



A LEADING POLYTECHNIC
COMMITTED TO STUDENT SUCCESS

Personal Fitness Trainer Program

PLAR (Prior Learning Assessment and Recognition)



Candidate Guide

A LEADING POLYTECHNIC COMMITTED TO STUDENT SUCCESS

www.nait.ca



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Northern Alberta Institute of Technology – May 2013

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The Personal Fitness Trainer Program is dedicated to removing barriers and broadening the access to programs at NAIT. NAIT recognizes that knowledge and skills are gained through a variety of processes including life and work experiences that may align with courses within our programs. We are committed to supporting a community in which learners will receive appropriate credit or recognition for prior learning.

Developed by program	Craig Wourms			
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Web ready – RPL office	January 15, 2015			



Table of Contents

Why consider a PLAR assessment?	4
What are the PLAR options?	4
How many courses can be challenged through PLAR in the Personal Fitness Trainer program?	5
Is PLAR available at any time of the year?	5
Which courses are PLAR ready?	6
Is it easier to challenge a course through PLAR – OR – take the course?	7
Methods of assessing prior learning	7
If I live out of town, do I have to travel to the NAIT main campus to do PLAR?	7
What services or resources can I access if I have a disability?	8
Are there other methods to gain NAIT course credits for prior learning?	8
What are the implications of receiving PLAR or Transfer Credit for my full time student status?	8
The PLAR Process	9
Guiding principles for developing a PLAR evidence file	10
Types of evidence	10
How long will it take to prepare evidence for PLAR?	11
Steps to complete a self-audit	11
Self-audit Guide(s)	12
LEAD1221: Leadership Studies	12
PFTR2390: Practicum I	15
PFTR2491: Practicum II – Professional Experience	18
Appendix A: Title Page	22
Appendix B: Employer Validation Letter	23
Appendix C: Employer Validation Checklist	24
Appendix D: Self-Employed Validation Letter	27
Appendix E: Self-Employed Validation Checklist	28
Appendix F: Evidence Binder Cover Page	31



Why consider a PLAR assessment?

Recognition of Prior Learning (RPL) refers to the combination of flexible ways of evaluating peoples' lifelong learning, both formal and informal against a set of established standards. You can receive academic credit for your relevant lifelong learning. The Personal Fitness Trainer program recognizes prior learning in a number of ways.

We recognize:

- Previous formal learning from a recognized post-secondary institution through transfer of credit and credential recognition.
- Previous non-formal and in-formal learning through a comprehensive prior learning assessment and recognition process (PLAR).

What are the PLAR options?

To be eligible for PLAR, an applicant must have first applied and have been formally accepted to a NAIT credit program (the non-refundable tuition deposit has been paid). Open Studies students are **not** eligible to apply for PLAR. Please note that your PLAR request will be reviewed within 6 weeks of receipt of the PLAR application form, all supporting documents (in English) and verification of fee payment. Submit your PLAR request early!

Individual Course Challenge

If you have two years of successful experience in the personal health and fitness training field, and have learned the skills and knowledge for **one or more** of the Personal Fitness Trainer courses, you may apply to be assessed for each applicable course. Please note that NAIT has a 50% residency criterion. Applicants can only receive credit for up to 50% of any NAIT credit program (See [NAIT Academic Regulations and Procedures](#) under **Residence Requirements**). Students should enrol in their courses until official confirmation has been received that credit was granted.

Fees:

- The PLAR evaluation fee is \$150.00 **per** course challenge.
- The course assessment fees must be paid prior to submitting a PLAR request.
- All fees are non-refundable.
- Call NAIT and ask to speak to an Advising Centre Representative at 780-471-6248 or Toll Free at 1-877-333-6248 or AskNAIT@nait.ca



How many courses can be challenged through PLAR in the Personal Fitness Trainer program?

Currently we have three out of 19 diploma courses with PLAR challenges available. Credit is granted per course – partial credit will not be granted. Please note that NAIT has a 50% residency criterion. Applicants can only receive credit for up to 50% of any NAIT credit program. (See [NAIT Academic Regulations and Procedures](#) under **Residence Requirements**)

Is PLAR available at any time of the year?

Contact the program at pft@nait.ca for more details. Your request will be reviewed within 6 weeks of receipt of the request form, all supporting documents and verification of fee payment. Submit your PLAR request early!

Please Note: You should enrol in your courses until official confirmation has been received that credit was granted. The program sends an email notification that the application has been processed.

It is the student's responsibility to:

- Contact the program area with any questions or concerns related to the assessment results. [Appeal process](#) available.
- Notify the program if they have decided to decline a course credit that has been granted. Any changes must be requested before the [add/drop deadline](#).



Which courses are PLAR ready?

Personal Fitness Trainer Program Profile			
COURSE CODE	COURSE NAME	PLAR Challenge(s) available through program	PLAR Challenge(s) not available
ANAT1120	Human Anatomy		X
NUTR1124	Nutrition for Exercise and Performance		X
PFTR1121	Foundations for Personal Trainers		X
PFTR1122	Applied Movement Mechanics		X
PFTR1123	Applied Physiology of Exercise		X
PFTR1220	Functional Training and Assessment		X
LEAD1221	Leadership Studies	X	
PFTR1222	Resistance Training and Assessment		X
PFTR1223	Endurance Training and Assessment		X
PFTR1224	Fitness Appraisal and Lifestyle Counselling		X
PFTR2320	Corrective Exercise Strategies		X
BUSN2321	Business Practices I		X
PFTR2323	Sport Performance Strategies		X
PFTR2324	Lifespan and Clinical Exercise Considerations 1		X
PFTR2390	Practicum 1	X	
BUSN2421	Business Practices II		X
PFTR2423	Program Design		X
PFTR2424	Lifespan and Clinical Exercise Considerations 2		X
PFTR2491	Practicum II: Professional Experience	X	

For assistance contact NAIT and ask to speak to an Academic Advising Centre Representative at 780-471-6248 (Toll Free: 1-877-333-6248) or askNAIT@nait.ca



Is it easier to challenge a course through PLAR – OR – take the course?

Neither is easier. By using PLAR you may reduce the repetition of studying information that you already know. The PLAR process allows you to demonstrate knowledge you already have.

PLAR is not an easy way to certification, rather a “different” way to obtain certification. Your personal level of skill and experience will dictate which courses you choose to challenge. The self-audit section found later in this guide will help you to decide if you have a good match of skill and knowledge for a specific course.

Methods of assessing prior learning

Assessment methods measure an individual’s learning against course learning outcomes. The assessment methods listed below are the ones most commonly used, but other forms of flexible assessment may be considered. These assessments may include one or a combination of the following assessment tools:

- Product validation and assessment
- Challenge exam
- Standardized tests
- Performance evaluations (including skill demonstrations, role plays, clinical applications, case studies)
- Interviews and oral exams
- Equivalency (evaluations of learning from non-credit training providers)
- Evidence or personal documentation files (providing evidence of learning from life and work experiences and accomplishments)

If I live out of town, do I have to travel to the NAIT main campus to do PLAR?

Depending on the mode of assessment, there may be times that you will need to meet with the program on campus. However, we will try to keep travel to a minimum.



What services or resources can I access if I have a disability?

Identify any possible needs related to your disability during your PLAR Audit meeting with the program. If you have a disability and want to know more about what services or resources you may be able to access for your PLAR assessment, please contact [Services for Students with Disabilities](#).

Are there other methods to gain NAIT course credits for prior learning?

Transfer Credit and Credential Recognition

Yes, NAIT may grant credit for previous post-secondary training from a recognized institution that is similar in content, objectives, and evaluation standards to NAIT training. Transfer of credit is different from the PLAR process. Transfer credit and credential recognition guidelines may be found at:

<http://www.nait.ca/86612.htm>

Please Note: This process should be completed prior to your PLAR challenge. If these credits cannot be used for transfer credit or credential recognition, you may be able to use these accredited courses as part of your evidence for your PLAR challenge.

If more information is required, please contact:

- A NAIT Academic Advising Centre Representative at 780-471-6248 (Toll Free: 1-877-333-6248) or email AskNAIT@nait.ca
- Program Advanced Credit contact (www.nait.ca under programs & courses and contacts)

What are the implications of receiving PLAR or Transfer Credit for my full time student status?

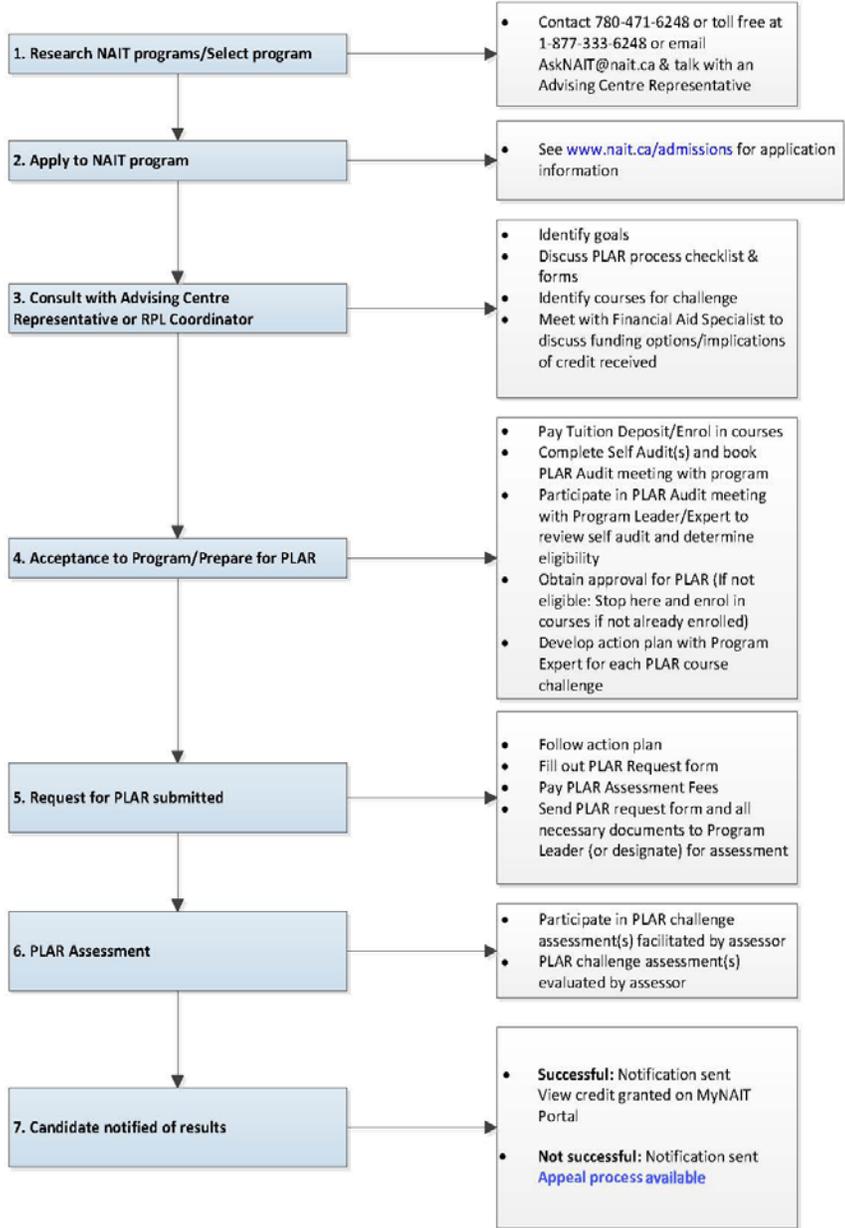
While RPL can mean fewer classes to take and pay for, students should be aware that the definition of full-time status for Financial Aid may be different than NAIT's definition of full-time status. Questions regarding financial assistance should be directed to the [NAIT Financial Aid Office](#). A student who qualifies for advanced credit should review the [NAIT Academic Regulations and Procedures](#), Academic Honors and if necessary, seek further consultation with Advising or Program staff since eligibility for semester honors, Dean's Honor Roll, an honors diploma/certificate or awards may be affected.



The PLAR Process

Prior Learning Assessment & Recognition (PLAR) Process

PLAR is the process of identifying, assessing, and recognizing skills and knowledge acquired through non-formal and informal learning for a specific goal such as advanced credit.



Revised January 5, 2015



Guiding principles for developing a PLAR evidence file

1. As you begin the PLAR process you will be advised if any evidence is required. This will be identified in your action plan. Check with the PLAR designated contact (see program home page Advanced Credit Contact) for your program **before** you begin to gather evidence.
2. Evidence must be valid and relevant. Your evidence must match the learning outcomes identified for each course.
 - It is your responsibility to create, collect and compile relevant evidence – if required.
3. Learning must be current within the last 5 years.
4. The evidence should demonstrate the skills and knowledge from your experiences.
5. The learning must have both a theoretical and practical component.

Types of evidence

There are three types of evidence used to support your PLAR request:

1. Direct evidence – what you can demonstrate for yourself.
2. Indirect evidence – what others say or observe about you.
3. Self-evidence – what you say about your knowledge and experience.

Ensure that you provide full evidence to your Personal Fitness Trainer PLAR assessor so that your prior learning application is assessed appropriately. Well organized, easy to track evidence will also ensure that none of the evidence is missed or assessed incorrectly.

Here are some examples of evidence that you may be requested to submit as part of your evidence file (if required):

- resource lists
- written descriptions and analysis
- experience (activity) outlines
- philosophy statement
- observations
- workplace validations
- work samples
- photos of environments
- videos
- case studies

All documents that are submitted to NAIT may be returned to the student after the final results have been given and the advanced credit appeal deadline of 10 days has passed. A copy of transcripts and certificates may be included in your evidence file, but original transcripts that were submitted at the time of application to NAIT will be available online. Be prepared to show original parchments at the PLAR audit meeting for validation.



How long will it take to prepare evidence for PLAR?

Since the requirements are different for each course, and each candidate has different experiences, the amount of time it takes to prepare your evidence will vary.

Steps to complete a self-audit

1. Read through the levels of competence as listed below.

Mastery: I am able to demonstrate the learning outcome well enough to teach it to someone else.

Competent: I can work independently to apply the learning outcome.

Functional: I need some assistance in using the outcome.

Learning: I am developing skills and knowledge for this area.

None: I have no experience with the outcome.

Learning outcomes

For each learning outcome listed, please self-evaluate your competency levels and record in the appropriate column for each self-audit.

2. Take a few minutes and read through the following self-audit for each course you are interested in as a PLAR candidate.
3. Check your level of competence as you read through each of the learning outcomes for each course. The information will help you in your decision to continue with your PLAR application.
4. In order to be successful in a PLAR assessment, your abilities must be at the competent or mastery level for the majority of the learning outcomes (**at least 80%**). Some things to consider when determining your level of competence are:
 - How do I currently use this outcome?
 - What previous training have I had in this outcome: workshops, courses, on-the-job?
 - What personal development or volunteer experience do I have in this area?

Be prepared to explain the reason you chose this level if asked by an assessor.

5. Bring the completed self-audit to a consultation meeting with the program head or faculty member in **Step 4** – of *The PLAR Process* for prior learning assessment. Select [Program Advanced Credit Contact \(PLAR\)](#) to book consultation.



Self-audit Guide(s)

LEAD1221: Leadership Studies

This course has as its central focus the development of leadership ability. The course provides a basic understanding of leadership and group dynamics theory. Students will develop a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership and one's own style of leadership. It provides the opportunity to develop essential leadership skills through study, participation and observation of these skills.

Credit unit(s): 3

Co-requisite(s): None

Prerequisite(s): PFTR1121

LEAD1221: Leadership Studies Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Compare the characteristics of effective leaders to develop a personal philosophy of leadership					
▪ Skills and abilities necessary for effective leadership					
▪ Leadership qualities					
▪ Personal inventories					
2. Examine ethics and the decision making process for effective leadership					
▪ Morals and ethics					
▪ Values					
▪ Approaches to ethics					
▪ Strategies for effective decision making					
▪ Advocacy and inquiry					



LEAD1221: Leadership Studies Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
3. Demonstrate servant leadership, empowerment and teambuilding to create community					
▪ Servant leadership					
▪ Emotional intelligence					
▪ Empowerment strategies					
▪ Teambuilding strategies					
4. Discuss the value of creating a vision when leading others					
▪ Strategies to articulating a vision					
▪ Environment that encourage responsiveness					
5. Discuss the types of conflict and employ resolution strategies					
▪ Types of conflict					
▪ Managing conflict					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

Evidence file

Requirements for evidence file include submission of material in both section 1 and 2 listed below:



Section 1: Candidate must select one of the two following options for submission

OPTION 1: Record of non-academic credential leadership development

The candidate will provide official documentation of leadership course participation and completion that totals a minimum of 45 hours. (The 45 hours could be a combination of multiple leadership workshops.) This will include all of the following:

- Organization(s) providing the leadership curriculum
- Curriculum outline of leadership course(s)
- Dates of the course(s)
- Documentation of course(s) completion

OR

OPTION 2: Written Leadership Profile

Candidate will select a leader that is a public figure as the topic for the leadership profile. The purpose of this case study is for the candidate to identify how this leader did or did not incorporate the different leadership traits identified in the LEAD1221: Leadership Studies outcomes.

- The leader selected by the candidate must be approved by the PFT program PLAR assessor.
- The length of the leadership profile paper must be 8 – 10 pages. (not including cover page and references)
- A minimum of three different resources must be used as reference material. These could specifically be about the selected leader and/or leadership resource materials. (Examples of potential authors: Thomas Cronin, Warren Bennis, Robert K. Greenleaf, James Kouzes, Barry Pousner, etc...)

Section 2: Video Presentation

What is your leadership philosophy? Identify how the five course outcomes are represented in the application of your leadership philosophy.

This is an opportunity for the candidate to share the most important things you have learned about yourself. This is not an academic exercise about leadership concepts you can read from a textbook; **this is about you**. Make it personal! This exercise will help to clearly identify what “effective leadership” means to you.

By differentiating what you have “learned” without question from parents, teachers, friends, the media, etc., and what you have “truly learned” by questioning the process, you can begin to arrive at some answers. You will have to ask yourself why you believe as you do, which will likely involve some real soul searching. Evaluate your current leadership skills and how any deficiencies could be improved.

- Presentation must be 14 - 16 minutes in length
- Candidates will post their presentation on youtube and provide the URL address for PFT program assessor to view. (Once the presentation has been graded feel free to remove the video.)
- Presentation should be personal, professional, organized, insightful and unique,
- Do not use technological enhancement (PowerPoint)



PFTR2390: Practicum I

This experiential class is designed to simulate personal fitness training scenarios with clientele in the pursuit of healthy active lifestyles. Students will be assigned to clients and asked to utilize the concepts of client-centered exercise prescription. Skills practiced include information gathering, conducting assessments, providing appropriate feedback and program design.

Credit unit(s): 3

Co-requisite(s): PFTR2320, PFTR2323, PFTR2324

Prerequisite(s): NUTR1124, LEAD1221, PFTR1220, PFTR1222. PFTR1223, PFTR1224

PFTR2390: Practicum I Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Choose and apply information gathering tools					
▪ Client centered coaching					
▪ Behaviour change					
▪ Motivational interviewing					
2. Select, conduct and interpret applicable physical fitness assessments					
▪ Physical activity practices, lifestyle factor and fitness levels					
▪ Agree on an action plan between client and trainer					
▪ Assist and arrange support between client and trainer					
3. Prepare personalized exercise programs					
▪ Health, fitness or performance goals					
▪ Training principles, exercise selection and program variables					
▪ Client centered prescription					
▪ Evidence based resources					



PFTR2390: Practicum I Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
4. Conduct personal training sessions					
▪ Organization and record keeping					
▪ Time management					
▪ Communication					
▪ Code of conduct					
5. Assess abilities of a personal trainer					
▪ Empowerment					
▪ Initiating change					
▪ Self-reflection					
▪ Conflict resolution					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.



Evidence file

Requirements for evidence file

Submission of three Practical Client Reports, each report must include the information listed below:

Practical Client Report which includes:

- **Client Information:**
 - Pre-screening information
 - Client health history
 - Client experience with training
 - Client goals
- **Complete Activity / Needs Analysis** for the client and training goal
- **Preliminary Assessments & Data**
 - Explanation of why specific assessments were chosen
 - Explanation of what information the assessment data provided you to help with program design.
- **Training Logs**
 - Documented 15 hours of training sessions with one specific client.
 - Journal of how and why training was adjusted to match the ability of the client.
- **Post Assessments & Data**
 - Provide data of assessments to demonstrate progression towards the clients goals
- **Client Feedback**
 - Documentation from the client that training was completed.
 - Feedback from the client on their experience with the trainer.
- **Employer Validation Letter** and Checklist or Self-Employed Validation Letter(s) and Checklist

The total submission will document a total of 45 hours of training with three different clients.



PFTR2491: Practicum II – Professional Experience

This course involves work-integrated learning experiences. It is a synthesis of all the human movement theory and skill learned, put into practice. In collaboration with external partners, students demonstrate their professionalism working with clients in 'real life' settings. Assessments, programming and evaluation, leadership and business skills are fine tuned.

Credit unit(s): 3

Co-requisite(s): BUSN2421, PFTR2424

Prerequisite(s): PFTR2320, PFTR2323, PFTR2324, PFTR2390

PFTR2491: Practicum II – Professional Experience Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Select, conduct and interpret fitness, functional movement, and lifestyle assessments					
▪ Consultation skills					
▪ Lifestyle counselling skills					
▪ Physical assessments					
2. Develop, administer, and evaluate personalized training programs					
▪ Individual and small group training programs					
▪ Long range programs					
3. Lead, educate, counsel, and motivate clients					
▪ Communication					
▪ Leadership					
4. Use knowledge of human movement					
▪ Training safety					
▪ Cuing and technique demonstration					
5. Apply relevant industry policies and procedures					
▪ Marketing					



PFTR2491: Practicum II – Professional Experience Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
<ul style="list-style-type: none"> ▪ Business 					
6. Apply relevant industry policies and procedures					
<ul style="list-style-type: none"> ▪ Integrate theoretical learning with practice 					
<ul style="list-style-type: none"> ▪ Personal training, leadership style 					
<ul style="list-style-type: none"> ▪ Strengths and weaknesses 					
<ul style="list-style-type: none"> ▪ Networking 					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

Evidence file

Assessor may require candidate to complete an interview in order to validate evidence.

Submission of three required elements:

1. **Curriculum Vitae** (with letters of reference)

This portion of the evidence file should demonstrate the competencies under Leadership, Communication and Professionalism

- Practice and enhance skill development:
- Interdependence
- Self-Reflection
- Motivation
- Education
- Business Practices
- Client Safety
- Public Interaction



2. **Completed Case Study** (Written Requirements)

- Cover Page
- Introduction
 - a. Write out what you interpret to be Sarah's 3 major goals. Use S.M.A.R.T to describe the goals.
 - b. What is Sarah's CHD risk profile?
 - c. Describe any special problems or limitations that need to be considered in designing an exercise program for Sarah
 - d. Comment on the HR, BP and RPE responses to the graded treadmill test.
 - e. Determine the client's target heart rate zone.
 - f. The client expresses an interest in walking outdoors on a level track to improve her aerobic fitness level, outside of what she will be doing with you. Provide her a walking plan she can follow and monitor.
 - g. In addition to the walking program, what suggestions do you have for Sarah about modifying her lifestyle?
 - h. What recommendations will you offer about training with you and what will you prescribe?
 - i. Design your workout plan for the first month.
- Conclusion
- References

3. **Completed Case Study** (Video Presentation Requirements)

- Presentation duration = 20 minutes
- Demonstration of how the trainer would present the following content to the client:
 - a. S.M.A.R.T. goals
 - b. Risk of CHD
 - c. Results of graded treadmill test
 - d. Lifestyle modifications
 - e. Explanation of progressive training sessions through the first month.

Paste the URL (webpage link) to video presentation in the written requirement.

The case study documents listed above should demonstrate a strong representation of the items listed below:

Information Gathering

- Fitness and Lifestyle Consultation
- Physical Assessments
- Goal Setting
- FOIP (Freedom of Information and Privacy Act): All client information is confidential and cannot be shared with others without written consent. This includes information such as discussions, photos and PPT presentations used in this course.

Exercise Prescription and Program Design

- Human Movement
 - Individual training programs
 - Small group training programs
 - Functional training programs
 - Long range programming
 - Sport performance programs
 - Corrective exercise programs
- Engage in reflective practice – examine what you do, why you do it & how you can improve.



PFTR2491: Case Study

Client Information

A female police officer (Sarah) has hired you for 3 months to help her with her goals.
28 yrs. old
165.1 cm
63.8 kg
Estimated body fat 28%

Activity and Lifestyle History

The work of a police officer requires a high level of physical fitness. Six years previously, Sarah was able to pass the physical fitness requirements used by the police department. She knows if she measured today, with her current level of fitness, she would be unable to pass the battery of tests. A treadmill exercise analysis provided at work confirmed this.

Prior to becoming a police officer, Sarah had no problem jogging 3xs/wk. for 30 minutes. Since starting her job she has not kept fitness as a priority, the way she would like to. Between working shift hours, a divorce, caring for 2 children ages 7 and 9 fulltime, Sarah has lost focus on herself and has gained about 7 kg. At least 3xs/week Sarah and the kids eat out at fast food restaurants. Sarah finds both her lifestyle and job stressful. Occasionally, she experiences headaches and tightness in the back of her neck. By the time night rolls around she has 1 glass of wine to unwind.

Medical History

- She smoked 1pack/day for 4 years when in college.
- She quit smoking 3 yrs. ago.
- She has tried quick weight loss diets for the past 2 yrs. with little success.
- Her father passed of heart disease at 52
- Her older brother (36) has high blood pressure
- Recently she had blood work done because she was feeling dizzy and lightheaded after eating. She eats one big meal /day in an attempt to lose weight.
- Results of the blood analysis was Cholesterol/HDL ratio = 5.9

Assessment Data

At work the following exercise evaluation yielded the following information

Treadmill – modified Bruce Test

Resting heart rate – 75bpm Blood Pressure – 140/82 mmHg

Stage	METS	TIME	HR	BP	RPE
1	2.3	3	126	145/78	8
2	3.5	3	142	160/78	11
3	4.6	3	165	172/80	14
4	7.0	3	190	189/82	18

Endpoint: stage 4 (2.5mph @12% grade.) Test terminated because of fatigue.



Appendix A: Title Page

Program Name

Program Course

Student name

Date



Appendix B: Employer Validation Letter

Prior Learning Assessment and Recognition

Instructions: The employment validation letter provides a statement of verification of employment in a setting relevant to the course(s) being challenged through PLAR. The employment validation letter must be printed on letterhead of your current employer and signed by the human resources department indicating the length of employment and working environment(s). A letter template has been provided for your use. Please copy the content below and fill-in the fields as directed. The completed letter should be included with your PLAR evidence and submitted to the PLAR assessor for the Personal Fitness Trainer Program.

Letter template (On employer's business letterhead)

Date

To Whom It May Concern:

I have reviewed the employment records of _____ and
Name of employee/candidate

I can verify that the above candidate has been employed by _____
Name of employer

for _____
Length of employment

Please contact me at _____ or _____
Phone email

with any questions or for additional information.

Sincerely,

Name

Job title

Signature



Appendix C: Employer Validation Checklist

Personal Fitness Trainer Program

Name: _____

PFTR2390

Student ID: _____

Practicum 1

Date: _____

Completion date: _____

Employee/PLAR candidates for the challenge of PFTR2390 must have this form completed by their direct supervisor/employer. The supervisor/employer is responsible for ensuring the employer validation checklist accurately reflects your abilities in each area identified.

Directions: On the following page(s) there is a list of skill and knowledge factors that the employee is required to achieve in completing PFTR2390. Please validate the employee/candidate's performance by placing a ✓ in the appropriate column. Add any clarifications/observations in the "Optional Comments" section. Sign and date below.

Mastery: Able to demonstrate it well enough to teach it to someone else. Competent: Work independently to apply the outcome. Functional: Some assistance in using the outcome. Learning: Developing skills and knowledge for this area. None: No experience with the outcome.	Mastery	Competent	Functional	Learning	None
1.. Choose and apply information gathering tools					
• Client centered coaching					
• Behaviour change					
• Motivational interviewing					
2. Select, conduct and interpret applicable physical fitness assessments					
• Physical activity practices, lifestyle factor and fitness levels					
• Agree on an action plan between client and trainer					
• Assist and arrange support between client and trainer					
3. Prepare personalized exercise programs					
• Health, fitness or performance goals					
• Training principles, exercise selection and program variables					



• Client centered prescription					
• Evidence based resources					
Learning Outcome 4. Conduct personal training sessions					
• Organization and record keeping					
• Time management					
• Communication					
• Code of conduct					
Learning Outcome 5. Assess abilities of a personal trainer					
• Empowerment					
• Initiating change					
• Self-reflection					
• Conflict resolution					

Note: The employer/ supervisor may be contacted by the NAIT assessor to confirm/clarify information provided.

Comments:

Employee information *(please print)*

Dates of employment: _____ to _____

(dd/mm/yy)

(dd/mm/yy)

Employment description: Full-time Hours per week: _____

Part-time Hours per week: _____

Position(s) held _____



Candidate information *(please print)*

Name _____ Student number _____

I affirm that I am the person who has performed those items checked on this checklist. I acknowledge that the performance checklists used are solely for the purpose of skills assessment for the NAIT Personal Fitness Trainer Program requirements, and are not intended to replace or modify company operating or safety procedures, and may not be appropriate for use in all circumstances.

PLAR candidate's signature _____ Date _____

Employer/Supervisor's information *(please print)*

Name _____ Phone _____

Organization/employer _____

Address _____

I affirm that I am the person who has administered this checklist, and that I have conducted this candidate's skills assessment with integrity. I also affirm that the above named candidate is the person whose performance I evaluated, and that the above named person performed the checked tasks at the indicated level without assistance from me or any other person.

Employer/supervisor's signature _____ Date _____



Appendix D: Self-Employed Validation Letter

Prior Learning Assessment and Recognition

Instructions: The self-employment validation letter provides a statement of verification of employment in a setting relevant to the course(s) being challenged through PLAR. The self-employment validation letter must be printed on letterhead of your business and verified by either:

- Co-owner / partner in the business
- Employees of your business
- Two clients that have used your services under this business name

A letter template has been provided for your use. Please copy the content below and fill-in the fields as directed. The completed letter should be included with your PLAR evidence and submitted to the PLAR assessor for the Personal Fitness Trainer Program.

Letter template (On business letterhead)

Date

To Whom It May Concern:

I am a (co-owner / employee / client) of _____ and
Name of employee/candidate

I can verify that the above candidate has been self-employed by _____
Name of company

for _____
Length of employment

Please contact me at _____ or _____
Phone email

with any questions or for additional information.

Sincerely,

Name

Job title

Signature



Appendix E: Self-Employed Validation Checklist

Personal Fitness Trainer Program

Name: _____

PFTR2390

Student ID: _____

Practicum 1

Date: _____

Completion date: _____

Employee/PLAR candidates for the challenge of PFTR2390 must have this form completed by their direct supervisor/employer. The supervisor/employer is responsible for ensuring the employer validation checklist accurately reflects your abilities in each area identified.

Directions: On the following page(s) there is a list of skill and knowledge factors that the employee is required to achieve in completing PFTR2390. Please validate the employee/candidate's performance by placing a ✓ in the appropriate column. Add any clarifications/observations in the "Optional Comments" section. Sign and date below.

Mastery: Able to demonstrate it well enough to teach it to someone else. Competent: Work independently to apply the outcome. Functional: Some assistance in using the outcome. Learning: Developing skills and knowledge for this area. None: No experience with the outcome.	Mastery	Competent	Functional	Learning	None
Learning Outcome 1. Choose and apply information gathering tools					
• Client centered coaching					
• Behaviour change					
• Motivational interviewing					
Learning Outcome 2. Select, conduct and interpret applicable physical fitness assessments					
• Physical activity practices, lifestyle factor and fitness levels					
• Agree on an action plan between client and trainer					
• Assist and arrange support between client and trainer					
Learning Outcome 3. Prepare personalized exercise programs					
• Health, fitness or performance goals					
• Training principles, exercise selection and program variables					



• Client centered prescription					
• Evidence based resources					
Learning Outcome 4. Conduct personal training sessions					
• Organization and record keeping					
• Time management					
• Communication					
• Code of conduct					
Learning Outcome 5. Assess abilities of a personal trainer					
• Empowerment					
• Initiating change					
• Self-reflection					
• Conflict resolution					

Note: The employee/ client may be contacted by the NAIT assessor to confirm/clarify information provided.

Comments:



Employee / Client information *(please print)*

Dates of employment / training sessions with trainer: _____ to _____
(dd/mm/yy) (dd/mm/yy)

Candidate information *(please print)*

Name _____ Student number _____

I affirm that I am the person who has performed those items checked on this checklist. I acknowledge that the performance checklists used are solely for the purpose of skills assessment for the NAIT Personal Fitness Trainer Program requirements, and are not intended to replace or modify company operating or safety procedures, and may not be appropriate for use in all circumstances.

PLAR candidate's signature _____ Date _____

Employee/Client information *(please print)*

Name _____ Phone _____

Address _____

I affirm that I am the person who has administered this checklist, and that I have conducted this candidate's skills assessment with integrity. I also affirm that the above named candidate is the person whose performance I evaluated, and that the above named person performed the checked tasks at the indicated level without assistance from me or any other person.

Employee/client signature _____ Date _____



Appendix F: Evidence Binder Cover Page

Evidence File for: *Insert Course Name*

Program Name:

Student Name:

Address:

City:

Phone:

Fax:

Email:

NAIT Student ID:

I attest that the enclosed evidence are correct and have been compiled by myself. I attest that I am the person named in this application and the evidence unless otherwise signified.

Signature: _____

Date: _____