



Congratulations on the first step of establishing a career within the fitness industry. We are confident that you will find our course interesting, professionally rewarding and fun to complete. This information pack will provide information related to this course to assist you in your decision and help you with the next steps.

We aim to coach, inspire and empower you so you can graduate to competently train your clients and ultimately change and empower them.

As experienced providers in the health and fitness industry we have carefully designed a course that equips you with the skills you need to make a difference to your client's lives. Your studies will provide you with an exceptional base knowledge of the core principles of the fitness industry along with subjects that provide diverse employment opportunities. We have taken great care to ensure that the highest levels of quality are maintained as we deliver this training to you.

## Fitness Institute

The Fitness Institute is responsible for the provision of training in accordance with the ASQA RTO Standards for 2015 and the requirements of the fitness industry standards set by Fitness Australia. Fitness Institute is a Registered Training Organisation (RTO No. 32089).

At the Fitness Institute, we strive for excellence, offer a professional learning experience and aim to exceed your expectations. A combination of passion, commitment and drive is what enables us to continually provide our students the support and encouragement to achieve their goals.

## Course Information and Student Selection

### Pre-Requisites and Course Units

- **SIS30315 Certificate III in Fitness:** There are no formal pre-requisites required to commence the *SIS30315 Certificate III in Fitness* component, however you will be required to obtain or possess a current *HLTAID003 – Provide First* certificate. If you do not possess this certificate, this will need to be arranged at an additional cost to you through an external trainer prior to commencing any practical activities. A copy of your Statement of Attainment or Certificate must be provided to the Fitness Institute.
- **SIS40215 Cert IV in Fitness:** To undertake the *SIS40215 Certificate IV in Fitness* component, you will be required to possess the relevant pre-requisite units of competency or possess your *SIS30315 - Certificate III in Fitness* qualification. Copies of your Statement of Attainment and Certificate will be required for your student file and verification of your qualifications. The pre-requisite units of competency required to *Certificate IV in Fitness* are indicated on the course summary list. Please note that a *SIS30313 – Certificate III in fitness* (or previous superseded Certificate III in Fitness qualifications) are no longer a valid pre-requisite, however Fitness Institute do have a transition document if you have completed a prior Certificate III in Fitness.



### Student Insurance

To undertake your practical elements and work experience activities, you will be required to obtain insurance coverage for public liability. You can apply for **FREE** Student Insurance with Fitness Australia for coverage up to twelve (12) months while undertaking study.

- You can apply at <https://www.fitness.org.au/registration> > Registered Student 'Free' > Register

### Unique Student Identifier (USI)

All students undertaking our course will require a Unique Student Identifier (USI). Since January 1<sup>st</sup> 2015, all students require a USI in order to undertake a Nationally Recognised Training qualification.

- You will need to create a FREE USI through an account on the USI registry. You can apply at <http://usi.gov.au/Pages/default.aspx> > Student Entry.

## Educational Matters

### Course Conduct

Face to Face	Online Delivery	Schools Delivery
<b>20 weeks to complete all assessments</b> <b>4 additional weeks before extension fees apply</b>	52 weeks to complete Cert III / IV in Fitness 26 weeks to complete Cert III or IV in Fitness.	1 year to complete Cert III

After this time, an extension fee will be required to cover administration costs. The extension only applies to the assessment tasks not work experience hours. More information about these fees can be found at: <https://www.fitnessinstitute.com.au/extensions>.

### Assessment

You will be advised of the assessment requirements on commencement of the course. Some of the assessments will require the completion of practical activities. All assessment work must be completed by due dates to be eligible for a result.

Face to Face	Online Delivery
<ul style="list-style-type: none"> <li>Gym resources are to be provided by the Training Provider's gym (or arranged Third Party).</li> <li>Instructors will deliver some lectures.</li> <li>Students required to watch selected lectures online.               <ul style="list-style-type: none"> <li>Backup opportunities for missed lectures available online.</li> </ul> </li> <li>High attendance rate (90% and above) is important for a successful outcome.</li> </ul>	<ul style="list-style-type: none"> <li>Gym resources are to be provided by the gym as arranged with the student.</li> <li>Observations to be completed by a qualified mentor (Cert III &amp; IV in Fitness + experience). Preferably registered with Fitness Australia.</li> <li>All lectures and sample practicals available online via the Learning Management System.</li> <li>Students required to watch all lectures online.</li> </ul>



In both Face to Face and Online Delivery methods, Fitness Institute very highly recommend that the students all purchase a commercial gym membership. Ideally a gym that has a large array of pin loaded machines, plate loaded machines, squat racks, dumbbell racks and a large variety of group fitness classes.

### Work Placement (experience)

You will be required to complete 30 hours of practical work experience for Cert III and 40 hours for Cert IV. You are encouraged to undertake your practical work experience hours at a variety of health and fitness centres to enable you to obtain experience in a diverse environment and to establish industry networks.

*Work placement (experience) is on top of your practical assessment requirements. A breakdown is provided below:*

#### SIS30315 Cert III in Fitness:

- **Quality Service** - 10 hours work experience activities to include reception, service sales and marketing tasks, and shadowing of gym supervisors.
- **Maintenance** – 5 hours work experience activities to include cleaning and preventative maintenance.
- **Group Fitness** - 15 hours of participation in group fitness classes (e.g. Les Mills or Mossa Classes, Yoga, Circuits in a controlled environment). Participate in at least 5 different types of classes.
  - Note that Bootcamps, Group PT and CrossFit experience all comes under Cert IV. As you attend a class, you are required to have the group fitness instructor sign your log book, or attach other proof of your participation.

#### SIS40215 Cert IV in Fitness:

- **Group Personal Training** – 10 hours practical work experience participation and/or observation in fitness activities such receiving Group Personal Training, Attending bootcamp classes, etc.
- **Personal Training** – 10 hours practical work experience participation and observation in fitness activities such receiving personal training services. Hours can be attained by shadowing and observing Personal Trainers and fitness instructors implementing programs and providing a product or service within the fitness industry.
- **Business Operations** – 10 hours business administration/reception tasks such as, but not limited to, marketing, event planning, sales observation, and maintenance tasks within a fitness facility or gymnasium.
- **Strength and Conditioning** - 10 hours practical work experience of endurance, strength and conditioning observation and participation. Sessions may include CrossFit, sports specific endurance, Weightlifting, Powerlifting etc.



### **Allied Health Professionals**

You are also required to work collaboratively with allied health professionals. Some gyms may have an Exercise Physiologist on hand, however you may need to outsource and speak to a physiotherapist, etc. Any medical or allied health professional appointments will be beyond course costs. If your clients that you train during your course have an injury, you may wish to ask for your client's consent to visit their provider (eg Physiotherapist) in order to gain a greater understanding of their injuries and how you can assist under the correct guidance.

### **Equipment**

You will be required to provide a heart rate monitor for the completion of the practical phase of training. Heart rate monitors can be purchased on-line or from any sports store or most gymnasiums. You will also require a measuring tape and skin fold callipers, both of which are inexpensive.

### **Recommended Software**

Fitness Institute recommend the Visible Body Software. This software costs about \$40 and is provided by an external company. While this software is optional, it is highly recommended. The recommended software product is called Human Anatomy Atlas. Other recommended products are Muscle Premium and Skeleton Premium.

### **Dress and Attire**

The dress for the conduct of work experience activities is to be neat physical training attire with enclosed footwear and appropriate for the activity and organisational standards. A Fitness Institute collared polo shirt will be provided to you to be worn for practical assessment activities and the completion of work experience.

### **Qualifications/Results**

A Certificate and Record of Results will be issued to you once all units of competency for the qualification are completed; work experience requirements are completed; and on finalisation of payment. In the event that you require a replacement Certificate or Record of Results, please contact the Head Office.

## **Student Rules and Regulations**

Students are required to adhere to Fitness Institute's policies and procedures while studying at the Fitness Institute.

- *Student Policies and Procedures*, please refer to <http://www.fitnessinstitute.com.au/fitness-institute-rto-information/>.



## Information and Services

### Information Technology

Information and course coordination updates are distributed via electronic means. Most assessment material is to be typed for submission and a guide for the submission of assignments is available to assist you.

You are required to have access to Internet and email and have a working scanner, printers and Microsoft Office software packages to produce word processed documents and/or spread sheets, electronic presentations and brochures (e.g. Microsoft Word, Excel, PowerPoint and Publisher). *Please note that the free versions of Microsoft office such as OpenOffice.org do not work well with our templates and we will only accept Microsoft office documents.*



## Enrolment Information

### Enrolment Conditions

Access to enrolment is subject to:

- Online/paper enrolment registration received;
- Pre-requisites and other entry requirements received;
- Enrolment fees finalised.

### Enrolment

To enrol, please follow these steps:

1. Compile a payment plan at <http://www.fitnessinstitute.com.au/pricing/> > Step 3: Select Payment Option (you might want to check if you are eligible for any Promos)
2. Register for a USI at <http://usi.gov.au/Pages/default.aspx> > Student Entry;
3. Register for FREE Student Insurance at <https://www.fitness.org.au/registration> > Register Student Free > Register.
4. Register for our LMS at <https://students.fitnessinstitute.com.au/> > Select Register, Register as an Individual, once you have completed the 4 steps, log in and then go to members, personal details, compliance and complete the AVETMISS details. Note that we will assist you for enrolling in a course.

If you are unsure with any of the above steps, please do not hesitate to contact one of the Fitness Institute staff members and we can guide you through this process over the phone or in our office.

### Payment of Fees

All pricing information can be found at [www.fitnessinstitute.com.au/pricing](http://www.fitnessinstitute.com.au/pricing).

- *Payment Plans:* Fitness Institute offers a range of payment plan options to enable payment to be made over a number of periodical payments. To arrange a payment plan, please contact the Head Office before the commencement of the course. Please note every transaction will incur an additional cost of \$1.95 and a once off \$5.50 setup fee. This additional cost is charged as an administration fee by the direct debit (PaySmart) organisation.
- *Employer:* If your employer (or another party) is paying your course fees, you will need to contact the Head Office where an *invoice* will be issued for payment. Payment can be paid in full via electronic funds transfer or a payment plan can be arranged.

Once we have received your registration, the course fees or have arranged to pay by instalments, you will become an enrolled active student. Once your enrolment has been confirmed, students will be contacted by the Head Office within 24 hours.



### **Department of Human Services approved course**

Fitness Institute is registered for students wishing to apply for Centrelink Payments while you are undertaking your period of study. You will be required to contact Centrelink to determine your eligibility for Centrelink payment support. There is a payment finder available on the Department of Human Services website.

### **Change of Enrolment**

If you need to change your enrolment details, please contact the Head Office via email or telephone. Changes to your enrolment are not effective until confirmed by the Head Office.

### **Changes of Personal Details**

If ANY personal details change, it is your responsibility to notify the Head. Once the Head Office is notified, they will update your Personal Details in the Student Portal. If you update your Personal Information in the Student Portal, please notify head office so that we can update our other management systems.

### **Withdrawal/Cancellation from a Course**

If you wish to withdraw/cancel your enrolment, you will be required to contact the Head Office and compile the relevant paperwork and still pay for the remainder of the course if outstanding. Please note that course withdrawals still attract the full course fees. Please see the Fitness Institute Terms and Conditions for more information on the next page and on the web page below:

<https://www.fitnessinstitute.com.au/pricing/>



## Fees and Charges

### Fees

You are not enrolled until all fees due have been paid or a payment plan contract has been arranged and 1<sup>st</sup> payment has been confirmed. If you are having difficulty paying fees prior to commence the course, please contact the Head Office to discuss a time to pay.

Students are liable for all payments even if you discontinue your study. Debt recovery action will be taken to recover outstanding fees and students will be required to pay the costs that are incurred to recover the debt.

### Fee for Service

Fees payable on fee-for-service courses are charged on a cost recovery basis.

### Refund for fee-for-service Courses

There is no refund available once training has been undertaken.

### Refund Policy

We will allow a refund or cease of payments only in the instance that we (as Fitness Institute Pty Ltd) cannot or have not provided a service as stated in our terms and conditions.

Examples of this could be:

- Online Learning Management System (LMS) down for a long period of Time (e.g. weeks at a time) without staff providing alternative means to reading, lecture and assessment materials.

We do not issue refunds if students choose not to complete the work, doesn't attend class or find themselves too busy to complete the course.

If you are financially unable to continue payments, please let us know and we can adjust your payments where possible, we will do this happily and without service charge. Dishonoured payments are charged a \$15 fee which can be avoided by contacting us at least 3 days advance.

You cannot cancel your contract if you do not make use of the Learning Management System. If you withdraw from your course, you will still be required to pay out your contract. Our cooling off period after the full payment or the first deposit has been made is 48 hours. Please review the extension conditions and payments at the site below:

<https://www.fitnessinstitute.com.au/extensions/>





**Certificate 3 Guarantee** students are eligible for a rebate once modules have been completed within the proposed timeline. Students will agree to the full price of the course and continue payments until the Cert III is completed. At which stage the contract will be reduced or a refund will be lodged into the account of choice. More information on the Certificate 3 Guarantee can be found here:

<https://www.fitnessinstitute.com.au/certificate-3-guarantee/>

More information can be found at [ACCC](#) with regards to contracts.

## Group Exercise Leader


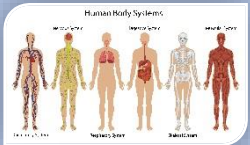
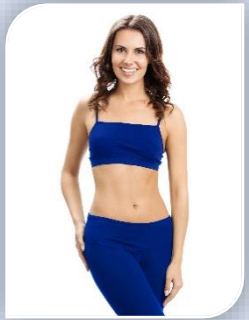
Fitness Institute will commence the Group Exercise Skillset in December, 2016. This skillset is not required if you are going to be doing the Certificate III in Fitness in full.

SISSS00113 – GROUP EXERCISE LEADER	Additional Work Placement
<p><b>GEL – Group Exercise Leader</b></p> <p><i>HLTAID003 – Provide First Aid and HLTAID001 – Provide Cardiopulmonary Resuscitation both highly recommended to complete before registering as a Group Exercise Leader</i></p> <p>HLTWHS001 – Participate in workplace health and safety            SISFFIT009 – Deliver pre-choreographed or prescribed community fitness            SISFFIT010 – Deliver pre-choreographed or prescribed group exercise to music            SISXCCS001 – Provide Quality Service</p>	<p>Completion of a pre-choreographed course through an external provider</p>



Example of a pre-choreographed class – [Mossa’s Group Power](#)



SIS30315 - CERTIFICATE III IN FITNESS		Additional Work Placement
<p><b>Module 01 – Course Introduction and First Aid</b></p> <p>HLTAID003 – Provide First Aid (required externally).            HLTAID001 – Provide Cardiopulmonary Resuscitation (highly recommended)</p>		
<p><b>Module 02 – WHS and Risk in the Fitness Industry</b></p> <p>HLTWH001 – Participate in workplace health and safety            BSBBSK401 – Identify risk and apply risk management processes</p>		
<p><b>Module 03 – Working in the Fitness Industry</b></p> <p>SISXCCS001 – Provide Quality service**            SISXIND001 – Work effectively in sport, fitness and recreation            SISXFAC001 – Maintain equipment for activities</p>		15 hours
<p><b>Module 04 – Anatomy and Physiology</b></p> <p>SISFFIT004 – Incorporate anatomy and physiology principles into fitness programming**</p>		
<p><b>Module 05 – Gym Instructor</b></p> <p>SISFFIT001 – Provide health screening and fitness orientation**            SISFFIT006 – Conduct fitness appraisals**            SISFFIT005 – Provide healthy eating information**            SISFFIT003 – Instruct fitness programs **            SISFFIT014 – Instruct exercise to older clients**            SISFFIT002 – Recognise and apply exercise considerations for specific populations **</p>		
<p><b>Module 06 – Group Fitness</b></p> <p>SISFFIT007 – Instruct Group exercise sessions            SISFFIT011 – Instruct approved community fitness programs            SISXCAI006 – Facilitate groups            SISFFIT009 – Deliver pre- choreographed or prescribed community fitness            SISFFIT010 – Deliver pre-choreographed or prescribed group exercise to music</p>		15 hours

\*\* These subjects are pre-requisites for the Certificate IV in Fitness.



SIS40215 – CERTIFICATE IV IN FITNESS		Additional Work Placement 10 hours
<p><b>Module 07 – Group training and Young people</b></p> <p>SISFFIT019 – Incorporate exercise science principles into fitness            SISFFIT016 – Provide motivation to positively influence exercise behaviour            SISFFIT023 – Instruct group personal training programs            SISFFIT013 – Instruct exercise to young people aged 13 -17 years            SISFFIT012 – Instruct movement programs to children aged 5 -12</p>		10 hours
<p><b>Module 08 – Deliver Personal Training</b></p> <p>SISFFIT015 – Collaborate with medical and allied health professional in a fitness context            SISFFIT017 – instruct long-term exercise programs            SISFFIT018 – Promote Functional movement capacity            SISFFIT020 – Instruct exercise programs for body composition goals            SISFFIT 021 – Instruct personal training programs            SISXRES001 – Conduct sustainable work practices in open spaces            SISFFIT025 – Recognise the dangers of providing nutrition advice to clients            SISFFIT026 – Support healthy eating through the eat for health program</p>		10 hours
<p><b>Module 09 – Develop a Small Business</b></p> <p>BSBSLS408 – Present, Secure and support sales solutions            BSBSMB401 – Establish legal and risk management requirements of small business            BSBSMB404 – Undertake small business planning            BSBSMB403 – Market the small business</p>		10 hours
<p><b>Module 10 – Strength and Conditioning and Endurance Training</b></p> <p>SISFFIT024 – Instruct endurance programs            SSISSSTC402A – Develop strength and conditioning programs            SSISSSTC301A – Instruct strength and conditioning techniques</p>		10 hours



## Staff

Your trainers and assessors possess current fitness industry experience and are working in the fitness industry which provides for the most fitting and up to date educational experience.

STAFF / POSITION	PROFILE	FITNESS SKILLS SUMMARY
<b>Dean Bodle</b>  Founder Director CEO Instructor		<ul style="list-style-type: none"> <li>• Certificate III and IV in Fitness</li> <li>• Certificate IV in Training and Assessment</li> <li>• CrossFit Level 1 Coach</li> <li>• Powerlifting Australia L1 Coach</li> <li>• Thump Boxing Coach</li> <li>• Owner of Strand Fitness North Shore, Strand Fitness CBD, Strand CrossFit</li> <li>• Level 3 Fitness Australia Registered Exercise Professional</li> </ul>
<b>Philip Sherriff</b>  Managing Director Instructor Assessor		<ul style="list-style-type: none"> <li>• Certificate III and IV in Fitness (2011, 2016)</li> <li>• Diploma in Fitness (2012, 2016)</li> <li>• CrossFit Level 1 Coach</li> <li>• L2 ASCA Strength and Conditioning Coach</li> <li>• Boxing for Fitness Instructor</li> <li>• Australian Weightlifting Federation Level 1 Power Coach</li> <li>• Certificate IV in Training and Assessment</li> <li>• Bachelor of Information Technology</li> <li>• Level 2 Fitness Australia Registered Exercise Professional</li> </ul>
<b>Janine Smith</b>  Instructor Assessor		<ul style="list-style-type: none"> <li>• Certificate III and IV in Fitness</li> <li>• Certificate IV in Training and Assessment</li> <li>• Diploma in Hospitality</li> <li>• Diploma in Fitness (2016-17)</li> <li>• Certificate III in Cooking</li> <li>• MetaFit Coach</li> <li>• PunchFit Instructor L1 and L2</li> <li>• Les Mills Body Pump Instructor</li> <li>• Level 2 Fitness Australia Registered Exercise Professional</li> </ul>



**Alisa Osborne**

Exercise Physiologist  
Instructor  
Assessor



- Certificate III and IV in Fitness
- Certificate IV in Training and Assessment
- Bachelor of Clinical Exercise Physiology
- ESSA Accredited Exercise Physiologist

**Matthew Strickland**

Exercise Physiologist  
Instructor  
Assessor



- Certificate IV in Training and Assessment
- Bachelor of Clinical Exercise Physiology
- ESSA Accredited Exercise Physiologist

**Kristine Beissner**

Program Development  
Assessor



- Certificate III and IV in Fitness
- Certificate IV in Training and Assessment
- Group Trainer and Instructor
- Level 3 Registered Exercise Professional
- Over 30 years of professional fitness industry experience
- Bachelor of Communication (Student)

**Kylie Terzo**  
Finance

- Certificate III and IV in Fitness
- Bachelor of Accounting (Student 2016 +)



**Jai Hunter**

Administration  
&  
Careers  
Consultant



- Certificate III and IV in Fitness
- Forrest Yoga L3 Instructor
- Chartered Accountant
- PunchFit Instructor L1 and L2

**Sarah Collins**

Administration  
&  
Careers  
Consultant



- Certificate III and IV in Fitness
- Certificate III in Business

**Remy Collier**

Careers  
Consultant



- Bachelor of Digital Media (CQU Student)
- Certificate III in Fitness
- Certificate III in Business



## Customer Service

### Enquiries

The contact details for the Fitness Institute Head Office are as follows:

#### Telephone

1300 4 FITNESS (Sales and Enrolments)

07 4771 2791 – Student Support

#### Email:

Dean Bodle

[dean@fitnessinstitute.com.au](mailto:dean@fitnessinstitute.com.au)

Director | Trainer

Philip Sherriff

[philip@fitnessinstitute.com.au](mailto:philip@fitnessinstitute.com.au)

Managing Director | Trainer

Janine Smith

[janine@fitnessinstitute.com.au](mailto:janine@fitnessinstitute.com.au)

Lead Assessor | Trainer

Kristine Beissner

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Trainer and Assessor

Matthew Strickland

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Careers Consultant

Sarah Collins

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Administration

Kylie Terzo

[kylie@fitnessinstitute.com.au](mailto:kylie@fitnessinstitute.com.au)

Finance



## Conclusion

Fitness Institute is committed to providing flexible and modern training options. The staff at Fitness Institute will assist you to achieve your goals; however the level of your commitment will determine how expediently you complete the course requirements to gain the qualification. To ensure successful completion of this course, you are requested to assist instructors by being focussed to achieve competency.