



**SIS30315  
CERTIFICATE III IN  
FITNESS**

**Workplace Training**

**SIS30315 Certificate III in Fitness SIS30315 Workplace Training Logbook**

The SIS30315 Certificate III in Fitness is designed to prepare graduates for work as a gym instructor. Whilst components of this can be achieved through theoretical study, the application of this in a practical environment is essential in preparing for a workplace environment. As such, the completion of your Certificate III in Fitness requires the completion of a total of 30 practical hours, achieved through two main tasks:

1. **Workplace training at a gym of your choice (15 hours).**
2. **A practical assessment weekend at an FIA Fitnation campus (15 hours).**

This document will outline how the workplace training should be completed, as well as providing a record of your workplace hours, which is to be **submitted to FIA Fitnation online at the upload function prior to your attendance at the practical assessment weekend.**

[certificate3@fiafitnation.com.au](mailto:certificate3@fiafitnation.com.au)

**ASSESSOR/OFFICE USE ONLY**

Satisfactory  Not Yet Satisfactory

Signature \_\_\_\_\_ Date \_\_ / \_\_ / \_\_

## Finding a Host Organisation

You have the freedom to complete the workplace training at a gym of your choosing. At FIA Fitnation we believe that this presents an excellent networking opportunity for you, as well as potentially being the first step in securing employment in the industry. As such, we encourage students to find their own workplace training wherever possible. Please contact FIA Fitnation for further information.

The use of workplace training is very common within the fitness industry, helping to ensure that students get some 'real-life' experience prior to starting formal employment. It is therefore common for gyms, gym owners and personal trainers to be approached regarding the provision of a workplace training. Below are a few steps to help you in securing a suitable host organisation.

1. **Go to the gym in person:** This demonstrates more commitment and desire to potential mentors. A face to face meeting will allow the potential mentor to get to know you, and understand better what you are looking for and required to do. With these points in mind, it is less likely that an opportunity will be refused.
2. **Call ahead:** Turning up unannounced can put someone on the spot, and potentially interrupt their busy schedule. Recognise and respect the time of your potential workplace training provider, calling ahead to book an appointment.
3. **Use current contacts:** If you currently train at a facility, this is a great starting place to look for a workplace training. You will already be familiar to potential mentors.
4. **Know the requirements:** Using this document as a guide, ensure you know exactly what you are required to complete so that you can communicate this clearly to the potential mentor. Not only will this create a more professional image, it will also clearly outline what is required of the mentor.

## Host Organisation - General Information

Workplace training is completed by all students who have completed the theory and practical components of the SIS30315 Certificate III in Fitness. It is an integral part of the SIS30315 Certificate III in Fitness. It gives the students the opportunity to apply their knowledge in a workplace environment.

Students are encouraged to complete the Workplace Training at one Host Organisation. However, in the event that this is inconvenient the student will be granted permission to complete additional hours at another approved Host Organisation.

A Host Organisation is an organisation, agency, fitness business, health club, or personal training studio, that conduct individual or small group training sessions and is accredited with either Fitness Australia, Physical Activity Australia or any other relevant training body.

To be recognised as a FIAFitnation Host Organisation, the organisation will be required to fulfill their code of practice.

Students on Workplace training will be able to:

- Apply their theory knowledge to workplace situations;
- Demonstrate a high standard of technical skills competence;
- Communicate effectively with peers and clients;
- Reflect upon and appraise their own workplace performance; and
- Develop a knowledge of professional competence and career opportunities.

## The Role of the Host Organisation

The Host Organisation is a fitness training identity recognised by FIAFitnation for its outstanding training profile in providing quality fitness programs to the community, fitness or sports conditioning areas.

The Host Organisation will:

- Accept FIAFitnation students for the Workplace training induction as detailed within this manual;
- Implement the Host Organisation code of practice;
- Accept responsibility for the workplace experience for students;
- Partner a student with one or more mentors who will mentor them through their workplace training;
- Provide meaningful experiences for the student to become competent in all areas of gym instruction; and
- Include the student in the everyday activities of the host organisation.

Please note, this should not be paid workplace training.

In addition to this, the host organisation agrees to provide the facilities required for a meaningful and complete workplace experience. The required resources are outlined on the check list on the following page. Please ensure that this is signed and dated prior to proceeding with workplace training. In the event that the host organisation cannot provide the required resources, an alternative organisation must be sought.

## Host Organisation Venue Checklist

As a host organisation, the resources allocated below must be provided or available to the student in order to offer a complete workplace training experience. The Host Organisation must tick and sign each resource to confirm it is present and in working order within the facility.

Equipment/Resource	Available (Yes or No)	Signed	Date	Comments
Scales				
Stadiometer				
Sphygmomanometer				
Tape Measures				
Cardiovascular Equipment: <ul style="list-style-type: none"> <li>• Treadmill</li> <li>• Rower</li> <li>• Cross Trainer</li> <li>• Bike</li> <li>• Assault Bike</li> </ul> (note – not all are required)				
Barbells				
Weight Plates				
Dumbbells				
Kettlebells				
Weight Machines <ul style="list-style-type: none"> <li>• Chest Press</li> <li>• Leg Press</li> <li>• Cable Cross Over</li> <li>• Seated Row</li> <li>• Lat Pulldown</li> </ul> (note – not all are required. A selection should be available)				
Functional Equipment <ul style="list-style-type: none"> <li>• Suspension Trainer</li> <li>• BOSU Ball</li> <li>• Fitball</li> <li>• Battleropes</li> <li>• ViPr</li> <li>• Resistance Bands</li> </ul> (note – not all are required. A selection should be available)				
Organisational Policies and Procedures				

### Host Organisation Declaration

As a representative of the Host Organisation I agree to provide the fitness student with the resources available to successfully complete their workplace training.

Signed: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

## The Role of the Skills Coach/Workplace Supervisor

Supervision and feedback play an integral role in the training and preparation of a gym instructor. The skills coach/workplace supervisor is responsible for communicating with the student, FIAFitnation and the host organisation management on the progress of the student as required.

A skills coach/workplace supervisor can be:

- Registered as a Exercise Professional with either Fitness Australia or Physical Activity Australia and must have a minimum of at least 6 months industry experience;
- Completed Certificate III in Fitness
- Registered with ESSA;
- Possess a Human Movement degree, Physical Education degree, Exercise Science degree or a relevant undergraduate degree with a Diploma of Education (PDHPE) or equivalent;
- Allied health professional (physiotherapist, chiropractor etc).

### *Skills Coach Code of Practice*

- Make the student feel welcomed and comfortable within the workplace;
- Ensure the student understands what is expected of them in an induction process;
- Orientate the student within the workplace, ensuring all health and safety procedures are understood;
- Make time for consultation with the student to discuss or clarify student expectations, concerns, planning, progress;
- Respect the student for their own knowledge, skills and teaching/communication styles;
- Provide ongoing feedback in both verbal and written form;
- Encourage the student to self-evaluate and action plan their own performance;
- Ensure the student is supervised where required;
- Act as a role model introducing the student to acceptable professional practice; and
- Permit the student to observe training sessions.

### *Duty of Care Policy*

The Host Organisation, skills coach/workplace supervisor and the fitness student all have a legal duty of care. The duty of care states that all parties have an obligation to provide a safe environment for all those other parties that are placed in their care. The skills coach and the Host Organisation must recognise that the student is in the early stages of professional development and is under their control. Therefore, the skills coach and/ or the Host Organisation assume responsibility for the safety of clients with whom the student is working. In turn, the student is expected to be vigilant in ensuring the health, safety and welfare of their clients and staff.

## Skills Coach Declaration

As the designated skills coach/workplace supervisor, I will abide by the Skills Coach/Workplace Supervisor Code of Practice and assist the fitness student in successfully completing all the tasks required of their workplace training.

The student might be allocated a number of skills coaches to assist them with their workplace training.

### *Skills Coach 1*

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### *Skills Coach 2*

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### *Skills Coach 3*

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### *Authority to Contact*

I give permission for FIAFitnation to contact any skills coach, employer or individual that has been named in the portfolio of evidence for recognition of skills in SIS30315 Certificate III in Fitness.

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

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## The Role of the Fitness Student

While on workplace training, the student must follow the FIAFitnation Student Code of Practice. As a FIAFitnation student it is important to maintain good practice by reflecting on the core values of rights, relationships, responsibilities and standards. A client's physical, emotional, social and personal development is guided by an informed, thinking, caring and enlightened student operating within an ethical framework.

### *Fitness Student Code of Practice*

Your role as a student on workplace training is to maintain the highest standards in relation to the following:

### *Workplace Responsibilities*

- Read and understand the workplace training documents and have completed all online units of study;
- Adhere to professional ethics expected of a student from FIAFitnation;
- Be punctual, reliable, professional and respectful to all they come in contact with;
- Be attired in neat dress, appropriate to the workplace;
- Abide with the organisation's philosophy and mission statement;
- Ensure that work or tasks assigned in the workplace are completed thoroughly, professionally and within the time frames required;
- Prepare comprehensively for any activities required of them;
- Work the hours agreed upon with management and the skills;
- Be attentive and polite to all clients and customers in the organisations business environment;
- Keep in strict confidence any information gained from client contact;
- Respect the skills and knowledge of other colleagues and coaches;
- Be respectful to enhancing their knowledge and skills ability;
- Attend all meetings as directed;
- Introduce themselves to all staff in a friendly and cooperative manner;
- Ensure that they have a good understanding of the organisations operations, structure, policies and mission statement;
- Demonstrate initiative;
- Offer assistance in additional duties as required; and
- Seek assistance from the FIAFitnation Education Staff if any difficulties arise or clarification is required.

### *Personal and Professional Rights*

- Promote the rights of every client to participate in exercises and recognise that clients should be treated as individuals;
- Respect the rights, dignity and worth of every human being and their ultimate right to self determination. Students must treat everyone equitably and sensitively within the context of their activity and ability regardless of their gender, age, occupation, disability, ethnic origin, colour, cultural background, marital status, sexual orientation, religion or political opinion;
- Not to condone or allow to go unchallenged any form of discrimination, nor to publicly criticise or engage in demeaning descriptions of others;
- Be discreet in any conversations and not to impart any personal information without consent; and
- Recognise the rights of individuals to confer with other professionals.

### *Personal and Professional Relationships*

- Develop a relationship with their customers based on openness, honesty, mutual trust and respect;
- Inform clients of their qualifications, experience, registration details and provide the opportunity for the client to participate to consent or decline for training by that person and respect their opinions when making exercise decisions;
- Not engage in behaviour that constitutes any form of abuse (physical, sexual, emotional, neglect or bullying);
- Always promote the welfare and best interests of clients, and encourage and guide clients to accept responsibility for their own behaviour and actions in training and in their relationships with others;
- Ensure that physical contact is appropriate and necessary and is carried out within the recommended guidelines and with the full approval and consent of the client;
- Avoid Personal Relationships, including intimacy with clients.
- Communicate and co-operate with registered medical, clinical and allied health professionals in the diagnosis, treatment and management of a client's medical, physical and psychological problems;
- Demonstrate proper personal behaviour and conduct at all times;
- Be fair, honest and considerate to all clients and display control, respect, dignity and professionalism;
- Project an image of health, cleanliness and functional efficiency, and display high standards in the use of language, manner, punctuality, preparation and presentation;
- Not smoke, drink alcohol or use recreational drugs before or whilst instructing or to take actions which could compromise the safety of participants;
- Must not adopt practices to accelerate performance or fitness improvements that might jeopardise the safety, well being and future participation of the client.
- FIAFitnation students must never advocate or condone the use of prohibited drugs or other banned substances;
- Must ensure that the activities and training programs prescribed are appropriate for the age, experience and ability of the client; and
- Have adequate public liability insurance to cover their legal liability in the event a claim is made.



*Personal and Professional Standards*

- Work towards attaining a high level of competence through qualifications and a commitment to ongoing training that emphasises safe and effective practice;
- Promote the execution of safe and effective practice and plan all sessions so that they meet the needs of the client;
- Must seek to maintain up to date knowledge of technical developments in the fitness industry;
- Not assume any role for which you are not qualified; and
- Confine your activities to practice those activities for which your training and competence is recognised by your registration body.

*Duty of Care Policy*

The Host Organisation, skills coach and the fitness student all have a legal duty of care. The duty of care states that all parties have an obligation to provide a safe environment for all those other parties that are placed in their care. The skills coach and the Host Organisation must recognise that the student is in the early stages of professional development and is under their control. Therefore, the skills coach and/or the Host Organisation assume responsibility for the safety of clients with whom the student is working. In turn, the student is expected to be vigilant in ensuring the health, safety and welfare of their clients and staff.

*Skills Centre 1*

Fitness Student Declaration

As a member of the Host Organisation team I will at all times abide by the Fitness Student Code of Practice and complete all the workplace training tasks required to the best of my ability and respect all the rules and regulations governing the Host Organisation.

Student Name: .....

Student Signature:.....Date: .....

*Skills Centre 2*

Fitness Student Declaration

As a member of the Host Organisation team I will at all times abide by the Fitness Student Code of Practice and complete all the workplace training tasks required to the best of my ability and respect all the rules and regulations governing the Host Organisation.

Student Name: .....

Student Signature:.....Date: .....

The workplace training should cover a minimum of **25 hours** of experience. The components of this workplace training are outlined in more detail in the following pages. This experience will include a mix of **participation** (e.g taking part in the activity as a client), **observation** (watching a qualified instructor deliver the activity) or **delivery** (leading a client through an activity under the supervision of a qualified instructor).

- Current insurance.
- Current first aid qualification.
- Must work within a gym setting.

## Workplace Training Requirements

The workplace training should cover a minimum of **15 hours** of experience. The components of this workplace training are outlined in more detail in the following pages. This experience will include a mix of **participation** (e.g taking part in the activity as a client), **observation** (watching a qualified instructor deliver the activity) or **delivery** (leading a client through an activity under the supervision of a qualified instructor).

Your chosen mentor for delivery of your workplace training must meet the following requirements:

- Qualified to a minimum of Certificate III in Fitness level.
- More than 6 months experience in the industry.
- Current insurance.
- Current first aid qualification.
- Must work within a gym setting.

It is important to note that the activities completed during the workplace training should all be within the scope of practice of a gym instructor. As a result, this workplace training should **NOT** involve the participation in, observation of or delivery of personal training sessions.

The workplace training has three main sections:

1. Customer Safety & Service
2. Client Screening
3. Exercise Delivery

At the end of each section of the workplace training, you will find a student reflection page. This is an important learning activity, allowing you to evaluate what the workplace training experience has contributed to your development. This section must be completed.

This workplace training is a compulsory requirement for course completion. As such, it must be completed in its entirety, with all attached paperwork completed fully and submitted online prior the practical assessment weekend.

## Assessment Cover Sheet

### Student Information

Student Number			
Title	Given Name	Family Name	
Address		State	Postcode
Email		Phone Number	
Date of Birth			

### Assessment Information

Subject/Unit Name	SIS30315 Certificate III in Fitness
Date	
Name of Assessment: Workplace Training Hours (Online)	

### Declaration

*I hereby declare that:*

The information provided on this form is correct and complete.

The work submitted (attached) is entirely my own work and that I have given due acknowledgement to cited sources.

Except where I have clearly stated that I have used some of this material elsewhere, it has not been presented for assessment in any course or subject previously, at this or any other institution.

The Policies and Procedures have been made available to me online and I have read, understood and accepted these as conditions of my enrolment including the Assessment Policy.

*I understand that:*

The work submitted can be reproduced for the purpose of detecting plagiarism.

The College is collecting the information on this form, for the purpose of assessing the authorship of this work and the processing of my assessment.

The College will not otherwise disclose the information without my consent unless required or authorised by law.

Student Signature		Date
Name of Parent/Guardian (if under 18)	Signature	Date

## Section 1 – Customer Safety & Service

### Workplace Training Requirements

The first part of the workplace training experience relates to work place health and safety and providing a quality service to clients. A total of 5 hours of workplace training experience should be completed in this area. The table below outlines appropriate tasks that can be completed as part of fulfilling the requirements of this section. A facility induction must be completed, as well as three basic maintenance tasks. The remainder of the 5 hour requirement can be met by any combination of the tasks listed below.

Task	Completed (✓)	Date	Times
<b>Facility Induction*</b> (*student MUST complete at minimum 1 facility induction including emergency procedures, staff intro, facility tour)	<input type="checkbox"/>	__/__/__	___minutes
<b>Gym Maintenance/Tidying/Cleaning*</b> (*student MUST complete a minimum of 3 basic maintenance tasks, including but not limited to lubricating, inflating, checking for damage, restocking, repairing or storing)	<input type="checkbox"/>	__/__/__	___minutes
	<input type="checkbox"/>	__/__/__	___minutes
	<input type="checkbox"/>	__/__/__	___minutes
Reception Duties (Student can complete as many tasks as necessary to make up the remainder of the 5 hours. Tick as many that apply. Example tasks: phones, emails, welcoming clients)	<input type="checkbox"/>	__/__/__	___minutes
	<input type="checkbox"/>	__/__/__	___minutes
	<input type="checkbox"/>	__/__/__	___minutes
	<input type="checkbox"/>	__/__/__	___minutes
Equipment Set Up (Student can complete as many tasks as necessary to make up the remainder of the 5 hours. Tick as many that apply)	<input type="checkbox"/>	__/__/__	___minutes
	<input type="checkbox"/>	__/__/__	___minutes
	<input type="checkbox"/>	__/__/__	___minutes
	<input type="checkbox"/>	__/__/__	___minutes
Other Admin Tasks (Student can complete as many tasks as necessary to make up the remainder of the 5 hours. Tick as many that apply and please specify the task)	<input type="checkbox"/> _____	__/__/__	___minutes
	<input type="checkbox"/> _____	__/__/__	___minutes
	<input type="checkbox"/> _____	__/__/__	___minutes
	<input type="checkbox"/> _____	__/__/__	___minutes

Total Activity Time: \_\_\_\_\_ hrs

Student Signature: \_\_\_\_\_

Mentor Signature: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

Date: \_\_/\_\_/\_\_

**Section 1 – Customer Safety & Service  
Self-Reflection**

**During completion of this section I learnt....**

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**During completion of this section found I was good at...**

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**During completion of this section found I could improve...**

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**Section 2 – Client Screening  
Workplace Training Requirements**

Section 2 requires the completion of 5 hours of screening-based activity. This MUST include the observation/assisted delivery of a minimum of two full screening sessions (PAR-Q, lifestyle questionnaire, goal setting, health appraisal and fitness appraisal). The table below identifies other appropriate tasks that can be completed to contribute to the remainder of the 5 hours.

Task	Completed (✓)	Date	Time
<b>Full Screening Session 1*</b> (*student MUST complete 2 full Screening Sessions)	<input type="checkbox"/>	__/__/__	__ minutes
<b>Full Screening Session 2*</b> (*student MUST complete 2 full Screening Sessions)	<input type="checkbox"/>	__/__/__	__ minutes
Physical Activity Readiness Questionnaire and Lifestyle Questionnaire Delivery & Review (Student can complete as many tasks as necessary to make up the remainder of the 5 hours. Tick as many that apply )	<input type="checkbox"/>	__/__/__	__ minutes
	<input type="checkbox"/>	__/__/__	__ minutes
	<input type="checkbox"/>	__/__/__	__ minutes
Goal Setting Session (Student can complete as many tasks as necessary to make up the remainder of the 5 hours. Tick as many that apply )	<input type="checkbox"/>	__/__/__	__ minutes
	<input type="checkbox"/>	__/__/__	__ minutes
	<input type="checkbox"/>	__/__/__	__ minutes
Passive Health Appraisal (Student can complete as many tasks as necessary to make up the remainder of the 5 hours. Tick as many that apply. Examples: height, weight, BMI, blood pressure, girth)	<input type="checkbox"/>	__/__/__	__ minutes
	<input type="checkbox"/>	__/__/__	__ minutes
	<input type="checkbox"/>	__/__/__	__ minutes
Active Fitness Testing (Student can complete as many tasks as necessary to make up the remainder of the 5 hours. Tick as many that apply. Examples: testing of strength, cardiovascular endurance, muscular endurance, mobility)	<input type="checkbox"/>	__/__/__	__ minutes
	<input type="checkbox"/>	__/__/__	__ minutes
	<input type="checkbox"/>	__/__/__	__ minutes
Client Consultation for Program Design (Student can complete as many tasks as necessary to make up the remainder of the 5 hours. Tick as many that apply.)	<input type="checkbox"/>	__/__/__	__ minutes
	<input type="checkbox"/>	__/__/__	__ minutes
	<input type="checkbox"/>	__/__/__	__ minutes
Other Screening Tasks (Student can complete as many tasks as necessary to make up the remainder of the 5 hours. Tick as many that apply and please specify the task)	<input type="checkbox"/> _____	__/__/__	__ minutes
	<input type="checkbox"/> _____	__/__/__	__ minutes
	<input type="checkbox"/> _____	__/__/__	__ minutes

Total Activity Time: \_\_\_\_\_ hrs

Student Signature: \_\_\_\_\_

Mentor Signature: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

Date: \_\_/\_\_/\_\_

**Section 2 – Client Screening  
Self-Reflection**

**During completion of this section I learnt....**

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**During completion of this section found I was good at...**

--

**During completion of this section found I could improve...**

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**Section 3 – Exercise Delivery**

**Workplace Training Requirements**

Section 3 requires the completion of 5 hours of exercise delivery activity. This MUST include the observation/assisted delivery of a minimum of 3 gym inductions/gym floor supervision and assistance in the delivery of a minimum of 2 group exercise sessions.

Task	Completed (✓)	Date	Time
Gym Floor Supervision/New Client Induction 1*	<input type="checkbox"/>	__/__/__	__minutes
Gym Floor Supervision/New Client Induction 2*	<input type="checkbox"/>	__/__/__	__minutes
Gym Floor Supervision/New Client Induction 3*	<input type="checkbox"/>	__/__/__	__minutes
Group Class Delivery 1*	<input type="checkbox"/>	__/__/__	__minutes
Group Class Delivery 2*	<input type="checkbox"/>	__/__/__	__minutes

\*student MUST complete all 5 tasks listed above

Total Activity Time: \_\_\_\_\_hrs

Student Signature: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

Mentor Signature: \_\_\_\_\_

Date: \_\_/\_\_/\_\_



**Section 3 – Exercise Delivery**  
**Self-Reflection**

**During completion of this section I learnt....**

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**During completion of this section found I was good at...**

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**During completion of this section found I could improve...**

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