



Sheen Stables Academy



LEVEL 3

PERSONAL TRAINING COURSE
HANDBOOK

Welcome Message

Welcome and congratulations on your enrolment to the **Sheen Stables Academy**.

You have enrolled on to a study programme which will bridge high-level academic learning and commercial practice, instilling confidence that will enrich your career progression development and long-term employability.

We have developed a series of accredited learning programmes that provide excellent teaching experience and teaching resources. We will support all students from all backgrounds to be successful, providing any needs necessary.

We have constructed a series of learning programmes that we are confident you will enjoy and be challenged by.

I wish you all the success on your study programme and look forward to meeting you.



Steve Tata

Why study with the Sheen Stables Academy?

Outstanding industry facilities to learn and be developed in.

Experienced outstanding teaching staff with both academic and industry-related experience and qualifications.

Small teaching groups. We could have large class sizes for higher revenue but we are more interested in quality teaching with exclusive access to teaching staff.

We set our classes to a maximum of 15. This is so we can best support our teaching staff to offer a unique one-to-one personal teaching style. Students will have regular one-to-one discussions with teaching staff in order to identify where they are on the current programme and steps needed to ensure successful completion.

Highly regarded qualifications and learning experiences by industry leaders in fitness and learning.

Long-term investment by the teaching team with pathways to additional learning and development.

Guaranteed access to one year's commercial insurance at competitive rates.



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Course Overview

The Level 3 Personal Training course is a 40 hour intensive learning programme which by completing, students will be competent in the assessment of client training needs and application of set methods to meet and achieve training goals and fitness ambitions.

You will study in outstanding facilities within a currently successful business setting with your learning experience enriched by tutors currently practising in the fitness industry.

This course is industry-level appropriate and fit for purpose for those with no previous experience in fitness training and exercise along with those who have an interest in training and want to support both their own training and that of potential clients. It also offers opportunities for those who want to create a new business venture offering physical training services.

The Level 3 Course in Personal Training is a commercial-level qualification aimed at developing the knowledge, understanding and technical skills needed for a career as a Personal Trainer, either employed or self-employed. This qualification has been specifically designed for those who are 16 years and older and appropriate for those who have recently left full-time education together with those who have been out of education for an extended period. The course is founded on national occupational standards for fitness, merging skills and knowledge from personal training and sport rehabilitation, performance training and long-term care of clients.

This qualification is accredited and is so highly regarded that on successful completion students will have guaranteed access to purchase insurance at competitive rates to enable them to practise professionally.

What does this qualification offer?

On completion the students will have knowledge and understanding with practical application of anatomy, professional practice, an understanding of the principles of health and fitness and how to provide one-to-one and group fitness-based sessions.

The knowledge required will enable the student to confidently practise in any commercial, high-performance sport setting or establish their own business.

In addition to all qualification-specific delivery, studying with this programme will deliver and develop essential employability skills that are embedded in our programmes. It will enhance employability skills with effective communication, information technology, team work and deepened industry knowledge that is passed on from tutors and programme leaders currently working and successful in the field.

Units & Structure

The structure of the qualification is comprised of SIX units which are all mandatory.

- Functional Anatomy for Training & Performance
- Principles and Fundamentals of Personal Training
- Nutrition for Performance, Health & Fitness
- Programming & Delivering Personal Training
- Fitness in Business
- Reflective Case Study

During the course you will:

- Learn about the legal and professional aspects of personal training
- Learn how to develop your career in terms of setting up as a self-employed personal trainer, managing a personal training business, and through marketing strategies, build it up to be successful
- Gain a thorough knowledge of functional anatomy and its application to personal training
- Learn how to structure, plan and deliver exercise sessions for one-to-one and group training. Design programmes to meet a variety of potential client needs in dynamic settings
- Learn how to design and structure sessions and programmes to specifically target and meet individual client needs and requirements
- Gain a thorough grounding in nutrition particularly as it applies to exercise, elite performance and a healthy lifestyle
- Learn how lifestyle and medical conditions affect a client's health and wellbeing
- Learn how to communicate well with clients and conduct consultations in order to encourage them to adopt a healthy lifestyle

Students will gain a fully recognised Level 3 qualification.

They will have guaranteed access to insurance at competitive rates to be able to practise professionally.

A thin grey line that starts as a horizontal line, then dips and rises in a jagged, heart-rate-like pattern, and then continues as a horizontal line.

What could this qualification lead to?

On completion of the course learners will have all the essential tools and knowledge to be successful in a variety of physical training career aspirations. Your learning does not and should not stop at Level 3. In an employment market where knowledge is outdated every five years practitioners should look for continued career progression development. We are committed to the personal and professional enhancement and continued learning journey of our students.

We offer a range of continued CPD progression and training to ensure you remain highly employable and equipped to operate confidently in a wide variety of practices and roles.

Our courses are well renowned and respected in industry where we can offer learners who complete this qualification the opportunity to gain employment and obtain insurance to work as a personal trainer.

Course Plan, Delivery & Assessment

The course is delivered over 40 hours. The sessions will consist of practical assessment and ongoing booklet completion.

Delivery is contact with a tutor and by digital means.

The programme will be re-delivered at numerous times throughout the year. The tutor's scheme of work is made available on enrolment with access to teaching resources. The scheme of work will outline the course, detailing dates, delivery and any breaks to accommodate national holidays and school term breaks.



Course Contact Information

The members of staff will be involved in administrating and delivering the course:

1	Name	Role
	Tel No.	Email

2	Name	Role
	Tel No.	Email

3	Name	Role
	Tel No.	Email

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Our Mission

We are driven to providing outstanding learning experiences that bridge academic learning and industry practice. Your experience with us and future long-term success and continued CPD is at the heart of what we offer.

We look to stand out from other providers as a transparent, ethical outstanding provision that is invested in student experience with learning that will sit at the core of your professional practice.

Your experience as a student is critical and you have expectations of us that we will meet, including:

- Knowledgeable and qualified staff with both academic and industry experience on hand to offer advice on the course you are to take
- Clean, professional and safe learning environments
- To be treated with the expectations of an adult learning in an employee culture as opposed to a learning student culture
- Resources and equipment to help you learn
- Opportunities for student feedback and course evaluation
- All protective characteristics will be accommodated as appropriate along with freedom from harassment and discrimination

The course is a short, intense learning experience and we will accommodate students with an embedded induction and orientation.

At every interval of the course you will be aware of what you need to succeed.

We develop and review lessons and resources to ensure they are current, valid and interesting. You will get detailed feedback on assessments with structured steps to improvement.

You will have open access and opportunities to feedback to staff on your experience. As an industry leader we will publish clear, concise procedures for:

- Discipline
- Grievance
- Academic Appeals
- Complaints

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Assessments

Working to deadlines is an important life-skill and we would encourage you to develop appropriate practices.

Level 3 Personal Training is a continuous assessment of competence over 40 hours. It will also include practical assessment observations and a course assessment booklet.

Extenuating circumstances

Sometimes there can be extenuating circumstances which can affect your ability to meet the deadline. Examples of circumstances that would justify special consideration include:

- Serious personal injury, such as a broken limb, or a medical condition requiring hospital attention or has an incapacitating effect
- An acute illness such that a reasonable person would have been unable to carry out the assessment task required
- Being a victim of a serious crime, such as robbery, burglary or a violent assault during the period immediately preceding assessment
- The serious illness or death of a close relative: normally a partner, parent, child or sibling
- Birth of a baby and/or unforeseen complications occurring during pregnancy

Normally not acceptable are:

- The death or illness of a distant relative
- Financial problems
- Difficulties with housing
- Difficulties with baby-sitters, child-minders
- Transport difficulties such as public transport strikes, road works or private transport breakdowns
- Confusion over time, date, location of the examination, or assignment hand-in date on the part of the candidate when this has been clearly notified, and not posed any problem to other students in the group
- Cases where medical certificates are retrospective, i.e. dated/issued after you have recovered from the illness claimed
- Any claim not supported by evidence which is independent and reliable
- Computer problems such as viruses, disk corruption, printer problems, network problems
- Problems with receiving/submitting referral work and results
- Problems handing in an assignment to the designated place by the deadline
- Collecting data/more data for an assignment

PLEASE NOTE: It is your responsibility to make sure that you complete all assessment requirements in a unit.

Collecting work submissions

All assignments can be required to be electronically submitted and therefore you should ensure that you keep a copy for reference. Hard copies will be collected by the tutor.

Plagiarism

We pride ourselves on our transparency, legal and ethical compliance, instilling excellence into all aspects of our practices. Plagiarism is taken very seriously. Plagiarism occurs when you copy work or closely paraphrase a portion of material without acknowledging the source and claim that it is your own. This constitutes plagiarism. With topics such as anatomy & physiology we acknowledge the repetition of hard facts and data that has no other interpretation. However, copied work from a book, an article or downloaded from the web or other parts of the Internet or copied from another student, past or present, with or without their knowledge or permission may result in exclusion from the programme with no reimbursement of funds paid.

You will be given advice and guidance on completing assignments and other coursework as part of your programme of study and through the pastoral process.

Plagiarism is cheating!

Student Code of Conduct

We are a professional business service provider and expect all users and visitors to maintain a professional working environment. Those teaching and learning on the education programme must behave where all feel respected, safe and secure, and are able to learn effectively. Any breach in the expectations will result in full exclusion and non-return of funds.

Attend to succeed

We advise full 100% attendance to the programme but we understand life happens and we will do our best to accommodate your needs. When enrolling onto the programme you acknowledge the dates and times of expected attendance.

Health & Safety & Safeguarding

We are committed to providing a safe and secure learning environment ensuring all those who enrol, contribute positively to the learning ethos and culture.
Detailed policies are available on request.

We have a responsibility along with all our employees and visitors to abide by the Health and Safety at Work Act 1974 and all other related legislation. We take steps as far as is reasonable to ensure that the health, safety and welfare of staff and students is identified, maintained and reviewed.

A copy of said policies are available on request.

As a current operator and employer in the fitness industry we abide by all employment laws and apply the same stringent practices to our recruitment, training, support and expectations of all those who work for and visit our facilities.

We recognise that both staff and students have an important role to play in promoting and safeguarding your welfare and preventing you from coming to any harm. We have detailed safeguarding protection policies and procedures to ensure that your welfare is always placed at the centre of our activities. If you have any concerns about your personal safety and wellbeing please speak to any member of staff who will help you.

We recognise that all staff, students and visitors expect and receive the right to be free from discrimination, harassment and any forms of anti-social behaviour and intimidation. We aim to prevent and action any such incidents immediately in order to provide a safe and appropriate learning and working environment.

Emergency Evacuation Procedures

In the event of an emergency a continuous fire alarm will sound. Please leave by the nearest and safest fire exit and go straight to your designated assembly point.

If the alarm sounds, leave the building immediately. Once you have left the building, do not go back inside until a designated Fire Warden tells you it is safe to do so.

If you have mobility difficulties, you will be issued with a personal emergency and evacuation plan. Please make sure that you have your plan with you at all times. In the case of an emergency please make your way to the nearest and safest refuge point and advise the Fire Marshall who will make arrangements for you to get out of the building.

Equality & Diversity

We welcome all and have an open access policy. What a boring world it would be if everyone was the same.

We especially want people who think differently.

We are a small teaching provision which allows us the space and time to offer tailored learning.

Academic Appeals Policy

If you feel that any of your assessed work has been unfairly or inconsistently marked, you can appeal against the assessment mark, grade or final outcome. You must follow the stages of the academic appeals process, which are summarised below:

1. Raise your concern with your assessor/tutor to discuss and seek to resolve your appeal
2. If you still feel that you have been treated unfairly, you can appeal in writing to request a meeting with all parties concerned. The meeting will be minuted and findings and decisions given in writing

Complaints Policy

If you feel that you are unhappy about any part of your learning experience, you have the right to complain. We would encourage that, whenever possible, you try to find a solution by talking directly to your tutor. You can, at any time, complain directly to the company owner by telephone, letter or email.

Smoke-free Institute

In line with legislation aimed at creating a smoke-free society, we are working towards becoming a smoke-free environment. The nature of our industry and our work results in a no smoking policy in and around all its sites.

Fees and Costs

Tuition Fee Payments

Students who withdraw early are still required to pay their tuition fee. We have several sanctions in place for non-payment of tuition fee and these will be one or all of the following:

1. Non-payment – you will be unable to attend sessions
2. Non-payment – your outstanding debt will be transferred to a third party debt recovery agent or small claims court



Qualification Information

This course is delivered by:

Sheen Stables Academy

in association with Wellbeing Fitness Education Centre.

It is verified by Focus Awards, the Ofqual Regulated Awarding Organisation.

Sheen Stables Fitness

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Thank you and good luck with your studies

