



NATIONAL CERTIFICATE IN FITNESS

INSTRUCTIONS

This Log Book is to be used as a guide to the kinds of activities which students can practise and which relate to your studies towards the National Certificate in Fitness.

It is suggested that you complete all activities (a number of times if possible) and then have them signed off by your workplace assistant. The Log Book should be included with your Portfolio of Evidence and submitted with it for final assessment. Please note that this Log Book must be complemented by the activities on your Practical Hour Forms in your Portfolio of Evidence. When combined, these activities will ensure that you have practised the skills you have developed in the classroom, gym and on the sport field.

Although the activities suggested in the Log Book may be practised at any time during your studies, you will only be achieving the level of competence required later in the qualification, which would be the ideal time to request comment by your mentor.

Here follows an explanation of the columns found in your Log Book:

Column 1: Competence Required (Exit Level Outcome)

This is the competence that the student must achieve, through a demonstration of both knowledge and skill.

Column 2: Associated eta Module and Unit Standard

This lists the module in the eta study Manual as well as the Unit Standards (or subject) that the student would need to study in order to achieve the knowledge leading to the Exit Level Outcome.

Column 3: Activity Example

This prescribes the activities that the student should practise in the process of developing their levels of competence. While these examples offer an excellent guide, students may adapt them slightly to suit their workplace environment. These adaptations must be discussed with the mentors.

Column 4: Date Completed

This block must be completed when the student has completed the activities required and these activities have been verified by the mentor.

Names and Signatures:

The mentor name and signature as well as the student's name and signature is required as confirmation on successful completion of each activity and before the Log Book is submitted for assessment. There is also a section where the mentor may offer additional feedback on the candidate's performance. This feedback may be to offer the student congratulations for good work or to offer advice and correct where necessary.

PLEASE NOTE: By signing this Log Book, the candidate is confirming that these activities have been completed and that this has been verified by the mentor or assistant. An element of honesty is required and the validity of this evidence may be checked where required.

COMPETENCE REQUIRED Exit Level Outcome 1	ASSOCIATED MODULE & UNIT STANDARD	ACTIVITY EXAMPLE	DATE COMPLETED
Demonstrate knowledge of the fitness environment and the context in which physical activity takes place. <i>Fitness environment: Relates to, but is not limited to, exercise training for physically challenged, HIV and exercise training in any environment (e.g. community health club, church hall, commercial fitness facility, recreation facility, sports club etc.)</i>	Social Issues, Diversity & Equity (Examine social features pertaining to the workplace) Special Needs & Disabilities (Analyse external features affecting people with special needs) Special Needs & Disabilities (Include persons with disability in fitness)	ORAL: Discuss the impact that diversity and social difference has on the ability for people to exercise in SA. Suggest ways in which exercise could be made more easily available to these groups.	
		PRACTICAL: Select an organization (if necessary) and apply for permission to lead a physical disabled client through safe and appropriate exercise. Ensure that you have the necessary permissions and have planned for the session.	
		DEMONSTRATION: Lead the physically disabled client through a basic exercise programme you designed that is safe and effective. (This must be conducted under supervision.)	

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COMPETENCE REQUIRED Exit Level Outcome 2	ASSOCIATED MODULE AND UNIT STANDARD	ACTIVITY EXAMPLE	DATE COMPLETED
Conduct and interpret pre-participation screening for physical activity readiness	Screening for Exercise (Conduct a screening procedure)	ORAL: Explain how you would take the nervousness of a client into consideration when conducting a screening procedure.	
		PRACTICAL: Prepare to conduct a medical screening procedure using the appropriate screening forms.	
		DEMONSTRATION: Conduct three medical screening procedures using appropriate screening forms. This screening process should be conducted on clients who are preferably between the ages of 18 and 45 (dealing with children or older adults is a 2 nd year specialisation.)	

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COMPETENCE REQUIRED Exit Level Outcome 3 & 4	ASSOCIATED MODULE AND UNIT STANDARD	ACTIVITY EXAMPLE	DATE COMPLETED
Assess, evaluate and monitor health related fitness components Feedback and refer as it relates to physical activity	Assessment and Fitness Testing (Test and evaluate health related fitness components)	ORAL: Describe how and why you would prepare a client for a fitness test.	
		PRACTICAL: Plan for the fitness testing of a participant, including the preparation of all necessary forms and booking of facilities and equipment.	
		DEMONSTRATION: Perform fitness testing on two of the three clients that you've completed medical screening for. Ensure that the following are included: <ul style="list-style-type: none"> ▪ Participant preparation and organisation of testing session. ▪ Body composition assessment. ▪ Posture and body alignment evaluation and lower back health. ▪ Cardio-respiratory endurance testing using accepted sub- maximal protocols. ▪ Muscular fitness and flexibility testing using accepted protocols. 	

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COMPETENCE REQUIRED Exit Level Outcome 5 & 6	ASSOCIATED MODULE AND UNIT STANDARD	ACTIVITY EXAMPLE	DATE COMPLETED
Design, demonstrate and lead exercise programmes Implement, monitor and modify exercise programmes	Applied Anatomy & Biomechanics (Apply anatomical and biomechanical principles to physical activity)	ORAL: Discuss the importance of planning for exercise as well as the importance of using appropriate exercise programmes.	
	Sport & Exercise Physiology Training Methods (Apply principles of sport and exercise physiology)	PRACTICAL: Prepare and set up for exercise sessions including the preparation of all documentation needed.	
	Design Exercise Programmes (Design exercise programmes) Lead & Instruct (Lead & instruct exercise programmes for individuals and groups)	DEMONSTRATION: Lead four safe and effective exercise sessions. During these sessions you should show your ability to monitor the client and how to progress and modify the exercise programmes in accordance with the responses and adaptations observed.	

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COMPETENCE REQUIRED Exit Level Outcome 7	ASSOCIATED MODULE AND UNIT STANDARD	ACTIVITY EXAMPLE	DATE COMPLETED
Motivate and support fitness participants in making activity related and wellness decisions	Nutrition (Promote an awareness of nutrition principles)	ORAL: Discuss how you would motivate your participant for exercise given the challenges facing people who do not exercise regularly	
	Motivation & Communication (Motivate and encourage participation in physical activity)	PRACTICAL: Prepare goal setting forms which will be used to help participants measure the benefits of their exercise. Also show basic nutrition questionnaire that the participant can complete to assist the trainer in suggesting appropriate diet.	
	Wellness & Lifestyle (Utilise wellness concepts for lifestyle change)	DEMONSTRATION: Show at least 3 nutrition plans that you have drawn up for a participant to assist with their meal planning. Ensure that these plans are specific to that person.	

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COMPETENCE REQUIRED Exit Level Outcome 8 & 9	ASSOCIATED MODULE AND UNIT STANDARD	ACTIVITY EXAMPLE	DATE COMPLETED
Demonstrate entrepreneurial, administration and business skills. Project and conduct oneself in a professional manner.	HIV AIDS (Implement policies regarding HIV/aids in the workplace) Safety & Risk Management (Provide for safety & risk management in sport & fitness)	ORAL: Discuss your company's business objectives and vision for sport and fitness and how you are playing a role in achieving this.	
	Occupational Health & Safety (Monitor & maintain health, safety & security) Workplace Communication (Apply workplace communication skills)	PRACTICAL: Practise excellent customer care at any point in the workplace where you deal with your customers or exercise participants.	
	Fitness Facility Maintenance (Maintain fitness environment and equipment) Operate a PC (Operate a personal computer system) Values & Ethics (Demonstrate an understanding of professional values & ethics) Legal & Professional Issues (Operate professionally in a fitness environment) Plan & Conduct Research (Plan and conduct research) Entrepreneurship & Business Management (Apply entrepreneurship to the admin of a fitness business) Personal Organisation (Organise oneself in the workplace) Teamwork (Function in a team)	DEMONSTRATION: Show your commitment in the workplace by operating as a professional in all aspects of your work. This may include: <ul style="list-style-type: none"> • Arriving on time in the workplace • Looking presentable • Showing pride in your work and using a computer to operate professionally • Showing good business ethics • Working well with team members • Communicating clearly and effectively with clients and fellow workers • Showing an ability to maintain any fitness equipment worked with • Demonstrate your understanding of how a business operates, especially the importance of operating within a budget 	

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ASSESSMENT & MODERATION OF LOG BOOK

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