

Fernwood Women's Health Clubs Personal Training Processes and Policies sets the standard for all Personal Trainers and Managers to follow, and to promote a high-quality PT Program within their club. All Fernwood Fitness staff should be aware of the need for a consistent standard within the brand.

The importance of the Personal Training Processes and Policies document is to ensure quality fitness practice, and maintenance of high standards around this service. These procedures have also been put in place to ensure sufficient documentation is recorded and can be accessed with ease in the event the club or the PT finds themselves on the receiving end of a dissatisfied client.

Qualifications

In order to comply with Australian Fitness Standards, it is compulsory for every Personal Trainer working for Fernwood Women's Health Clubs to obtain the following:

- A Certificate III in Fitness, or core units from the Certificate III in Fitness (SIS30315)
- A Certificate IV in Fitness (SIS40215)
- Registration of a Professional Membership with Fitness Australia

Health Screening

It is the responsibility of the trainer to ensure the member Health Screen Questionnaire has been thoroughly reviewed and acknowledged prior to commencement of any program.

Informed Consent

Before commencing any fitness program, the trainer must give the client sufficient information around the prescribed program, to enable her to make an informed decision as to whether she is comfortable to proceed with the proposal. The information should include a description of any diagnosis made by the trainer, whether further medical investigations need to be undertaken, and any potential adverse outcomes. It is important to communicate this information to the client in a clear and simple manner which cannot be misinterpreted. If possible, ensure the acknowledgement from the client is in written form e.g., Signature of consent. We recommend using the PT Cancellation Policy for this purpose which you can find [HERE](#).

Session Documentation

Prior to every session, it is expected that the Personal Trainer asks the client if there are any new injuries or changes to her health that need to be discussed and addressed before training commences.

For each session, records and documentation should cover the following;

- Date of training session
- Full program including exercises, sets, reps and weights
- Client's response to the previous session, and any new incidents that may have presented since then
- Any information or advice that was given to the client, including any warnings that were given around potentially detrimental outcomes, and the client's consent to continue training
- Any new assessments and findings that may have been undertaken
- Any post session instructions that were provided

*When taking notes, ensure the records are clinical and not inclusive of any personal or offensive opinions by the trainer.

Auditing

It is to become the responsibility of the club owner and/or manager to guarantee that these guidelines are being followed by all Personal Trainers. Regular audits are advised to ensure strict record keeping is being adhered to by every staff member. The Personal Trainer is expected to be able to provide at any time, current and historic programs for all clients, accompanied by thorough health and fitness notes. These audits should be conducted during annual performance reviews, and at random throughout the year.

Fernwood Women's Health Clubs has taken all the necessary steps to ensure the safety and protection of all members and staff when it comes to Personal Training. Ultimately however, it is the responsibility of our employees and owners of the Fernwood clubs to ensure that their staff members are adhering to an acceptable industry standard on a daily basis.