

### KFE Guidance Note:

The following documents are adapted from the WSUK website and should be used as a guide for running each college's local qualifying rounds to **KFE4Skills Live**. These same specifications will be used and adapted by the KFE agreed industry sector lead organisers to finalise the KFE competition requirements. The KFE competition may include all or a selection of the competition tasks included in the WSUK specification subject to the event location's facilities and the entrants' profiles.

Therefore, following this guidance will ensure student competitors are best able to do well at the **KFE4Skills Live** event and progress to WSUK Regional Heats and National Competitions. You will be able to find the individual WSUK components of this document by following the 'WSUK Resources' link on the KFE site's competitions page via [www.kentfurthereducation.org](http://www.kentfurthereducation.org).

## Fitness / Personal Trainer - Competition Overview

Fitness Trainers provide safe and effective exercise and fitness programme design, instruction and assistance to help clients reach personal health and fitness goals.

The KFE Skills Competition similarly to the WorldSkills UK Fitness Trainer Competitions showcases and tests the skills and knowledge required in the sector to deliver excellent fitness instruction to clients.

Competitors work to a set brief which demonstrates their skill in the real-life scenario as a Personal Trainer (Advanced). Competitors must have a strong theoretical and practical knowledge and have a passion for fitness training, demonstrating their own personal ability to connect with their client.

Each competition activity will be underpinned by the industry standards and reflect real-life scenarios closely.

### Core Competencies

Core competencies and standards for WorldSkills UK Skills Competitions activities		Qualifier	UK Final	Team UK
<b>Competency</b>	<b>Client Consultation</b> Competitors shall have knowledge and understanding of: <ul style="list-style-type: none"><li>• The purpose of effective consultation and establishment of client aims</li><li>• The relevance of appropriate testing and information recording</li><li>• The purpose of the designed session and client progress plan</li><li>• The time available for each task and overall competition</li><li>• The health and safety standards which apply</li></ul>	Y	Y	NA
<b>Standards</b>	Competitors shall be able to: <ul style="list-style-type: none"><li>• Greet their client appropriately</li></ul>			

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	<ul style="list-style-type: none"> <li>Discuss assessed client progress on the planned programme confirming or amended details as necessary</li> <li>Explain the purpose of the sessions in accordance with the client's aims</li> <li>Select and describe to the client at least one appropriate health/fitness related test</li> <li>Carry out the selected test(s)</li> <li>Show empathy and sensitivity to the information provided by the client</li> <li>Record information and results accurately</li> </ul>			
<b>Competency</b>	<b>Regular Client Session</b> Competitors shall have knowledge and understanding of: <ul style="list-style-type: none"> <li>The purpose, care and maintenance of all equipment together with their implications on safety</li> <li>The risks associated with the required activities and how to prevent or minimise them</li> <li>The time available for each task and overall competition</li> <li>The health and safety standards which apply</li> <li>Environmental and safety principles applies to good housekeeping in the workplace</li> </ul>			
<b>Standards</b>	Competitors shall be able to: <ul style="list-style-type: none"> <li>Assess the client's state of readiness and motivation to take part in the planned session</li> <li>Ensure the session as a whole flowed safely in terms of intensity and complexity and the order of selected exercises</li> <li>Ensure the session as a whole flowed safely in terms of intensity and complexity and the order of selected exercises</li> <li>Demonstrate and explain the physical and technical demands of the planned exercises to the client, using language at an appropriate level (checking client understanding and response)</li> <li>Effectively monitor exercise intensity ensuring the client is consistently challenged – however, still able to maintain dignity and self-respect throughout</li> <li>Make best use of the available space and equipment to provide an enjoyable and safe session for the client.</li> <li>Analyse the client's performance, enhancing their actions through correction techniques, progressing or regressing individual exercises as required</li> <li>Be positive and motivational, helping the client feel at ease in the exercise environment and build an effective rapport during the session</li> <li>Conclude the session in a timely way, providing a summary of the client's achievements and a clear overview of the next steps</li> <li>Leave the environment in a suitable condition for future use</li> </ul>	Y	Y	NA
<b>Competency</b>	<b>Social Skills</b> Competitors shall have knowledge and understanding of: <ul style="list-style-type: none"> <li>The need for effective communication and social skills with clients</li> </ul>	N	Y	NA

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	<ul style="list-style-type: none"> <li>The methods of engaging with varied client groups</li> <li>The time available for each task and overall competition</li> </ul>			
<b>Standards</b>	<p>Competitors shall be able to:</p> <ul style="list-style-type: none"> <li>Display a positive demeanour</li> <li>Avoid unnecessary use of mobile phone or other technology</li> <li>Show an ability to establish rapport with clients and prospective clients; engaging and friendly</li> <li>Listen actively – recording and using the information sourced</li> <li>Use appropriately technical language for the client</li> <li>Adopt appropriate body language – including eye contact, physical proximity and gestures</li> <li>Be confident and responsive throughout</li> </ul>			
<b>Competency</b>	<p><b>Motivating Others</b></p> <p>Competitors shall have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>Motivational strategies and the need to engage effectively with clients</li> <li>The impact of positive motivation on clients</li> <li>The longer term adherence benefits</li> <li>The time available for each task and overall competition</li> </ul>			
<b>Standards</b>	<p>Competitors shall be able to:</p> <ul style="list-style-type: none"> <li>Be appropriately enthusiastic and positive</li> <li>Refer to appropriate information for norm referencing</li> <li>Refer to tracking and reporting processes</li> <li>Use a range of questioning techniques to identify and collect client or prospective client's needs and wants</li> <li>Employ a range of skills, tools and/or resources to motivate</li> <li>Apply technology to streamline and enhance the client experience and data capture</li> <li>Ensure all recommendations refer and relate to client needs and wants</li> <li>Consider and advised on longer term adherence benefits</li> <li>Deliver challenging activities that were enjoyable and achievable</li> <li>Provide motivating feedback</li> </ul>	<b>N</b>	<b>Y</b>	<b>NA</b>
<b>Competency</b>	<p><b>Use of Technology</b></p> <p>Competitors shall have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>Current trends in industry technology usage</li> <li>Benefits of using a wide range of technology during sessions and for business purposes</li> <li>Multi-platform office and practical technology applications</li> <li>The time available for each task and overall competition</li> </ul>			
<b>Standards</b>	<p>Competitors shall be able to:</p> <ul style="list-style-type: none"> <li>Demonstrate confidence in using technology</li> <li>Show an awareness of current industry related technological developments</li> <li>Embed the use of available technology and/innovative equipment into the activity delivered</li> <li>Effectively utilise available IT resources to streamline and improve quality of session planning and resources</li> </ul>	<b>N</b>	<b>Y</b>	<b>NA</b>

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	<ul style="list-style-type: none"> <li>• Provide advice and/or information to clients or prospective clients on technological opportunities for tracking lifestyle factors including sleep, nutrition and general active living; including wearable technology</li> <li>• Plan or use social media and/or tracking apps to launch, monitor, promote or evaluate activity effectiveness</li> <li>• Utilise technology to provide clients with relevant individualised information</li> </ul>			
<b>Competency</b>	<b>Behaviour change strategies</b> Competitors shall have knowledge and understanding of: <ul style="list-style-type: none"> <li>• Basic behaviour change strategies and the benefits of effective change</li> <li>• Client state of change and how to positively impact it</li> <li>• Client barriers and how to effectively respond to them</li> <li>• The time available for each task and overall competition</li> </ul>			
<b>Standards</b>	Competitors shall be able to: <ul style="list-style-type: none"> <li>• Set clear, firm targets for the session</li> <li>• Be positive and non-judgmental throughout</li> <li>• Demonstrate the capability to positively impact client behaviour</li> <li>• Use appropriate questions to establish client's stage of change</li> <li>• Appropriately identify client stage of change and then prepare plans as appropriate</li> <li>• Set appropriate SMART goals (session, short or longer term) to appropriately challenge clients</li> <li>• Demonstrate the ability to plan and implement activities for individuals based on their current ability, experience and exercise history</li> <li>• Establish and responds to client barriers</li> <li>• Provide a range of considered, specific suggestions to overcome client barriers</li> <li>• Demonstrate the ability to effectively incentivise clients to improve physical performance and/or lifestyle</li> </ul>	N	Y	NA
<b>Competency</b>	<b>Commercial Awareness</b> Competitors shall have knowledge and understanding of: <ul style="list-style-type: none"> <li>• Their individual and group business needs and development</li> <li>• The importance of their USP and how to exploit it effectively</li> <li>• How to collate a detailed written plan to be able to be used by others</li> <li>• The time available for each task and overall competition</li> </ul>			
<b>Standards</b>	Competitors shall be able to: <ul style="list-style-type: none"> <li>• Conduct themselves professionally</li> <li>• Complete all activities efficiently considering time available</li> <li>• Highlight USP(s); either self or products proposed within the Task</li> <li>• Collate a detailed written plan including the appropriate steps required to fulfil the Task set (all steps and resources)</li> <li>• Provide a brief financial statement/overview highlighting any opportunities for further revenue development</li> </ul>	N	Y	NA

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	<ul style="list-style-type: none"> <li>• Utilise available resources efficiently &amp; effectively</li> <li>• Demonstrate an awareness of the importance of member retention; considering future usage and realistic adherence to the proposed programme</li> <li>• Provide a compelling, effective and enjoyable practical session to promote future attendance and adherence</li> <li>• Demonstrate an awareness of the importance of profit and loss; offering/proposing amendments to activities where appropriate to improve member experience and therefore retention</li> <li>• Propose or suggests exciting promotional activities that are appealing to the client and/or their contacts</li> </ul>			
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Note: Core Competencies are tested, identified and measured as recognition of the competition level and duration.

## General Instructions

### Assessment Summary / Practice & Preparation

- Prepare using the online tools available at: <https://worldskillsuk.org/>
- Where possible practice the tasks you don't use in your everyday work or course.
- Speak to your employer or lecturer to ask for help with learning or equipment where needed.

## Marking Criteria

Below is a general example of how marks may be awarded.

### National Qualifiers

Criterion ID	Description	Max. Marks
<b>C1-7</b>	<b>The Consultation</b>	<b>28</b>
<b>S1-10</b>	<b>The Session</b>	<b>40</b>
<b>P1-8</b>	<b>The Programme Card</b>	<b>32</b>
	<b>Total Marks</b>	<b>100.00</b>

### National Finals

Criterion ID	Description	Max. Marks
<b>PU2-1</b>	<b>Social Skills</b>	<b>20</b>
<b>PU2-2</b>	<b>Motivating Others</b>	<b>30</b>
<b>PU2-3</b>	<b>Use of Technology</b>	<b>20</b>
<b>PU2-4</b>	<b>Behaviour Change</b>	<b>30</b>
<b>PU2-5</b>	<b>Commercial Awareness</b>	<b>30</b>
<b>PU2-6</b>	<b>Basic Presentations Standard</b>	<b>20</b>
	<b>Total Marks</b>	<b>150.00</b>

### Further sources of information and websites

For more information on WorldSkills competitions and pre-competition materials, please familiarise yourself with information available via the KFE site's Competition page at [www.kentfurthereducation.org](http://www.kentfurthereducation.org).

### Judging Scale

Each judging criteria is marked out of 10 according to the following table.

0	CRITERIA NOT DEMONSTRATED
1	EXTREMELY POOR
2	VERY POOR
3	POOR
4	SLIGHTLY BELOW ACCEPTABLE STANDARD
5	ADEQUATE OR ACCEPTABLE
6	SLIGHTLY ABOVE ACCEPTABLE STANDARD
7	GOOD
8	VERY GOOD
9	EXCELLENT
10	OUTSTANDING – HAS THE 'X-FACTOR'

Please ensure that you check each decision taking into consideration the full range of marks.

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### JUDGE MARKING SHEET

COMPETITOR:

JUDGE:

	The consultation – ‘the competitor’	Example	Score (max 10)	Comments
C1	Greeted the client appropriately.	*Warm welcome, introduced self with name and role, making eye contact. *Used appropriate questions to build rapport.		
C2	Discussed and assessed client progress on the planned programme confirming or amending details as necessary.	*Asked relevant questions. *Observed the client’s performance from different angles. *Referred to the results and details recorded on the Progressive Programme.		
C3	Explained the purpose of the session in accordance with the client’s aims.	*Clearly stated recorded aims and translated this into a direct action plan for the 40 minute session.		
C4	Selected and described to the client at least one appropriate health-related/fitness test.	*Named the health/fitness test(s) to be utilised *Explained the activity and the expected input from the client (i.e. maximal/submaximal).		
C5	Carried out the selected test(s) correctly.	*Implemented the correct protocols ensuring the client remains safe throughout. *Encouraged the client to enable them to achieve the best possible score.		
C6	Showed empathy and sensitivity to the information provided by the client.	*Remained professional and impartial in response to all answers and test results established. *Provided positive feedback further to the completion of fitness tests and practical activities.		
C7	Recorded information and results accurately.	*Fitness test results are clearly recorded with a measurement and the date. Excellent practice would include further protocol notes such as time of day/clothing/temperature/mood etc and accurate comparison to established norms.		

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	The Session – ‘the competitor’	Example	Score (max 10)	Comments
S1	Assessed the client’s state of readiness and motivation to take part in the planned session.	<ul style="list-style-type: none"> <li>*Excellent competitors will accurately establish the client’s state of readiness (Prochaska and diClemente).</li> <li>*The client’s needs are effectively met in terms of the expected intensities/demonstrations offered and level of encouragement.</li> </ul>		
S2	Ensured the session as a whole flowed safely in terms of intensity and complexity and the order of selected exercises.	<ul style="list-style-type: none"> <li>*Includes appropriate pulse raising/pre-stretch and the intensity of activities is logical and sustained progressively.</li> <li>*The intensity is then reduced towards the end of the session and appropriate flexibility is included.</li> <li>*A measured approach is taken to ensure that CV/resistance work is balanced and introduced logically.</li> </ul>		
S3	Selected current, safe exercises and training systems targeting more than one component of fitness.	<ul style="list-style-type: none"> <li>*The competitor selects a range of exercises.</li> <li>*Appropriate training systems selected and delivered.</li> <li>*Components of fitness relating to the client’s goals are targeted and included – more than one component is challenged during the session.</li> </ul>		
S4	Demonstrated and explained the physical and technical demands of the planned exercises to the client, using language at an appropriate level (checking client understanding and response).	<ul style="list-style-type: none"> <li>*The competitor can demonstrate sound technique (when appropriate) on all of the selected exercises.</li> <li>*Instructions are clear and correct.</li> <li>*Jargon is avoided and the client is sure of what they are required to do.</li> </ul>		
S5	Effectively monitored exercise intensity ensuring the client was consistently challenged – however, still able to maintain dignity and self-respect throughout.	<ul style="list-style-type: none"> <li>*Excellent practice would include effective and consistent interpretation of visual and verbal cues.</li> <li>*The competitor may use the Borg or ‘How it feels’ scales. Questioning clients about their perception of the activities may also occur.</li> <li>*The client should feel challenged by the session as input from a PT should elicit a greater training effect than usual or</li> </ul>		





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		provide expertise to challenge the client on an activity or training approach that is new and different.		
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S6	Made best use of the available space and equipment to provide an enjoyable and safe session for the client.	<ul style="list-style-type: none"> <li>*A range of equipment is used effectively.</li> <li>*Activities cover the whole of the available area.</li> <li>*The session flows, is stimulating and enjoyable for the client.</li> <li>*A general regard for safety and regular informal risk assessment is demonstrated by the competitor.</li> </ul>		
S7	Analysed the client's performance, enhancing their actions through correction techniques, progressing or regressing individual exercises as required.	<ul style="list-style-type: none"> <li>*Used general teaching points to improve client posture.</li> <li>*Used a range of specific teaching points to improve client performance of selected exercise.</li> <li>*Progressed activities to ensure the client is challenged.</li> <li>*Adapted activities to ensure clients are safe and successful in their performance of exercises and systems.</li> </ul>		
S8	Was positive and motivational, helping the client feel at ease in the exercise environment and builds an effective rapport during the session.	<ul style="list-style-type: none"> <li>*Used appropriate language and tone of voice to encourage and inspire.</li> <li>*Remained fully engaged with the client throughout the session.</li> <li>*Praised the client's performance and effort.</li> </ul>		
S9	Concluded the session in a timely way, providing a summary of the client's achievements and a clear overview of the next steps.	*Fed back positively to the client with a clear summary and simple instructions to enable them to adhere to the programme and know the next steps to take.		
S10	Left the environment in a suitable condition for future use.	*Equipment is cleaned and put away as appropriate.		

TOTAL SCORE: /170

General comments:

PROGRAMME CARD MARKING SHEET

COMPETITOR:

JUDGE:

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	The programme card – ‘the plan’	Example	Score (max 10)	Comments
P1	Clear short and long-term SMART goals.	*All goals relate clearly to the information gathered from the client and are appropriately time bound.		
P2	An appropriate balance of session components: *warm-up *main session (CV and RT) *cool down	*A list of varied activities is included for warming-up and cooling down. *Timings allocated within sessions are appropriate in duration and progress logically.		
P3	At least one of the following advanced techniques from each list: *interval training, Fartlek, continuous CV training *pyramids, super sets, giant sets, tri sets, forced reps, pre/post exhaust, negative/eccentric training.	*Planning for the training system(s) is detailed and correctly interpreted by the competitor.		
P4	Includes a suitable sequence of exercises at the correct intensity with rest days also specified.	*Interesting and relevant exercises are included on the plan. *Resistance/speed/intensity is specified in detail.		
P5	Includes suggested suitable progressions to ensure the client meets their goals.	*Suggested amendments are included.		
P6	Has been completed in full.			
P7	Includes information recorded in a suitable format that could be picked up and implemented by the client or an alternative PT if required.	*The information has been recorded carefully. *Sufficient detail is included with regard to SETS, REPS and INTENSITY (particularly in the first phase/mesocycle).		



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P8	Includes advice to overcome the client's barriers and ensure that the incentives to exercise are promoted.	*Guidance could relate to any aspect that will have an influence on the client's decision to exercise from lifestyle factors through to the specific potential benefits.		
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**TOTAL SCORE: /80**

General comments:

**OVERALL SCORE: /250**

## Marking Sheet

A model marking sheet is available in excel format within the WSUK Resources.