

## Course Information Brochure

**SIS30315 Certificate III in Fitness (partial completion)**

**SIS40215 Certificate IV in Fitness**

### Personal Trainer Program January 2019 Intake – One day per week

SEDA Group offers the Personal Trainer Program incorporating a partial completion of the SIS30315 Certificate III in Fitness and full completion of the SIS40215 Certificate IV in Fitness for the January 2019 Intake. This program is designed for those that wish to commence a career as a personal trainer, delivering one on one and group personal training sessions in a variety of locations such as gyms, fitness centres, personal training studios and outdoor spaces. Personal trainers provide customised and supervised exercise programs for a variety of clients, including under 18's and older adults.

#### Delivery and Assessment

The training and assessment of this program is nationally recognised and is delivered by a dedicated trainer and assessor through a combination of methods including face-to-face deliver, self-paced learning and self-directed learning.

The assessment of this program involves a variety of methods, which may include completion of written tasks, observations, portfolio of evidence, projects and role plays. In addition, students are required to complete a minimum of 20 hours of practical placement for the partial completion of SIS30315 Certificate III in Fitness and 74 hours of practical placement for the SIS40215 Certificate IV in Fitness. The purpose of practical placement is for students to have their skills and knowledge developed and applied in a real workplace environment. Practical placements are arranged by the student at a time convenient to both the them and the placement gym, with guidance from their trainer and assessor, Student Services Coordinator and industry partners.

The assessment of your overall competence will be undertaken by a qualified assessor and students will use SEDA Group's online learning system (MySEDA) to access, lodge and obtain feedback on assessments. SEDA Group provides a fair and equitable assessment process that includes the option of an assessment re-sit. If a student is not competent after two re-sits; a fee will be charged, and students will be required to re-enrol in the unit. This also applies for Recognition of Prior Learning (RPL).

#### Pathways

After successful completion of the SIS40215 Certificate IV in Fitness, students may obtain employment as one of the following:

- Personal Trainer
- Personal Training Studio Manager
- Fitness Business Owner
- Fitness Franchisee
- Gym Manager
- Personal Trainer Manager
- Outdoor Group Fitness Trainer

Students may use this qualification as a pathway into higher level fitness qualifications such as the SIS50215 Diploma of Fitness with an external training provider or the SIS50612 Diploma of Sport Development with SEDA Group.

#### Length of Program

The partial completion of the SIS30315 Certificate III in Fitness is facilitated over 17 weeks from February to June 2019. Training will be delivered face to face from 9:00am – 4:00pm one day per week on a Wednesday. Please note: dates may be subject to change. Students will be required to complete self-paced learning outside of the face to face hours each week.

The SIS40215 Certificate IV in Fitness is facilitated over 28 weeks from July to December 2019, including school holiday periods. Training will be delivered face to face from 9:00am – 5:00pm. Weeks 4, 5, 16 and 17 will be mid-semester study breaks. Students will be required to complete self-paced and self-directed learning outside of the face to face hours each week.

#### Enrolment Process

Prior to enrolment, SEDA Group will provide pre-enrolment material and facilitate Pre-Training Review and LLN sessions to individuals wishing to study the Personal Trainer Program. After successful completion of the pre-enrolment process, SEDA Group will facilitate an enrolment session in January 2019 for the SIS30315 Certificate III in Fitness (partial completion) and in June 2019 for the SIS40215 Certificate IV in Fitness. Once an enrolment is processed, students will receive confirmation of enrolment with SEDA Group, and a copy of their individual training plan. Students will not be enrolled in the SIS40215 Certificate IV in Fitness until they have successfully attained the required pre-requisite units from the partial completion of the SIS30315 Certificate III in Fitness.

#### Unique Student Identifier (USI)

All students studying a Vocational Education and Training (VET) qualification or VET unit of competency must have a USI to be issued with a qualification or statement of attainment. The USI is a unique number that provides individuals with a history of training courses they have participated in, including both qualifications and units completed. To access a USI reference number visit [www.usi.gov.au](http://www.usi.gov.au) or SEDA Group can assist in accessing a USI reference number during enrolment.

## Program Content

### SIS30315 Certificate III in Fitness (partial completion)

Cluster	Unit Code	Unit Title
Exercise Science & Resistance Training	SISFFIT004	Incorporate anatomy and physiology principles into fitness programming
	SISFFIT003	Instruct fitness programs
Nutrition	SISFFIT005	Provide healthy eating information
First Aid	HLTAID003	Provide first aid
Industry	SISXCCS001	Provide quality service

Cluster	Unit Code	Unit Title
Training Populations	SISFFIT002	Recognise and apply exercise considerations for specific populations
	SISFFIT014	Instruct exercise to older clients
Fitness Evaluation	SISFFIT001	Provide health screening and fitness orientation
	SISFFIT006	Conduct fitness appraisals
For unit descriptions, please visit <a href="http://www.training.gov.au">www.training.gov.au</a>		

### SIS40215 Certificate IV in Fitness

Cluster	Unit Code	Unit Title
Personal Training	SISFFIT018	Promote functional movement capacity
	SISFFIT019	Incorporate exercise science principles into fitness programming
	SISFFIT021	Instruct personal training programs
	SISFFIT015	Collaborate with medical and allied health professionals in a fitness context
Body Composition Programming	SISFFIT025	Recognise the dangers of providing nutrition advice to clients
	SISFFIT026	Support healthy eating through the Eat for Health Program
	SISXCCS003	Address client needs
	SISFFIT016	Provide motivation to positively influence exercise behaviour
	SISFFIT020	Instruct exercise programs for body composition goals
Younger Generation	SISFFIT013	Instruct exercise to young people aged 13 to 17 years
Group Personal Training	SISFFIT023	Instruct group personal training programs
	SISXRES001	Conduct sustainable work practices in open spaces

Cluster	Unit Code	Unit Title
Sports Conditioning	SISSTC301A	Instruct strength and conditioning techniques
	SISSTC402A	Develop strength and conditioning programs
	SISFFIT024	Instruct endurance programs
	SISFFIT017	Instruct long-term exercise programs
Small Business	BSBSMB403	Market the small business
	BSBSMB404	Undertake small business planning
	BSBSMB401	Establish legal and risk management requirements of small business
	BSBSLS408	Present, secure and support sales solutions
For unit descriptions, please visit <a href="http://www.training.gov.au">www.training.gov.au</a>		

### Individual Support Services

Students requiring study support, counselling, mediation or other individual support services can discuss this with their Trainer/Assessor or Student Services Coordinator. In some circumstances, students may be referred to external agencies to provide appropriate levels of support. SEDA Group does not cover associated costs with external services.

### Access, Equity and Privacy

SEDA Group and its employees embrace the principles of Occupational Health and Safety and strive to ensure that all potential and current students receive access and equity into organised courses. In regards to the program for which it is responsible, SEDA Group wishes to ensure that any person who meets the eligibility criteria has appropriate access to achieve a positive outcome. SEDA Group also respects individual rights to privacy and will meet all requirements of the privacy legislation when dealing with student information. For more information, please refer to our *Privacy Policy* available on our website.

### Entry Requirements

Individuals are required to be a minimum of 18 years of age at enrolment or if under 18, must provide industry endorsement for their suitability for employment within the industry. They are also required to successfully complete a Pre-Training Review which includes a Language, Literacy and Numeracy (LLN) assessment to ensure the program is the most suitable training option and meets their individual needs. Due to the requirements of units within this program, individuals must be fully physically functional and capable of demonstrating exercises for all parts of the body. Should individuals have concerns in relation to injuries, physical disabilities or other reasons that may limit in their ability to undertake exercises and/or online training and assessment; they should contact SEDA Group to discuss their concerns prior to enrolment.

#### SIS30315 Certificate III in Fitness (partial completion)

There are no formal pre-requisite entry requirements.

#### SIS40215 Certificate IV in Fitness

Entry to the SIS40215 Certificate IV in Fitness is open to individuals who hold a current first aid and CPR certificate and have been recognised as competent through SEDA Group's SIS30315 Certificate III in Fitness partial completion for the following units of competency:

- SISFFIT001 – Provide health screening and fitness orientation
- SISFFIT002 – Recognise and apply exercise considerations for specific populations
- SISFFIT003 – Instruct fitness programs
- SISFFIT004 – Incorporate anatomy and physiology principles into fitness programming
- SISFFIT005 – Provide health eating information
- SISFFIT006 – Conduct fitness appraisals
- SISFFIT014 – Instruct exercise to older clients
- SISXCCS001 – Provide quality service

### Venues

North Melbourne – 744 Queensberry Street, North Melbourne VIC 3051

*\*Expected venue are listed and may be subject to change.*

### Resources

Students require access to a large range of clients willing to undertake a fitness program in order to meet the assessment requirements of this program. Students should have access to approximately 30 clients willing to undertake a prescribe fitness program. These clients may be sourced individually or in conjunction with practical placement facilities. Specifically in this group of clients student will require access to: five 13-17 year old's, five clients with a body composition goal, five clients with a sports conditioning goal and four groups of at least three clients wanting to participate in a group personal training session. Clients should be a range of health and fitness levels, including beginner, intermediate and advanced clients, as well as clients that require referral and ones that do not.

Students are encouraged to supply their own laptop with Microsoft Office and equipped with Google Chrome, however SEDA Group can provide a loan of a laptop (notebook) for the duration of the course. Students will be required to complete a Notebook Agreement for loan of a laptop, this will be provided upon request at enrolment. The SEDA Group laptop must be returned upon course completion/withdrawal. SEDA Group will provide all remaining essential equipment and facilities to complete this program.

Students must hold a valid Working with Children's Check to undertake supervised workplace training and present to various venues where requested.

### Continuous Improvement

SEDA Group is committed to continuous improvement of its training and operations. As a result, you may be required to complete feedback questionnaires throughout the course. Students may also be invited to participate in an NCVER survey or a Department of Education and Training endorsed project, annual student outcome survey and/or be contacted by the Department of Education and Training (or persons authorised by the Department of Education and Training) for audit, review or investigation purposes.


### Student Conduct, Cheating and Plagiarism

SEDA Group is committed to ensuring a safe and productive educational environment. Students will be required to behave in a safe, mature and respectful manner. Students should cooperate with all staff and trainers/assessors and abide by SEDA Group's Student Handbook and policies and procedures.

Cheating and plagiarism is not acceptable at SEDA Group. A cover sheet or online agreement to state that your work is your own will be required for each assessment submission. If cheating or plagiarism is identified consequences will occur as per the *Cheating and Plagiarism Procedure* which is available on our website.

### Student Records, Participation and Progress

Student participation and progress will be monitored by SEDA Group throughout the duration of this course. It is expected that students attend all classes and submit assessments as per due dates. Intervention strategies will be implemented should a student be identified as 'at risk'. This is outlined in the *Student Learning and Support Policy and Procedure*, which is available on our website. Student have access to their up-to-date training plan at any time by contacting [training@sedagroup.com.au](mailto:training@sedagroup.com.au). Students that require access to their file or wish to update their personal information are encouraged to contact SEDA Group.



## Recognition of Prior Skills and Qualifications

### Recognition of Prior Learning (RPL)

Recognition of Prior Learning is a process by which an individual can demonstrate knowledge and competencies currently held, as a result of past experience or training. Individuals can apply for RPL to gain credit towards the program they wish to enrol into. RPL will incur a fee, please contact the SEDA Group RTO Manager for details.

### Credit Transfer (CT)

Australian Qualifications Framework (AQF) qualification and statements of attainments issued by any other RTO, AQF authorised issuing organisation or authenticated VET transcripts issued by the Registrar (USI) will be fully recognised by SEDA Group subject to sighting and verification. This will enable potential students to gain credit transfer prior to course commencement.

To apply for the RPL or CT; please indicate on the Pre-Training Review which is completed prior to enrolment.

## Concerns, Complaints (Grievances) and Appeals

If you have any concerns or wish to make a complaint (grievance) related to SEDA Group's services or appeal any decisions made by SEDA Group (including assessment appeals) while undertaking this course, an informal resolution is recommended with a SEDA Group staff member. Should the complaint (grievance) or appeal not be resolved satisfactorily; SEDA Group has a formal *Concerns, Complaints (Grievances) and Appeals Policy and Procedure*, which is available on our website.

## Maximum Program Fees

Tuition Fee Structure (payable by the student):

### SIS30315 Certificate III in Fitness (partial completion)

Fee for Service (Non-Government Subsidised)	\$1,992.00
Tuition fees are not subject to GST.	

### SIS40215 Certificate IV in Fitness

Fee for Service (Non-Government Subsidised)	\$3,003.00
Tuition fees are not subject to GST.	

The tuition fees published are subject to change given the potential students circumstances (credit transfers) at enrolment however the course tuition fee will not be more than the maximum tuition fees published above. Individuals should be aware that enrolling into these courses may affect future training options and eligibility for government subsidised training.

## Course Fee Conditions and Refund Conditions

SEDA Group's refund conditions apply to tuition fees for this program that are paid upfront or via a payment plan.

- For individuals paying upfront, and who subsequently fail to make payment within the required timeframe; SEDA Group has the right to cease training until outstanding payments are rectified.
- For individuals paying by a payment plan, and who subsequently fall behind in payments; SEDA Group has the right to cease training until outstanding payments are rectified. A \$20 charge will be incurred in circumstances where the direct debit payment is declined by your bank.
- To withdraw your enrolment, you must complete and submit a SEDA Group Student Withdrawal Form and return any SEDA Group property that is in your possession.
- Students that withdraw within 14 days of the course commencement will be charged the \$100 administration fee and refunded any remaining fees paid.
- Students that withdraw more than 14 days after the course commencement will be liable for the full course fee including any future installment payments.
- All fees and charges must be paid in full before a credential is issued
- A fee of \$100 will be charged for a re-enrolment into a unit of competency
- A fee of \$50 will be charged for a credential re-print
- A fee of \$20 will be charged for a student card re-print
- A fee of \$20 will be charged for an 'On request' statement of results
- A fee of \$75 for a credential and student file archive search
- Course fees are non-transferable

Where SEDA Group is unable to deliver the training due to the following circumstances:

- The course is cancelled
- The course is rescheduled to a time or location that is unsuitable for the individual
- The individual is not given a place due to the course being full, or;
- Closure of the RTO

Individuals will receive a full refund of all fees that have been paid.

### Qualification Details

SIS30315 Certificate III in Fitness

Qualification Release: 1.0

Training Package: SIS Sport, Fitness and Recreation

Release: 3.0 Status: Current

National Register: <https://training.gov.au/Training/Details/SIS30315>

SIS40215 Certificate IV in Fitness

Qualification Release: 1

Training Package: SIS Sport, Fitness and Recreation

Release: 3.0 Status: Current

National Register: <https://training.gov.au/Training/Details/SIS40215>

SEDA Group is responsible for compliance of training and assessment for these qualifications and responsible for the issuance of AQF certification documentation.



**SEDA Group**  
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