

# Unit D437.1 Collect and Analyse Information to Plan a Progressive Physical Activity Programme

## D437.1 Collect and Record Information about Clients

### The National Standard

#### Performance criteria

To meet the national standard, you must:

1. Establish a rapport with your **clients**
2. Decide what **information** you need to collect about your **clients**
3. Collect **information** about your clients using approved **methods**
4. Show sensitivity and empathy to your **clients** and the **information** they provide
5. Record the **information** in a way that will help you analyse it
6. Identify when your **clients** need referral to another professional

These are the Performance Criteria (PC) check to see which of them your piece of evidence covers.

#### What you must cover

From your work you must show that you have collected and checked all of the following types of:

##### A Information

1. Personal goals
2. Lifestyle
3. Medical history
4. Physical activity history
5. Physical activity preferences
6. Attitude and motivation to participate
7. Current fitness level

##### Stage of readiness

Relating to at least four of the following types of:

##### B Clients

1. Experienced
2. Inexperienced
3. Mixed ability
4. Low fitness
5. Individuals
6. Groups

Using at least two of the following types of:

##### C Methods

1. Interview
2. Questionnaire
3. Physical assessment
4. Observation

The Performance Criteria must relate to these ranges - check to see which range your piece of evidence covers.

However, you must also show that you have the necessary knowledge and skills to cover all the types of context listed above.

## Candidate assessment records

Evidence		Performance criteria						What you must cover																
Description	Date	1	2	3	4	5	6	A1	A2	A3	A4	A5	A6	A7	B1	B2	B3	B4	B5	B6	C1	C2	C3	C4
Par-Q H&F questions		1	✓						✓			✓		✓	✓	✓								✓
Lifestyle questionnaire		2	✓		✓	✓		✓			✓	✓				✓								
Assessor Observation		3	✓	✓	✓	✓		✓		✓			✓	✓			✓						✓	
Fitness assessment Results		4		✓	✓		✓		✓		✓	✓			✓								✓	
Supplementary Questions		5						✓																

The above example shows how you would reference a piece of evidence. The ticks show where the evidence has met the performance criteria and the 'what you must cover' range.

#### Assessor comments

This is where the assessor will write his/her overall comments on your performance

I confirm that all of the performance criteria and range have been achieved for this element.

Assessor signature: Assessor Date: 01/02/09

Candidate signature: Candidate Date: 01/02/09

Internal verifier signature: Verifier Date: 01/02/09



## Evidence Requirements (Gym)

Please note that candidates taking this NVQ in the context of Gym must provide evidence of planning for the following – Please indicate the evidence number which demonstrates competence in the boxes provided.

Candidates must plan and instruct clients to use all the following types of equipment /alternative equipment			
Equipment	Evidence No.	Alternative Equipment	Evidence No.
Resistance Machines (minimum of 5 different modes)	<input type="text"/>	Angled bench	<input type="text"/>
Cardiovascular Machines (minimum of 3 different modes)	<input type="text"/>	Spotting equipment	<input type="text"/>
		Stability equipment	<input type="text"/>
Free weights (must include barbells and dumbbells)	<input type="text"/>	Bands	<input type="text"/>
Candidates must also show they have planned and instructed a minimum of nine exercises from the following types of joint/movement			
Joint/movement	Evidence No.	Joint/Movement	Evidence No.
Shoulder flexion	<input type="text"/>	Elbow flexion	<input type="text"/>
Shoulder extension	<input type="text"/>	Trunk flexion	<input type="text"/>
Shoulder abduction	<input type="text"/>	Hip extension	<input type="text"/>
Shoulder adduction	<input type="text"/>	Hip abduction	<input type="text"/>
Shoulder horizontal flexion	<input type="text"/>	Knee extension	<input type="text"/>
Shoulder horizontal extension	<input type="text"/>	Knee flexion	<input type="text"/>
Elbow extension	<input type="text"/>		<input type="text"/>
Candidates must include evidence indicating that they have planned and instructed all of the following alternative body positions			
Alternative body positions	Evidence No.	Alternative body positions	Evidence No.
Barbell Grip	<input type="text"/>	Lying	<input type="text"/>
Dumbbell Grip	<input type="text"/>	Supported	<input type="text"/>
Neutral Grip	<input type="text"/>	Unsupported	<input type="text"/>
Seated	<input type="text"/>	Assisted	<input type="text"/>
Standing	<input type="text"/>	Unassisted	<input type="text"/>
Resistance Approach	Evidence No.	Resistance Approach	Evidence No.
1.	<input type="text"/>	3.	<input type="text"/>
2.	<input type="text"/>	4.	<input type="text"/>
Candidates must evidence planning and instructing for at least two cardiovascular approaches to training (e.g. interval, fartlek, random etc)			
Cardiovascular Approach	Evidence No.	Cardiovascular Approach	Evidence No.
1.	<input type="text"/>	2.	<input type="text"/>

## Evidence Requirements (Group Exercise)

Please note that candidates taking this NVQ in the context of Group Exercise must provide evidence of planning for the following – Please indicate the evidence number which demonstrates competence in the boxes provided.

There must be evidence that the candidates has instructed clients to participate in all of the following types of training (minimum of 30 minute class)::			
Type of Training	Evidence No.	Type of Training	Evidence No.
Step	<input type="text"/>	Flexibility	<input type="text"/>
Body Conditioning	<input type="text"/>	Aerobics	<input type="text"/>
Circuits	<input type="text"/>		
Candidates must show instruction in at least four resistance approaches to training (for example supersets, pyramids etc)			
Resistance Approach	Evidence No.	Resistance Approach	Evidence No.
1	<input type="text"/>	2	<input type="text"/>
3	<input type="text"/>	4	<input type="text"/>
Candidates must also show instruction in for at least two cardiovascular approaches to training (e.g. interval, fartlek, random etc) to give an overall body approach			
Cardiovascular Approach	Evidence No.	Cardiovascular Approach	Evidence No.
1	<input type="text"/>	2	<input type="text"/>
Candidates must show that they have instructed at least three styles of teaching, for example: layering, tap free, command, repetition etc. NB ONE OF THESE MUST BE LAYERING			
Style of Teaching	Evidence No.	Style of Teaching	Evidence No.
1. Layering	<input type="text"/>	2	<input type="text"/>
3	<input type="text"/>	4	<input type="text"/>
Candidates must also:			Evidence No.
Show evidence that they have structured their training session to work with the beat and phrase of the music, chosen music that is suitable for the participants and type of training and have taken account of and followed legal requirements for the use of music.			<input type="text"/>
Show that they can apply methods of voice projection and can effectively use the volume and pitch of their voice.			<input type="text"/>
Be observed using effective cueing.			<input type="text"/>
Be observed teaching from a variety of positions in the room demonstrating control of the participants.			<input type="text"/>

**SAMPLE**