



NZ Register of Exercise Professionals

PO Box 22374 Christchurch 8140  
Ph 0800-55-44-99 Fax 03-3736-398  
[www.reps.org.nz](http://www.reps.org.nz) [info@reps.org.nz](mailto:info@reps.org.nz)

## October 2016

The NZ Register of Exercise Professionals now has new processes in place for registering qualifications to be recognised by REPs.

Please contact REPs directly on 0800 55 44 99 for further information before commencing the process to apply to become a REPs Registered Education Provider.

This change is in conjunction with the new suite of exercise industry qualifications (New Zealand Certificates in Exercise) which are currently awaiting NZQA approval.

Yours sincerely

Stephen Gacsal  
REPs Registrar

# Application to map and review a course against the REPs registration levels.

This document is used to map/match a course to the REPs registration levels. This document must be completed for each course to be reviewed.

## Important Notes:

- REPs Levels build on one another, so the requirements for higher levels assume reaching the requirements for the level below it (except for Group Exercise, which is covered separately)
- In verifying an education provider, adequate evidence must be supplied to show that:
  - the course/training package cover the required competencies, to the required level and depth, in their **learning outcomes**
  - the course training package **assesses** competencies to the required depth and level
  - each criteria meets the standards for **sufficiency and authenticity** of assessment
  - the education provider has robust procedures and systems to ensure this robustness happens consistently
- If your course is based around unit standards, please indicate the competencies required by unit standard number and element.

## How to complete this document

Where the document below asks for “**Education Provider to Complete this column**”, please match up your course/training package with the REPs criteria in the left hand column. You must be SPECIFIC and show where exactly each REPs criteria is covered in BOTH the learning outcomes AND assessment. You must also include:

- Which modules/components of your course/training package cover this criteria (be specific).
- Include details of who teaches the course and their qualifications.
- How many hours each component is taught. (e.g if the REPs criteria is for “anatomy” and you have an “anatomy and physiology” paper, include how many hours of this paper are JUST for anatomy).



## Course General Information and Overview

Items marked with (\*) will be the information included in any REPs promotion of the course. Please answer each of the questions in the space provided.

1. **Course Name (\*)** \_\_\_\_\_
2. **Length of the Course** - Include the length of the course (e.g. six months), the number of contact hours (e.g. 20 hours a week for 12 weeks), estimated workload outside contact hours (eg students are expected to work approximately 10-15 hours a week of own study) \_\_\_\_\_
3. **Study Method** - (e.g. correspondence, part time , full time, module based) (\*) \_\_\_\_\_
4. **Course Contact Person's Details** -for students who want to know more (\*) \_\_\_\_\_
5. **Course Overview** - (up to 50 words) (\*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. **Open Course?** - Is the course open to the public or limited in some way (\*) \_\_\_\_\_
7. **Price of course or fee structure** - \_\_\_\_\_
8. **Student allowance** - Can students normally access a student allowance/loan while undertaking this course? \_\_\_\_\_
9. **Attendance** -How attendance at the course is verified \_\_\_\_\_
10. **Sample Certificate** - Please provide a sample certificate a successful attendee would receive     Sample attached

## REPs (NZ) Registration Review Process for Foundation Level Exercise Assistant

### Notes:

- *An individual at the Exercise Assistant level of expertise is expected to work in the fitness industry as a **'floor-walker'** with a strong focus on Customer Service needs of fitness clients. With this in mind they are **not** endorsed by REPs to do the following:*
  - *Prescribe or demonstrate exercises to clients*
  - *Give advice in the health and fitness area (including generic advice)*
  - *Pre-screen or fitness test clients*
- *They are endorsed to do the following descriptions which are indicated on the descriptor column on the table following.*
- *The REPs Reviewer is to complete the evidence-verification column on the table following. Any extra notes are required on the final page of the review documentation.*

# Foundation Level Exercise Assistant

Level Descriptor/ Criteria for Exercise Assistant	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<p><b>Foundation Exercise Assistant</b> Individuals at this level are required to have undertaken and passed qualifications which verify that, or are otherwise able to prove that, they are competent in the following:</p> <ul style="list-style-type: none"> <li>• <b>Identifying potentially dangerous (contraindicated) exercises</b></li> </ul>	<p>The REPs Reviewer is to determine if the following competencies have been met by the organisation for each of the criteria listed:</p> <ul style="list-style-type: none"> <li>• Evidence is shown that students are <b>taught and assessed</b> in how to identify potentially dangerous exercises. REPs would expect that also included in the course is learning and assessment in 'Common Exercises Used in the Fitness Industry'. (10 hours of learning involved in both common exercises and contra-indicated exercises is suggested)</li> <li>• Practical demonstration of commonly used exercises in the gym (suggest Reviewer checks that minimum of 15 exercises are assessed)</li> </ul>		<p>Evidence verified for potentially contra-indicated exercises</p> <p>Evidence verified for demonstration of commonly used exercises in the gym</p> <p>Hrs taught: _____</p> <p>Qualifications of tutor for this section are adequate. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>		

Level Descriptor/ Criteria for Exercise Assistant	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<ul style="list-style-type: none"> <li>• <b>Have a basic knowledge of the facility's exercise products and services available to clients</b></li> </ul>	<ul style="list-style-type: none"> <li>• Evidence is shown that students are <b><i>taught and assessed</i></b> in the products and services of the fitness industry. Course outline should include reference to learning and assessment in: <ul style="list-style-type: none"> <li>- <i>Customer Service in the fitness industry</i></li> <li>- <i>Fitness industry service chain</i></li> <li>- <i>Common products in the fitness industry such as group exercise; gym instruction; personal training; nutritional products; medical/rehabilitation services; early childhood care etc.</i></li> <li>- <i>Sales &amp; marketing objectives &amp; common processes</i></li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• Evidence verified for learning around the products and services of a typical fitness and/or recreation centre.</li> </ul> <p>Hrs taught: _____</p> <p>Qualifications of tutor for this section are adequate.</p> <p><input type="checkbox"/> YES   <input type="checkbox"/> NO</p>		

Level Descriptor/ Criteria for Exercise Assistant	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<p><b>Recognise the need for exercise expertise from other people</b></p>	<p>Evidence is shown that students undergo learning in <i>understanding their boundaries as a fitness assistant</i>. Typically this may include the following:</p> <ul style="list-style-type: none"> <li>- understanding that they cannot prescribe exercise &amp; therefore must refer fitness clients to a qualified fitness instructor or personal trainer</li> <li>- understand that they cannot prescribe nutritional needs for clients</li> <li>- understand that they cannot demonstrate more difficult exercises to clients, other than the ones taught them.</li> </ul> <p>The Reviewer is to look at all course data and ensure that if scope is being sought for the level of Fitness Assistant, then the course material reflects 'entry-level' knowledge in the fitness industry.</p>		<p>Evidence verified for learning around <i>understanding the boundaries of a fitness assistant in a fitness and/or recreation centre</i>.</p> <p>Hrs taught: _____</p> <p>Qualifications of tutor for this section are adequate. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>		



Level Descriptor/ Criteria for Exercise Assistant	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<p><b>Understand basic issues relating to exercise health &amp; safety</b></p>	<ul style="list-style-type: none"> <li>• Evidence is shown that students undergo learning in <i>understanding basic issues relating to health and safety in the fitness &amp;/or recreation environment</i>. Typically this may include the following: <ul style="list-style-type: none"> <li>- Common <i>risks and hazards</i> relating to the fitness &amp;/ or recreation environment e.g. chemical risk; exercise equipment risk; exercise risk; facility hazards etc.</li> <li>- Reference and learning around basic employment legislation including the rights of an employee and employer.</li> </ul> </li> </ul> <p>Reference to ensuring client and employee safety in the workplace, e.g. stress and fatigue management for shift workers.</p>		<p>Evidence verified for learning around <i>understanding basic issues relating to health and safety in the fitness and/or recreation environment</i>.</p> <p>Hrs taught: _____</p> <p>Qualifications of tutor for this section are adequate.  <input type="checkbox"/> YES   <input type="checkbox"/> NO</p>		

Level Descriptor/ Criteria for Exercise Assistant	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<p><b>Operate and demonstrate cardiovascular equipment (e.g. treadmills) to clients (how to turn on and start)</b></p>	<p>Evidence is shown that students undergo learning in how to operate cardiovascular equipment and how to demonstrate the use of it to fitness clients. Typically this would involve instruction in :</p> <ul style="list-style-type: none"> <li>- practical <i>learning in the safe use</i> of a treadmill; rower; cross-trainer; cycle; or stepper in a facility gym environment</li> <li>- Learning and education in how to get clients on/off CV equipment safely &amp; effectively</li> <li>- Use of a 'show-tell-do' approach to skill acquisition for clients.</li> </ul>		<p>Evidence verified for learning around the <i>operation and demonstration of common cardiovascular equipment used in the fitness and/or recreation environment.</i></p> <p>Hrs taught: _____</p> <p>Qualifications of tutor for this section are adequate.  <input type="checkbox"/> YES   <input type="checkbox"/> NO</p>		

## REPs (NZ) Registration Review Process for Foundation Level Group Exercise Instructor

An individual at the **Group Exercise Instructor** level of expertise is expected to work in the fitness industry as an '**aerobics instructor**' who is either doing a class which has been pre-choreographed by the facility, OR has the skills to design and choreograph their own classes, i.e. uses 'free-style' choreography. With this in mind they must be able to reach the requirements for Exercise Assistant and therefore have a customer service and health and a safety focus.

- Prescribe written exercises to fitness clients
  - Pre-screen or fitness test clients
  - Demonstrate any resistance training techniques (in a class situation or individually), except where they are applying for Part B.
- They are endorsed to do the following descriptions which are indicated on the descriptor column on the table following.
  - The REPs Reviewer is to complete the evidence-verification column on the table following. Any extra notes are required on the final page of the review documentation.

**IMPORTANT:** A prerequisite of this level is meeting all the recruitments for Exercise Assistant. Please check that the course/training also covers these registration levels requirements.

# Group Exercise Instructor

Level Descriptor/ Criteria for Group Exercise	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<b>Group Exercise Instructors</b> taught at this level are required to have <b>Exercise Assistant competencies as a pre-requisite requirement.</b>		Evidence is shown that the provider has a structured process for verifying students to meet the pre-requisites required by REPs at this level.			
<b>Foundation Group Exercise Instructor</b> Individuals at this level are required to have undertaken and passed qualifications which verify that, or are otherwise able to prove that, they are competent in the following: <ul style="list-style-type: none"> <li>• <b>Have an understanding of basic anatomy and exercise physiology</b></li> </ul>	The REPs Reviewer is to determine if the following competencies have been met by the organisation for each of the criteria listed: <ul style="list-style-type: none"> <li>• Evidence is shown that students are <b>taught and assessed</b> in basic anatomy and exercise physiology.</li> <li>• It is expected that ‘<i>basic anatomy</i>’ refers to an entry-level understanding of the major muscles of the body used in exercise.</li> <li>• It is expected that ‘<i>basic exercise physiology</i>’ refers to an introduction to the energy systems; cardiovascular system; respiratory and circulatory systems and how each responds to exercise stimulation.</li> </ul>		<ul style="list-style-type: none"> <li>• Evidence verified for learning and assessment in fitness industry <i>entry-level anatomy</i></li> <li>• Evidence verified for learning and assessment in fitness industry <i>entry-level exercise physiology</i>.</li> </ul> Hrs taught: _____  Qualifications of tutor for this section are adequate. <input type="checkbox"/> YES <input type="checkbox"/> NO		

Level Descriptor/ Criteria for Group Exercise	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<p><b><i>Be able to demonstrate basic exercise techniques to a group</i></b></p>	<ul style="list-style-type: none"> <li>• Evidence is shown that students are <b><i>taught and assessed</i></b> in the exercises commonly utilised in an aerobics (exercise-to-music) class. Course outline should include reference to learning and assessment in:               <ul style="list-style-type: none"> <li>- <i>commonly used upper and lower body movements (individual and linked movements)</i></li> <li>- <i>movement sequences which are commonly used in exercise-to-music choreography</i></li> <li>- <i>changes in intensity using different lever lengths and exercise adaptations</i></li> </ul> </li> </ul> <p>Practical demonstration of commonly used exercises in the class setting (<i>suggest Reviewer checks that minimum of 15 exercises and exercise sequences are assessed</i>)</p>		<p>Evidence verified for learning and assessment around the <i>typical exercises and movements used in an exercise-to-music class.</i></p> <p>Hrs taught: _____</p> <p>Qualifications of tutor for this section are adequate.  <input type="checkbox"/> YES   <input type="checkbox"/> NO</p>		

Level Descriptor/ Criteria for Group Exercise	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<ul style="list-style-type: none"> <li>• <b>Design, monitor and instruct a structured group exercise class that follows the principles of safe exercise structure and allows for a physiologically safe and balanced workout.</b></li> </ul> <p><b>NB: Registration will be given for either pre-choreographed or choreographed class design and demonstration.</b></p>	<p>Evidence is shown that students undergo learning in how to design, monitor and instruct an exercise-to-music class. Typically this may include the following:</p> <ul style="list-style-type: none"> <li>- Choreographing movement sequences which allow for a warm-up phase, conditioning phase and a cool-down phase.</li> <li>- Class structure selected suits the intended participants and the goal of the class.</li> <li>- Style and speed of music selected suits the intended participants and intended exercise content.</li> <li>- Class choreography meets safety requirements in terms of loading; number of repetitive movements; safe exercise selection and intensity.</li> <li>- Cuing, communication and motivation is planned to suit the intended participants and the goal of the class</li> <li>- Alternative movements and/or exercises are given to allow for differences in fitness levels and competency of class participants.</li> </ul>		<ul style="list-style-type: none"> <li>• Evidence verified for learning around designing, monitoring and instructing a safe and effective exercise-to-music class.</li> </ul> <p>Hrs taught: _____</p> <p>Qualifications of tutor for this section are adequate. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>		

Level Descriptor/ Criteria for Group Exercise	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<p><b>Understand basic issues relating to exercise health &amp; safety</b></p>	<ul style="list-style-type: none"> <li>• Evidence is shown that students undergo learning in <i>understanding basic issues relating to health and safety in the fitness &amp;/or recreation environment</i>. Typically this may include the following:               <ul style="list-style-type: none"> <li>- Common <i>risks and hazards</i> relating to the fitness &amp;/ or recreation environment e.g. noise risk; exercise equipment risk; exercise risk; facility hazards etc.</li> <li>- Reference and learning around basic employment legislation including the rights of an employee and employer.</li> </ul> </li> </ul> <p>Reference to ensuring client and employee safety in the workplace, e.g. stress and fatigue management for group exercise instructors.</p>		<p>Evidence verified for learning around <i>understanding basic issues relating to health and safety in the fitness and/or recreation environment</i>.</p> <p>Hrs taught: _____</p> <p>Qualifications of tutor for this section are adequate.  <input type="checkbox"/> YES   <input type="checkbox"/> NO</p>		

Level Descriptor/ Criteria for Group Exercise	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<b><i>Operate a stereo for use with Group Exercise</i></b>	<p>Evidence is shown that students undergo learning in how to operate typical stereo equipment in the exercise-to-music class setting. Typically this would involve instruction in :</p> <ul style="list-style-type: none"> <li>- <i>practical learning in the safe operations of stereo use (including safe noise levels which meet legislative standards for fitness facilities).</i></li> <li>- <i>Learning and education in how to use the head-set microphone safely and monitor the noise and interference levels for class participants.</i></li> </ul>		<p>Evidence verified for learning around the <i>operation and demonstration of a stereo and microphone system commonly used in the aerobic class setting.</i></p> <p>Hrs taught: _____</p> <p>Qualifications of tutor for this section are adequate. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>		



## PART B: Extra Competencies for Group Exercise Instructors:

Level Descriptor/ Criteria for Group Exercise	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<p><b>Foundation Group Exercise Instructor</b> Individuals at this level may also provide evidence for teaching group exercise classes which involve <b>equipment or specialist knowledge</b> in a specific area of class design and demonstration. If teaching more 'specialist' classes requiring fitness equipment or more specialist knowledge, Group Exercise Instructors should possess qualifications which verify that, or are otherwise able to prove that, they are competent in the following: <b>Use of resistance training techniques (eg Pump, circuits).</b></p>	<p>Evidence is shown that students undergo learning in how to teach an exercise class using specialist equipment such as bar-bells; dumb-bells; swiss balls or resistance machines such as those used in a circuit-class environment. Typically this would involve instruction in :</p> <ul style="list-style-type: none"> <li>- <i>the safe use of equipment and exercises taught in an exercise-to-music class</i></li> <li>- <i>'correct' technique as applies to the equipment used. Safety in technique refers to cueing the correct biomechanical alignment; correct stance&amp; posture; correct tempo; correct control; correct hand-grip; correct isolation of movement.</i></li> <li>- <i>Effective and competent cueing, which enables class participants to perform the movements safely and effectively.</i></li> </ul>		<p>Evidence verified for learning around the <i>operation and demonstration of resistance training techniques and the safe use of resistance equipment in an exercise-to-music class.</i></p> <p>Hrs taught: _____</p> <p>Qualifications of tutor for this section are adequate.  <input type="checkbox"/> YES   <input type="checkbox"/> NO</p>		

Level Descriptor/ Criteria for Group Exercise	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<p><b>If based in, or include use of a pool or water (aqua classes):</b>  <b>The individual should also hold a pool Lifeguard award.</b></p>	<ul style="list-style-type: none"> <li>• Evidence is shown that students undergo learning in how to teach an exercise class in a water / pool environment.</li> <li>• Typically this would involve instruction in: <ul style="list-style-type: none"> <li>- <i>safety in operating in an aqua environment, e.g. as per Sfrito Pool-Life-Guard Award</i></li> <li>- <i>motivating and communication with class participants in a pool-environment</i></li> <li>- <i>demonstrating water-based exercises safely and efficiently to class participants</i></li> </ul> </li> </ul>		<p>Evidence verified for learning around the <i>demonstration of exercises and movements in an aqua-aerobic class environment.</i></p> <p>Hrs taught: _____</p> <p>Qualifications of tutor for this section are adequate.  <input type="checkbox"/> YES   <input type="checkbox"/> NO</p>		

Level Descriptor/ Criteria for Group Exercise	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<b>Demonstration of Competency in Specialist Classes – Yoga, Pilates,</b>	<ul style="list-style-type: none"> <li>Evidence is shown that students undergo learning in how to teach an exercise class using specialist techniques and movements.</li> </ul>		Evidence verified for learning around the <i>safe demonstration of specialist training techniques in an exercise-to-music class.</i>  Hrs taught: _____  Qualifications of tutor for this section are adequate. <input type="checkbox"/> YES <input type="checkbox"/> NO		

Reviewer to endorse provider for:

- √ Pre-choreographed group-fitness training i.e. the facility designs all classes and instructors learn from pre-established routines
- √ Choreographed group exercise training, i.e. each individual instructor designs and choreographs their own classes.

## REPs (NZ) Registration Review Process for Exercise Prescription - Exercise Consultant (Level 1)

### Notes:

- An individual at the level of expertise for a **Level 1 Exercise Consultant** is expected to work in the fitness industry as a gym instructor with limited experience and knowledge. They would have a strong focus on Customer Service needs of fitness clients and have the ability to use generic fitness testing and generic programming and advice to fitness clients. With this in mind they are **not** endorsed by REPs to do the following:
  - Prescribe personalised fitness programmes to fitness clients
  - Give advice in the health and fitness area (including generic advice)
  - Design pre-screen (PAR-Q) forms for clients
  - Design generic fitness programmes for a fitness facility
  - Undertake advanced or personalised fitness testing
  - Give personal training sessions to clients
  - Give individualised nutrition or dietary advice to clients
- They are endorsed to do the following descriptions which are indicated on the descriptor column on the table following.
- The REPs Reviewer is to complete the evidence-verification column on the table following. Any extra notes are required on the final page of the review documentation.

# Exercise Consultant Level 1

Level Descriptor/ Criteria for Exercise Consultant Level 1	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<b>Exercise Consultant (Level 1)</b> Individuals taught at this level are required to have Foundation Exercise Assistant competencies as a pre-requisite requirement,		The REPs Reviewer is to determine if the following competencies have been met by the organisation for each of the criteria listed: All those for Exercise Assistant			
<b>Apply appropriate pre-screening techniques that ::</b> - <b>Determine if a person is suitable for exercise.</b> .	<ul style="list-style-type: none"> <li>Evidence is shown that students are <b>taught and assessed</b> in the safe health screening of fitness clients. Course content should make reference to standard pre-screen and needs analysis strategies as per the latest ACSM guidelines for Exercise Prescription.</li> <li>Course outline should include reference to learning and assessment in pre-screen analysis by students which meet the minimum requirements for analysing data in accordance with the norms and range guidelines from the NZ Heart Foundation            E.g. hypertension guidelines; hypercholesterolemia; blood sugar; heart disease risk factors etc.</li> </ul>		Evidence verified for learning and assessment in pre-screening clients and determining if a client is suited to exercise  Hrs taught: _____  Qualifications of tutor for this section are adequate. <input type="checkbox"/> YES <input type="checkbox"/> NO		

Level Descriptor/ Criteria for Exercise Consultant Level 1	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<p><b>Determine the direction towards an appropriate program.</b></p>	<ul style="list-style-type: none"> <li>• Evidence is shown that students are <b>taught and assessed</b> in the safe application of various fitness assessment standards.</li> <li>• These should include the following as a minimum: <ul style="list-style-type: none"> <li>- Cycle sub-maximal VO2 test (in accordance with the manufacturer’s recommendations)</li> <li>- Harvard Step Test</li> <li>- Introductory strength tests (e.g. timed abdominal strength tests; press-up test etc)</li> <li>- Introductory flexibility tests (e.g. sit-and-reach test; hamstring length test; shoulder flexibility test etc)</li> <li>- Introduction to Postural Testing e.g. standing wall test, plumb-line assessment etc.</li> </ul> </li> <li>• Testing meets requirements in accordance with guidelines from ACSM</li> <li>• Evidence verified of practical application and practice of tests in the learning environment.</li> </ul>		<p>Evidence verified for learning and assessment in conducting standardised testing on fitness clients to establish their base-line needs prior to exercise prescription.</p> <p>Hrs taught: _____</p> <p>Qualifications of tutor for this section are adequate.  <input type="checkbox"/> YES   <input type="checkbox"/> NO</p>		

Level Descriptor/ Criteria for Exercise Consultant Level 1	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<p><b>Recommend and demonstrate an appropriate exercise program based on the pre-screen and identified needs.</b></p>	<ul style="list-style-type: none"> <li>• Evidence is shown that students are <b><i>taught and assessed</i></b> in the <b>safe prescription and demonstration of exercise</b> in accordance with the client’s current health and fitness needs.</li> <li>• These should include the following as a minimum: <ul style="list-style-type: none"> <li>- <i>warm-up component &amp; exercises</i></li> <li>- <i>conditioning phase &amp; exercises</i></li> <li>- <i>cool-down phase &amp; exercises</i></li> <li>- <i>exercise selection and demonstration meets standards for muscle balance on both sides of joint; correct biomechanical alignment; common exercises which meet the needs of clients common to the fitness industry (e.g. weight management; strength training; fitness etc.)</i></li> <li>- <i>techniques taught which allow for effective and safe client learning of the exercises, e.g. ‘show-tell-do’ technique etc.</i></li> </ul> </li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• <i>provider demonstrates evidence of learning and assessment in exercise prescription based on standard pre-designed programmes which meet common</i></li> </ul>		<p>Evidence verified for learning and assessment in prescribing and demonstrating exercises to fitness clients based on their assessment outcomes.</p> <p>Hrs taught: _____</p> <p>Qualifications of tutor for this section are adequate.  <input type="checkbox"/> YES   <input type="checkbox"/> NO</p>		

	<i>needs of fitness people.</i>				
--	---------------------------------	--	--	--	--



Level Descriptor/ Criteria for Exercise Consultant Level 1	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<p>Prescribe to special needs groups as long as there is a pre-written generic programme for that special needs group, and there are no special circumstances for that client. (e.g. a generic post natal programme may be given, as long as one exists, but not if for example that client has had a caesarean)</p>	<ul style="list-style-type: none"> <li>• Evidence is verified that students are <b>taught and assessed</b> in the <b>safe prescription and demonstration of exercise</b> for some special needs groups.</li> <li>• Evidence is verified that safe prescription must be limited to restrictions and guidelines set for the student, e.g. generic programmes are used in the teaching environment; special populations are limited to ante &amp; post-natal clients; diabetics; asthmatics and obese clients.</li> </ul>		<p>Evidence verified for learning and assessment in prescribing exercises to fitness clients based on their assessment outcomes.</p> <p>Hrs taught: _____</p> <p>Qualifications of tutor for this section are adequate.  <input type="checkbox"/> YES   <input type="checkbox"/> NO</p>		

Level Descriptor/ Criteria for Exercise Consultant Level 1	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<p><b>Ability to identify issues outside the competency of the instructor and refer on to appropriate registered professional (within REPs at a higher level, a health professional, or other professional such as a dietician) &gt; Specifically but not limited to, the following examples: Special need, Advanced needs, Health or Physical Rehabilitation (post surgery of a major injury)</b></p> <p><b>Supply clients with Generic nutritional Information.</b></p> <p><b>Provide Basic Generic Fitness Testing (blood pressure, fat%, simple flexibility and sub maximal fitness testing)</b></p>	<ul style="list-style-type: none"> <li>• Evidence is shown that students undergo learning in <i>understanding their boundaries as an Exercise Consultant (Level 1)</i>. Typically this may include the following: <ul style="list-style-type: none"> <li>- understanding that they cannot prescribe individual and personalised exercise programmes &amp; therefore must refer fitness clients to a more qualified fitness consultant (Level 2) or personal trainer</li> <li>- understand that they cannot prescribe individual nutritional diets for clients (generic guidelines in accordance with the NZ Nutritional Guidelines is OK)</li> <li>- understand that they cannot prescribe exercise for specific rehabilitation.</li> </ul> </li> </ul>		<p>Evidence verified for learning around <i>understanding the boundaries of a fitness assistant in a fitness and/or recreation centre.</i></p> <p>Hrs taught: _____</p> <p>Qualifications of tutor for this section are adequate. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>		

## REPs (NZ) Registration Review Process for Exercise Prescription - Exercise Consultant (Level 2)

### Notes:

- An individual at the level of expertise for a **Level 2 Exercise Consultant** is expected to work in the fitness industry as a gym instructor with considerable experience and knowledge following at least 100 hours work experience and training. They would have a strong focus on Customer Service needs of fitness clients and have the ability to fitness test and design generic programmes for Level 1 Consultants to follow. They are not personal trainers, but can work with fitness clients at a more senior level and move these clients on to Personal Trainers if more individualised programming is required. With this in mind they are **not** endorsed by REPs to do the following:
  - Prescribe physical conditioning or specific health rehabilitation programmes to fitness clients
  - Undertake advanced postural analysis
  - Give personal training sessions to clients
  - Give individualised nutrition or dietary advice to clients
- They are endorsed to do the following descriptions which are indicated on the descriptor column on the table following.
- The REPs Reviewer is to complete the evidence-verification column on the table following. Any extra notes are required on the final page of the review documentation.

## Exercise Consultant Level 2

Level Descriptor/ Criteria for Exercise Consultant (Level 2)	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<b>Exercise Consultant (Level 2)</b> Individuals taught at this level are required to have <b>Exercise Consultant (Level 1) competencies as a pre-requisite requirement.</b>		Evidence is shown that the provider has a structured process for verifying students to meet the pre-requisites required by REPs at this level.			
<b>Have extended knowledge of functional anatomy and exercise physiology.</b>	<ul style="list-style-type: none"> <li>Evidence is shown that students are <b>taught and assessed</b> in advanced anatomy and exercise physiology.</li> <li>It is expected that '<i>advanced anatomy</i>' refers to a level of assessment competency whereby the student has a more-in-depth understanding of most of the muscles of the body used in exercise, (including insertions and origins). This may be taught as 'functional anatomy', whereby students are analysing the muscles used for specific exercises.</li> <li>It is expected that '<i>advanced exercise physiology</i>' refers to a more in-depth review of the cardiovascular and respiratory systems; the endocrine system; neuro-muscular system and hormonal system, and how each system responds to exercise stimulation.</li> </ul>		Evidence verified for learning and assessment in fitness industry <i>advanced anatomy</i>  Evidence verified for learning and assessment in fitness industry <i>advanced exercise physiology.</i>  Hrs taught: _____  Qualifications of tutor for this section are adequate. <input type="checkbox"/> YES <input type="checkbox"/> NO		

Level Descriptor/ Criteria for Exercise Consultant (Level 2)	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<b>Design Pre screening forms.</b>	<ul style="list-style-type: none"> <li>• Evidence is shown that students are <b>taught and assessed</b> in the design of safe health screening information for fitness clients. Course content should make reference to standard pre-screen and needs analysis strategies as per the latest ACSM guidelines for Exercise Assessment &amp; Prescription.</li> <li>• Course outline should include reference to learning and assessment in understanding common risks for exercise.</li> <li>• Design of pre-screen forms by students should meet the minimum requirements for assessing risk for exercise and is in accordance with the norms and range guidelines from the NZ Heart Foundation.</li> <li>• Teaching &amp; assessment in pre-screen forms should include the following: <ul style="list-style-type: none"> <li>○ personal details of client</li> <li>○ previous and current medical and health history (including major risks &amp; current medication)</li> <li>○ previous exercise history</li> <li>○ goals and needs of client regarding health and exercise changes</li> <li>○ exercise adherence history</li> <li>○ client liability statement and client consent.</li> </ul> </li> </ul>		<p>Evidence verified for learning and assessment in designing safe and effective pre-screen and risk analysis forms for clients in the fitness environment.</p> <p>Hrs taught: _____</p> <p>Qualifications of tutor for this section are adequate.  <input type="checkbox"/> YES   <input type="checkbox"/> NO</p>		

Level Descriptor/ Criteria for Exercise Consultant (Level 2)	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<b>Provide individualised Fitness testing.</b>	<ul style="list-style-type: none"> <li>Evidence is shown that students are <b>taught and assessed</b> in the safe application of various fitness assessment standards.</li> <li>Tests require more advanced and specific knowledge from the tester.</li> <li>Testing meets requirements in accordance with guidelines from ACSM as well as specific requirements from the manufacturer. <ul style="list-style-type: none"> <li>Evidence verified of practical application and practice of tests in the learning environment.</li> </ul> </li> </ul>		<p>Evidence verified for learning and assessment in conducting advanced testing on fitness clients to establish their base-line needs prior to exercise prescription.</p> <p>Hrs taught: _____</p> <p>Qualifications of tutor for this section are adequate.</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>		

Level Descriptor/ Criteria for Exercise Consultant (Level 2)	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
Personalise any programmes given.	<ul style="list-style-type: none"> <li>• Evidence is shown that students are <b>taught and assessed</b> in the <b>safe design and prescription of more commonly used programmes in the fitness environment.</b></li> <li>• These generic programmes would typically include exercises which meet the client’s current health and fitness needs.</li> <li>• Typical generic programmes may be – <i>weight loss or management; fitness conditioning; strength and muscle gain; ante natal; post-natal; body shaping &amp; toning.</i></li> <li>• Learning and assessment should include the following as a minimum: <ul style="list-style-type: none"> <li>- <i>warm-up component &amp; exercises</i></li> <li>- <i>conditioning phase &amp; exercises</i></li> <li>- <i>cool-down phase &amp; exercises</i></li> <li>- <i>exercise selection and demonstration meets standards for muscle balance on both sides of joint; correct biomechanical alignment; common exercises which meet the needs of clients common to the fitness industry (e.g. weight management; strength training; fitness etc.)</i></li> <li>- <i>programmes designed allow for effective and safe application of the exercises by an Exercise Consultant (Level 1).</i></li> </ul> </li> </ul>		<p>Evidence verified for learning and assessment in designing and prescribing generic exercises programmes to fitness clients.</p> <p>Hrs taught: _____</p> <p>Qualifications of tutor for this section are adequate.  <input type="checkbox"/> YES   <input type="checkbox"/> NO</p>		

Level Descriptor/ Criteria for Exercise Consultant (Level 2)	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<p><b>Write and personalise programmes for special and advanced needs clients up to but NOT including heath/physical rehabilitation and advanced sport coaching.</b></p>	<ul style="list-style-type: none"> <li>• Evidence is verified that students are <b><i>taught and assessed</i></b> in the <b>safe prescription and demonstration of exercise</b> for <b>more advanced special needs groups</b>.</li> <li>• Evidence is verified that safe prescription must be limited to restrictions and guidelines set for the student, e.g. individualised programmes are used in the teaching environment; special populations are limited to ante &amp; post-natal clients; diabetics; asthmatics and obese clients; clients with disabilities and injury, but NOT advanced physical rehabilitation and advanced sports conditioning e.g. for elite athletes.</li> </ul>		<p>Evidence verified for learning and assessment in prescribing exercises to fitness clients based on their assessment outcomes.</p> <p>Hrs taught: _____</p> <p>Qualifications of tutor for this section are adequate.  <input type="checkbox"/> YES   <input type="checkbox"/> NO</p>		



Level Descriptor/ Criteria for Exercise Consultant (Level 2)	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<p><b>Work with clients requiring:</b></p> <p><b>Health rehabilitation and/or physical rehabilitation under the guidance from a registered health professional , or an individual registered with REPs at the “specialist level”</b></p> <p><b>Specific and advanced sports conditioning under the guidance from an Exercise professional registered at an “advanced” level or registered Sports Scientist Level 2 in physical conditioning (through SSNZ)</b></p> <p><b>Give personalised nutritional advice under the guidance of a registered nutritionist or dietician.</b></p>	<p>Evidence is shown that students undergo learning in understanding their boundaries as an Exercise Consultant (Level 2). Typically this may include the following:</p> <ul style="list-style-type: none"> <li>- understand that they cannot prescribe individual and personalised exercise programmes for more advanced special needs and advanced sports conditioning clients.</li> <li>- understand that they can only prescribe individual nutritional diets for clients in association with a registered nutritionist or dietician</li> <li>- understand that they cannot prescribe exercise for specific rehabilitation unless this is in conjunction with a registered health practitioner e.g. physiotherapist or Sports medicine practitioner.</li> </ul>		<p>Evidence verified for learning and assessment in prescribing exercises to fitness clients based on their assessment outcomes.</p> <p>Hrs taught: _____</p> <p>Qualifications of tutor for this section are adequate.  <input type="checkbox"/> YES   <input type="checkbox"/> NO</p>	<input type="checkbox"/>	

## REPs (NZ) Registration Review Process for Exercise Prescription - Personal Trainer

### Notes:

- An individual at the level of expertise for a **Personal Trainer** is expected to work in the fitness industry as a qualified trainer with considerable experience and knowledge. They would have a strong focus on Customer Service needs of fitness clients as well as have the ability to manage their own personal training business. In many facilities these are contracted trainers, although some facilities do have employee personal or private trainers who must also manage their own business and maintain a secure and regular client base. With this in mind they are **not** endorsed by REPs to do the following:
  - Prescribe personalised advanced physical or health rehabilitation services (including exercise prescription)
  - Undertake advanced postural testing (e.g. they are not qualified CHEK practitioners)
  - Give individualised nutrition or dietary advice to clients, but they may work with a nutritionist to assist clients with their nutrition.
- They are endorsed to do the following descriptions which are indicated on the descriptor column on the table following.
- The REPs Reviewer is to complete the evidence-verification column on the table following. Any extra notes are required on the final page of the review documentation.

# Personal Trainer

Level Descriptor/ Criteria for Personal Trainer	Evidence Required for Course Approval for Each Criteria	Education Provider to Complete this Column.  SEE NOTE 1	Evidence Verification Comments (Reviewer to complete)	Evidence for Learning Outcomes Verified	Evidence for Assessment Verified
<b>Personal Trainer.</b> Individuals taught at this level are required to have <b>Exercise Consultant (Level 2) as a pre-requisite requirement.</b>		Evidence is shown that the provider has a structured process for verifying students to meet the pre-requisites required by REPs at this level.			
<b>Have an understanding of the business practices of Personal Training including:</b> <b>-Attracting and keeping clients</b>  <b>-Understand and apply relevant consumer law</b>  <b>-Keep business records</b>  <b>-Undertaken business planning including cashflow, forecasting and financial management, or able to show that they have managed this process externally.</b>	<ul style="list-style-type: none"> <li>• Evidence is shown that students are <b><i>taught and assessed</i></b> in how to set up and manage a personal training business.</li> <li>• Typically this would involve learning and assessment for the following criteria:               <ul style="list-style-type: none"> <li>○ getting and keeping clients</li> <li>○ managing client leads for retention</li> <li>○ managing a personal trainer business and understanding financial management or demonstrating that they have external advice (e.g. from a financial planner or accountant)</li> <li>○ understanding relevant consumer law</li> </ul> </li> </ul> <p>NB: Learning and assessment from providers may cover either or both the Employee Personal trainer model or the Licensed Contractor model.</p>		Evidence verified for learning and assessment in prescribing exercises to fitness clients based on their assessment outcomes.  Hrs taught: _____  Qualifications of tutor for this section are adequate. <input type="checkbox"/> YES <input type="checkbox"/> NO		

## Reviewer Checklist

Reviewer for REPs: \_\_\_\_\_ Review started on:    /    /

Organisation undergoing application: \_\_\_\_\_

Course name: \_\_\_\_\_

Level Being Applied for: \_\_\_\_\_

### Summary Checklist

- Learning Outcomes verified
- Assessment verified
- Processes verified

### Result

- Approved Fully
- Declined Reason: \_\_\_\_\_
- Declined, Further Evidence Required.

Detail here: \_\_\_\_\_

\_\_\_\_\_  
Signed by Reviewer

\_\_\_\_\_  
Date