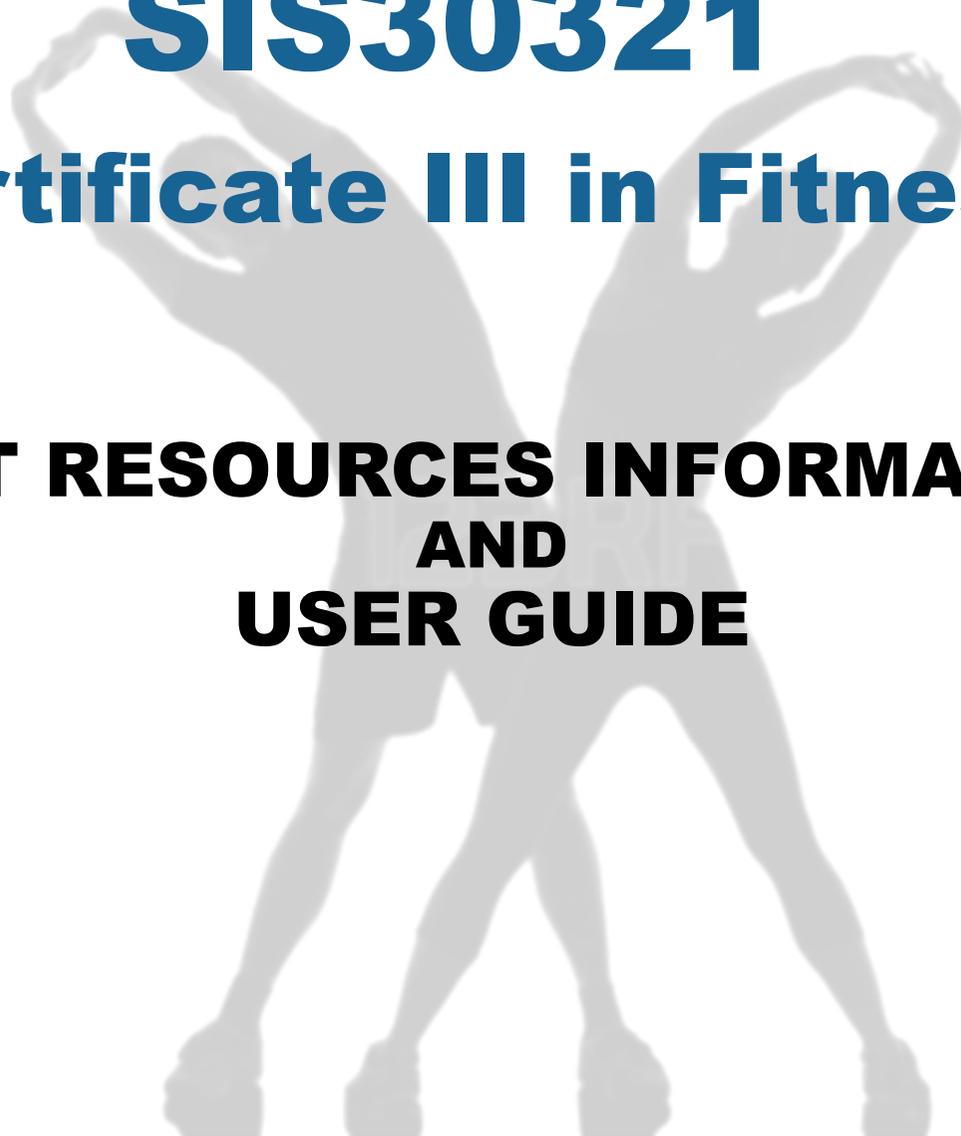


SIS - Sport, Fitness and Recreation Training Package

SIS30321

Certificate III in Fitness

**UNIT RESOURCES INFORMATION
AND
USER GUIDE**



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PO Box 975
COWES VICTORIA 3922**

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TABLE OF CONTENTS

Introduction	Page 4
Manual Content	Page 7
PowerPoint Slide Presentations	Page 15
Assessment Mapping Utilities	Page 18
Licence Overview	Page 20
Content Modifications	Page 22
Updates and Upgrades	Page 23



INTRODUCTION

Passing Lane Pty Ltd is pleased to introduce your school/institution to our vocational education and training unit resource packages.

SIS30321

Certificate III in Fitness

This document outlines the licensing terms and conditions of the unit resource packages.

It also provides basic information on how to use the materials.

Should you have any further questions or require any additional information do not hesitate to contact Passing Lane.

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INTRODUCTION-CONT'D

The Student/Trainee and the Teacher/Trainer manuals are developed to provide training content that addresses the specific 'Unit of Competency' as outlined on the following pages.

This unit manuals can be packaged with various manuals addressing other 'Units of Competency' in order to meet the 'Packaging Rules' of a particular Australian Training Package Qualification.

This resource has been designed to be delivered in a form that is conducive to the learning environment including:

- ☆ Online delivery
- ☆ Classroom delivery
- ☆ On the job training

The documents are designed in a 'landscape' format in order to make reading on a computer screen easier as well as reduces the need to scroll down pages. Documents can be easily printed if the learning environment requires the student or trainee to have hard copies of the learning materials.

The Student/Trainee and the Teacher/Trainer manuals are Portable Document Files (PDF) and are opened using Adobe Reader.



The latest Acrobat Reader software is available at no charge from the website <http://get.adobe.com/reader/>

INTRODUCTION—CONT'D

The Student/Trainee and the Teacher/Trainer manuals can be used on both PC and MAC platforms.

Generally, the materials are easily exported to most learning platforms.

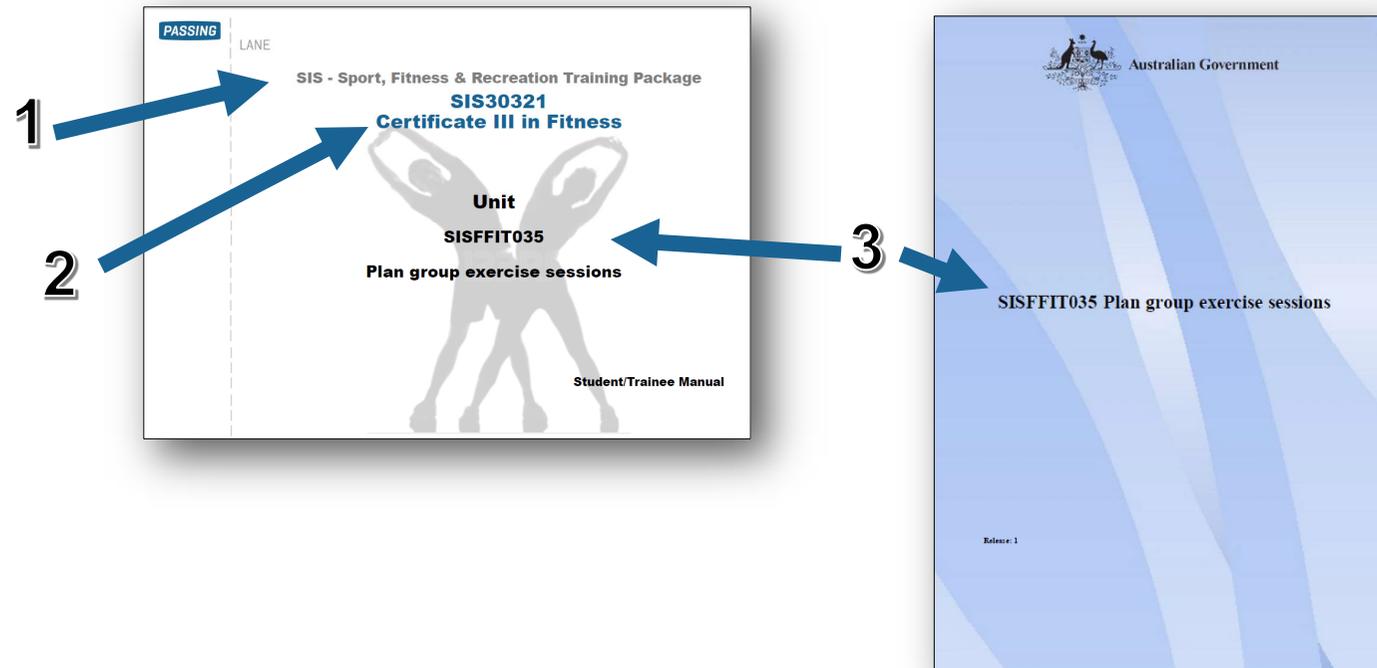
The materials can also be printed and bound and handed out as hardcopies to each student or trainee.



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MATERIALS CONTENT

The title page of both the Student/Trainee and the Teacher/Trainer manuals specify 1) the training package it has been developed for, 2) the qualifications which the content in each manual has been written for and 3) the specific unit the content is addressing.



MATERIALS CONTENT—CONT'D

The beginning of both manuals is the 'Unit of Competency Overview' page, which aligns directly (mirrors) with the endorsed 'Unit of Competency' in the training package.

This page is to let the readers know what the materials in the manuals are addressing.

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SISFFIT035 Plan group exercise sessions Page 6

UNIT OF COMPETENCY OVERVIEW

The following pages are extracts from Training.gov.au website and outlines this specific 'Unit of Competency' including the 'Elements' and the 'Performance Criteria'. The content within this manual has been developed to address this unit.

SISFFIT035 PLAN GROUP EXERCISE SESSIONS

ELEMENT	PERFORMANCE CRITERIA
1. Identify needs and expectations of diverse participants	1.1. Identify diverse reasons and goals for participation in group exercise sessions and evaluate how these can be accommodated in a group setting. 1.2. Identify characteristics, abilities and special needs of participants from specific population groups and determine ways that session inclusions can address needs. 1.3. Identify common injury and medical barriers for participation in group exercise sessions and determine how session inclusions can be modified.
2. Plan group exercise sessions	2.1. Determine type of session and fitness goals to be targeted. 2.2. Identify participant characteristics, abilities and fitness levels and determine group profile. 2.3. Select exercises, training techniques and exercise equipment that target identified fitness goals and suit the group profile. 2.4. Plan sessions that incorporate volume and intensity and load of exercises appropriate to group profile. 2.5. Plan for exercise phases and volume within boundaries of session duration. 2.6. Determine ways that exercise type and intensity and load can be modified during instruction to meet individual participant abilities and needs. 2.7. Document session plans according to organisational formats.
3. Review and modify future sessions	3.1. Collate and review feedback provided by participants and instructors. 3.2. Identify successes, problems and difficulties with session delivery. 3.3. Modify and improve future sessions according to feedback.

Passing Lane acknowledges that the copyright ownership of the above information is the Commonwealth of Australia and this extract has been provided for reference purposes only.

Student / Trainer Manual
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SISFFIT035 Plan group exercise sessions Date this document was generated: 4 April 2022

SISFFIT035 Plan group exercise sessions

Modification History

Supersedes and is not equivalent to SISFFIT007 Instruct group exercise sessions, and SISFFIT023 Instruct group personal training programs.

<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
---	--

1. Identify needs and expectations of diverse participants.	1.1. Identify diverse reasons and goals for participation in group exercise sessions and evaluate how these can be accommodated in a group setting. 1.2. Identify characteristics, abilities and special needs of participants from specific population groups and determine ways that session inclusions can address needs. 1.3. Identify common injury and medical barriers for participation in group exercise sessions and determine how session inclusions can be modified.
2. Plan group exercise sessions.	2.1. Determine type of session and fitness goals to be targeted. 2.2. Identify participant characteristics, abilities and fitness levels and determine group profile. 2.3. Select exercises, training techniques and exercise equipment that target identified fitness goals and suit the group profile. 2.4. Plan sessions that incorporate volume and intensity and load of exercises appropriate to group profile. 2.5. Plan for exercise phases and volume within boundaries of session duration. 2.6. Determine ways that exercise type and intensity and load can be modified during instruction to meet individual participant abilities and needs. 2.7. Document session plans according to organisational formats.
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Approval Page 2 of 4

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MATERIALS CONTENT—CONT'D

The manuals contain detailed information aligned specifically to the 'Unit of Competency' and the unit's 'Elements' and 'Performance Criteria'.

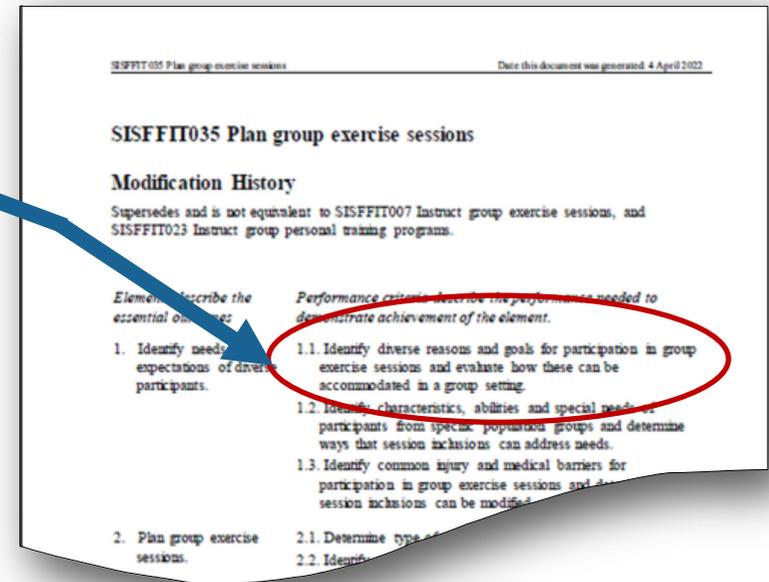
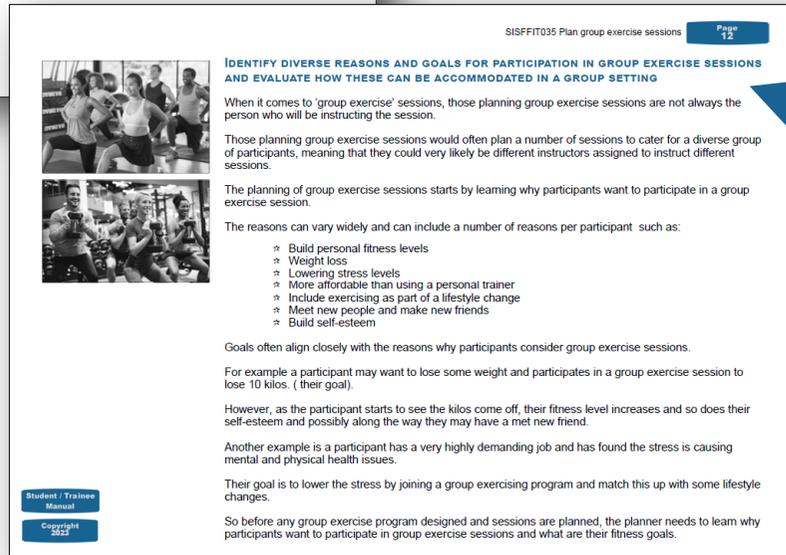
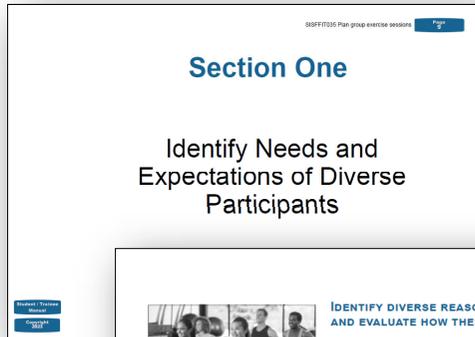
The 'Table of Contents' for both manuals show that each section title is the 'Unit of Competency' 'Element'.

The diagram illustrates the relationship between three documents:

- Table of Contents (Left):** A document titled 'TABLE OF CONTENTS' with a 'PASSING' status. It lists sections and their page numbers:
 - Introduction Page 5
 - Unit of Competency Overview Page 8
 - Section One Identify needs and expectations of diverse participants Page 9
 - Section Two Plan group exercise sessions Page 20
 - Section Three Review and modify future sessions Page 72
 - Self Assessment 84
- Section One Page (Middle):** A document titled 'Section One Identify Needs and Expectations of Diverse Participants' with a 'PASSING' status. A blue arrow points from this page to the Table of Contents, and another blue arrow points from this page to the detailed content page.
- Detailed Content Page (Right):** A document titled 'SISFFIT035 Plan group exercise sessions' with a 'PASSING' status. It includes a 'Modification History' section and a list of performance criteria:
 - Modification History:** Supersedes and is not equivalent to SISFFIT007 Instruct group exercise sessions, and SISFFIT023 Instruct group personal training programs.
 - Elements describe the essential outcomes:**
 1. Identify needs and expectations of diverse participants.
 2. Plan group exercise sessions.
 3. Review and modify future sessions.
 - Performance criteria describe the performance needed to demonstrate achievement of the element:**
 - 1.1. Identify diverse reasons and goals for participation in group exercise sessions and evaluate how these can be accommodated in a group setting.
 - 1.2. Identify characteristics, abilities and special needs of participants from specific population groups and determine ways that session inclusions can address needs.
 - 1.3. Identify common injury and medical barriers for participation in group exercise sessions and determine how session inclusions can be modified.
 - 2.1. Determine type of session and fitness goals to be targeted.
 - 2.2. Identify participant characteristics, abilities and fitness levels and determine group profile.
 - 2.3. Select exercises, training techniques and exercise equipment that target identified fitness goals and suit the group profile.
 - 2.4. Plan sessions that incorporate volume and intensity and load of exercises appropriate to group profile.
 - 2.5. Plan for exercise phases and volume within boundaries of session duration.
 - 2.6. Determine ways that exercise type and intensity and load can be modified during instruction to meet individual participant abilities and needs.
 - 2.7. Document session plans according to organisational formats.
 - 3.1. Collate and review feedback provided by participants and instructors.
 - 3.2. Identify successes, problems and difficulties with session delivery.
 - 3.3. Modify and improve future sessions according to feedback.

MATERIALS CONTENT—CONT'D

In each section the content is broken down into sub-sections and the titles for each sub-section is the same as the 'Element's' 'Performance Criteria'.



The manual's information is supported with graphics, charts, tables, photos and drawings.

MATERIALS CONTENT-CONT'D

As earlier mentioned, the materials are vocational education and training unit resources in the form of Student/Trainee and the Teacher/Trainer manuals.

We will go through each in more detail.

STUDENT/TRAINEE MANUAL

The 'Student/Trainee Manual' could be likened to a textbook.

The manuals contain detailed information aligned specifically the 'Unit of Competency' and the unit's 'Elements' and 'Performance Criteria' and are supported with graphics, charts, tables, photos and drawings.

The manuals contain a series of 'Learning Activities'.

Each learning activity is identified with the following icon.

SISFFIT035 Plan group exercise sessions Page 53

Learning Activity

Question

LEARNING ACTIVITY ONE

1) Pre-exercise health screening questionnaires are used for what purpose?

2) What five areas of information does a pre-exercise health screening cover?

3) Below are pictures of exercises using balancing exercising equipment. What are those exercises for?

Student / Trainee Manual
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**Learning
Activity**

MATERIALS CONTENT-CONT'D

Learning activities come in the following forms.

- ☆ Questions
- ☆ Research
- ☆ Tasks
- ☆ Interviews

Questions

Questions would relate to the information presented on previous pages.

Research

This type of learning activity would require the student or trainee to locate information by using research methods. The information they would be required to locate would be in line and/or support the information that the manual had outlined in previous pages.

A blue rounded rectangular button with the text "Learning Activity" in white, bold, sans-serif font, centered within the button.

Research

Tasks

This learning activity type would require the student/trainee to actually do or undertake something and would be reinforcing the knowledge they have gained from reading the manual's previous pages.

Interviews

This learning activity type would require the student/trainee to interview person(s) in an actual workplace environment or a person(s) who are experienced in the industry sector which the student/trainee is currently undergoing training.

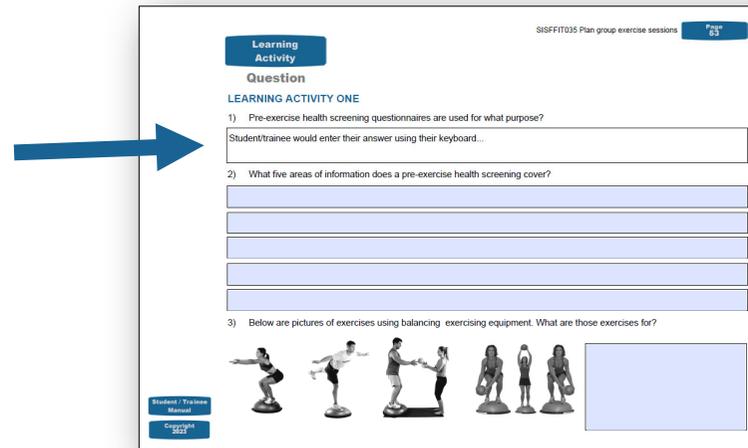
The student/trainee is made aware of the type of learning activity by noting the learning activity type displayed under the learning activity icon.

MATERIALS CONTENT—CONTID

The learning activities in the Student/Trainee manuals are 'Form Enabled' so that if the resources delivered are online, the activities can be filled in using the computer keyboard.

The student or trainee would simply place the cursor in the field and click once with the mouse.

Seconds later the blue colour disappears and the student enters his/her answers into the field .



The screenshot shows a digital form titled 'Learning Activity' for 'SISFIT035 Plan group exercise sessions'. It contains three questions. The first question, 'Pre-exercise health screening questionnaires are used for what purpose?', has a text input field that is currently blue. A blue arrow points to this field. The second question, 'What five areas of information does a pre-exercise health screening cover?', has five horizontal text input fields, all of which are blue. The third question, 'Below are pictures of exercises using balancing exercising equipment. What are those exercises for?', includes five small images of people performing exercises on various pieces of equipment and a large empty text input field. The form also features a 'Student / Trainee Manual' button and a 'Copyright 2023' logo in the bottom left corner.

When the student or trainee leaves the filled in field to move on to the next field, the previous field returns to a blue colour.

IT IS VERY IMPORTANT THAT THE MANUAL IS SAVED REGULARLY.

It is recommended that the student or trainee set up a 'Student/Trainee' folder on their computer and saves their manuals to that folder.

The ***'first'*** SAVE will have the software will ask if you wish to replace the file and the student/trainee would click YES.

Saving does not prevent the student or trainee from going back to previous fields to make changes.

After the 'first' SAVE, the student or trainee would need to use the **'SAVE AS'** function.

MATERIALS CONTENT—CONT'D

Self Assessment

At the end of each manual is a series of questions that the student or trainee should review and answer.

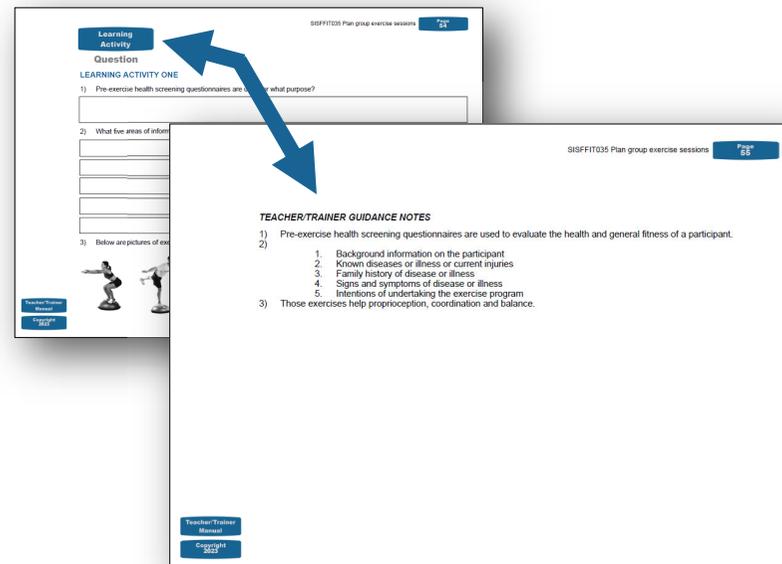
This self assessment is to ensure in the student's or trainee's mind that they have reviewed and understood the information that was presented in the manual.

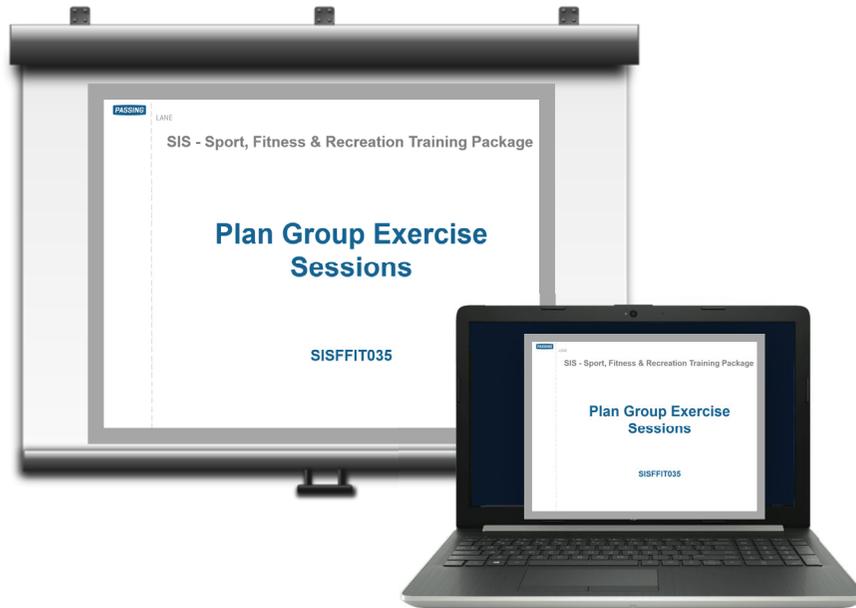
If they are unsure of their understanding in any of the topics reviewed, they are encouraged to go back and review the information again and/or seek the assistance of their teacher or trainer.

TEACHER/TRAINER MANUAL

The Teacher/Trainer manuals have exactly the same content as the Student/Trainee manuals.

The only differences are the explanatory introduction pages and after each learning activity there are 'Teacher/Trainer Guidance Notes'. These provide the answers to the 'Learning Activities' as well as some notes on how to assess the student/trainee's submission to each learning activity.





POWERPOINT SLIDE PRESENTATIONS

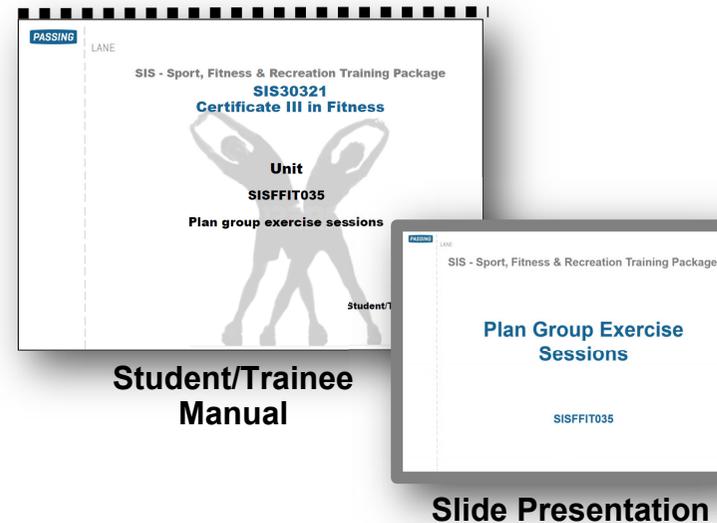
Each Passing Lane unit resource comes with a PowerPoint slide presentation.

Each slide is mapped to a specific page in the Student/Trainee manual.

The slide is only a summary of the manual page content and is used by teachers or trainers as a support training aid in classroom training delivery or online training.

The PowerPoint slide presentation is supplied as a 'Show'.

This means the PowerPoint file has the PowerPoint launch software embedded in the file so the student, trainee, teacher or trainer does not require the PowerPoint application software to view.



POWERPOINT SLIDE PRESENTATIONS—CONT'D

The slides are initially listed in a **'Table of Contents'** and the slide names in the Table of Contents are **hyperlinked** to the relevant slide.

This allows the teacher or trainer to easily jump ahead to a specific subject or go back where they may have left off earlier.

On the top right hand corner is an icon of the Table of Contents that is **hyperlinked** back to the Table of Contents.

Table of Contents

Slide		Slide	
	<i>Section One</i>	19	Dynamic Warm-up and Cool Down
05	Reasons for Participation	20	Static Stretching
06	Group Characteristics	21	Resistance Exercises
07	Modifying Session Plans	22	Proprioception and Neuromuscular Exercises
08	Session Modifications for Inclusion	23	Selecting Exercising Equipment
09	Injury and Medical Barriers	24	Training Techniques
	<i>Section Two</i>	25	F.I.T.T. Principles
11	Pre-Exercise Questionnaire	26	Program Components
12	Health Professional Referral	27	Session Phases
13	Identifying Fitness Goals	28	Training Volume
14	Exercising Preferences	29	Frequency and Tempo
15	Group Profile	30	Session Documentation
16	Selecting Exercises		
17	Exercising Pattern		
18	Cardiovascular Exercises		

Next ▶

PASSING LANE Plan group exercise sessions 2

Session Documentation

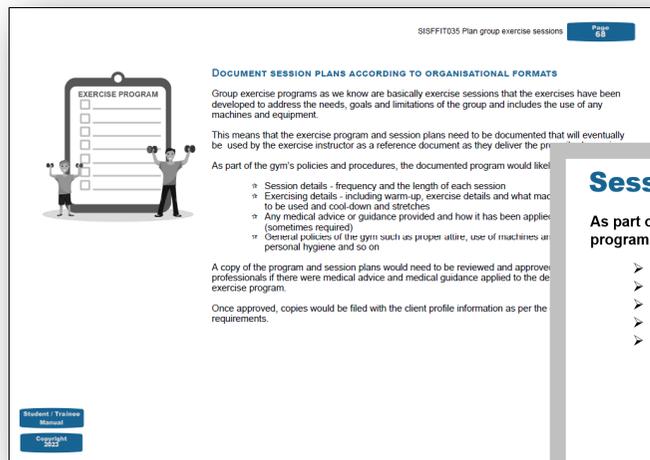
As part of the gym's policies and procedures, the documented program would likely need to include:

- Session details
- Exercising details
- What machines or equipment to be used
- Any medical advice or guidance provided
- General policies of the gym

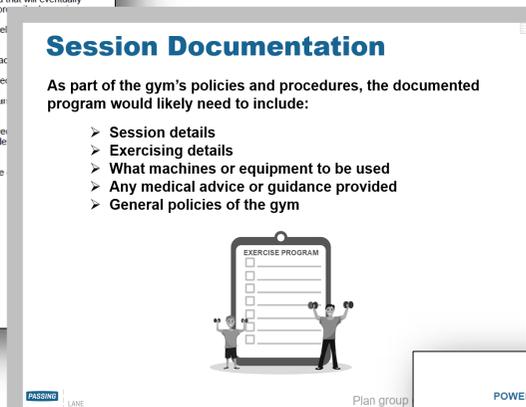
PASSING LANE Plan group exercise sessions 30

POWERPOINT SLIDE PRESENTATIONS—CONT'D

Each slide is 'mapped' to a specific page in the 'Student/Trainee' manual. This mapping is in the Teacher/Trainer manual at the end of the document.



Student/Trainee Manual



Slide Presentation

SISFFIT035 Plan group exercise sessions Page 69

POWERPOINT SLIDE PRESENTATION MAPPING

This training manual is accompanied with a PowerPoint slide presentation, titled the same as this training manual.

The following listing is a 'mapping cross-reference' between the Slide Number and the corresponding page number in the 'Student Manual'.

Slide Numbers	Student Manual Page Number	Slide Numbers	Student Manual Page Number
Slide Number 5	Page 12	Slide Number 20	Page 35-38
Slide Number 6	Page 14	Slide Number 21	Page 40-45
Slide Number 7	Page 15	Slide Number 22	Page 46-47
Slide Number 8	Page 16	Slide Number 23	Page 48-50
Slide Number 9	Page 17	Slide Number 24	Page 51-52
Slide Number 11	Page 22-24	Slide Number 25	Page 60
Slide Number 12	Page 25	Slide Number 26	Page 61
Slide Number 13	Page 26	Slide Number 27	Page 62-63
Slide Number 14	Page 27	Slide Number 28	Page 64-65
Slide Number 15	Page 28	Slide Number 29	Page 66
Slide Number 16	Page 29	Slide Number 30	Page 68
Slide Number 17	Page 30	Slide Number 32	Page 74-75
Slide Number 18	Page 31	Slide Number 33	Page 76
Slide Number 19	Page 32-34		

Teacher/Trainer Manual Copyright 2023

Teacher/Trainer Manual Slide Mapping

ASSESSMENT MAPPING UTILITIES

Passing Lane does not provide assessment tools as this is the responsibilities of the registered training organisation under the rules of ASQA.

However, Passing Lane does offer an 'Assessment Mapping Utility' for each student/trainee manual.

The mapping utility document outlines where the student/trainee manual content addresses the 'Element' and each 'Performance Criteria' by page number(s).

PASSING LANE

Passing Lane Assessment Mapping Utility Document

SISFFIT035 Plan group exercise sessions

Unit of Competency (1) Element - Student/Trainee Manual Page Number

1. Identify needs and expectations of diverse participants - **Page 11**

Unit of Competency Performance Criteria - Student/Trainee Manual Page Number

1.1 Identify diverse reasons and goals for participation in group exercise sessions and evaluate how these can be accommodated in a group setting - **Page 12**

1.2 Identify characteristics, abilities and special needs of participants from specific population groups and determine ways that session inclusions can address needs - **Page 14**

1.3 Identify common injury and medical barriers for participation in group exercise sessions and determine how session inclusions can be modified - **Page 14**

Unit of Competency (2) Element - Student/Trainee Manual Page Number

2. Plan group exercise sessions - **Page 21**

Unit of Competency Performance Criteria - Student/Trainee Manual Page Number

2.1 Determine type of session and fitness goals to be targeted - **Page 22**

2.2 Identify participant characteristics, abilities and fitness levels and determine group profile - **Page 22**

2.3 Select exercises, training techniques and exercise equipment that target identified fitness goals and suit the group profile - **Page 22**

2.4 Plan sessions that incorporate volume and intensity and load of exercises appropriate to group profile - **Page 60**

ASSESSMENT MAPPING UTILITIES—CONT'D

The mapping utility document also outlines where the student/trainee manual content addresses the 'Performance Evidence and Knowledge Evidence' requirements.

Unit of Competency Performance Evidence - Student/Trainee Manual Page Number

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- > develop and document session plans for six group exercise sessions, each with a minimum duration of 45 minutes, and include:
 - > at least one session for each of the following participant groups:
 - > female adults -
 - > male adults -
 - > participants aged
 - > across the above six sessions:
 - > cardiovascular exercise
 - > resistance exercise
 - > flexibility exercise
 - > exercises with and without equipment
 - > for two sessions and account for:
 - > review feedback provided
 - > evaluate instructor performance
 - > modify future sessions

NOTE

The Passing Lane training resource contains content that addresses the Unit of Competency's assessment requirements.

In some cases, Passing Lane content assessment would be through 'c

Unit of Competency Knowledge Evidence - Student/Trainee Manual Page Number

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- > common reasons and goals for people participating in group exercise sessions - **Page 12**
- > different types of group exercise classes typically offered by the following and how these relate to general consumer market preferences, expectations and goals:
 - > fitness gyms - **Pages 22-24,27 and; To be questioned by Teacher/Trainer**
 - > leisure and community centres - **Pages 22-24,27 and; To be questioned by Teacher/Trainer**
 - > personal trainers - **Pages 22-24,27 and; To be questioned by Teacher/Trainer**
- > general factors that affect session design:
 - > venue type and layout - **To be questioned by Teacher/Trainer**
 - > availability of different types of exercise equipment - **Pages 49-50**
 - > session duration preferences of different group markets - **Pages 60-66**
- > factors that affect session design for particular client groups and mixed groups:
 - > physical differences that need to be considered for:
 - > adults of different sexes - **Page 14 and; To be questioned by Teacher/Trainer**
 - > older people - **Page 14 and; To be questioned by Teacher/Trainer**
 - > antenatal, postnatal, menopausal and post-menopausal women - **Page 14 and ; To be questioned by Teacher/Trainer**
 - > cultural needs and expectations - **Page 14 and ; To be questioned by Teacher/Trainer**
 - > differing fitness levels, and whether coming from sedentary or active base - **Page 14 and; To be questioned by Teacher/Trainer**
 - > for a range of common injuries, medical conditions, and health risk factors:
 - > contraindications and precautions for different types of exercise sessions and exercises - **Page 17 and; To be questioned by Teacher/Trainer**
 - > how exercises, intensity and loads can be modified to allow safe participation by individuals with low risk injuries and health conditions - **Page 17 and; To be questioned by Teacher/Trainer**
- > the meaning of the following components of fitness and how exercises can target improvements for each:
 - > health-related components:
 - > cardiovascular endurance - **Pages 30-31**

LICENCE OVERVIEW

The Passing Lane licence agreement frees the school, TAFE, and other training organisations of the burden of copyright restrictions.

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DVD or CD copies of the materials may not be done under any circumstances.

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All materials have a three year expiry date from date of purchase after which this licence will expire.

All licences are renewable for a fee or automatically renewed for a full licence period when an available upgrade is purchased.



LICENCE OVERVIEW—CONT'D

Passing Lane will send out a notice to the school/institution informing them of the pending expiry of the licence and the cost of renewing the licence.

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MATERIAL MODIFICATIONS

The Passing Lane licence agreement allows the Passing Lane materials to be modified or contextualised to suit the teaching/training environment.

This includes adding or deleting written content, adding school or institution's logos and adding your own pictures or graphics.

Graphics, pictures or illustrations in the original materials can be removed, but not used elsewhere or modified.

The PDFs can be converted to WORD files using PDF conversion tools that are readily available on the market.



LANE

UPDATES AND UPGRADES

On occasions the training packages will be updated and if the updates are minor, Passing Lane updates the materials and the updated materials are provided free to those holding a current user licence.

If the training package changes are substantial, Passing Lane will update the materials.

However, there would be a small upgrading fee charged to those schools or institutions wanting to upgrade their materials.