespiratory exercise training frequency which include <ul style="list-style-type: none"> • 3-4 times/week • 5-6 times/week ii. Cardiorespiratory exercise training schedule which include <ul style="list-style-type: none"> • Time • Date • Types of training iii. Basic of IT application <ul style="list-style-type: none"> • Spreadsheet • Word processor • Power presentation application iv. Communication skill			5	Lecture	i. Client's training frequency listed and explained according to goals ii. Details of client's exercise schedule drafted iii. Client informed and appointment confirmed according to schedule
		i. Determine client's training goals ii. Determine client's training frequency iii. Create client's exercise schedule iv. Confirm appointment status with client	<u>Attitude:</u> i. Diplomatic in confirming appointment status with client	7	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Conduct cardiorespiratory non-equipment base training	<ul style="list-style-type: none"> i. Type and function of cardiorespiratory training which include <ul style="list-style-type: none"> • Equipment-based which include <ul style="list-style-type: none"> ▪ Treadmill ▪ Elliptical ▪ Recumbent bike ▪ Rowing machine ▪ Cardio-wave ▪ Stepper • Non equipment-based which include <ul style="list-style-type: none"> ▪ Jogging ▪ Walking ▪ Running ▪ Swimming ii. Type and purposes of aerobic exercise which include <ul style="list-style-type: none"> • Hi- lo • Aerobic dance • Boxercise • Step iii. Non equipment-based training facilities which include <ul style="list-style-type: none"> • Step board • Audio system • MMA glove iv. Basic sports nutrition which include <ul style="list-style-type: none"> • Food guide 			24	Lecture	<ul style="list-style-type: none"> i. Type of non equipment-based training listed and explained ii. Non equipment-based training facilities checked and arranged according to exercise need iii. Nutritional advised, exercise technique and safety elements conveyed to client clearly iv. Steps, body language, que, eye contact, voice tone, appearance, facial expression and tempo delivered and exhibited according to non equipment-based training standard practice v. Communication skill applied vi. Interpersonal skill applied

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	pyramid <ul style="list-style-type: none"> • Food calories • Pre and post workout meal • Nutritional supplement • Hydration v. Non equipment-based training technique and safety vi. Basic of Cardiopulmonary Resuscitation (CPR) vii. Common musculoskeletal injuries and implication viii. Non equipment-based training routine which include <ul style="list-style-type: none"> • Warm-up • Routine • Cool-down ix. Interpersonal skill					
		i. Confirm type of non equipment-based training ii. Prepare non equipment-based training facilities according to type of exercise iii. Brief client's on exercise session, nutrition, technique		36	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		and safety iv. Demonstrate non equipment-based training in accordance with fitness standard practice v. Apply communication skill vi. Apply interpersonal skill	<p><u>Attitude:</u></p> i. Cheerful, talkative, energetic, friendly in conducting non equipment-based training <p><u>Safety:</u></p> i. Watch the steps during aerobic exercise demonstration ii. Ensure appropriate distance between participant iii. Wear proper sport attire during exercise <p><u>Environmental:</u></p> i. Ensure convenience studio ventilation and temperature.			

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Conduct cardiorespiratory equipment-based training	i. Handling methods of equipment-based training which include <ul style="list-style-type: none"> • Interval training • Circuit training • Continuous training • Fartlek training ii. Initial screening (investigation) of client personal profile which include <ul style="list-style-type: none"> • Ability • Goals • Condition/ health status iii. Equipment-based training equipment and facilities operation iv. Equipment-based training strategies which include <ul style="list-style-type: none"> • Cue words • Demonstration technique v. Performance criteria of equipment-based training session <ul style="list-style-type: none"> • Rating Of Perceived Exertion (RPE) • Breathing • Exercise technique • Heart rate • Calorie burn 			29	Lecture	i. Type and function of equipment-based training listed and explained ii. Methods of equipment-based training listed and explained iii. Equipment-based training equipment and facilities checked and arranged according to training need iv. Training technique and safety elements conveyed to client clearly v. Speed, breathing technique, body language, que, eye contact, voice tone, physical appearance and facial expression delivered and exhibited according to equipment-

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Time • Distance vi. Group training coordination which include <ul style="list-style-type: none"> • Control • Lead vii. Format of performance checklist					based training standard practice vi. Group of equipment-based training controlled and organised vii. Client guided, and motivated to completed the equipment-based training session
		i. Identify type of equipment-based training ii. Identify methods of equipment-based training iii. Prepare equipment-based training equipment and facilities iv. Check equipment-based training equipment and facilities v. Brief client on training session, technique and safety vi. Demonstrate equipment-based training in accordance with fitness standard practice vii. Coordinate group equipment-based training session		43	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> viii. Motivate client during exercise session ix. Monitor client during equipment-based training session x. Apply communication xi. Apply interpersonal skill xii. Record client performance during exercise session 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Cheerful, talkative, energetic, friendly in conducting cardiorespiratory training session <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Equipment fit according to height and body proportion ii. Ensure safety emergency wire clipped to shirt for treadmill exercises iii. Ensure proper speed selected according to client ability 			

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
			iv. Ensure safety of surrounding training area v. Wear proper sport attire during exercise vi. Ensure proper warm up have been done before starting exercise <u>Environmental:</u> i. Ensure convenience studio ventilation and temperature			
6. Record client's personal profile	i. Counselling skill ii. Assessment method on goal achievement of training programme iii. Negotiation skill iv. Recording format which include <ul style="list-style-type: none"> • Form • Training log book • Client performance profile (data base) v. Filing system which include <ul style="list-style-type: none"> • Indexing • Numbering 			5	Lecture	i. Client's feedback listed and explained ii. Client's feedback and training goal achievement assessed and concluded according to programme objective iii. Client's next appointment /session arranged and scheduled iv. Client's personal

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Obtain client's feedback ii. Asses client's feedback and goal achievement on training programme iii. Motivate client's on continuous cardio training programme iv. Arrange client's next appointment /session v. Update client's personal record 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Honest, sincere, motivational in recording client's personal profile ii. Keep the record tidy and updated 	7	Demonstration & Observation	record updated

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 01.03 Utilize basic IT applications. 02.01 Interpret and follow manuals, instructions and SOP's. 02.02 Follow telephone/telecommunication procedures. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 01.06 Utilize word processor to process information. 02.08 Prepare pictorial and graphic information. 03.08 Develop and maintain a cooperation within work group. 04.01 Organize own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organize and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility. 01.07 Utilize database applications to locate a process information. 01.08 Utilize spreadsheets applications to locate and process information. 01.09 Utilize business graphic application to process information. 01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity.</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritising 7. Self-discipline 8. Teamwork

<p>02.09 Prepare flowcharts. 02.10 Prepare reports and instructions. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.10 Provide consultations and counselling. 03.11 Monitor and evaluate performance of human resources. 03.12 Provide coaching/on-the-job training. 03.13 Develop and maintain team harmony and resolve conflicts. 03.14 Facilitate and coordinate teams and ideas. 03.15 Liase to achieve identified outcomes. 03.16 Identify and assess client/customer needs. 04.07 Negotiate acceptance and support for objectives and strategies. 05.01 Implement project/work plans.</p>	
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Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Treadmill	1:5
2. Elliptical/cross trainer	1:10
3. Recumbent /upright bike	1:10
4. Rowing machine	1:10
5. Cardio-wave	1:10
6. Stepper machine	1:10
7. Step board	1:5
8. Audio system	1:25
9. MMA glove	1:1
10. Spinning bike	1:10
11. Form	As per required
12. Training log book	As per required
13. Stop watch	1:1
14. Whistle	1:1
15. First aid kits	1:25

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector		FITNESS CENTRE SERVICES					
Job Area		FITNESS TRAINING, PERSONAL TRAINING AND GROUP EXERCISE TRAINING					
Competency Unit Title		RESISTANCE FITNESS TRAINING					
Learning Outcome		<p>The person who is competent in this CU shall be able in guiding, conducting and assisting the client effectively by using resistance fitness training machines, free weights and other training aids based on client goal according to fitness centre standard operating procedure. Upon this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> • Identify client's personal profile • Prepare client's resistance training program • Prepare client's resistance training schedule • Conduct resistance training • Evaluate client's training progress • Record client's personal profile 					
Competency Unit ID		ET-014-3-2013-C03	Level	3	Training Duration	320	Credit Hours
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify client's personal profile	i. Definition and purposes of client's personal profile ii. Category of clients which include <ul style="list-style-type: none"> • Age group <ul style="list-style-type: none"> ▪ Child ▪ Teenager ▪ Adult ▪ Elderly adult • Special population/ condition <ul style="list-style-type: none"> ▪ Amputees ▪ Hearing impaired ▪ Blind 			6	Lecture	i. Client's personal particulars listed according to format ii. Client's goals regarding resistance training listed and explained iii. Client's health status listed and explained iv. Client's fitness level listed and	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> ▪ Disease/illness • Medical condition <ul style="list-style-type: none"> ▪ High blood pressure ▪ Diabetic ▪ Stroke ▪ Allergy iii. Personal profile particulars which include <ul style="list-style-type: none"> • Name • Address • Occupation • Client contact • Emergency contact iv. Resistance training goals v. Source of health status which include <ul style="list-style-type: none"> • PAR-Q • Medical history • Injuries record • Medical clearance vi. Level of fitness which include <ul style="list-style-type: none"> • Beginner • Intermediate • Advance 					v. explained Complete training programme drafted
		<ul style="list-style-type: none"> i. Determine client's personal particulars ii. Determine client's goals regarding resistance training 		10	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iii. Determine client's health status iv. Determine client's fitness level v. Propose training programme according to client's requirements	<u>Attitude:</u> i. Good ethic in dealing with client's ii. Meticulous in identifying client's personal information			
2. Prepare client's resistance training program	i. Human body anatomy and physiology which include <ul style="list-style-type: none"> • Skeleton and bones • Muscles ii. Objective of resistance training program which include <ul style="list-style-type: none"> • Weight loss program • Muscle tone • Weight gain • Sport specific • Rehabilitation • Improve muscle endurance • Reduce risk of injury 			38	Lecture	i. Exercise programmes listed and explained ii. Client's fitness condition listed and explained iii. Type of exercises selected according to client's goals/ conditions iv. Exercise progression/regression drafted according to client's condition and

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> iii. Types of resistance training which include <ul style="list-style-type: none"> • Isotonic <ul style="list-style-type: none"> - Concentric - Eccentric • Isometric • Isokinetic iv. Phase of resistance training programme <ul style="list-style-type: none"> • Physiological and anatomical adaptation • Muscle Hypertrophy • Maximum Strength • Power • Muscular Endurance v. Types of periodization programme <ul style="list-style-type: none"> • Linear periodization model • Undulating periodization model vi. Category of resistance training programme which include <ul style="list-style-type: none"> • Equipment-based training which include <ul style="list-style-type: none"> ▪ Pin weight machine 					<ul style="list-style-type: none"> ability. v. Detail client exercise programmes proposed according to client requirement

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> ○ Chest press machine ○ Leg press machine ○ Abdominal machine ○ Lat pulldown machine ○ Bicepcurl machine ○ Shoulder press ▪ Cable machine <ul style="list-style-type: none"> ○ Cable fly machine ○ Back fly machine ○ Kinesis machine ▪ Free weight machine <ul style="list-style-type: none"> ○ Dumbbell ○ Barbell ▪ Plate loaded machine <ul style="list-style-type: none"> ○ Leg press machine ○ Hack squat ○ Bench press ▪ Training aids <ul style="list-style-type: none"> ○ Medicine 					

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> ball <ul style="list-style-type: none"> ○ Fit ball ○ Bosu ball ○ Wobble board • Body weight resistance training <ul style="list-style-type: none"> ▪ Squat <ul style="list-style-type: none"> ○ Static squat ○ Quarter squat ○ Full squat ▪ Push up <ul style="list-style-type: none"> ○ Staggered ○ Incline ○ Decline ▪ Lunges <ul style="list-style-type: none"> ○ Static lunges ○ Alternate lunges ○ Side lunges ○ Power lunges ▪ Plank <ul style="list-style-type: none"> ○ Side plank ○ Plank and press ○ Back plank ▪ Abdominal exercise <ul style="list-style-type: none"> ○ Crunches ○ Oblique crunch ○ Double 					

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> crunch <ul style="list-style-type: none"> ○ V – pike crunch ▪ Lower Back exercise <ul style="list-style-type: none"> ○ Back extension ○ Alternate back extension vii. Fitness condition which include <ul style="list-style-type: none"> • Maximum Heart Rate (MHR) • Training Heart Rate • Rating of Perceived Exertion (RPE) • Body fat percentage • Muscular strength (1RM/3RM) • Muscular endurance • Flexibility <ul style="list-style-type: none"> ○ Sit and reach • Core endurance <ul style="list-style-type: none"> ○ Star pose ○ Bridging/plank viii. Resistance exercise progression/ regression ix. Client’s condition and ability. 					

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify exercise programme available ii. Determine client's fitness condition iii. Propose type/package of exercise according to client's goals iv. Propose exercise progression/regression according to client's condition and ability. v. Draft client exercise programme vi. Obtain superior's approval regarding client exercise programme	<u>Attitude:</u> i. Proactive and meticulous in preparing client's exercise programme	58	Demonstration & Observation	
3. Prepare client's resistance training schedule	i. Resistance training frequency based on training objective ii. Resistance training schedule which include <ul style="list-style-type: none"> • Time • Date • Types of training iii. Basic of IT application <ul style="list-style-type: none"> • Spreadsheet 			6	Lecture	i. Client's training frequency listed and explained according to goals ii. Details of client's exercise schedule

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Word processor • Powerpoint presentation application iv. Communication skill					iii. Client informed and appointment confirmed according to schedule
		i. Determine client's training goals ii. Determine client's training frequency iii. Create client's exercise schedule iv. Confirm appointment status with client	<u>Attitude:</u> i. Diplomatic in confirming appointment status with client	10	Demonstration & Observation	
4. Conduct resistance training	i. Types and function of resistance training equipment and facilities which include <ul style="list-style-type: none"> • Pin weight machine • Cable machine • Free weight machine • Plate loaded machine • Training aids • Floor mat • Hand glove 			45	Lecture	i. Type of cycling exercise listed and explained ii. Cycling exercise equipment and facilities checked and arranged according to exercise need iii. Exercise technique and safety elements

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Audio • Water cooler • Weighing machine ii. Basic sports nutrition which include <ul style="list-style-type: none"> • Food pyramid guide • Food calories • Pre and post workout meal • Nutritional supplement • Hydration iii. Resistance training technique and safety iv. Common musculoskeletal injuries and implication v. Resistance training routine which include <ul style="list-style-type: none"> • Warm-up • Workout routine • Cool-down vi. Interpersonal skill					conveyed to client clearly iv. Speed, breathing technique, body language, que, eye contact, voice tone, appearance, facial expression and tempo delivered and exhibited according to cycling exercise standard practice v. Client guided, and motivated to completed the cycling session
		i. Confirm types of resistance training ii. Check resistance training equipment and facilities condition iii. Arrange resistance training equipment and facilities iv. Brief client on resistance training		67	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		session, nutrition, technique and safety v. Demonstrate resistance training in accordance with fitness standard practice vi. Monitor resistance training exercises vii. Assist client during resistance training	<u>Attitude:</u> i. Cheerful, talkative, energetic, friendly in conducting resistance training session <u>Safety:</u> i. Equipment fit according to height and body proportion ii. Ensure safety emergency wire clipped to shirt for treadmill exercises iii. Ensure proper speed selected according to client ability iv. Ensure safety of surrounding			

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
			training area v. Wear proper sport attire during exercise vi. Ensure proper warm up have been done before starting exercise <u>Environmental:</u> i. Ensure convenience studio ventilation and temperature			
5. Evaluate client's training progress	i. Type of progress evaluation which include <ul style="list-style-type: none"> • Pre test • In-situ/ during • Post test ii. Progress evaluation technique and procedure iii. Resistance fitness assessment element <ul style="list-style-type: none"> • Intensity • Repetition • Rest interval iv. Factors affecting training result which include <ul style="list-style-type: none"> • Recovery period • Rest interval • Nutrition 			26	Lecture	i. Client's training progress result such as weight loss, muscle tone, weight gain, rehabilitation and muscle endurance checked, evaluated and concluded in accordance with training goal ii. Factor affecting training result listed and explained iii. Improvement

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Training Frequency • Training intensity • Training volume • Stagnant (plateau stage) • Training progression workout • Injury • Age • Gender • Genetic inherence <ul style="list-style-type: none"> - Body type - Hormone level - Muscle fiber type - Muscle length - Limb length 					program to archive client goal suggested
		<ol style="list-style-type: none"> i. Confirm type of progress evaluation ii. Assess client's training progress result in accordance with fitness standard practice iii. Compare pre, in-situ/during and post client training progress results iv. Conclude client training progress results v. Consult client on 		38	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
		fitness profile progress	<u>Attitude:</u> i. Good ethic in dealing with client's ii. Diplomatic in handling client.			
6. Record client's personal profile	i. Assessment method on goal achievement of training programme ii. Negotiation skill iii. Recording format which include <ul style="list-style-type: none"> • Form • Training log book • Client performance profile (data base) iv. Filing system which include <ul style="list-style-type: none"> • Indexing • Numbering 			6	Lecture	i. Client's feedback listed and explained ii. Client's next appointment /session arranged and scheduled iii. Client's personal record updated
		i. Obtain client's feedback ii. Motivate client's on continuous resistance fitness training programme iii. Arrange client's next appointment iv. Update client's personal record		10	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Honest, sincere, motivational in recording client's personal profile ii. Keep the record tidy and updated			

Employability Skills

Core Abilities	Social Skills
01.01 Identify and gather information. 01.02 Document information procedures or processes. 01.03 Utilize basic IT applications. 02.01 Interpret and follow manuals, instructions and SOP's. 02.02 Follow telephone/telecommunication procedures. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command.	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritising 7. Self-discipline 8. Teamwork

<p>06.03 Identify and highlight problems.</p> <p>06.04 Adapt competencies to new situations/systems.</p> <p>01.04 Analyse information.</p> <p>01.06 Utilize word processor to process information.</p> <p>02.08 Prepare pictorial and graphic information.</p> <p>03.08 Develop and maintain a cooperation within work group.</p> <p>04.01 Organize own work activities.</p> <p>04.02 Set and revise own objectives and goals.</p> <p>04.03 Organize and maintain own workplace.</p> <p>04.04 Apply problem solving strategies.</p> <p>04.05 Demonstrate initiative and flexibility.</p> <p>01.07 Utilize database applications to locate a process information.</p> <p>01.08 Utilize spreadsheets applications to locate and process information.</p> <p>01.09 Utilize business graphic application to process information.</p> <p>01.10 Apply a variety of mathematical techniques.</p> <p>01.11 Apply thinking skills and creativity.</p> <p>02.09 Prepare flowcharts.</p> <p>02.10 Prepare reports and instructions.</p> <p>02.11 Convey information and ideas to people.</p> <p>03.09 Manage and improve performance of individuals.</p> <p>03.10 Provide consultations and counselling.</p> <p>03.11 Monitor and evaluate performance of human resources.</p> <p>03.12 Provide coaching/on-the-job training.</p> <p>03.13 Develop and maintain team harmony and resolve conflicts.</p> <p>03.14 Facilitate and coordinate teams and ideas.</p> <p>03.15 Liase to achieve identified outcomes.</p> <p>03.16 Identify and assess client/customer needs.</p> <p>04.07 Negotiate acceptance and support for objectives and strategies.</p> <p>05.01 Implement project/work plans.</p>	
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Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM: Trainees)
1. Free motion machine	1:25
2. Dumbbell set	1:10
3. Barbell	1:10
4. Weight Plate set	1:25
5. Clip	As per required
6. Easy barbell	1:5
7. Floor mat	1:15
8. Hand glove	1:1
9. Audio system	1:25
10. Water cooler	1:25
11. Chest press machine	1:25
12. Leg press machine	1:25
13. Abdominal machine	1:25
14. Lat pulldown machine	1:25
15. Bicepcurl machine	1:25
16. Shoulder press	1:25
17. Kinesis machine	1:25
18. Hack squat	1:25
19. Adjustable Bench	1:5
20. Medicine ball	1:5
21. Fit ball	1:5
22. Bosu ball	1:10
23. Wobble board	1:10
24. Step board	1:5
25. Hand wrap	1:1
26. Wrist guard	1:1
27. Blood pressure machine	1:25
28. Fat calliper	1:1
29. Measuring tape	1:1
30. Sit and reach box	1:25
31. Stop watch	1:1

32. Weight scale	1:25
33. Height scale	1:25
34. First aid kits	1:25
35. Cone/marker set	1:10
36. Agility ladder	1:10
37. Plyometric Hurdle	1:10
38. Elastic rubber band/tube	1:5
39. Plyometric box	1:10

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	FITNESS CENTRE SERVICES						
Job Area	FITNESS TRAINING, PERSONAL TRAINING AND GROUP EXERCISE TRAINING						
Competency Unit Title	FUNCTIONAL FITNESS TRAINING						
Learning Outcome	<p>The person who is competent in this CU shall be able to plan, guide, conduct and assist the client effectively in functional training activities, which mainly uses common and specific fitness equipment in order to achieve client's goals. Upon this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> • Identify client's personal profile • Prepare client's functional training programme • Prepare client's functional training schedule • Conduct functional training session • Record client's personal profile 						
Competency Unit ID	ET-014-3-2013-C04	Level	3	Training Duration	320	Credit Hours	
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify client's personal profile	i. Definition of personal profile ii. Personal profile particulars which include <ul style="list-style-type: none"> • Name • Address • Occupation • Client contact • Emergency contact iii. Category of clients which include <ul style="list-style-type: none"> - Child - Teenager - Adult - Elderly adult 			6	Lecture	i. Client's personal particulars listed according to format ii. Client's goals regarding functional fitness training listed and explained iii. Client's health status listed and explained iv. Client's fitness level listed and	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Special population <ul style="list-style-type: none"> - Amputees - Hearing impaired - Blind - Disease / illness • Medical condition <ul style="list-style-type: none"> - High blood pressure - Diabetic - Stroke - Allergy <p>iv. Functional training goals which include</p> <ul style="list-style-type: none"> • Lose weight • Muscle tone • Sport specific • Improve stability and movement • Reduce injuries risk • Improve stamina • Improve core strength <p>v. Source of health status which include</p> <ul style="list-style-type: none"> • Par-q • Medical history • Injuries record • Medical clearance <p>vi. Level of fitness which include</p>					<p>explained</p> <p>v. Complete training programme drafted</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Beginner • Intermediate • Advanced 					
		<ul style="list-style-type: none"> i. Determine client's personal particulars ii. Determine client's goals regarding functional fitness training iii. Determine client's health status iv. Determine client's fitness level v. Propose training programme according to client's requirements determined vi. Client's fitness level which include beginner, intermediate or advanced determined vii. Training programme proposed according to client's requirements 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Good ethic in dealing with client's ii. Meticulous in identifying client's personal information 	10	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Prepare client's functional training programme	<ul style="list-style-type: none"> i. Human body anatomy and physiology which include <ul style="list-style-type: none"> • Skeleton and bones • Muscles ii. Type and function of functional training programme which include <ul style="list-style-type: none"> • Cross training <ul style="list-style-type: none"> - Kettlebell - TRX - Bosu - Roman ring • Pilates • Yoga iii. Fitness training variables <ul style="list-style-type: none"> • Chronic training variables <ul style="list-style-type: none"> - Intensity - Volume - Frequency - Duration • Acute training variables <ul style="list-style-type: none"> - Order of exercise - Choice of exercise - Set & repetition - Rest interval - Tempo 			45	Lecture	<ul style="list-style-type: none"> i. Type of functional exercise programmes listed and explained ii. Client's fitness condition listed and explained iii. Type of exercises selected according to client's goals/ conditions iv. Exercise progression/ regression drafted according to client's condition and ability. v. Detail of client exercise programmes proposed according to client requirement need

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	- Load					
		i. Identify type of functional training programme ii. Determine client's fitness condition iii. Propose type of exercises according to client's goals iv. Propose exercise progression/regression according to client's condition and ability. v. Obtain superior's approval regarding client's functional training programme	<u>Attitude:</u> i. Proactive and meticulous in preparing client's exercise programme	67	Demonstration & Observation	
3. Prepare client's functional training schedule	i. Functional training frequency which include <ul style="list-style-type: none"> • 1-2 times/week (beginner) • 3-4 times/week (intermediate) • 5-6 times/week (advance) 			6	Lecture	i. Client's training frequency listed and explained according to goals ii. Details of client's

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ii. Functional training schedule which include <ul style="list-style-type: none"> • Time • Date • Types of training iii. Basic of IT application <ul style="list-style-type: none"> • Spreadsheet • Word processor • Powerpoint presentation application iv. Communication skill					iii. Client informed and appointment confirmed according to schedule
		i. Determine client's training goals ii. Determine client's training frequency iii. Arrange client's training schedule iv. Create client's exercise schedule using IT application v. Confirm appointment status with client	<u>Attitude:</u> i. Diplomatic in confirming appointment status with client	10	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Conduct functional training session	i. Types of functional training movement which include <ul style="list-style-type: none"> • Bending • Lifting • Rotational • Pushing • Pulling ii. Function/benefits of functional training exercise iii. Technique of functional training exercise which include <ul style="list-style-type: none"> • Posture • Hand grip • Body alignment • Breathing • Safety iv. Functional training exercise equipment and facilities which include <ul style="list-style-type: none"> • Floor mat • Resistant band • Kettlebell • Suspension rope (TRX) • Bosu • Roman ring v. Functional training session <ul style="list-style-type: none"> • Warm-up 			64	Lecture	i. Type and movement of functional training listed and explained ii. Functional training equipment and facilities checked and arranged according to training need iii. Training technique and safety elements conveyed to client clearly iv. Speed, breathing technique, body language, que, eye contact, voice tone, physical appearance and facial expression delivered and exhibited according to functional training standard

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Exercise routine • Cooling down vi. Functional exercise teaching strategies which include <ul style="list-style-type: none"> • Cue words • Movement sequence vii. Functional exercise safety					practice v. Group of functional training controlled and organised vi. Client guided, and motivated to completed the functional training session
		i. Confirm type of movement in functional training session. ii. Select type of functional training session iii. Prepare functional training session equipment and facilities d iv. Check functional training session equipment and facilities condition v. Brief Client's on functional training session, technique and safety vi. Demonstrate functional training session which include warm-up, exercises for total and specific body		96	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<p>and cool-down demonstrated in accordance with fitness standard practice</p> <p>vii. Guide client on functional training session</p> <p>viii. Coordinate group functional training session</p> <p>ix. Motivate client during exercise session</p> <p>x. Monitor client during functional training session</p> <p>xi. Record client performance</p>	<p><u>Attitude:</u></p> <p>i. Cheerful, talkative, energetic, friendly in conducting functional training session</p> <p><u>Safety:</u></p> <p>i. Watch the steps during functional training demonstration</p> <p>ii. Ensure appropriate distance between participant</p>			

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
			iii. Wear proper sport attire during exercise <u>Environmental:</u> i. Ensure convenience studio ventilation and temperature.			
5. Record client's personal profile	i. Assessment method on goal achievement of training programme ii. Negotiation skill iii. Recording format which include <ul style="list-style-type: none"> • Form • Training log book • Client performance profile (data base) iv. Filing system which include <ul style="list-style-type: none"> • Indexing • Numbering 			6	Lecture	i. Client's feedback listed and explained ii. Client's feedback and training goal achievement assessed and concluded according to programme objective iii. Client's next appointment /session arranged and scheduled
		i. Obtain client's feedback ii. Asses client's feedback and goal achievement on training programme iii. Motivate client's on continuous functional training programme		10	Demonstration & Observation	iv. Client's personal record updated

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iv. Arrange client's next appointment v. Update client's personal record	<u>Attitude:</u> i. Honest, sincere, motivational in recording client's personal profile ii. Keep the record tidy and updated			

Employability Skills

Core Abilities	Social Skills
01.01 Identify and gather information. 01.02 Document information procedures or processes. 01.03 Utilize basic IT applications. 02.01 Interpret and follow manuals, instructions and SOP's. 02.02 Follow telephone/telecommunication procedures. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations.	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritising 7. Self-discipline 8. Teamwork

<p>03.07 Resolve interpersonal conflicts.</p> <p>06.01 Understand systems.</p> <p>06.02 Comply with and follow chain of command.</p> <p>06.03 Identify and highlight problems.</p> <p>06.04 Adapt competencies to new situations/systems.</p> <p>01.04 Analyse information.</p> <p>01.06 Utilize word processor to process information.</p> <p>02.08 Prepare pictorial and graphic information.</p> <p>03.08 Develop and maintain a cooperation within work group.</p> <p>04.01 Organize own work activities.</p> <p>04.02 Set and revise own objectives and goals.</p> <p>04.03 Organize and maintain own workplace.</p> <p>04.04 Apply problem solving strategies.</p> <p>04.05 Demonstrate initiative and flexibility.</p> <p>01.07 Utilize database applications to locate a process information.</p> <p>01.08 Utilize spreadsheets applications to locate and process information.</p> <p>01.09 Utilize business graphic application to process information.</p> <p>01.10 Apply a variety of mathematical techniques.</p> <p>01.11 Apply thinking skills and creativity.</p> <p>02.09 Prepare flowcharts.</p> <p>02.10 Prepare reports and instructions.</p> <p>02.11 Convey information and ideas to people.</p> <p>03.09 Manage and improve performance of individuals.</p> <p>03.10 Provide consultations and counselling.</p> <p>03.11 Monitor and evaluate performance of human resources.</p> <p>03.12 Provide coaching/on-the-job training.</p> <p>03.13 Develop and maintain team harmony and resolve conflicts.</p> <p>03.14 Facilitate and coordinate teams and ideas.</p> <p>03.15 Liase to achieve identified outcomes.</p> <p>03.16 Identify and assess client/customer needs.</p> <p>04.07 Negotiate acceptance and support for objectives and strategies.</p> <p>05.01 Implement project/work plans.</p>	
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Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Floor mat	1:1
2. Resistant band	1:1
3. Kettlebell set	1:10
4. Suspension rope (TRX)	1:10
5. Bosu ball	1:10
6. Vopr set	1:10
7. Client record Form	1:1
8. Training log book	1:1
9. Computer	1:10
10. Printer	1:25
11. First aid kits	1:25
12. Whistle	1:1
13. Stop watch	1:1

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector		FITNESS CENTRE SERVICES					
Job Area		FITNESS TRAINING, PERSONAL TRAINING AND GROUP EXERCISE TRAINING					
Competency Unit Title		FLEXIBILITY FITNESS TRAINING					
Learning Outcome		<p>The person who is competent in this CU shall be able in guiding, conducting and assisting the client effectively by using flexibility fitness training method and training aids based on client goal according to fitness centre standard operating procedure. Upon this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> • Identify client's personal profile • Prepare client's exercise programme • Prepare client's exercise schedule • Conduct flexibility exercise • Record client's personal profile 					
Competency Unit ID		ET-014-3-2013-C06	Level	3	Training Duration	240	Credit Hours
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify client's personal profile	i. Definition and purposes of personal profile ii. Personal profile particulars which include <ul style="list-style-type: none"> • Name • Address • Occupation • Client contact • Emergency contact iii. Category of clients which include <ul style="list-style-type: none"> • Age group <ul style="list-style-type: none"> - Child - Teenager - Adult 			5	Lecture	i. Client's personal particulars listed according to format ii. Client's goals regarding flexibility fitness training listed and explained iii. Client's health status listed and explained iv. Client's fitness level listed and	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> - Elderly adult • Special population <ul style="list-style-type: none"> - Amputees - Hearing impaired - Blind - Disease/illness • Medical condition <ul style="list-style-type: none"> - High blood pressure - Diabetic - Stroke - Allergy <p>iv. Flexibility training goals which include</p> <ul style="list-style-type: none"> • Lose weight • Muscle tone • Sport specific • Improve range of motion (ROM) <p>v. Improve injuries resistance</p> <p>vi. Source of health status which include</p> <ul style="list-style-type: none"> • PAR-Q • Medical history • Injuries record • Medical clearance <p>vii. Level of fitness which include</p> <ul style="list-style-type: none"> • Beginner • Intermediate • Advanced 					<p>explained</p> <p>v. Complete training programme drafted</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine client's personal particulars ii. Determine client's goals regarding flexibility fitness training iii. Determine client's health status iv. Determine client's fitness level v. Propose training programme according to client's requirements	<u>Attitude:</u> i. Good ethic in dealing with client's ii. Meticulous in identifying client client's personal information	7	Demonstration & Observation	
2. Prepare client's exercise programme	i. Human body anatomy and physiology which include <ul style="list-style-type: none"> • Skeleton and bones • Muscles ii. Type and function of flexibility exercise programme which include <ul style="list-style-type: none"> • Yoga • Pilates • Stretching iii. Client's fitness			43	Lecture	i. Flexibility exercise programmes listed and explained ii. Client's fitness condition listed and explained iii. Type of flexibility exercises selected according to

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	condition such as <ul style="list-style-type: none"> • Flexibility level • Maximum heart rate • Blood pressure iv. Training variables which include <ul style="list-style-type: none"> • Frequency • Intensity • Time • Type v. Principle of training which include <ul style="list-style-type: none"> • Progression • Regression • Balance • Specificity • Sequence • Overload • Individuality vi. Format of flexibility exercise programme					client's goals/ conditions iv. Exercise progression/ regression drafted according to client's condition and ability. v. Detail of client exercise programmes proposed according to client requirement need
		i. Identify type of flexibility exercise programme ii. Determine client's fitness condition iii. Propose type of exercises according to client's goals iv. Propose exercise progression/ regression according to client's		65	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
		condition and ability. v. Obtain superior's approval regarding client's flexibility exercise programme	<u>Attitude:</u> i. Proactive and meticulous in preparing client's exercise programme			
3. Prepare client's exercise schedule	i. Flexibility training frequency which include <ul style="list-style-type: none"> • 2-3 times/week • 4-5 times/week ii. Flexibility training schedule which include <ul style="list-style-type: none"> • Time • Date • Types of training iii. Basic of IT application <ul style="list-style-type: none"> • Spreadsheet • Word processor • Powerpoint presentation application iv. Communication skill			5	Lecture	i. Client's training frequency listed and explained according to goals ii. Details of client's exercise schedule drafted iii. Client informed and appointment confirmed according to schedule
		i. Determine client's training goals ii. Determine client's training frequency iii. Create client's exercise schedule		7	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
		using IT application iv. Arrange client's training schedule v. Confirm appointment status with client	<u>Attitude:</u> i. Diplomatic in confirming appointment status with client.			
4. Conduct flexibility exercise	i. Type of flexibility exercises which include <ul style="list-style-type: none"> • Stretching <ul style="list-style-type: none"> - Passive/static - Active/dynamic • Joint mobility ii. Function/benefits of flexibility exercises iii. Technique of flexibility exercises which include <ul style="list-style-type: none"> • Posture • Alignment • Breathing iv. Safety of flexibility exercises v. Flexibility exercise equipment and facilities which include <ul style="list-style-type: none"> • Floor mat • Foam box • Resistant band vi. Flexibility exercises			38	Lecture	i. Type of flexibility exercises listed and explained ii. Flexibility exercises equipment and facilities checked and arranged according to exercise need iii. Exercise technique and safety elements conveyed to client clearly iv. Steps, body language, cue, eye contact, voice tone, appearance, facial expression

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	routine which include <ul style="list-style-type: none"> • Warm-up • Lower body • Mid-section • Joint mobility • Upper body • Stretches vii. Flexibility exercises teaching strategies which include <ul style="list-style-type: none"> • Cue words • Movement sequence 					and tempo delivered and exhibited according to aerobic exercise standard practice v. Client guided, and motivated to completed the flexibility exercises session
		i. Confirm type of flexibility exercises ii. Select type of flexibility routine iii. Prepare flexibility exercise equipment and facilities iv. Check flexibility exercise equipment and facilities condition v. Brief client on training session, technique and safety vi. Demonstrate flexibility exercises vii. Guide client on flexibility exercises		58	Demonstration & Observation	vi. Communication applied vii. Inter interpersonal skill apply

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Cheerful, talkative, energetic, friendly in conducting flexibility exercise <u>Safety:</u> i. Watch the steps during demonstration ii. Ensure appropriate distance between participant iii. Wear proper sport attire during exercise <u>Environmental:</u> i. Ensure proper studio ventilation and temperature			
5. Record client's personal profile	i. Interpersonal skill ii. Assessment method on goal achievement of training programme iii. Negotiation skill iv. Recording format which include <ul style="list-style-type: none"> • Form • Training log book • Client performance profile (data base) 			5	Lecture	i. Client's feedback listed and explained ii. Client's feedback and training goal achievement assessed and concluded according to programme

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	v. Filing system which include <ul style="list-style-type: none"> • Indexing • Numbering 					objective iii. Client's next appointment /session arranged and scheduled
		i. Obtain client's feedback ii. Asses client's feedback and goal achievement on training programme iii. Motivate client's on continuous flexibility training programme iv. Arrange client's next appointment v. Update client's personal record	<u>Attitude:</u> i. Honest, sincere, motivational in recording client's personal profile ii. Keep of record tidy and updated	7	Demonstration & Observation	iv. Client's personal record updated

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 01.03 Utilize basic IT applications. 02.01 Interpret and follow manuals, instructions and SOP's. 02.02 Follow telephone/telecommunication procedures. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 01.06 Utilize word processor to process information. 02.08 Prepare pictorial and graphic information. 03.08 Develop and maintain a cooperation within work group. 04.01 Organize own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organize and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility. 01.07 Utilize database applications to locate a process information. 01.08 Utilize spreadsheets applications to locate and process information. 01.09 Utilize business graphic application to process information. 01.10 Apply a variety of mathematical techniques.</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritising 7. Self-discipline 8. Teamwork

01.11 Apply thinking skills and creativity. 02.09 Prepare flowcharts. 02.10 Prepare reports and instructions. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.10 Provide consultations and counselling. 03.11 Monitor and evaluate performance of human resources. 03.12 Provide coaching/on-the-job training. 03.13 Develop and maintain team harmony and resolve conflicts. 03.14 Facilitate and coordinate teams and ideas. 03.15 Liase to achieve identified outcomes. 03.16 Identify and assess client/customer needs. 04.07 Negotiate acceptance and support for objectives and strategies. 05.01 Implement project/work plans.	
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Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Floor mat	1:1
2. Foam box	1:10
3. Resistant band	1:1
4. Client record form	1:1
5. Training log book	1:1
6. Computer	1:10
7. Printer	1:25
8. Audio system	1:25
9. First aid kit	1:25
10. Fit ball	1:5

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector		FITNESS CENTRE SERVICES					
Job Area		FITNESS TRAINING, PERSONAL TRAINING AND GROUP EXERCISE TRAINING					
Competency Unit Title		CUSTOMER SERVICE AND RELATIONS					
Learning Outcome		<p>The person who is competent in this CU shall be responsible for attending to customer needs and getting business for the fitness centre professionally and diligently. Upon this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> • Identify potential clients • Utilise marketing tools and materials • Carry out sales presentation • Conduct client's body analysis consultation. • Close deal with client 					
Competency Unit ID		ET-014-3-2013-C06	Level	3	Training Duration	160	Credit Hours
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify potential clients	i. Method of prospecting which include <ul style="list-style-type: none"> • Personal approach <ul style="list-style-type: none"> - Existing members - Non members • Referral • Directory ii. Potential client's information which include <ul style="list-style-type: none"> • Name • Contact number • Nature of business/ occupation • Range of income 			3	Lecture	i. Method of prospecting listed and explained ii. Potential client's information listed and recorded in database	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iii. Basic of IT application <ul style="list-style-type: none"> • Spreadsheet • Word processor • Powerpoint presentation application 					
		i. Determine method of prospecting ii. Collect potential client's information iii. Update list of potential client's information in database	<u>Attitude:</u> i. Good ethic in dealing with client's ii. Meticulous in identifying client's personal information	5	Demonstration & Observation	
2. Utilise marketing tools and materials	i. Type of marketing tools and material which include <ul style="list-style-type: none"> • Social media • Flyers • Brochures • Free trials/discount vouchers • Stationeries ii. Marketing tools and materials preparation iii. Communication skills iv. Selling skills			16	Lecture	i. Type of marketing tools and material listed and explained ii. Marketing tools and materials compiled and arranged iii. Product of fitness centre promoted

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine type of marketing tools and material ii. Prepare marketing tools and materials iii. Contact potential client iv. Promote using website/social media v. Distribute flyers and brochures vi. Distribute free trials/discount vouchers vii. Offer freebies upon package sign-up viii. Apply communication skills ix. Apply selling skills	<u>Attitude:</u> i. Proactive and innovative in utilising marketing tools and materials	24	Demonstration & Observation	using marketing tools and material iv. Communication skills applied v. Selling skills applied
3. Carry out sales presentation	i. Company greeting procedure ii. Types and function of fitness centre facilities which include <ul style="list-style-type: none"> • Equipment <ul style="list-style-type: none"> - Cardio - Functional/flexibility - Resistance 			19	Lecture	i. Potential client welcome and greet in accordance with company standard practice ii. Fitness centre package and facilities

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Facilities <ul style="list-style-type: none"> - Sauna - Changing room - Lockers - Studio - Swimming pools - Juice bar iii. Interpersonal skills 					<p>presented to potential client</p> <p>iii. Communication skill applied</p> <p>iv. Interpersonal skills applied</p>
		<ol style="list-style-type: none"> i. Greet potential client in accordance with company standard practice ii. Accompany potential client on facilities tour iii. Present fitness centre package iv. Offer potential client on fitness centre membership package v. Offer free personal training vi. Set free personal training session appointment vii. Apply communication skill viii. Apply interpersonal skills 	<p><u>Attitude:</u></p> <ol style="list-style-type: none"> i. Good ethic in dealing with client's ii. Honest and responsible in executing sales presentation. 	29	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Conduct client's body analysis consultation.	i. Human body anatomy and physiology which include <ul style="list-style-type: none"> • Skeleton and bones • Muscles ii. Basic body composition analysis which include <ul style="list-style-type: none"> • Body weight • Body fat percentage • BMI • BMR • Visceral fat • Height iii. Factors constraining client's commitment for fitness training which include <ul style="list-style-type: none"> • Time • Money • Attitude or disapproval iv. Negotiation skill v. Benefit of fitness training programme which include <ul style="list-style-type: none"> • Weight loss • Improve body shape • Improve health conditions • Reduce risk of 			19	Lecture	i. Client's body weight assessed according to ii. Client's body fat percentage assessed iii. Client's BMI assessed iv. Client's BMR assessed v. Check client's visceral fat assessed vi. client's height measured vii. client body conditions results explained and elaborated viii. Available fitness programme/ package offered according to client's body analysis results ix. Matters constraining client's commitment Overcome

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	injuries/illnesses					x. Negotiation skill applied
		<ul style="list-style-type: none"> i. Check client's body weight ii. Check client's body fat percentage iii. Check client's BMI iv. Check client's BMR v. Check client's visceral fat vi. Measure client's height vii. Brief client on body conditions results viii. Present available fitness programme/package according to client's body analysis results ix. Suggest suitable fitness programme/package according to client's goals x. Overcome matters constraining client's commitment xi. Negotiate personal training programme's xii. Boost client's motivation for training programme by promoting positive outcomes which include 		29	Demonstration & Observation	xi. Client's motivated on training programme

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Cheerful, talkative, friendly in handling client ii. Sharp and meticulous during measuring client			
5. Close deal with client	i. Procedure of payment and collection for fitness centre ii. Fitness centre and client contracts which include <ul style="list-style-type: none"> • Agreement to participate • Waiver/release of liability • Inform consent iii. Legal guideline for fitness trainer and centre iv. Professional responsibility for fitness trainer and centre v. Client's personal profile			6	Lecture	i. Procedure on payment and collection explained ii. Client's assisted to sign agreement and waiver according to company standard practice iii. Client's personal profile create according to fitness centre practices
		i. Collect payment from client in accordance with company procedure ii. Assist client's to sign agreement and waiver iii. Register client's		10	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		personal profile	<u>Attitude:</u> i. Good ethic in dealing with client's			

Employability Skills

Core Abilities	Social Skills
01.01 Identify and gather information. 01.02 Document information procedures or processes. 01.03 Utilize basic IT applications. 02.01 Interpret and follow manuals, instructions and SOP's. 02.02 Follow telephone/telecommunication procedures. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information.	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritising 7. Self-discipline 8. Teamwork

<p>01.05 Utilize the Internet to locate and gather information.</p> <p>01.06 Utilize word processor to process information.</p> <p>02.06 Write memos and letters.</p> <p>02.07 Utilize Local Area Network (LAN)/Intranet to exchange information.</p> <p>02.08 Prepare pictorial and graphic information.</p> <p>03.08 Develop and maintain a cooperation within work group.</p> <p>04.01 Organize own work activities.</p> <p>04.02 Set and revise own objectives and goals.</p> <p>04.03 Organize and maintain own workplace.</p> <p>04.04 Apply problem solving strategies.</p> <p>04.05 Demonstrate initiative and flexibility.</p> <p>06.05 Analyse technical systems.</p> <p>06.06 Monitor and correct performance of systems.</p> <p>01.07 Utilize database applications to locate a process information.</p> <p>01.08 Utilize spreadsheets applications to locate and process information.</p> <p>01.09 Utilize business graphic application to process information.</p> <p>01.10 Apply a variety of mathematical techniques.</p> <p>01.11 Apply thinking skills and creativity.</p> <p>02.09 Prepare flowcharts.</p> <p>02.10 Prepare reports and instructions.</p> <p>02.11 Convey information and ideas to people.</p> <p>03.09 Manage and improve performance of individuals.</p> <p>03.10 Provide consultations and counselling.</p> <p>03.11 Monitor and evaluate performance of human resources.</p> <p>03.12 Provide coaching/on-the-job training.</p> <p>03.13 Develop and maintain team harmony and resolve conflicts.</p> <p>03.14 Facilitate and coordinate teams and ideas.</p> <p>03.15 Liaise to achieve identified outcomes.</p> <p>03.16 Identify and assess client/customer needs.</p> <p>03.17 Identify staff training needs and facilitate access to training.</p> <p>04.06 Allocate work.</p> <p>04.07 Negotiate acceptance and support for objectives and strategies.</p> <p>05.01 Implement project/work plans.</p> <p>05.02 Inspect and monitor work done and/or in progress.</p> <p>06.07 Develop and maintain networks.</p>	
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Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Internet connection	1:25
2. Flyers / Brochures format	1:1
3. Free trials/discount vouchers format	1:1
4. Stationeries	As required
5. Inbody machine	1:25
6. Contract document format	1:1
7. Computer	1:10
8. Printer	1:25
9. Credit card terminal	1:25
10. Photostat machine	1:25
11. Camera	1:25

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3. Aerobic And Fitness Association of America (1997), Fitness Theory And Practice, 2 nd Edition, ISBN 13: 978-0963816849
4. Mary M. Yoke (2006), Personal Fitness Training: Theory And Practice, ISBN 10-0977710203
5. Mike Bates (2008), Health Fitness Management, Human Kenatics, Canada, ISBN 13: 978-0-7360-6205-3
6. Steve Thompson (2013), Relationship Marketing, Pirate Publishing, LLC, ISBN 978-0-9762880-2-2

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector		FITNESS CENTRE SERVICES					
Job Area		FITNESS TRAINING, PERSONAL TRAINING AND GROUP EXERCISE TRAINING					
Competency Unit Title		OUTDOOR FITNESS TRAINING (ELECTIVE)					
Learning Outcome		<p>The person who is competent in this CU shall be able to guide, conduct, monitor and assist the client effectively using natural environment and park facilities based on client goal according to fitness centre standard operating procedure. Upon this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> • Identify client's personal profile • Prepare client's outdoor training programme • Prepare client's outdoor training schedule • Conduct outdoor training • Record client's personal profile 					
Competency Unit ID		ET-014-3-2013-E01	Level	3	Training Duration	240	Credit Hours
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify client's personal profile	i. Client's personal particulars which include <ul style="list-style-type: none"> • Name • Address • Occupation • Client contact • Emergency contact ii. Client's goals regarding outdoor fitness training iii. Client's health status <ul style="list-style-type: none"> • Par-q • Medical history • Injuries • Allergy iv. Client's fitness level			5	Lecture	i. Client's personal particulars listed according to format ii. Client's goals regarding outdoor fitness training listed and explained iii. Client's health status listed and explained iv. Client's fitness level listed and explained v. Complete training programme	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	which include <ul style="list-style-type: none"> • Beginner • Intermediate • Advanced v. Type and benefit of outdoor training programme which include <ul style="list-style-type: none"> • Outdoor running • Boot camp • Kettle bell • TRX 					drafted
		i. Determine client's personal particulars ii. Determine client's goals regarding outdoor fitness training iii. Determine client's health status iv. Determine client's fitness level v. Propose training programme according to client's requirements	<u>Attitude:</u> <ul style="list-style-type: none"> i. Good ethic in dealing with client's ii. Meticulous in identifying client client's personal information 	7	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Prepare client's outdoor training programme	i. Human body anatomy and physiology which include <ul style="list-style-type: none"> • Skeleton and bones • Muscles ii. Client's fitness condition which include <ul style="list-style-type: none"> • Maximum heart rate • Muscular strength • Muscular endurance • Body fat percentage iii. Package of outdoor programme iv. Outdoor progression/ digression programme			43	Lecture	i. Client's fitness condition listed and explained ii. Type of training programme selected according to client's goals/conditions iii. Exercise progression/ regression drafted according to client's condition and ability. iv. Detail of client training program proposed according to client requirement and need
		i. Determine client's fitness condition ii. Draft package of outdoor programme iii. Propose type/package of outdoor programme according to client's goals iv. Propose outdoor progression/ regression according to client's condition and ability.		65		

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
		v. Obtain superior's approval regarding client's outdoor programme	<u>Attitude:</u> i. Proactive and meticulous in preparing client's exercise programme			
3. Prepare client's outdoor training schedule	i. Outdoor training goals which include <ul style="list-style-type: none"> • Cardio respiratory endurance • Weight loss • Muscle strength and endurance • Sport specific • Reduces risk of injuries ii. Outdoor training frequency which include <ul style="list-style-type: none"> • 1-2 times/week • 3-4 times/week iii. Outdoor training schedule which include <ul style="list-style-type: none"> • Time • Date • Types of training iv. Basic of IT application <ul style="list-style-type: none"> • Spreadsheet • Word processor 			5	Lecture	i. Client's training frequency listed and explained according to goals ii. Details of client's training schedule drafted iii. Client informed and appointment confirmed according to schedule

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Powerpoint presentation application v. Communication skill					
		i. Confirm client's training goals ii. Determine client's training frequency iii. Create client's exercise schedule using IT application iv. Arrange client's training schedule v. Confirm appointment status with client	<u>Attitude:</u> i. Diplomatic in confirming appointment status with client	7		
4. Conduct outdoor training	i. Type and function of outdoor training equipment and facilities which include <ul style="list-style-type: none"> • Kettle bell • TRX • Tyre • Stop watch • Ropes • Skipping ropes • Medicine ball ii. Outdoor training			38	Lecture	i. Type and function of outdoor training programme listed and explained ii. outdoor training equipment and facilities checked and arranged according to training need iii. Training technique and safety

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	session iii. Outdoor training safety which include <ul style="list-style-type: none"> • Exercise technique • Environmental <ul style="list-style-type: none"> - Rules and regulation - Hazard • Attire • Nutritional • Hydration iv. Outdoor fitness training technique according to types of training which include <ul style="list-style-type: none"> • Outdoor running • Boot camp • Kettle bell • TRX 					elements conveyed to client clearly iv. Speed, breathing technique, body language, cue, eye contact, voice tone, physical appearance and facial expression delivered and exhibited according to outdoor training standard practice v. Group of outdoor training controlled and organised vi. Client guided, and motivated to completed the cardiorespiratory training session
		i. Confirm type of outdoor training ii. Prepare outdoor training equipment and facilities iii. Brief client on training session and safety iv. Demonstrate outdoor fitness training in accordance with fitness standard practice v. Monitor time to		58		

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
		complete outdoor fitness training	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Cheerful, talkative, energetic, friendly in conducting outdoor fitness training <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Ensure appropriate distance between participant ii. Wear proper sport attire during exercise <p><u>Environmental:</u></p> <ul style="list-style-type: none"> i. Do not disturb flora & fauna natural habitat ii. Do not litter and always keep training area clean 			
5. Record client's personal profile	<ul style="list-style-type: none"> i. Interpersonal skill ii. Assessment method on goal achievement of training programme iii. Negotiation skill iv. Recording format which include 			5	Lecture	<ul style="list-style-type: none"> i. Client's feedback listed and explained ii. Client's feedback and training goal achievement assessed and

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Form • Training log book • Client performance profile (data base) v. Filing system which include <ul style="list-style-type: none"> • Indexing • Numbering 					concluded according to programme objective iii. Client's next appointment /session arranged and scheduled iv. Client's personal record updated
		i. Obtain client's feedback ii. Asses client's feedback and goal achievement on training programme iii. Motivate client's on continuous outdoor training programme iv. Arrange client's next appointment v. Update client's personal record	<u>Attitude:</u> i. Honest, sincere, motivational in recording client's personal profile ii. Keep the record tidy and updated.	7		

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 01.03 Utilize basic IT applications. 02.01 Interpret and follow manuals, instructions and SOP's. 02.02 Follow telephone/telecommunication procedures. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 01.06 Utilize word processor to process information. 02.08 Prepare pictorial and graphic information. 03.08 Develop and maintain a cooperation within work group. 04.01 Organize own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organize and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility. 01.07 Utilize database applications to locate a process information. 01.08 Utilize spreadsheets applications to locate and process information. 01.09 Utilize business graphic application to process information.</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritising 7. Self-discipline 8. Teamwork

01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 02.09 Prepare flowcharts. 02.10 Prepare reports and instructions. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.10 Provide consultations and counselling. 03.11 Monitor and evaluate performance of human resources. 03.12 Provide coaching/on-the-job training. 03.13 Develop and maintain team harmony and resolve conflicts. 03.14 Facilitate and coordinate teams and ideas. 03.15 Liase to achieve identified outcomes. 03.16 Identify and assess client/customer needs. 04.07 Negotiate acceptance and support for objectives and strategies. 05.01 Implement project/work plans.	
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Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Kettle bell set	1:10
2. TRX set	1:10
3. Tyre	1:10
4. Stop watch	1:1
5. Ropes	1:10
6. Skipping ropes	1:5
7. Medicine ball set	1:10
8. Client record form	1:1
9. Training log book	1:1
10. Computer	1:10
11. Printer	1:25
12. First aid kits	1:25
13. Whistle	1:1

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SUMMARY OF TRAINING DURATION FOR HEALTH & FITNESS CENTRE SERVICES

NO. ID	COMPETENCY UNIT TITLE	WORK ACTIVITIES	RELATED KNOWLEDGE (A)	RELATED SKILLS (B)	HOURS (A) + (B)	TOTAL (HRS)
1	BODY COMPOSITION MEASUREMENT AND FITNESS EVALUATION	Prepare client for body composition measurement and fitness evaluation	10	15	25	318
		Prepare body composition measurement and fitness evaluation equipment/ devices	10	15	25	
		Check client's body composition measurement	38	58	96	
		Perform client's fitness evaluation procedure and protocol	59	88	147	
		Record body composition measurement and fitness evaluation procedure and protocol result.	10	15	25	
2	CARDIORESPIRATORY FITNESS TRAINING	Identify client's personal profile	5	7	12	240
		Prepare client's exercise programme	29	43	72	
		Prepare client's exercise schedule	5	7	12	
		Conduct cardiorespiratory non-equipment base training	24	36	60	
		Conduct cardiorespiratory equipment-based training	29	43	72	
		Record client's personal profile	5	7	12	
3	RESISTANCE FITNESS TRAINING	Identify client's personal profile	6	10	16	320
		Prepare client's resistance training program	38	58	96	
		Prepare client's resistance training schedule	6	10	16	
		Conduct resistance training	45	67	112	
		Evaluate client's training progress	26	38	64	
		Record client's personal profile	6	10	16	
4	FUNCTIONAL FITNESS TRAINING	Identify client's personal profile	6	10	16	320
		Prepare client's functional training programme	45	67	112	
		Prepare client's functional training schedule	6	10	16	
		Conduct functional training session	64	96	160	
		Record client's personal profile	6	10	16	
5	FLEXIBILITY FITNESS TRAINING	Identify client's personal profile	5	7	12	240
		Prepare client's exercise programme	43	65	108	
		Prepare client's exercise schedule	5	7	12	
		Conduct flexibility exercise	38	58	96	
		Record client's personal profile	5	7	12	
6	CUSTOMER SERVICE AND RELATIONS	Identify potential clients	3	5	8	160
		Utilise marketing tools and materials	16	24	40	
		Carry out sales presentation	19	29	48	
		Conduct client's body analysis consultation.	19	29	48	
		Close deal with client	6	10	16	

TOTAL HOURS (Core Competencies)			637	961	1598	1598
1	OUTDOOR FITNESS TRAINING (ELECTIVE)	Identify client's personal profile	5	7	12	240
		Prepare client's outdoor training programme	43	65	108	
		Prepare client's outdoor training schedule	5	7	12	
		Conduct outdoor training	38	58	96	
		Record client's personal profile	5	7	12	
TOTAL HOURS (+ Elective Competency)			96	144	240	240

ABBREVIATION

BMI	Body Mass Index
BMR	Basal Metabolic Rate
CD	Compact Disc
CoCU	Curriculum of Competency Unit
CP	Competency Profile
CPC	Competency Profile Chart
CPR	Cardiopulmonary Resuscitation
CU	Competency Unit
DKM	Diploma Kemahiran Malaysia
DLKM	Diploma Lanjutan Kemahiran Malaysia
DSD	Department of Skills Development
HRR	Resting Heart Rate
IT	Information Technology
JPK	Jabatan Pembangunan Kemahiran
JTPS	Jawatankuasa Teknikal Penilaian Standard
MHR	Maximum Heart Rate
MPKK	Majlis Pembangunan Kemahiran Kebangsaan
NOSS	National Occupational Skills Standard
OAS	Occupational Area Structure
OS	Occupational Structure
PAR-Q	Physical Activity Readiness Questionnaire
PC	Performance Criteria
ROM	Range of Motion
RPE	Rating Of Perceived Exertion
SKM	Sijil Kemahiran Malaysia
SP	Standard Practice
SPM	Sijil Pelajaran Malaysia
TRX	Suspension Rope
VO ₂ max	Maximal Oxygen Uptake
ACSM	American College of Sports Medicine
IFA	International Fitness Association
IPFA	International Professional Fitness Association
NCD	Non-Communicative Disease