

1<sup>st</sup> Revision

Endorsement Date - 2019.07.10



**NATIONAL COMPETENCY STANDARDS &  
COMPETENCY BASED TRAINING CURRICULUM**

**For**

**PHYSICAL FITNESS TRAINER**

**NVQ Level 4**

**(Competency Standard Code: 092S006)**



**Developed and validated by;**

**National Apprenticeship & Industrial Training Authority 971,  
Sri Jayewardenepura Mawatha**

**Welikada  
Rajagiriya**



**Endorsed by**

**Tertiary & Vocational Education Commission “Nipunatha  
Piyasa”**

**354/2, Elvitigala Mawatha  
Colombo 05**

**Ministry of Skills Development and Vocational Training**

## **COPYRIGHT**

All rights reserved. This book, in whole or any part thereof, should not be reproduced, stored in a retrieval system or transmitted in any form or by any means-electronic, photo copying, recording or otherwise without the prior permission of Tertiary and Vocational Education

Commission (TVEC)

Copyrights © 2019, TVEC

First Publication 2012

First Revision May 2019

Next Revision May 2021

Published by

Tertiary & Vocational Education Commission 354/2, "Nipunatha Piyasa", Elvitigala Mawatha,  
Colombo 05, Sri Lanka.

Tel: 0115849291

Fax: 0112555007

E-mail: [info@tvec.gov.lk](mailto:info@tvec.gov.lk) Web: [www.tvec.gov.lk](http://www.tvec.gov.lk)

Directed by

**Ministry of Skills Development and Vocational Training**

## PREFACE

National Competency Standards (NCS) and curricula are an essential element for the implementation of a unified Technical and Vocational Education & Training System for Sri Lanka and forms the basis for the National Vocational Qualification Framework of Sri Lanka, which provides for the award of nationally and internationally recognized qualifications. The NCS are developed in consultation with industry and are designed using a nationally agreed specific format to maintain uniformity and consistency of standards amongst occupations.

The NCS and curricula specify the standards of performance of a competent worker and the various contexts in which work may take place. NCS also describe the knowledge, skills and attitudes required in a particular occupation. NCS and curricula provide explicit advice to assessors and employers regarding the knowledge, skills and attitudes to be demonstrated by the candidates seeking formal recognition for the competencies acquired either following training or through work experience.

NCS focus on what is expected of a worker in the workplace and curricula focus on the learning process.

- NCS stress upon the ability to transfer and apply knowledge and skills to new situations and environments.
- In NCS and curricula the emphasis is upon outcomes and upon the application of knowledge and skills, not just the specification of knowledge and skills.
- NCS and curricula are concerned with what people are able to do and the ability to do a task in a range of contexts.
- NCS and curricula include all aspects of workplace performance and not only narrow task skills. NCS can serve a number of purposes including:
  - Providing advice to curriculum developers about the knowledge, skills and attitudes to be included in the curriculum.
  - Providing specifications to Competency Based Assessors about the knowledge, skills and attitudes to be demonstrated by candidates.
  - Providing advice to industry about job functions, which in turn can be used for the development of job descriptions, performance appraisal systems and work flow analysis.

The lead organization for the development of NCS and curricula is the National Apprentice & Industrial Training Authority. The standards so developed are endorsed by the Tertiary & Vocational Education Commission as National Documents.

There is a requirement to review the standards within the prescribed period as appropriate as and when required, with the assistance of relevant industry groups and incorporate the changes in the National Competency Standards

Eng. Nazeer Ahamed  
Chairman, National Apprentice & Industrial  
Training Authority

Mr. Janaka Jayalath  
Director General, Tertiary & Vocational  
Education Commission

**Section 1**  
**NATIONAL COMPETENCY STANDARDS & COMPETENCY BASED TRAINING**  
**CURRICULUM**

**For**  
**Physical Fitness Trainer**  
**NVQ Level 4**  
(Competency Standards Code: **O92S006**)

<b>Content</b>			<b>Page</b>
<b>1. Section 1: Competency Standards</b>	<b>Code No</b>		
1 Identify client's requirements	O92S006U01		06
2 Assess client's health, physical & psychological fitness condition	O92S006U02		09
3 Design exercise Schedule	O92S006U03		11
4 Implement and monitor periodic exercises	O92S006U04		13
5 Arrange training and recreational environment	O92S006U05		16
6 Promote community health, fitness and lifestyle practices and fitness industry	O92S006U06		18
7 Maintain professionalism as a physical fitness trainer	O92S006U07		20
8 Carryout workplace communication	O92S006U08		22
9 Apply occupational literacy and numeracy	O92S006U09		25
10 Work in teams	O92S006U10		27
11 Practice occupational health and safety measures	O92S006U11		29
<b>2. Section 2: Curriculum</b>	<b>Code No.</b>	<b>Duration (Hrs)</b>	
1. Identification of client's requirement	O92S006M01	30	33
2. Assessment of physical fitness	O92S006M02	48	34
3. Designing of exercise schedule	O92S006M03	80	35
4. Setting up out-door fitness environment	O92S006M04	22	36
5. Setting up in-door fitness environment	O92S006M05	36	37
6. Implementing and monitoring periodic exercise	O92S006M06	60	38
7. Planning of educational awareness programme	O92S006M07	60	39

8. Maintenance of role model qualities	O92S006M08	30	40
9. Fundamentals of Exercise physiology, Human anatomy and Bio Mechanics	O92S006BM01	48	41
10. General Fitness and risk conditions	O92S006BM02	36	42
11. Nutrition and weight management	O92S006BM03	36	43
12. General training theory of sports and fitness	O92S006BM04	92	44
13. Communication Skills for Workplace	O92S006BM05	12	45
14. Team Work	O92S006BM06	10	46
15. Language Literacy	O92S006BM07	60	47
16. Occupational Health and Safety Procedures and Practice	O92S006BM08	60	48
17. Total		<b>720</b>	
3. <b>Assessment Guide</b>			49
4. <b>Tools, material and equipment require for the training program</b>			51

<b>Unit Title</b>	<b>Identify client's requirements</b>
<b>Unit Descriptor</b>	This unit outlines the competencies required to identify the client's requirements by identifying health related & skills related requirements and recording client's details adhering to standard organizational procedures.
<b>Unit Code</b>	O92S006U01

<b>Elements</b>	<b>Performance Criteria</b>
<b>01. Identify the client</b>	<p><b>1.1</b> Socio demographic factors of a client determined his/her occupation, monthly income, culture, religion, level of education by using standard verbal &amp; written questionnaires</p> <p><b>1.2</b> <i>life style</i> characteristics and client's objectives are determined by using standard verbal &amp; written questionnaires</p>
<b>02. Identify basic health and fitness condition</b>	<p><b>2.1</b> Required improvement of client's general physical appearance is determined by using standard verbal &amp; written questionnaires.</p> <p><b>2.2</b> Client requirement accessed by using standard verbal &amp; written questionnaires.</p> <p><b>2.3</b> Client's exercise requirement is determined as per the type of sport and competence of the job using standard verbal &amp; written questionnaires.</p> <p><b>2.4</b> Required level of exercise is determined as per <i>level of physical fitness</i>, clients' age, sex and health by standard verbal &amp; written questionnaires and referring to client's personal history documents.</p> <p><b>2.5</b> Client's exercise requirement for prevention of non-communicable disease and rehabilitation following trauma determined by using standard verbal &amp; written questionnaires.</p> <p><b>2.6</b> Categorization carried out as per the client's health condition and requirement</p>
<b>03. Record client's details</b>	<p><b>3.1</b> Identified client's information (general) are recorded using standard formats as per the SOP.</p>

	<p><b>3.2</b> Client's requirements are verified and stipulated by communicating with the client as per the Standard Organizational Procedures (SOP).</p> <p><b>3.3</b> Client registration carried out as per the SOP</p>
--	--

**Range/Context:**

Performance related to this unit may take place in a fitness centre, fitness centre office environment / consultation room / medical laboratory, doctor's clinic, confidentially and individually or as a member of a team.

**Elaboration of Terms**

**Life style** characteristics *include: stress, dietary pattern, alcohol consumption, smoking, daily workload*

**Level of Physical fitness** includes:

- Health related physical fitness
  - Muscular strength (endurance , power)
  - Cardio – respiratory endurance.
  - Flexibility and stretching
  - Body Composition (Body weight & fat percentage)
- Skill related physical fitness
  - Strength
  - Endurance
  - Speed
  - Agility
  - Coordination and balance

**Critical aspects**

- Identify client's age and sex
- Identify client's physical & health condition
- Identify client's ability to follow the guidelines.

**The following tools, equipment & material are included within this unit.**

<b>Tools &amp; Equipment/ material</b>	<b>Materials /Documents /References/ Standards</b>
<ul style="list-style-type: none"> <li>• Standard questionnaires</li> <li>• Relevant documents ( diagnostic card)</li> <li>• Written Consent forms</li> </ul>	<ul style="list-style-type: none"> <li>• Standard forms &amp; formats</li> <li>• Stationery</li> <li>• Office equipment</li> <li>• Relevant diagrams &amp; charts</li> </ul>

## Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

### UNDERPINNING KNOWLEDGE

- Client handling techniques
- Anatomy & Physiology
- Nutrition
- Basic Psychological concepts
- Weight management (Eg;BMI- Body Mass Index, percentage body fat, waist to hip ratio)
- Record keeping methods
- Available equipment and their operations
- Fitness facility / location procedures
- Ethics & legal requirements
- Basic socio economic environment
- Common disease conditions
- Standard Organizational Procedure
- General theory of training
- Health related physical fitness
- Skill related physical fitness

### UNDERPINNING SKILLS

- Communication
- Public relations
- Record keeping
- Simple mathematical calculations
- Self-efficacy
- Self-efficient



<b>Unit Title</b>	<b>Assess client's health, physical &amp; psychological fitness condition</b>
<b>Unit Descriptor</b>	This unit outlines the competencies required to assess the client's condition by measuring physical and psychological fitness components, ensuring medical clearance and recording assessment results, adhering to standard organizational procedures
<b>Unit Code</b>	O92S006U02

<b>Element</b>	<b>Performance Criteria</b>
<b>1. Assess Medical conditions</b>	<p><b>1.1</b> <i>Valid Medical clearance</i> is obtained from a <i>qualified medical practitioner</i> if required.</p> <p><b>1.2</b> Exercise regime done based on recommendation on medical practitioner and further follow up will be carried out</p>
<b>2. Measure physical fitness components</b>	<p><b>2.1</b> BMI , waist to hip ratio, body fat percentage, muscles percentage, blood pressure are determined using standard anthropometric equipment, bio electrical impedance /Skin fold caliper and blood pressure meter</p> <p><b>2.2</b> Client's muscular strength, endurance and flexibility assessed by performing relevant test while adhering to the standard testing guidelines.</p> <p><b>2.3</b> Cardio Pulmonary Exercise Testing (CPET) capacity determined considering the client's age and sex.</p> <p><b>2.4</b> Client's health condition is verified using Physical Activity Readiness Questioners (PAR-Q) and doctor's clearance (if necessary)</p>
<b>3. Analyse test results</b>	<p><b>3.1</b> Test results recorded using standard formats</p> <p><b>3.2</b> Test results reported to the authorized person and maintained confidentially</p> <p><b>3.3</b> Confidential Data management procedure carried out as per SOP</p>

## **RANGE STATEMENT**

Performance related to this unit may take place in a fitness office environment, consultation room, medical laboratory, doctor's clinic, confidentially and individually or as a member of a team.

## **Elaboration of Terms**

**Medical clearance** may include:

- Lipid Profile

- Fasting blood sugar
- E.C.G
- Hemoglobin
- Blood pressure
- Any disease contraindication to exercise

**Qualified medical practitioner should be SLMC registered**

**Critical aspects**

- Assess client's medical clearance
- Adherence to testing guidelines

**The following tools, equipment & material are included within this unit.**

<b>Tools &amp; Equipment</b>	<b>Materials / Documents /References/ Standards</b>
<ul style="list-style-type: none"> <li>• Measuring tape</li> <li>• Weighing scale</li> <li>• Skin fold caliper</li> <li>• Blood pressure apparatus</li> <li>• Hand grip dynamometer</li> <li>• Back- hip dynamometer</li> <li>• Sit &amp; reach machine</li> <li>• Medicine Ball</li> <li>• Stopwatch</li> </ul>	<ul style="list-style-type: none"> <li>• Standards formats</li> <li>• Stationery</li> <li>• Standards Charts</li> <li>• Standard testing guidelines</li> </ul>

**Required Knowledge, Skills and Worker behavior/Attitude/Soft skills**

<b>UNDERPINNING KNOWLEDGE</b>	<b>UNDERPINNING SKILLS</b>
<ul style="list-style-type: none"> <li>• Physical fitness evaluation tests</li> <li>• Anatomy, physiology</li> <li>• Nutrition / eating disorders</li> <li>• Dietary pattern</li> <li>• Basic Psychology related to sports</li> <li>• Physical fitness</li> <li>• Record keeping methods</li> <li>• Ethics &amp; legal requirement (sports Act.)</li> <li>• Test standard guidelines</li> <li>• Poor exercise tolerance signs</li> <li>• Basic calculations</li> <li>• Calibration techniques</li> <li>• First aid</li> <li>• Common postural issues and evaluation</li> <li>• Cultural and socio-economic conditions</li> <li>• Medical Clearance certificate and its components</li> <li>• bio electrical impedance analyzer</li> </ul>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Public relations</li> <li>• Record keeping</li> <li>• Simple calculations</li> <li>• Motivation</li> <li>• Decision making</li> <li>• Analytical skills</li> <li>• Interpretation of relevant reports</li> <li>• Relevant equipment handling</li> <li>• First aid</li> </ul>

<b>Unit Title</b>	<b>Design exercise schedule</b>
<b>Unit Descriptor</b>	This unit outlines the competencies required to design exercise schedule by reviewing client requirement, health & fitness condition, determining client's exercise programme.
<b>Unit Code</b>	O92S006U03

<b>Element</b>	<b>Performance Criteria</b>
<b>1. Review client's condition</b>	1.1 Evaluated client's fitness & health condition reviewed by referring to relevant past records 1.2 Evaluated client's requirements reviewed by referring to pre-test reports
<b>2. Determine the client's exercise programme</b>	2.1 Client's exercise programme decided according to accepted <b>training principles</b> and client's requirement. 2.2 Client's exercise schedule documented as per decided client's exercise programme
<b>3. Finalize the exercise schedule</b>	3.1 Client's habits, preferences and goals, discussed and the prepared exercise schedule finalized as per the Standard guidelines and organizational procedure. 3.2 Prepared exercise programme explained to the client's and consent obtained

## **RANGE STATEMENT**

Performance related to this unit may take place in a fitness centre, fitness centre office environment, consultation room, medical laboratory, doctor's clinic, confidentially and individually or as a member of a team.

### **Elaboration of terms:**

#### ***Training principle may include***

- (S.A.I.D) Specific Adaptation to Imposed Demand
- (F.I.T.T) Frequency, Intensity, Type and Time
- (SMART) Specific, Measurable, Achievable, Relevant & Time bound objective setting

#### **Critical aspects**

- Review the past records and requirements
- Select the training principle
- Obtain consent from the client

**The following tools, equipment & material are included within this unit.**

**Tools & Equipment**

- Office equipment
- Calculator

**Materials /Documents /References/ Standards**

- Stationery
- Standard guidelines (National / International)

**Required Knowledge, Skills and Worker behavior/Attitude/Soft skills**

**UNDERPINNING KNOWLEDGE**

- Anatomy
- Bio mechanics
- Exercise Physiology
- Design Principles
- Client's behavioural patterns
- Cultural and religious backgrounds
- Eating habits
- Nutrition and supplements
- Life style management
- Risk behaviors (smoking & consumption of alcohol )
- Prevention, management & rehabilitation of common injuries
- Basic knowledge of banned substances
- Different exercise techniques and exercise library (cardio vascular strength and flexibility)
- Management of common health conditions
- First aid
- General theory of training

**UNDERPINNING SKILLS**

- Communication
- Screening information
- Counseling
- Literacy skills to review and clarify information
- Analytical
- select the appropriate techniques and exercises

<b>Unit Title</b>	<b>Implement and monitor periodic exercises</b>
<b>Unit Descriptor</b>	This unit outlines the competencies required to Implement & monitor periodic exercises by organizing resources, monitoring exercise, reviewing and evaluating client's situation.
<b>Unit Code</b>	O92S006U04

<b>Element of Competence</b>	<b>Performance Criteria</b>
<b>1. Organize resources</b>	1.1 Required tools & equipment and their proper functioning verified according to Standard Operating Procedures (SOP) 1.2 <b>Required facilities</b> for client verified according to the SOP
<b>2. Monitor the exercise</b>	2.1 <b>Standard exercise</b> demonstrated and proper instructions provided to the client as per the exercise schedule 2.2 The exercises modified according to the client's physical limitations. 2.3 <b>Appropriate measures</b> taken for incorrect technique 2.4 Achieving of client's desired goals, verified by close supervision of exercise programme.
<b>3. Evaluate client's situation</b>	3.1 Evaluation criteria decided and documented according to given instruction 3.2 Feedback and their level of satisfaction from the client obtained on the exercise programme 3.3 Existing exercise schedule modified according to further improvement 3.4 Progress assessed and informed to the client 3.5 Achievement of fitness goal verified by undertaking fitness appraisals

### **RANGE STATEMENT**

Performance related to this unit may take place in a fitness centre, fitness environment individually or as a member of a team.

## Elaboration of terms

**Required facilities:** May include lockers for safe storage of dress clothes / Client's Personal items (e.g. towel, water,) Separate changing rooms & washrooms for males & females are compulsory and cleanness of environment is required

**Standard Exercise** include safe exercise technique instruction including machine and other exercise equipment

**Appropriate measures** should be taken in situations where incorrect exercises are continued due to physical barriers: ex. joint pains, recovering from any illnesses, muscular skeleton problems, misinformation of exercise techniques

The following tools, equipment & material are included within this unit.

### Tools & Equipment

- CPET equipment
- Gym equipment and weight training machines
- Free weight equipment
- Sports, equipment
- First aid equipment

### Materials / Documents /References/ Standards

Stationary  
Relevant sections of Factories' Ordinance

## Critical aspects

- Analyze the client's goal
- Obtain client's information and keeping empathy with the client
- Identify client's habits & attitudes
- Handle contingency situations and sudden illness
- Maintain interrelationship with the client
- Adhere to Safety measures
- Maintain client's privacy

## Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

### UNDERPINNING KNOWLEDGE

- Anatomy
- Physiology
- Bio mechanics
- First aid
- Organizational procedures
- Ethics
- Training principles and methods
- Occupational Health and Safety procedures

### UNDERPINNING SKILLS

- Communication
- correct operation and maintenance of equipment
- Equipment operations
- First aid
- Use of PPE (Personal Protective Equipment)
- Selecting proper load and repetitions
- Group training techniques and

- Fitness tools and equipment
  - Exercise methods & techniques
  - Fitness test and assessment
  - Safe operation of machines
  - Machine and equipment operation system
  - Motivation techniques
  - maintenance of equipment
  - CPET equipment
- methods
  - Planning and delivering special exercise programme to target groups

<b>Unit Title</b>	<b>Arrange training and recreational environment</b>
<b>Unit Descriptor</b>	This unit outlines the competencies required to maintain pleasant, user friendly and safe environment by setting up training area in a pleasant way, maintaining workout area and monitoring performance.
<b>Unit Code</b>	O92S006U05

<b>Element of Competence</b>	<b>Performance Criteria</b>
<b>1. Setup training area in standard way</b>	<p>1.1 <b>Physical conditions</b> arranged ensuring client safety, health and comfort as per organizational standard.</p> <p>1.2 Safe and hygienic changing room and wash room with <b>required facilities</b> ensured as organizational procedure</p> <p>1.3 Exercise area provided with floor area, relevant music and safe environment ensured as organizational procedures.</p> <p>1.4 Work out area provided with relevant posters, pictures, symbols and charts as per organizational guidelines.</p> <p>1.5 Exercise equipment set-up layout specified as per organizational procedure.</p>
<b>2. Maintain workout area and equipment</b>	<p>2.1 Cleanliness, safety and hygienic condition of workout area maintained as per organizational procedure.</p> <p>2.2 Exercise equipment maintained and serviced ensuring their safety and proper operations.</p> <p>2.3 All accessories and attachments properly stored as per standard housekeeping practices</p>
<b>3. Monitor performance and improvement</b>	<p>3.1 Customer service practices implemented according to Standard Organizational Procedures (SOP)</p> <p>3.2 Availability of all facilities and their functioning monitored regularly as per the SOP</p> <p>3.3 Necessary improvement (if any) made when required following organizational procedures.</p> <p>3.4 All records and inventories maintained accurately to provide required information when necessary</p>



## RANGE STATEMENT

Performance related to this unit may take place in a fitness centre or any other fitness environment, individually or as a member of a team

### Elaboration of terms:

**Physical conditions:** ventilation, lighting, temperature, humidity, pollution, floor condition and sound

**Required facilities** may include

- Mirrors
- Safety lockers
- Shoe racks
- Hangers etc.

The following tools, equipment & material are included within this unit.

<b>Tools &amp; Equipment</b>	<b>Materials /Documents /References/ Standards</b>
<ul style="list-style-type: none"><li>• Musical Set-up</li><li>• Wall clock</li><li>• Weight Scale and height measuring scale</li><li>• Water dispenser</li><li>• First aid box</li><li>• Mirrors</li><li>• Safety lockers</li><li>• Shoe racks</li><li>• Hangers</li></ul>	<ul style="list-style-type: none"><li>• Pictures and charts</li><li>• Factories ordinance and its regulations</li><li>• Standard guidelines for managing fitness center</li><li>• Cleaning agents</li><li>• Sanitary items</li></ul>

### Critical aspects

- Ensure standard condition of exercise machine and equipment
- Ensure clean, safe and hygienic conditions

### Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

<b>UNDERPINNING KNOWLEDGE</b>	<b>UNDERPINNING SKILLS</b>
<ul style="list-style-type: none"><li>• Techniques / methods of arranging fitness centre</li><li>• Machine and equipment layout</li><li>• Machine and equipment maintenance techniques</li><li>• Inventory maintenance</li><li>• Sports Act. and Anti-doping bill</li><li>• Relevant area of Factories' Ordinance</li><li>• Standard guidelines for managing fitness center</li><li>• Personal Protective Equipment</li><li>• Automatic external defibrillator</li></ul>	<ul style="list-style-type: none"><li>• Arrangement of fitness area</li><li>• Literacy and numeracy</li><li>• Interpret data &amp; documents</li><li>• Maintain records</li><li>• Good housekeeping</li><li>• Use of Personal Protective Equipment</li></ul>

<b>Unit Title</b>	<b>Promote community health, fitness and lifestyle practices and fitness industry</b>
<b>Unit Descriptor</b>	This unit outlines the competencies required to promote community health, fitness and lifestyle practices and fitness industry by planning, organizing & implementing educational programmes and reviewing the benefits.
<b>Unit Code</b>	O92S006U06

<b>Element of Competence</b>	<b>Performance Criteria</b>
<b>1. Plan the educational programmes.</b>	<p>1.1 Target group identified considering maximum benefits to the community and the institution</p> <p>1.2 <b>Tools</b>, equipment and location decided according to the target group</p> <p>1.3 Method of implementation decided as per target group, available facility and the environment.</p> <p>1.4 <b>Resources and other requirements</b> arranged according to the decided method of implementation.</p> <p>1.5 Delegation of work decided, assigned and pretested according to the accepted implementing method.</p>
<b>2. Implement educational programmes.</b>	<p>2.1 Time and place to implement the programme selected according to the target group.</p> <p>2.2 Educational programme conducted according to the accepted <b>methodology</b> and considering <b>targets</b>.</p>
<b>3. Evaluate the benefit of the programmes.</b>	<p>3.1 Number of participants counted and documented by referring programme records.</p> <p>3.2 Prospective clients identified and followed up as per analyzed details.</p> <p>3.3 Feedback and suggestions made by participants recorded and considered for future application</p>

### **RANGE STATEMENT**

Performance related to this unit may take place in a fitness centre, fitness centre environment, open public lectures or any other related place, as a member of a team.

**Elaboration of terms:**

**Tools** may include: Questionnaires, demonstrations, lectures /workshops and video

**Resources and other requirements** may include: resource persons, leaflets, Posters, Multimedia and other equipment, Transportation, Logistics, working staff, Funds, sponsorship

**Methodology** may include: Undertaking feedback, documentation,

**Targets** may include: number of members, publicity, sales of equipment

**The following tools, equipment & material are included within this unit.**

<b>Tools &amp; Equipment</b>	<b>Materials/Documents /References/ Standards</b>
<ul style="list-style-type: none"><li>• Questionnaires</li><li>• Measuring scale</li><li>• Callipers</li><li>• Video</li><li>• Multimedia</li><li>• Relevant Equipment</li></ul>	<ul style="list-style-type: none"><li>• Hand outs</li><li>• Posters</li><li>• Brochures /Leaflets</li><li>• Banners etc.</li></ul>

**Critical aspects**

- Identify target group
- Identify method used
- Select resource person

**Required Knowledge, Skills and Worker behavior/Attitude/Soft skills**

**UNDERPINNING KNOWLEDGE**

- Marketing
- Public relations
- Counseling techniques
- Relevant tools and equipment
- selection of the location
- Relevant rules & regulations
- Promotional methods
- Health education
- Lifestyle management
- Basic psychology related to Sports
- General fitness
- Nutrition
- Specific knowledge of the educational programme

**UNDERPINNING SKILLS**

- Communication
- Counseling
- Relevant Operations (relevant equipment)
- Analytical skills
- Presentation skills
- Interpersonal skills
- Teamwork

<b>Unit Title</b>	<b>Maintain professionalism as a physical fitness trainer</b>
<b>Unit Descriptor</b>	This unit outlines the competencies required to maintain professional aspects as a physical fitness trainer by maintaining role model qualities, acquiring updated knowledge and following ethics and regulations.
<b>Unit Code</b>	O92S006U07

<b>Element of Competence</b>	<b>Performance Criteria</b>
<b>01. Maintain role model qualities</b>	1.1 Exercise practiced regularly according to a recommended guide lines. 1.2 <b>Professional appearance</b> maintained as required. 1.3 <b>Unacceptable habits</b> avoided as specified
<b>02. Follow ethics &amp; regulations</b>	2.1 Ethics & regulations related to physical fitness trainer studied as specified 2.2 Stipulated ethics and regulations applied as recommended.
<b>03. Acquire update knowledge in physical fitness and training.</b>	3.1 <b>Updated knowledge</b> gained through <b>recognized sources</b> 3.2 Innovative techniques performed in physical fitness industry

## RANGE STATEMENT

Performance related to this unit may take place in a fitness centre, fitness centre environment, open public lectures, or any other relevant places, as a member of a team.

### Elaboration of terms:

**Professional appearance** may include: cleanliness and suitable of the attire, manners, body physique

**Unacceptable habits** may include:

- Smoking
- Having alcohol
- Chewing gums
- Betel chewing
- Drugs

**Updated knowledge** may include: exercise, machinery equipment, technology, nutrition

**Recognized sources** may include: workshops, books, magazines, journals, and internet

**The following tools, equipment & material are included within this unit.**

**Tools & Equipment/ material**

- Organizational regulations
- Internet
- Relevant recognized sources (books/ magazine/journals/workshop etc.)

**Materials / Documents /References/ Standards**

- Relevant sections of Factories Ordinance

**Critical Aspects**

- Gain updated knowledge related to physical fitness trainer

**Required Knowledge, Skills and Worker behavior/Attitude/Soft skills**

**UNDERPINNING KNOWLEDGE**

- Professional Ethics
- Guidelines
- Cultural behavior
- Recognized information sources
- IT Knowledge
- Rules and regulations
- Unacceptable habits

**UNDERPINNING SKILLS**

- Language
- Communication skills
- Management skills
- Counselling skills
- Presentation skills
- Marketing skills
- IT

<b>Unit Title</b>	<b>Carryout workplace communication</b>
<b>Unit Descriptor</b>	This unit covers the competencies required to communicate with customers and co-workers clearly and politely face to face, over the phone, and in writing.
<b>Code</b>	O92S006U08

<b>Element</b>	<b>Performance Criteria</b>
<b>1. Apply verbal communication at work place</b>	<p><b>1.1 <i>Verbal communication methods and media</i></b> are used to gather and convey information and ideas to achieve work tasks as specified</p> <p><b>1.2</b> Instructions and enquiries are responded promptly and in accordance with current organisational requirements</p>
<b>2. Apply non-verbal communication</b>	<p><b>2.1 <i>Non-verbal communication methods and media</i></b> are used to follows accepted industry practice or social convention</p> <p><b>2.2 <i>Visual communication</i></b> that is unclear or ambiguous is clarified by questioning</p>
<b>3. Apply written communication and signage</b>	<p><b>3.1 <i>Written communication methods and media</i></b> are used in clear and concise language to ensure the intended meaning of correspondence is understood by recipient.</p> <p><b>3.2</b> Work place documentation and correspondence are interpreted to understand their intended meaning</p> <p><b>3.3</b> workplace documentation required to record and report are completed according to workplace procedures for quality, time and detail</p>
<b>4. Respond positively to individual differences</b>	<p><b>4.1</b> Cultural, ethnic and gender differences are taken into consideration in all verbal and non-verbal communication</p> <p><b>4.2</b> All individuals are treated with privacy (if necessary), respect, courtesy and sensitively</p>

**Range / Context:**

The work connected to this unit may take place in a workplace or workshop. Communication will include verbal, non-verbal, written, printed and electronic forms.

### Elaboration of terms in performance criteria

- **Verbal Communication methods and media** in PC 1.1 & 1.2 may include: phone calls, video chats, and face-to-face conversation.
- **Non-verbal communication methods and media** in PC 2.1 may include: Nonverbal communication strategies such as body language , signs, and symbols
- **Visual communication: information education and communication (IEC) material, posters, videos**
- **Written communication methods and media** in PC 3.1 may include: emails, letters, forms, records, drawings, schedules, checklists, manuals

### Critical aspects

The assessment must confirm that the candidate is able to;

- obtain and record accurate information from customer/superior/co-workers
- convey information to relevant parties accurately
- record information confidentiality

### The following tools, equipment & material are included within this unit

- Stationeries
- Relevant communication devises submitted by organization management
- Computer with internet facilities
- Charts
- Memos
- Formats & Forms (Time Record sheets, Quality record sheets and material order sheets)
- Standard Organizational Procedures, accepted ethical standards and norms

### Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

#### UNDERPINNING KNOWLEDGE

- Communication methods and media
- Industry terminology
- Industry relevant reporting procedures
- Forms of address appropriate to customers and staff
- Industry-relevant technology to support communication
- Basic knowledge of new trends
- Telephone etiquettes
- Presentation techniques
- General norms of polite conduct

#### UNDERPINNING SKILLS

- Verbal and non-verbal communication skills
- Visual Communication Skills
- Written Communication Skills
- Literacy skills to identify work requirements, and to understand and process basic workplace documentation.
- Use industry terminology
- Use of modern technology for better communication

- Customs of different ethnic and religious groups
- Basic understanding of gender issues
- Showing respect to persons
- Gender issues relevant to the communication
- General Ethics
- Good telephone etiquettes
- Presentation skills



<b>Unit Title</b>	<b>Apply workplace literacy and numeracy</b>
<b>Unit Descriptor</b>	This unit covers the competencies required to apply identified literacy and numeracy demands in the workplace and to provide support to others
<b>Code</b>	O92S006U09

<b>Element</b>	<b>Performance Criteria</b>
<b>1. Identify literacy and numeracy demands of the workplace</b>	<b>1.1</b> <i>Literacy requirements of workplace</i> tasks, related documents and procedures are identified
	<b>1.2</b> <i>Numeracy requirements of workplace</i> tasks, documents and procedures are identified
<b>2. Apply workplace literacy and numeracy</b>	<b>2.1</b> Identified literacy requirements are applied to workplace when necessary
	<b>2.2</b> Identified numeracy requirements are applied to workplace when necessary

**Range / Context:**

The work connected to this unit may take place in a workplace / workshop.

**Elaboration of terms in performance criteria**

- ***Literacy requirements of workplace*** in PC 1.1 may include:
  - reading skills to understand written information, such as work instructions, policies, procedures, legislation, specifications, checklists, reports and signs
  - writing skills to complete or produce written texts, such as emails, checklists, work record sheets, safety or risk assessment, reports and text message
- ***Numeracy requirements of workplace*** in PC 1.2 may include:
  - add, subtract, multiply and divide
  - locate information in tables, use numbers, read various scales and gauges, use calculations (such as determine weight of load, quantity)
  - measure, plan time, read and interpret tables and diagrams
  - read and interpret maps
  - record and interpret data, such as forms and checklists.

**Critical aspects**

The assessment must confirm that the candidate is;

- interpret written material accurately
- convey ideas clearly and correctly in writing
- adopt appropriate method in mathematical calculations

**The following tools, equipment & material are included within this unit.**

- Stationeries
- Calculator
- Computer with internet facility

**The performance of this unit is expected to be carried out to the following documents and standards**

- Charts
- Manuals
- Memos
- Forms (Time Record sheets, Quality record sheets, Colour codes and material order sheets)
- Accepted rules of grammar and syntax
- Fundamental principles of mathematics

**Required Knowledge, Skills, Worker behavior, Attitudes and Soft skills**

**UNDERPINNING KNOWLEDGE**

- Literacy requirements of workplace
- Numeracy requirements of workplace
- Features of literacy and numeracy
- Literacy and numeracy demands of everyday workplace tasks, documents and procedures
- Benefits of literacy and numeracy skill development in the workplace

**UNDERPINNING SKILLS**

- Learning skills to identify the broad literacy and numeracy skills that related to workplace tasks
- Reading workplace documents
- Planning and organising skills to apply strategies to support workplace literacy and numeracy
- Ability to improve self-competency

<b>Unit Title</b>	<b>Work in teams</b>
<b>Unit Descriptor</b>	This unit covers the competencies required to work cooperatively with people identifying roles & responsibilities within team.
<b>Code</b>	O92S006U10

<b>Element</b>	<b>Performance Criteria</b>
<b>1. Communicate with team members</b>	<p><b>1.1 <i>Effective Communication strategies</i></b> are followed preventing misunderstanding &amp; giving consideration to gender &amp; culture</p> <p><b>1.2</b> Information &amp; ideas are shared with <b><i>Health security team</i></b> members to enhance work outcome</p>
<b>2. Participate in team work activities</b>	<p><b>2.1</b> Individual tasks are listed out according to the work plan.</p> <p><b>2.2</b> Individual tasks are carried out as assigned by a team leader</p> <p><b>2.3</b> Other team members are encouraged and supported in undertaking required roles and responsibilities</p>

**Range / Context:**

The performance of activities included in this unit may take place in a workplace / workshop.

**Elaboration of terms in performance criteria**

- ***Effective Communication strategies*** in PC 1.1 may include:
  - Active listening, questioning, observing, giving feedback, empathy
- ***Health security Team*** include: *fitness trainer*, Medical officers/ specialist, nutritionist, physiotherapist, psychologist

**Critical aspects**

The assessment must confirm that the candidate is;

- Achieve team goals
- Follow designated work plan for the job

**The following tools, equipment & material are included within this unit.**

- Depending on the job assigned to the team for the purpose of assessing this unit, required tools, equipment and material will be provided.

**The performance of this unit is expected to be carried out to the following documents and standards**

- Work plans
- Manuals
- Handbooks
- General rules and norms guiding team behaviour

**Required Knowledge, Skills and Worker behavior/Attitude/Soft skills**

<b>UNDERPINNING KNOWLEDGE</b>	<b>UNDERPINNING SKILLS</b>
<ul style="list-style-type: none"> <li>• Concepts of team behaviour</li> <li>• Elementary group dynamics</li> <li>• Basic knowledge in social and demographic structures</li> <li>• Knowledge of organisation standard procedures and work instructions and relevant regulatory requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership skills</li> <li>• Encouraging team members</li> <li>• Following instructions</li> <li>• Demonstrating interpersonal skills</li> <li>• Listening</li> <li>• communication skills</li> <li>• Providing suggestions and information</li> <li>• Reporting information</li> <li>• Contributing to the achievemain objective of the team</li> </ul>

<b>Unit Title</b>	<b>Practice occupational health and safety measures</b>
<b>Unit Descriptor</b>	This unit covers the competencies required to implement health and safety procedures and good environmental practices in the workplace/workshop.
<b>Code</b>	O92S006U11

<b>Element</b>	<b>Performance Criteria</b>
<b>1. Follow workplace health and safety procedures</b>	<p><b>1.1</b> Unsafe situations and <b>hazards</b> are reported to superior according to workplace reporting procedures</p> <p><b>1.2</b> Machinery and equipment breakdowns are reported according to workplace reporting procedures</p> <p><b>1.3</b> Manual handling procedures and ergonomic parameters are followed</p> <p><b>1.4</b> Personal protective equipment are worn according to organisation's requirements &amp; manufacturer's instructions</p> <p><b>1.5</b> <b>First aid procedures</b> are performed as needed</p> <p><b>1.6</b> Daily and weekly safety &amp; health check list are followed as per organization requirement</p>
<b>2. Follow workplace emergency procedures</b>	<p><b>2.1</b> Different fire protection equipment &amp; material and their methods of use are identified as required for different types of fires</p> <p><b>2.2</b> Emergency procedures regarding illness and accidents are followed when necessary</p> <p><b>2.3</b> Safety warning alarms and workshop evacuation procedures are identified and followed</p> <p><b>2.4</b> <b>Qualified persons</b> are identified for contacting in the event of an incident, accident or sickness of self, co-workers, staff, customers and others</p> <p><b>2.5</b> Accident and incident documentation requirements are followed according to organizational procedures</p>
<b>3. Adhere to good environmental practices</b>	<p><b>3.1</b> <b>Socioeconomic sensitivities</b> are identified to get the general overview of the environment</p> <p><b>3.2</b> Environmental pollution issues are prevented to minimize the pollution related to the industry</p>

**3.3** Solid waste generation and management activities are identified to minimize the waste.

**3.4** Understanding of cleaner production concepts are demonstrated

### **Range / Context:**

The work connected to this unit may take place in a workplace, and will include but not be limited to identifying potential hazards, taking effective preventive action to control or minimise such hazards, using personal protective equipment, using fire extinguishers and maintaining records of safety related activities.

### **Elaboration of terms in performance criteria**

- **Hazards** in PC 1.1 may include: Mechanical, electrical, chemical, physical and biological hazards
- **First aid procedures** in PC 1.6 may include but not be limited to treatment of minor cuts, bruises and burns, applying bandages and tourniquets, and neutralising the effects of corrosive substances
- **Qualified persons** in PC 2.4 may include: Occupational or work health and safety representative. (Safety officer-trained person in first-aid/ qualified doctor)
- **Socioeconomic sensitivities** in PC 3.1 may include: Air, Water, Noise/Vibration, Sediment/soil, Energy (renewable & non-renewable), Plants, Animals, Natural habitats, Built environment (residential/business/service), Company policies (long term/short term)

### **Critical aspects**

The assessment must confirm that the candidate is;

- Identify potential hazards
- Adhere to safety procedures
- Use most appropriate equipment for a task

### **The following tools, equipment & material are included within this unit.**

- Safety signs and symbols
- Posters
- Coloured tape and paint
- Personal Protective Equipment
- First aid box with essential items(surgical spirit, adhesive tapes, cotton, wooden plates, cervical collars, small scissor, paracetamol, disposable gloves)
- Fire protection equipment

**The performance of this unit is expected to be carried out to the following documents and standards**

- Health & safety procedure manual
- Factories Act, and ruler and regulation
- Organisation's health & safety procedure manual
- Factories Act, and labour rules & regulations
- Health & safety procedure manual
- Factories' Ordinance No.45 of 1942 and its amendments

**Required Knowledge, Skills and Worker behavior/Attitude/Soft skills**

**UNDERPINNING KNOWLEDGE**

- Common workplace hazards
- Organization's procedures and safety check lists with regard to health and safety
- Methods of minimizing health risks and preventing accidents and dangerous occurrences
- Proper waste disposal management
- Faulty equipment tagging and isolation procedures
- dangers of using electrical tools in wet environment
- First aid
- Personal protective equipment for use in different situations
- Identify symptoms of communicable diseases and occupational Hazards
- Safety signs and symbols
- Unsafe actions and unsafe conditions
- Safety devices
- Emergency response
- Awareness and sensitivity about the environment and environmental quality
- Practice safe work environment

**UNDERPINNING SKILLS**

- Identify potential hazards in the workplace
- Provide first aid when required
- Use appropriate personal protective equipment
- Dispose waste safely in accordance with environmental and industrial consideration

**Section 2**  
**CBT CURRICULUM**  
**FOR THE OCCUPATION OF**  
**Physical Fitness Trainer**  
**NVQ Level 04**

<b>Section 2: Curriculum</b>			<b>Duration (Hrs)</b>
		<b>Code No.</b>	
1.	Identification of client's requirement	O92S006M01	30
2.	Assessment of physical fitness	O92S006M02	48
3.	Designing of exercise schedule	O92S006M03	80
4.	Setting up out-door fitness environment	O92S006M04	22
5.	Setting up in-door fitness environment	O92S006M05	36
6.	Implementing and monitoring periodic exercise	O92S006M06	60
7.	Planning of educational awareness programme	O92S006M07	60
8.	Maintenance of role model qualities	O92S006M08	30
9.	Fundamentals of Exercise physiology, Human anatomy and Bio Mechanics	O92S006BM01	48
10.	General Fitness and risk conditions	O92S006BM02	36
11.	Nutrition and weight management	O92S006BM03	36
12.	General training theory of sports and fitness	O92S006BM04	92
13.	Communication Skills for Workplace	O92S006BM05	12
14.	Team Work	O92S006BM06	10
15.	Language Literacy	O92S006BM07	60
16.	Occupational Health and Safety Procedures and Practice	O92S006BM08	60
	Total		720



<b>Module Title</b>	<b>Identification of client's requirement</b>
<b>Module Code</b>	O92S006M01
<b>Module Type</b>	<b>Core</b>
<b>Duration (Hrs)</b>	30
<b>Learning Outcomes</b>	After completion of this module trainees will be able to; <ul style="list-style-type: none"> <li>• Identify the client's requirements</li> </ul>
<b>Learning Content</b>	<b>Related Theory:</b> <ul style="list-style-type: none"> <li>• Basic etiquettes</li> <li>• Questioning techniques</li> <li>• Client handling techniques</li> <li>• Ethics and legal requirements</li> <li>• Basic socio economic environment</li> <li>• equipment and their operations</li> <li>• Client registration and record keeping methods</li> </ul> (Duration : 12 Hrs)
	<b>Practical:</b> Identify the client's requirement using Case scenario and Role play  (Duration :18 Hrs)
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Group discussion</li> <li>• Brainstorming sessions</li> <li>• Tutorials</li> <li>• Individual assignment</li> <li>• Practical</li> </ul>
<b>Assessment weightage</b>	Formative Assessment + Summative Assessment

<b>Module Title</b>	<b>Assessment of physical fitness</b>
<b>Module Code</b>	O92S006M02
<b>Module Type</b>	<b>Core</b>
<b>Duration (Hrs)</b>	48
<b>Learning Outcomes</b>	After completion of this module trainees will be able to; <ul style="list-style-type: none"> <li>• understand the different types of fitness tests</li> <li>• assess the level of physical fitness of a client</li> </ul>
<b>Learning Content</b>	<p><b>Related Theory:</b></p> <ul style="list-style-type: none"> <li>• Different types of fitness assessment equipment</li> <li>• Age/gender adjusted test criteria</li> <li>• Physical fitness evaluation tests <ul style="list-style-type: none"> <li>➢ Flexibility test (Sit and reach test )</li> <li>➢ Strength test (1-RM (One Repetition Maximum) / 6-RM test )</li> <li>➢ Endurance test (Cooper test and beep test)</li> <li>➢ 1 min step test</li> <li>➢ Eco meter test masculine (Push up test, Curl up test)</li> <li>➢ Circumference measurement ( waist, mid arm)</li> <li>➢ Agility test</li> </ul> </li> <li>• Test standard guidelines</li> </ul> <p>(Duration : 24Hrs)</p> <p><b>Practical:</b>  Sit and reach test  1-RM (One Repetition Maximum) test / 6-RM  Beep test  (Duration : 24Hrs)</p>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Group discussion</li> <li>• Brainstorming sessions</li> <li>• Tutorials</li> <li>• Individual assignment</li> <li>• Practical</li> </ul>
<b>Assessment weightage</b>	Formative Assessment + Summative Assessment

<b>Module Title</b>	<b>Designing of exercise schedule</b>
<b>Module Code</b>	O92S006M03
<b>Module Type</b>	<b>Core</b>
<b>Duration (Hrs)</b>	80
<b>Learning Outcomes</b>	After completion of this module trainees will be able to; <ul style="list-style-type: none"> <li>• prepare exercise schedules based on client requirement</li> </ul>
<b>Learning Content</b>	<p><b>Related Theory:</b></p> <ul style="list-style-type: none"> <li>• Design Principles</li> <li>• Client's behavioral patterns</li> <li>• Cultural backgrounds</li> <li>• Eating habits</li> <li>• Life style management</li> <li>• Prevention, management &amp; rehabilitation of common injuries</li> <li>• Different exercise techniques and exercise library (CPET and flexibility)</li> <li>• special disease conditions (hypertension diabetes mellitus)</li> <li>• Warm up exercise, warm down exercise</li> <li>• Relaxation techniques</li> <li>• Core and planks exercises</li> <li>• Proper techniques for different exercises (in-door and out-door) <ul style="list-style-type: none"> <li>➢ Strength training exercise</li> <li>➢ Isotonic and isometric</li> <li>➢ Intrinsic and extrinsic</li> <li>➢ Dynamic and static</li> </ul> </li> <li>• Own bodyweight resistance exercises, exercises with lightweight</li> <li>• Heart rate formula</li> <li>• Breathing techniques</li> <li>• Fitness training methods</li> <li>• Sports training principles</li> </ul> <p>(Duration : 24Hrs)</p> <p><b>Practical:</b>  Demonstrate weight training exercises and lifting techniques  Prepare an exercise schedule to a client</p> <p>(Duration : 56Hrs)</p>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Group discussion</li> <li>• Tutorials</li> <li>• Individual assignment</li> <li>• Practical</li> </ul>

<b>Assessment weightage</b>	Formative Assessment + Summative Assessment
-----------------------------	---

<b>Module Title</b>	<b>Setting up out-door fitness environment</b>
<b>Module Code</b>	O92S006M04
<b>Module Type</b>	<b>Core</b>
<b>Duration (Hrs)</b>	22
<b>Learning Outcomes</b>	After completion of this module trainees will be able to; <ul style="list-style-type: none"> <li>• acquire knowledge on out-door fitness environment</li> </ul>
<b>Learning Content</b>	<b>Related Theory:</b> <ul style="list-style-type: none"> <li>• Arranging motivate lobby/guest area with motivational materials</li> <li>• Arrangement of training equipment</li> <li>• Sequence/order of exercise according to the training principle</li> <li>• Group exercises</li> <li>• Exercise to music</li> <li>• Inventory maintenance</li> </ul> (Duration : 04Hrs)
	<b>Practical:</b> Conduct group exercise sessions Arrange sequence of out-door exercise workout as per given scenario (Duration : 18Hrs)
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Group discussion</li> <li>• Brainstorming sessions</li> <li>• Tutorials</li> <li>• Individual assignment</li> <li>• Practical</li> </ul>
<b>Assessment weightage</b>	Formative Assessment + Summative Assessment

<b>Module Title</b>	<b>Setting up in-door fitness environment</b>
<b>Module Code</b>	O92S006M05
<b>Module Type</b>	<b>Core</b>
<b>Duration (Hrs)</b>	36
<b>Learning Outcomes</b>	After completion of this module trainees will be able to; <ul style="list-style-type: none"> <li>perform exercise techniques using machines and equipment</li> </ul>
<b>Learning Content</b>	<p><b>Related Theory:</b></p> <ul style="list-style-type: none"> <li>Techniques / methods of arranging fitness centre</li> <li>Performing different types of exercise using machines and equipment</li> <li>Machine and equipment layout</li> <li>Machine and equipment maintenance techniques</li> <li>Read and interpret manufacturer's specification</li> <li>Basic Mechanical and electrical functions of Fitness machineries</li> <li>Conditions of service agreements of equipment</li> <li>Calibration of equipment</li> </ul> <p>(Duration : 12Hrs)</p> <p><b>Practical:</b></p> <p>Prepare layout plan for machines and equipment</p> <p>Operate different types of equipment and machineries in performing exercises</p> <p>(Duration : 24Hrs)</p>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>Lectures</li> <li>Group discussion</li> <li>Brainstorming sessions</li> <li>Tutorials</li> <li>Individual assignment</li> <li>Practical</li> </ul>

<b>Assessment weightage</b>	Formative Assessment + Summative Assessment
-----------------------------	---

<b>Module Title</b>	<b>Implementing and monitoring periodic exercise</b>
<b>Module Code</b>	O92S006M06
<b>Module Type</b>	<b>Core</b>
<b>Duration (Hrs)</b>	60
<b>Learning Outcomes</b>	After completion of this module trainees will be able to; <ul style="list-style-type: none"> <li>• Compare the previous and present physical fitness records of clients</li> <li>• modify the exercise schedule</li> </ul>
<b>Learning Content</b>	<b>Related Theory:</b> <ul style="list-style-type: none"> <li>• Development of workout diary <ul style="list-style-type: none"> <li>➤ Plan workout</li> <li>➤ actual workout done</li> <li>➤ analyzation and rearrange</li> </ul> </li> <li>• Reevaluation of Client's progress and behavior</li> </ul> (Duration : 12Hrs)
	<b>Practical:</b> <p>Identify the root cause for difference between plan and actual workout</p> <p>Compare the previous and present physical fitness records of clients and change the exercise schedule accordingly</p> (Duration : 48Hrs)
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Group discussion</li> <li>• Tutorials</li> <li>• Practical</li> </ul>
<b>Assessment weightage</b>	Formative Assessment + Summative Assessment

<b>Module Title</b>	<b>Planning of educational awareness programme</b>
<b>Module Code</b>	O92S006M07
<b>Module Type</b>	<b>Core</b>
<b>Duration (Hrs)</b>	60
<b>Learning Outcomes</b>	After completion of this module trainees will be able to; <ul style="list-style-type: none"> <li>• Plan awareness program to Selected target groups</li> </ul>
<b>Learning Content</b>	<b>Related Theory:</b> <ul style="list-style-type: none"> <li>• Identification of target group and their requirements</li> <li>• Marketing</li> <li>• Public relations</li> <li>• Counseling techniques</li> <li>• Selection of location</li> <li>• Promotional methods</li> <li>• Health Education</li> <li>• Lifestyle management</li> <li>• Basic psychology related to Sports</li> <li>• evaluation methods</li> <li>• Training media and methodologies</li> <li>• Report writing</li> </ul> (Duration : 24Hrs)
	<b>Practical:</b> <ul style="list-style-type: none"> <li>• Prepare awareness session using different methods</li> </ul> (Duration : 36Hrs)
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Group discussion</li> <li>• Brainstorming sessions</li> <li>• Tutorials</li> <li>• Individual assignment</li> <li>• Practical</li> </ul>
<b>Assessment weightage</b>	Formative Assessment + Summative Assessment

<b>Module Title</b>	<b>Maintenance of role model qualities</b>
<b>Module Code</b>	O92S006M08
<b>Module Type</b>	<b>Core</b>
<b>Duration (Hrs)</b>	30
<b>Learning Outcomes</b>	After completion of this module trainees will be able to; <ul style="list-style-type: none"> <li>• Identify the role model qualities of a physical fitness trainer</li> </ul>
<b>Learning Content</b>	<p><b>Related Theory:</b></p> <ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Unacceptable habits</li> <li>• Methods of updating current performance <ul style="list-style-type: none"> <li>➤ Browsing internet</li> <li>➤ Recognized information sources</li> <li>➤ Workshops</li> </ul> </li> <li>• Code of ethics in fitness industry</li> <li>• Factories ordinance</li> <li>• Sports Act and anti-doping bill</li> </ul> <p>(Duration : 24Hrs)</p> <p><b>Practical:</b></p> <p>Prepare a case report on field visit</p> <p>(Duration : 06Hrs)</p>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Group discussion</li> <li>• Brainstorming sessions</li> <li>• Tutorials</li> <li>• Individual assignment</li> <li>• Practical</li> <li>• Field visit</li> </ul>
<b>Assessment weightage</b>	Formative Assessment + Summative Assessment





<b>Module Title</b>	<b>Fundamentals of Exercise physiology, Human anatomy and Bio Mechanics</b>
<b>Module Code</b>	O92S006BM01
<b>Module Type</b>	<b>Basic</b>
<b>Duration (Hrs)</b>	48
<b>Learning Outcomes</b>	<p>After completion of this module trainees will be able to;</p> <ul style="list-style-type: none"> <li>• identify the structure and basic functions of different systems in human body,</li> <li>• understand correct movement related to bio mechanics in order to prevent injuries</li> </ul>
<b>Learning Content</b>	<p><b>Related Theory:</b></p> <ul style="list-style-type: none"> <li>• Basic human anatomy</li> <li>• Different systems of the human body</li> <li>• Introduction to energy systems</li> <li>• Effects of different types of exercise on physical fitness</li> <li>• Physiological effect of the exercise, fitness and aging</li> <li>• Categorization of muscular movement and exercises <ul style="list-style-type: none"> <li>➤ Isotonic and isometric</li> <li>➤ Intrinsic and extrinsic</li> <li>➤ Dynamic and static</li> </ul> </li> <li>• Correct movements related to bio mechanics</li> <li>• Effect of environment factors in training</li> </ul> <p>(Duration :36 Hrs)</p> <p><b>Practical:</b>  Demonstration: Identify the major muscles of the body  Identify the positions of the major organs of the body  Count the pulse rate and localization of pulse  (Duration : 12Hrs)</p>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Group discussion</li> <li>• Brainstorming sessions</li> <li>• Tutorials</li> <li>• Individual assignment</li> <li>• Practical</li> </ul>
<b>Assessment weightage</b>	Formative Assessment + Summative Assessment

<b>Module Title</b>	<b>General Fitness and risk conditions</b>
<b>Module Code</b>	O92S006BM02
<b>Module Type</b>	<b>Basic</b>
<b>Duration (Hrs)</b>	36
<b>Learning Outcomes</b>	<p>After completion of this module trainees will be able to;</p> <ul style="list-style-type: none"> <li>• examine and analyze the general fitness and risk conditions of clients</li> <li>• refer the expert opinion on medical conditions when necessary</li> </ul>
<b>Learning Content</b>	<p><b>Related Theory:</b></p> <ul style="list-style-type: none"> <li>• Non-Communicable diseases, Muscular skeletal disease, Common postural issues and chronic diseases</li> <li>• Fitness assessment test <ul style="list-style-type: none"> <li>➤ Weight and height measurement</li> <li>➤ Body Mass Index (BMI)</li> <li>➤ Waist-hip ratio</li> <li>➤ Body fat percentage</li> <li>➤ Body muscels percentage</li> <li>➤ Blood pressure</li> </ul> </li> <li>• Physical Activity Readiness Questionnaire (PAR-Q) and its usage</li> </ul> <p>(Duration : 18Hrs)</p> <p><b>Practical:</b></p> <p>Demonstration and hand on experience of anthropometric measurements, blood pressure and physical activity readiness question</p> <p>(Duration : 18Hrs)</p>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Group discussion</li> <li>• Brainstorming sessions</li> <li>• Tutorials</li> <li>• Individual assignment</li> <li>• Practical</li> </ul>
<b>Assessment weightage</b>	Formative Assessment + Summative Assessment

<b>Module Title</b>	<b>Nutrition and weight management</b>
<b>Module Code</b>	O92S006BM03
<b>Module Type</b>	<b>Basic</b>
<b>Duration (Hrs)</b>	36
<b>Learning Outcomes</b>	<p>After completion of this module trainees will be able to;</p> <ul style="list-style-type: none"> <li>• identify human nutritional requirements for different categories of clients</li> <li>• prepare meal plan for different categories of clients</li> <li>• identify supplements and banned substances in sports</li> </ul>
<b>Learning Content</b>	<p><b>Related Theory:</b></p> <ul style="list-style-type: none"> <li>• Introduction of Nutrition</li> <li>• Macro and micro nutrients and their important functions</li> <li>• Human energy requirements and energy expenditures during exercise</li> <li>• Balanced diet and Meal planning</li> <li>• Food based dietary guidelines for Sri Lankans</li> <li>• Supplements and banned substances in sports</li> <li>• Weight management methodologies</li> </ul> <p>(Duration : 18Hrs)</p> <p><b>Practical:</b></p> <p>Prepare of meal plans for different categories of clients (endurance, strength and weight reduction)</p> <p>(Duration :18 Hrs)</p>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Group discussion</li> <li>• Brainstorming sessions</li> <li>• Tutorials</li> <li>• Individual assignment</li> <li>• Practical</li> </ul>
<b>Assessment weightage</b>	Formative Assessment + Summative Assessment

<b>Module Title</b>	<b>General training theory of sports and fitness</b>
<b>Module Code</b>	<b>O92S006BM04</b>
<b>Module Type</b>	<b>Basic</b>
<b>Duration (Hrs)</b>	<b>92</b>
<b>Learning Outcomes</b>	After completion of this module trainees will be able to; <ul style="list-style-type: none"> <li>• identify and apply general training theory of sports and fitness for productive fitness training programme.</li> </ul>
<b>Learning Content</b>	<p><b>Related Theory:</b></p> <ul style="list-style-type: none"> <li>• Introduction of physical qualities-fitness <ul style="list-style-type: none"> <li>➤ Health related components <ul style="list-style-type: none"> <li>▪ Muscular strength (endurance, power)</li> <li>▪ Cardio – respiratory endurance.</li> <li>▪ Flexibility and stretching</li> <li>▪ Body Composition (Body weight &amp; fat percentage)</li> </ul> </li> <li>➤ Skill related components <ul style="list-style-type: none"> <li>▪ Strength</li> <li>▪ Endurance</li> <li>▪ Speed</li> <li>▪ Agility</li> <li>▪ Coordination and balance</li> </ul> </li> </ul> </li> <li>• How to develop physical qualities</li> <li>• Training principals</li> <li>• Introduction to periodization in sports</li> <li>• Training methods and techniques</li> </ul> <p>(Duration : 60Hrs)</p> <p><b>Practical:</b> Case study: identify the health related component and skill related component from given scenario</p> <p>(Duration : 32Hrs)</p>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Group discussion</li> <li>• Brainstorming sessions</li> <li>• Tutorials</li> <li>• Individual assignment</li> <li>• Practical</li> </ul>
<b>Assessment weightage</b>	Formative Assessment + Summative Assessment

<b>Module Title</b>	<b>Communication Skills for Workplace</b>
<b>Module Code</b>	O92S006BM05
<b>Module Type</b>	<b>Basic</b>
<b>Duration (Hrs.)</b>	12 Hours
<b>Learning Outcomes</b>	After completion of this module the trainee will be able to: - apply oral, visual and written communication relevant to the workplace
<b>Learning Content</b>	<p>Theory:</p> <ul style="list-style-type: none"> <li>• Communication Strategies <ul style="list-style-type: none"> <li>- Verbal <ul style="list-style-type: none"> <li>➤ Active Listening Skill</li> <li>➤ Good telephone manners</li> <li>➤ clarity and cohesion</li> <li>➤ friendliness, confidence</li> <li>➤ empathy, open-mindedness</li> <li>➤ respect, feedback and picking the right medium</li> </ul> </li> <li>- Visual <ul style="list-style-type: none"> <li>➤ Industry relevant symbols and signs</li> </ul> </li> <li>- Written <ul style="list-style-type: none"> <li>➤ Workplace documentation requirements</li> </ul> </li> </ul> </li> <li>• Industry terminology</li> <li>• Drafts simple texts using appropriate grammar, spelling and punctuation in accordance with organisational standards</li> <li>• Asks questions and listens to gain information or confirm understanding</li> <li>• Industry relevant reporting procedures</li> <li>• Forms of address appropriate to customers and staff</li> <li>• Industry-relevant technology to support communication <ul style="list-style-type: none"> <li>- Industry related software</li> </ul> </li> <li>• Basic knowledge of new trends</li> <li>• Telephone etiquettes</li> <li>• Presentation techniques (power point presentation)</li> <li>• Basics of IT</li> <li>• General norms of polite conduct</li> <li>• Customs of different ethnic and religious groups</li> <li>• Basic understanding of gender issues</li> <li>• Showing respect to persons</li> <li>• Culture, ethnic and Gender issues relevant to the communication</li> </ul> <p>Practical:</p> <ul style="list-style-type: none"> <li>• Assignments 01 - Provide opportunities to trainees to present learned contents</li> <li>• Assignments 02 – Prepare list of 250 – 300 technical / vocational terms used in relevant industry during the course period</li> </ul>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Assignments</li> <li>• Illustrated talk</li> <li>• Demonstrations</li> <li>• Role play &amp; Drama</li> </ul>
<b>Forms of assessment</b>	Formative Assessment + Summative Assessment

<b>Module Title</b>	<b>Team Work</b>
<b>Module Code</b>	O92S006 <b>BM06</b>
<b>Module Type</b>	<b>Basic</b>
<b>Duration (Hrs)</b>	10Hours
<b>Learning Outcomes</b>	At the end of this module student should be able to; <ul style="list-style-type: none"> <li>• Contribute positively to the work in team environment</li> <li>• Work effectively with others in a socially diverse environment</li> <li>• Respect and understand the views of others</li> <li>• Give, receive and act upon feedback</li> <li>• Identify and describe own roles and roles of others</li> </ul>
<b>Learning Content</b>	<p>Theory:</p> <ul style="list-style-type: none"> <li>▪ Organisation’s operational goals and plans.</li> <li>▪ Information on how to develop an active team work plan.</li> <li>▪ Principles and techniques associated with group dynamics.</li> <li>▪ The four major types of people in a team – visionary, commander, nurturer and analyzer.</li> <li>▪ The five stages of team development, forming, storming, norming, performing and adjourning.</li> <li>▪ Team leadership behaviors such as, lead by example, over communicate and trust your team.</li> <li>▪ Ability to coach and motivate others</li> </ul> <hr/> <p>Practical</p> <ul style="list-style-type: none"> <li>▪ Demonstration: Identify and establish team purpose, team member’s roles and responsibilities.</li> <li>▪ Demonstration: Coaching and motivation of a team.</li> <li>▪ Assignment 01- Form a group for workplace cleaning, equipment maintenance, waste management and give the feedback on group effort</li> </ul> <p>Assignment 02- Arrange sports activities / social events to show team effort</p>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Assignments</li> <li>• Lecturers</li> <li>• Role plays</li> <li>• Case studies</li> <li>• Team building activities</li> <li>• Coaching and mentoring</li> </ul>
<b>Forms of assessment</b>	Formative Assessment + Summative Assessment

<b>Module Title</b>	<b>Language Literacy</b>
<b>Module Code</b>	O92S006BM07
<b>Module Type</b>	<b>Basic</b>
<b>Duration (Hrs.)</b>	60 Hours
<b>Learning Outcomes</b>	<p>After completion of this module trainees will be able to;</p> <ul style="list-style-type: none"> <li>• pronounce the language properly.</li> <li>• build vocabulary.</li> <li>• use the language to accomplish purposes and get things done.</li> <li>• use words and ways of speaking appropriate for different situations.</li> <li>• interact with other people appropriately.</li> <li>• understand the people.</li> </ul>
<b>Learning Content</b>	<p>Theory:</p> <ul style="list-style-type: none"> <li>• Phonology and orthography guidelines <ul style="list-style-type: none"> <li>- The Flash Cards technique</li> </ul> </li> <li>• Vocabulary guidelines; <ul style="list-style-type: none"> <li>- The Look and Listen techniques</li> <li>- The Physical Response techniques</li> <li>- The Picture Cues technique</li> <li>- The Reverse Role-Play technique</li> </ul> </li> <li>• The Illustrated Dictionary or Picture Book technique</li> <li>• The Dialogue Strip technique</li> <li>• The Participant Observation technique</li> <li>• The Simulations technique</li> </ul> <p>Practical:</p> <ul style="list-style-type: none"> <li>• Listen for intonation patterns and specific sounds in natural speech.</li> <li>• Use the language as much as possible in daily life</li> <li>• Computer assisted language learning programs, such as Rosetta Stone and others</li> <li>• Work on recognizing the written form of the vocabulary</li> <li>• The Public Transport activity</li> <li>• The Shopping Trip activity</li> <li>• The Social Visiting activity</li> </ul>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Assignments</li> <li>• Discussions</li> <li>• Presentations</li> <li>• Demonstrations</li> </ul>
<b>Forms of assessment</b>	Formative Assessment + Summative Assessment



<b>Module Title</b>	<b>Occupational Health and Safety Procedures and Practice</b>
<b>Module Code</b>	O92S006BM08
<b>Module Type</b>	<b>Basic</b>
<b>Duration (Hrs.)</b>	60 Hours
<b>Learning Outcomes</b>	<p>After completion of this module trainees will be able to;</p> <ul style="list-style-type: none"> <li>• follow safe working practices</li> <li>• describe importance of safety</li> <li>• report workplace hazards and accidents to relevant authorities</li> <li>• follow emergency procedures</li> <li>• use personal protective equipment</li> </ul>
<b>Learning Content</b>	<p>Theory:</p> <ul style="list-style-type: none"> <li>• Rights, responsibilities and duties of employees and employers</li> <li>• Use of personal protective equipment</li> <li>• Equipment and safety devices for particular workplace tasks</li> <li>• Application of safety signs and symbols for danger, warning, caution &amp; personal safety message</li> <li>• Location and use of emergency equipment</li> <li>• Fire prevention and fire extinguishers</li> <li>• information procedures of accidents, incidents and hazards</li> <li>• Persons or services to be contacted in the event of different accidents</li> <li>• Evacuation procedures</li> <li>• Waste minimizing procedures</li> <li>• Basic Ergonomics parameters related to work</li> <li>• Relevant area of factories ordinance</li> <li>• Occupational Safety &amp; health equipment</li> <li>• Basic first aid procedure</li> <li>• Hazardous conditions of surface and environment</li> <li>• knowledge of the surrounding area including sanatoria facilities</li> <li>• Privacy</li> </ul> <p>Practical:</p> <ul style="list-style-type: none"> <li>• Assignment 01: Compile a project book/report on <ul style="list-style-type: none"> <li>➢ safety signs and their meanings</li> <li>➢ health and safety hazards could be occurred in the relevant workplace.</li> <li>➢ Workplace emergency procedures</li> </ul> </li> </ul>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Assignments</li> <li>• Discussions</li> <li>• Presentations</li> <li>• Demonstrations</li> </ul>
<b>Forms of assessment</b>	Formative Assessment + Summative Assessment

## **ASSESSMENT GUIDE**

The candidate will be provided with all necessary tools, equipment, materials and documentation required as out lined in individual units of this occupation for relevant units.

### **Forms of assessment**

Continuous assessment and/or holistic assessment is suitable for individual units of this occupation.

### **Assessment context**

This individual unit of this occupation may be assessed on the job demonstrated by an individual working alone

### **Assessment conditions**

The candidate will have access to:

- All tools, equipment, materials and documentation required

The candidate will be permitted to refer to the following documents:

- Relevant workplace procedures, maintenance and servicing schedules
- Relevant product and manufacturing specifications and machine service manuals
- Relevant drawings, operational manuals, codes, standards and reference material

The candidate will be required to

- Orally, or by other methods of communication, answer questions asked by the assessor.
- Identify superiors who can be approached for the collection of competency evidence where appropriate.
- Present evidence of credit for any off-job training related to individual units of this occupation

Assessors must be satisfied that the candidate can competently and consistently perform all elements of individual units of this occupation as specified by the criteria, and that he/she possess the required underpinning knowledge.

## **Special Notes**

During assessment, the individual will :

Demonstrate safe-working practices at all times:

Communicate information about processes, events or tasks being undertaken to ensure a safe and efficient working environment:

Take responsibility for the quality of their own work;

Plan tasks in all situations and review task requirements as appropriate;

Perform all tasks in accordance with standard operating procedures;

Perform all tasks to specification:

Use accepted engineering techniques, practices, processes and workplace procedures

Tasks involved will be completed within reasonable timeframes relating to typical workplace activities

### **Resources required for assessment:**

All the tools, instruments, equipment, testing equipment, software, materials and documents listed under sub headings of the range statement of individual units of this occupation.

## Tools, material and equipment require for the training program

(Approximately 15/20 students)

No	Item	Quantity
1.	Back- lifts dynamometer	20:1
2.	Long bar (20Kg)	5:2
3.	Curl bar (12Kg)	4:1
4.	Z- Bar	10:1
5.	Blood pressure apparatus	20:1
6.	Treadmill	10:1
7.	Cross Trainer	20:1
8.	Cycles	10:1
9.	Exercise mattress	1:1
10.	Gym Mat	1:1
11.	Hand grip dynamometer	20:1
12.	Hart rate monitor	20:1
13.	Machinery repair toolkit	20:1
14.	Measuring scale	20:1
15.	Measuring tape	20:1
16.	Medicine Ball (1,2,3 Kg)	20:1
17.	Musical Set –up	20:1
18.	Power rack bench	20:1
19.	Sit & reach machine	20:1
20.	Skin faults	20:1
21.	Skin fold caliper	20:1
22.	Skipping ropes	4:1

23.	Ropes and rubber bands	4:1
24.	Rubber mats, carpet	20:1
25.	Weight Scale and height measuring scale	20:1
26.	Swiss balls	5:1
27.	Hurdles	4:1
28.	Calipers	20:1
29.	Calculator	20:1
30.	Computer facility with internet facilities	20:1
31.	First-aid box	20:1
32.	Step boxes	4:1
33.	Cones	1:1
34.	Ladder	5:1
35.	Multimedia	20:1
36.	Stopwatch	20:1
37.	Stretch band	5:1
38.	Water dispenser	20:1
39.	Whistle	20:1
40.	Wooden floor Work out diary	20:1
41.	Plates (1.25, 2.5, 5, 10, 15, 20 Kg)	2:1
42.	Plates (25Kg)	10:1
43.	Dumbbells (2,3,5,40,45,50,55,60.65,70 Lb)	10:1
44.	Dumbbells (10,15,20,25,30,35 Lb)	5:1
45.	Lat pull down	20:1
46.	Cable cross over down	20:1
47.	Shoulder press machine	20:1

48.	leg press machine	20:1
49.	leg extension	20:1
50.	leg curl	20:1
51.	preacher curl	20:1
52.	Calves workout	20:1
53.	Office equipment	
54.	Abdominal	
55.	Fat measuring equipment	
56.	Back- lifts dynamometer	
57.	Free weight equipment	
58.	Gym equipment and weight training machines	
59.	Work out layout	
60.	Pictures and charts	
61.	Progress report	
62.	Questionnaires	
63.	Suitable apparatus as available	
64.	Tape recorder	
65.	Telephone/fax	
66.	Video	
67.	Wall clock	
68.	Track laying material	
69.	Ground facility	
70.	PPE (Personal Protective Equipment)	
71.	Kettle bar/Body ball	
72.	Sanitary items	

73. Lubricants
74. Lectures/presentations
75. Relevant diagrams & charts
76. Progress report
77. Pictures and charts
78. Posters
79. Air freshness

## ACKNOWLEDGMENT

### Overall Direction

Eng. Nazeer Ahamed	Chairman, National Apprentice & Industrial Training Authority
Mr. Janaka Jayalath	Director General, Tertiary & Vocational Education Commission
Mrs. R.M.A.P. Samaradivakara	Directress (Quality), National Apprentice & Industrial Training Authority, Rajagiriya

### Revision and National Industrial Training Advisory Committee (NITAC)

- Dr. Lal Ekanayaka, Medical Officer (Sport), Institute of Sports Medicine, Ministry of Sports.
- Mr.K.M.V.P.Perera, Senior Coach, International Association of Athletics Federation
- Mr. Bharatha Herath, Senior Lecturer, Sri Lanka Foundation Institute, Sri Lanka Padanama Mw, 100 Independence Square, Colombo 07
- Mr. K.G.Thisara Jayasekara, Assistant Lecturer, National Institute of Sport Science, Colombo 7
- Mr. R.T.Jayasinghe, Sport Instructor, National Institute of Sport Science, Colombo 7
- Ms. Chandra Wickramaratna, Registrar (retd.), Institute of Sport Science, Colombo 7
- Dr. Deshani Herath, Registrar in community medicine, Health Promotion Bureau, No.2, Kensey Road, Colombo 08
- Mr. R.M.P. Manoj Rajakaruna, Lecturer, Department of Sports science, Faculty of Applied science, University of Sri jayawardhanapura, Nugegoda.
- Dr. Gayathri Ekanayaka, Lecturer, University of Sri jayawardhanapura, Nugegoda.
- Mr. Sujith Prasanna, Head of Sports , OKI International School network, Wattala
- Mr.Janak Liyanage, Administrative Superintendent, Institute of Sport Science-Western Province, Maharagama, Pannipitiya
- Mr.K.P.Gnanapala, Visiting Lecturer, General Sir John Kotelawala Defence University, Kandawala Road, Rathmalana



- Dr. K.D.C.Upendra Wijayasiri, Medical Officer, Sports and Exercise Medical unit, Colombo South Teaching Hospital, Kalubowila
- Ms.G.H.R.S.E Silva, Factory Inspecting Engineer/ Civil Engineer, Department of Labour, Colombo 05
- Ms. B.S.J. Vipulsi, Assistant Director (NVQ), Tertiary and Vocational Education Commission, Colombo 05

**Facilitator**

- Ms. Theja Malkanthi – Assistant Director (SSCD & LRD), National Apprentice & Industrial Training Authority, Rajagiriya

**Coordinator**

- Ms. Pubudu Rathnayake – Inspector (Standard Setting and Curriculum Development Section), National Apprentice & Industrial Training Authority, Rajagiriya

## **Occupational Outlook**

The ultimate objective of fitness is longevity with no disease, no any physical pain, and happiness. It is hard to get this objective of life but not impossible. The happiness of life can be obtained through physical fitness. There are many ways people try get physical fitness, some of them are better lifestyle, better diet, gym, yoga, aerobics etc. The scope of practice for a physical fitness trainer is to enhance the components of fitness for the general, healthy population to provide proper exercise prescription that may result in improved body composition, physical performance, heart condition and health outcomes

A physical fitness trainer is a fitness professional involved in exercise prescription and instruction. They motivate clients by setting goals and providing feedback and accountability to clients. Trainers also measure their client's strengths and weaknesses with fitness assessments. These fitness assessments may also be performed before and after an exercise program to measure their client's improvements in physical fitness. They may also educate their clients in many other aspects of wellness besides exercise, including general health and nutrition guidelines. Qualified personal trainers recognize their own areas of expertise. If a trainer suspects that one of his or her clients has a medical condition that could prevent the client from safe participation in an exercise program, they must refer the client to the proper health professional for prior clearance.

The prospective job opportunities for qualified Fitness trainers are available at health clubs, fitness or recreation centers, gyms, hospitals, schools, universities, sports clubs, resorts, and clients' homes. They are eligible to work as Gym instructor, Personal trainer and Group fitness instructor in the fitness training industry.

Employment of fitness trainers and instructors is expected to grow by 24 percent from 2010 to 2020, faster than the average for all occupations. As businesses and insurance organizations continue to recognize the benefits of health and fitness programs for their employees, incentives to join gyms or other fitness facilities will increase the need for workers in these areas.

**NATIONAL COMPETENCY STANDARDS AND COMPETENCY BASED TRAINING  
CURRICULUM FOR  
PHYSICAL FITNESS TRAINER  
(Code:O92S006)**

**NATIONAL CERTIFICATE AT NVQ LEVEL 4 IN THE OCCUPATION OF PHYSICAL FITNESS  
TRAINER**

**1. Endorsement date: #####**

**2. Date for review:#####**

**3. Qualification code:**

O92S006Q1L4

**4. Purpose of the  
Qualification**

To certify that the holder of this qualification has acquired the competencies contained in the units listed in section 6 below.

**5. Regulations for the  
Qualification**

The holder should have been assessed by a licensed assessor and found competent in the units listed in section 6 and certified by the TVEC

**6. Qualification  
Packages**

National Certificate at NVQ level 04 in the occupation of Physical Fitness Trainer will be awarded to those who are competent in unit 01+02+03+04+05+06+07+08+09+10+11 -O92S006Q1L4

**7. Prerequisite**

The candidate should have been found competent in “Basic Competencies to work” to be eligible for the award of this qualification. The candidate may concurrently apply for” Basic Competencies to Work “and this qualification.

**8. Accreditation  
requirement**

The qualifications shall be offered in compliance with the accreditation requirements of the TVEC as stipulated in the National Vocational Qualifications framework of Sri Lanka.

**9. Certification**

TVEC shall certify the qualifications in terms of the regulation at section 6 above.

**10. Transition  
arrangements**

The competency based assessments shall be undertaken by the registered assessors until TVEC arranges to issue licenses to the assessors

**11. Requirement of  
Conducting  
Knowledge  
Assessment**

**9. Assessment  
consistency  
requirements**

TVEC is responsible for consistency of assessments shall take appropriate steps to ensure consistency of assessments

**11. Contact for  
comments**

Chairman, National Apprentice & Industrial Training Authority, 971, Sri Jayawardanapura Mawatha, Welikada, Rajagiriya

