

FERNWOOD STAFF QUALIFICATION STANDARDS

The Fernwood Staff Qualifications Standards are a set of minimum requirements for qualified fitness staff to hold a position within a Fernwood Fitness Gym. The standards are in line with the Fitness Australia Scope of Practice and ensure:

1. Only quality and qualified staff hold positions within Fernwood gyms
2. Fernwood members receive the services they are paying for from appropriately qualified staff
3. Gyms insurance covers staff for the activities they are undertaking

The Fernwood Qualification Standards are mandatory across all Fernwood gyms, with failure to comply considered a breach of Franchise agreements.

Positions

The Fernwood Staff Qualification Standards apply to the following positions:

1. Personal Trainers
2. Group Fitness Instructors
3. Gym Instructors/Member Motivators/Fitness Coaches
4. Children's Trainers
5. Older Adult Trainers

It is mandatory across all of the above positions that staff:

1. Hold a current First Aid certificate
2. Hold a current CPR certificate
3. Maintain currency of qualifications through documented and verifiable professional development

Staff members that hold expired First Aid or CPR certificates should either immediately be removed from duties until their certificate is updated, or alternatively only work in the presence of another staff member that holds a current First Aid and CPR certificate, so appropriate first aid can be applied should the situation require so.

It is a requirement of insurance for qualified staff to maintain the currency of their qualifications through professional development. It is recommended that all staff maintain a Fitness Australia registration in order to verify the currency of their qualifications. Staff members that are not registered must still maintain currency of their qualifications through documented and verifiable professional development. This may include activities such as seminars, online courses, qualifications and conferences. Peer observation and learning and/or professional reading is not considered sufficient professional development to maintain currency.

Registration

Registration through Fitness Australia is recommended but not required. Alternative registration through Physical Activity Australia or Fitrec is also acceptable and will ensure staff can demonstrate currency of their qualifications.

Staff members that hold international qualifications, pre 2001 fitness qualifications and/or higher education qualifications and do not also hold Certificate III and/or Cert IV fitness must maintain registration and only be employed within a position in line with their registration and corresponding scope of practice. See Other Qualifications for more information.

FERNWOOD STAFF QUALIFICATION STANDARDS

Personal Trainers

Within the Fitness Australia Scope of Practice a Personal Trainer is defined as:

- Typically works independently (may be self-employed or an employee) and may support or lead other registered exercise professionals
- Typically practices within a fitness facility but also in a wide variety of other environments (including unpredictable settings such as outdoor locations, client homes, community spaces, workplaces)
- Provides individually tailored client assessments, program development, instruction and demonstration, supervised exercise sessions and client reviews.
- Maintains consistent monitoring and support for clients (including between sessions)
- May deliver exercise programs designed for participation by a group of clients with a mix of ages/fitness levels
- Typically manages both business and client needs e.g. promoting and selling services, as well as delivering services

Personal Trainers employed by Fernwood gyms must hold a Certificate IV in Fitness or alternatively Personal Trainer registration through an Australian national fitness registration body. No other staff members may be advertised as personal trainers, deliver personal training sessions or in any way fulfil the role of a Personal Trainer within a Fernwood gym.

Group Fitness Instructors

There are two forms of Group Fitness Instructors within the Australia qualifications framework. These categories include:

1. Freestyle group Exercise Instructors
2. Pre-Choreographed Group Exercise Instructors

Freestyle Group Exercise Instructors are defined within the Fitness Australia Scope of Practice as:

- Delivers exercise sessions designed for participation by a group of clients with a mix of ages/fitness levels (i.e. not tailored to individuals)
- Exercise sessions delivered may be freestyle, pre-choreographed or circuit style
- Instructs and demonstrates complete exercise sessions to groups with limited individual interaction
- Instructor typically practices independently and commonly reports to a manager
- Commonly conducts sessions that are part of an overall regular timetable of sessions provided by the employer organisation
- Typically instructs sessions in predictable settings such as group exercise studios within fitness facilities

Freestyle Group Fitness Instructors can be identified as:

1. Designing their own classes
2. Choreographing their classes to music

Note: Circuit classes can be taught by either Group Exercise Instructors or gym instructors

FERNWOOD STAFF QUALIFICATION STANDARDS

Freestyle Group Fitness Instructors employed by Fernwood gyms must hold:

- Certificate III in Fitness
 - One of the following skill sets (depending on when they completed their qualification):
 - a) SISFFIT007 Instruct group exercise sessions
SISFFIT011 Instruct approved community fitness programs
 - b) SISFFIT309A Plan and deliver group exercise sessions
 - c) SRFGEX001A Plan and instruct a group exercise class
- Or
- Registration with an Australian national registration body as a Freestyle Group Fitness Instructor

Pre-Choreographed Group Fitness Instructors are defined by the Fitness Australia Scope of Practice as:

- The scope of this role is limited to leading pre-designed group exercise sessions.

Pre-Choreographed Group Fitness Instructors can be identified as:

1. Only delivering pre-choreographed classes they have received specific training to deliver (eg. Les Mills)

Pre-Choreographed Group Fitness Instructors employed by Fernwood gyms must hold:

- Certificate III in Fitness
 - One of the following skill sets:
 - a) SISFFIT007 Instruct group exercise sessions
SISFFIT011 Instruct approved community fitness programs
 - b) SISFFIT309A Plan and deliver group exercise sessions
 - c) SRFGEX001A Plan and instruct a group exercise class
- Or
- The Group Exercise Leader skill set:
 - a) HLTWHS001 Participate in workplace health and safety
SISFFIT009 Deliver pre-choreographed or prescribed community fitness
SISFFIT010 Deliver pre-choreographed or prescribed group exercise to music
SISXCCS001 Provide quality service
 - b) SISFFIT302A Provide quality service in the fitness industry
SISFFIT332 Deliver pre-choreographed or prescribed community group exercise programs
SISFFIT333 Deliver pre-choreographed or prescribed group exercise to music classes
SISXWHS101 Follow work health and safety policies
- Or
- Registration with and Australian national registration body as a Pre-Choreographed Group Fitness Instructor

FERNWOOD STAFF QUALIFICATION STANDARDS

Gym Instructor/Member Motivator/Fitness Coach

Gym Instructors are defined within the Fitness Australia Scope of Practice as:

- Works within predictable settings such as a fitness facility, recreation or community facilities
- Provides individually tailored client assessments, program development, program demonstration and client reviews
- Provides supervision of a facility or service (i.e. observing client use of facilities, providing technique correction as needed, keeping equipment clean/tidy/well-maintained, being available for customer inquiries or assistance)
- Typically reports to a manager but is not always directly supervised during work duties

Member Motivator and/or Fitness Coach are internal Fernwood terms for gym instructors, therefore the same classification applies.

Gym Instructors can be identified as:

1. Delivering initial client appraisals and program design
2. Delivering program review and redesign
3. Delivering circuit-based classes

Gym Instructors employed by Fernwood gyms must hold:

- Certificate III in Fitness
- One of the following skill sets:
 - a) BSBRSK401 Identify risk and apply risk management processes
HLTAID003 Provide first aid
HLTWHS001 Participate in workplace health and safety
SISFFIT006 Conduct fitness appraisals
 - b) SISFFIT304A Instruct and monitor fitness programs
SISFFIT307A Undertake client health assessment
SISFFIT308A Plan and deliver gym programs
 - c) SRFGYM002B Customise gym instructional skills to include specific areas of expertise current in the fitness industry

Or

- Registration with an Australian national registration body as a Gym Instructor

FERNWOOD STAFF QUALIFICATION STANDARDS

Older Adult Trainer

If you are working with females over the age of 55 (and males over 45) that have managed conditions (as identified through pre-exercise screening) or if you are providing specific services that target older adults (programs, classes or personal training services) you require the older adult specialisation.

Gym Instructors, Group Exercise and Personal Trainers employed at Fernwood that train clients over the age of 55 (in programs, personal training or classes) must hold:

- Minimum Certificate III in Fitness
- One of the following skill sets:
 - a) SISFFIT014 Instruct exercise to older clients
 - b) SISFFIT314A Plan and deliver exercise to older clients with managed conditions
 - c) SRFOLD001B Plan and deliver exercise for older adults

Or

- Registration with an Australian national registration body with an older adult specialisation

Other Qualifications

Employees that hold international qualifications, higher education qualifications, and/or qualifications obtained prior to 2001 must hold registration with an Australian national registration body. They must only be employed in a position in line with their registration category and its associated scope of practice.

Employees with registration as an Exercise Physiologist, Physiotherapist or other allied health profession may work within the scope of practice of their qualification and registration, however must hold their own insurance as are not covered by the gym's insurance.

Scope of Practice

All qualified fitness staff must work within their scope of practice. They may not prescribe or deliver exercise that they did not learn within their qualification or an accredited course (as accredited by their registration body).

For example, Fitness Staff may not prescribe kettlebell, yoga, pilates, boxing and/or TRX exercises without training within their qualification or an accredited course. Exercise knowledge may not be obtained through peer observation, professional reading or non-accredited courses.

Related policies

- Code of Conduct
- Breach of Employment
- Disciplinary Procedure

Related procedures and documents

- Group Fitness Instructor Position Description
- Fitness Coach Position Description
- Member Motivator Position Description
- Personal Trainer Position Description

Document details

Document No. & Name:	BQ1 - Fernwood Staff Qualification Standards
Quality Area:	Business & Quality
Responsibility:	National Operations
Author:	RTO Manager
Status:	Draft
Version:	V1
Approved By:	CEO
Approval Date:	
Reviewed Date:	