

# Unit D411 Instruct, observe and assist gym-based activities

## Introduction

### Summary

Improving people's personal fitness lies at the heart of instructing gym-based physical activities. This involves the thorough preparation of the clients, giving them clear instructions, explanations and demonstrations of skills and techniques, providing the opportunity to practise these and correcting what they do with clear and positive feedback. Once the client has shown they can carry out the activities safely and effectively, the instructor will need to observe and assist them and other clients on an on-going basis in the gym.

The unit is divided into three parts. The first part (page 2) gives examples and explanations of some of the words we use in the unit. The second part (pages 3-5) describes the three things you have to do. These are:

- D411.1 Prepare clients for gym-based physical activities**
- D411.2 Instruct planned activities to the clients**
- D411.3 Observe and assist gym-based activities**

The third part (pages 6-7) covers the knowledge and understanding you must have.

### Target Group

This unit is for instructors who plan, instruct, assist and review gym-based physical activities.

### Linked Units

This unit links closely with units D410, D417 and D448.

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## What We Mean by Some of the Words Used in this unit

<b>Another professional</b>	<i>a more senior instructor or the person responsible for the venue where you are instructing clients</i>
<b>Code of conduct</b>	<i>the Exercise and Fitness Code of Ethical Practice</i>
<b>Equipment</b>	<i>the equipment that the clients will use or be introduced to;</i>
<b>Fitness advice</b>	<i>this is simple information to help keep clients motivated, usually in the form of encouragement designed to develop compliance in line with the agreed goals and objectives</i>
<b>Preparing clients physically and mentally</b>	<i>this will involve exercises to ensure the body is prepared for the activities and making sure the clients are in the right frame of mind</i>
<b>Reasons why clients should not take part in the sport or activity</b>	<i>these will usually be medical reasons, occasionally they may be psychological or emotional</i>
<b>Technically correct demonstrations</b>	<i>as defined by competent national sources</i>

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## D411.1

### Prepare clients for gym-based activities

#### The National Standard

##### What you must do

*To meet the national standard, you must:*

1. make sure the environment and equipment is prepared for the planned **gym based activities**
2. meet the **clients** punctually and help them feel welcome and at ease
3. collect any new information as required
4. ask **clients** if they have any illnesses or injuries and advise individuals of any reasons why they should not participate in **gym based activities**
5. explain the **gym based activities** you have planned and their demands including physical and technical demands
6. motivate the **clients** in a way that is appropriate to them
7. advise **clients** of the facility's emergency procedures
8. confirm or revise your plans if necessary

##### What you must cover

*This element covers the following:*

###### **a clients**

- 1 individuals
- 2 groups
- 3 people with low fitness
- 4 experienced
- 5 inexperienced

*and the following:*

###### **b gym based activities**

- 1 cardio-vascular fitness
- 2 muscular fitness
- 3 flexibility

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## D411.2

### Instruct planned activities to the client

#### The National Standard

##### What you must do

To meet the national standard, you must:

1. use warm up and cool down activities that are safe and effective for the **client**
2. give the **client** explanations and demonstrations that are technically correct with safe and effective alignment of exercise positions
3. give clear explanations and demonstrations that are appropriate to the **client's** needs and level of experience
4. check the **client's** understanding of instructions and give them the opportunity to ask questions
5. observe the **client** during **gym based activities** and monitor intensity
6. ensure that the **client** carries out **gym based activities** in a safe and effective manner
7. give the **client** the necessary information and motivation to continue to carry out the **gym based activities** without your direct supervision
8. keep to the planned timings
9. give the **client** an accurate summary of your feedback
10. make sure the **client** has the necessary information about future activities and review procedures

##### What you must cover

This element covers the following:

##### **a gym based activities** to develop

1. cardio-vascular fitness
2. muscular fitness
3. flexibility

and the following:

##### **b clients**

- 1 individuals
- 2 groups
- 3 people with low fitness
- 4 experienced
- 5 inexperienced

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## D411.3

### Observe and assist gym-based activities

#### The National Standard

##### What you must do

To meet the national standard, you must:

1. move around the gym so that you can observe all **clients'** and respond to their needs in a fair and equitable way
2. make sure all **clients** can take part in **gym based activities**
3. monitor the safety and effectiveness of **gym based activities** and adapt these accordingly
4. provide feedback and instructing points which are timely, clear and motivational
5. encourage and support **clients** in taking responsibility for their own fitness
6. review **clients'** progress and offer fitness advice in response to **clients'** changing needs
7. give **clients** the chance to ask questions and provide them with appropriate and clear information
8. refer the **client** to another professional when their needs go beyond your level of competence

##### What you must cover

This element covers the following:

###### **a gym based activities** to develop

1. cardio-vascular fitness
2. muscular fitness
3. flexibility

and the following:

###### **b clients**

- 1 individuals
- 2 groups
- 3 people with low fitness
- 4 experienced
- 5 inexperienced

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## What you must know and understand

*To be competent in this unit, you must know and understand the following*

### Basic Anatomy & Physiology

- K1 the application of the principles and variables of fitness to the components of fitness
- K2 the structure and function of the skeleton; structure and range of movement of the spine; bone growth; structure of a synovial joint; ranges of movement of major synovial joints
- K3 the long and short term effects of exercise on bone and synovial joints
- K4 the types of muscular contraction; location and action of major muscle groups; how voluntary muscles contract
- K5 long and short term effects of exercise on muscles
- K6 the location and function of the heart and lungs; function of arteries, veins and capillaries
- K7 the short and long term effects of exercise on the heart, lungs and circulatory system
- K8 the aerobic and anaerobic energy systems and the energy requirements of physical activity
- K9 the effect of speed on posture, alignment and intensity
- K10 the effect of levers, gravity and resistance on exercise

### For the whole unit

- K11 the *Exercise and Fitness Code of Ethical Practice* acknowledging aspects which are relevant to the planned and taught session and ensuring equal opportunities is reflected during the exercise session
- K12 the requirements for health and safety that are relevant to the activities you are planning, for example: your organisation's health and safety policies and procedures, the Health and Safety at Work Act,
- K13 the needs and potential of the clients
- K14 the types of special needs that clients may have and how to adapt your plans, yourself and the equipment and facilities to meet these needs and reasons for temporary deferral of exercise;
- K15 a range of basic exercises that are safe and appropriate for clients; safe and effective alignment of exercise positions
- K16 a range of alternative exercises for adaptation or progression
- K17 the purpose of exercises, how to break exercise/movements down to their component parts
- K18 how to develop client co-ordination by building exercises/movements up gradually
- K19 the importance of fitness advice and how to offer it in gym based activity
- K20 the importance/ methods of voice projection; effective use of volume and pitch of voice
- K21 the information that you must give to other people who are involved

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- K22 the importance of health and safety in the facility and of paying close attention to possible problems
- K23 the range of health, safety, and risk assessment checks which must be carried out
- K24 the types of hazards which may occur in the range of facility areas and how to identify and deal with these
- K25 reporting procedures for health and safety