



prospectus
successful careers in fitness

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Welcome

Welcome to Focus Training, the UK's leading specialist Health & Fitness training provider. Whether you are just starting your career or are looking to progress in the industry, we offer a range of courses to suit your needs.

With over 12 years experience of training Personal Trainers, Fitness Instructors and Studio Instructors, we understand that choosing the right course is vital to your success, therefore all our courses are fully accredited and awarded by nationally recognised awarding bodies to ensure that your qualifications are of the highest quality, fulfilling the industry's employer requirements, to provide you with the best employment opportunities.

Focus Training believes that studying should be an enjoyable experience, so we design our courses with flexibility and accessibility in mind. Our unique 'blended learning' approach gives you the opportunity to study at your own pace, with minimal time away from your family or work commitments.

Our courses are taught through a combination of supported home learning with regular, pre-arranged telephone tuition sessions by a team of highly qualified, experienced tutors followed by attendance on practical workshops and assessment days held by leading industry tutors at locations throughout the UK.

Focus Training has worked hard to ensure that our courses are the best quality courses available to our students. We are the only training provider in the health and fitness industry to have achieved a prestigious Grade 1 awarded by the Adult Learning Inspectorate (now Ofsted), the inspectorate for skills and workforce development.

Please take some time to read the prospectus, you will find information on what type and level of course you need on pages 3-5 and our course portfolio is outlined on pages 7-28.

If you need any additional information, please do not hesitate to contact our course advisors.



Bob Ellis
Managing Director

Your Questions Answered

1. What type of course do I need?

Always choose a course that leads to an awarding body qualification specifically in the area of health and fitness that is Government approved such as Central YMCA Qualifications (CYQ), OCR or City & Guilds. Approved centres are subject to rigorous inspection from awarding bodies to ensure quality and standards.

Focus Training use CYQ as they are the only awarding body dedicated exclusively to exercise and fitness qualifications. With 17 years of fitness industry experience, CYQ has established itself as a credible nationally recognised specialist, having industry wide respect among employers and fitness professionals.

2. How can I ensure that the qualification that I choose is recognised by the industry?

The industry has set up the Register of Exercise Professionals (REPs) to regulate exercise and fitness instructors and trainers by recognising qualifications which allow entry to the register at different levels. It enables employers to check that any potential employee has the required qualifications for employment in the industry. All fitness professionals on the REPs must complete ongoing training to maintain their status on the register by gaining continuing professional development (CPD) points. This ensures that their knowledge is valid and current. All Focus Training qualifications give full entry to the REPs and our series of workshops give CPD points to qualified instructors.

3. What level of course do I need?

There are three levels of qualification in the health and fitness industry.

Level 1 Assistant Fitness Instructor

Provides a foundation for those considering progressing to Level 2. This is a good qualification to supplement existing GCSEs as it works with the national curriculum. It is equivalent to a Key Stage 4, GCSE Grade D-G or an NVQ Level 1.

Level 2 Fitness Instructor

This is the level needed for entry into employment in the health and fitness industry. The three main Level 2 courses are Gym, Exercise to Music and Aqua Instructor. Other disciplines include Step, Circuits, Studio Cycling and Instructing Health Related Exercise to Children. It is the equivalent of GCSE Grades A-C or an NVQ Level 2.

Level 3 Personal Trainer/Advanced Instructor/Specialist Populations Instructor

This is currently the highest level of qualification available. The Personal Trainer Diploma is a Level 3 qualification, it is at an equivalent level to A levels or an NVQ Level 3. Focus Training offers all 3 levels of qualifications to ensure that our students have a progressive career path and a good, well-rounded knowledge of all facets of being an exercise and fitness professional.

4. If I have previously done a Level 2 course, can I go straight onto a Level 3?

This depends on which Level 2 course was taken and how long it is since you did it. CYMCA have guidelines for 'Accreditation of Prior Achievement'. Please contact one of our course advisors who will be able to help you.

5. How do I know that the training provider that I choose is a good one?

Look for quality marks that are awarded by an external body having a reputation for the application of quality standards such as awarding bodies, government inspectorates or government quality standard marks such as ISO.

ISO 9001 is an internationally recognised award given to companies to demonstrate excellence in quality processes. Focus Training is one of the only companies in the industry to hold ISO 9001.

OFSTED (formerly ALI) is a government body that grades quality of adult training provision. OFSTED award grades to training providers on a 1-4 scale where 1 is outstanding and 4 is unsatisfactory. Focus Training received an overall Grade 1 for the quality of its provision. We are the only training provider in the health and fitness industry to receive an overall Grade 1.

6. Will I be able to get a job when I have done my course?

As our industry grows, employers are constantly looking to employ instructors. The better the qualification you have, the better the chance of getting the job you want. Focus Training can help you find employment through its association with Sports Web, one of the leading recruitment companies in the industry.



Course Information

1. How long does it take to gain the qualification?

Depending on your current level of knowledge, it can take between 6 and 10 weeks to complete a Central YMCA Qualification Level 2 course, but basically it is up to you to decide how long you need.

2. How much time will I need to take off work?

Focus Training recognise that people who are training whilst in employment or training for a career move need the flexibility to learn around their busy schedules. We have developed all our courses to allow students to study at their own pace, in their own homes with the minimum of time spent away from home and work.

3. Which method of learning is the right option for me?

Focus Training use a mixture of blended learning and course attendance. Blended learning is an excellent form of learning for people to enable them to study around their day-to-day life at a pace that suits them and also for people who want to carry on earning whilst studying for their new chosen career.

Focus Training provide a team of highly qualified and experienced tutors who will guide you through the coursework over the telephone or by e-mail if you prefer, providing technical support and advice. Our tutors will agree times for you to be contacted and we also run a helpline for you if you get stuck!

Once the home-study work is complete and you are ready, you will attend one of our national centres, where you will spend your time on practical learning delivered by industry experts, using the latest equipment.

4. What are the benefits of blended learning?

Blended learning creates a learning opportunity for those people who lead busy lives and cannot afford to spend time on lengthy course attendance. By using accelerated learning techniques, the attendance on a Focus Training course is usually 3 - 4 days once you have successfully completed your home-study.

5. Will I be helped through the blended learning process?

Focus Training accepts that it is sometimes difficult for individuals to motivate themselves. Our unique approach to this encompasses regular structured contact with our students to ensure that the work is completed to the required standard and the student feels supported and encouraged through the whole experience. We also offer a helpline to all our students to call whenever they need additional support.

6. Can I complete my work online?

Focus Training now offers the option to complete the workbooks online. The manuals will still be paper based, as this will assist you with the face-to-face practical delivery.

Online assessment will allow you to receive almost instant feedback on the work you submit.

7. Do I have to pay for the courses in full when I book?

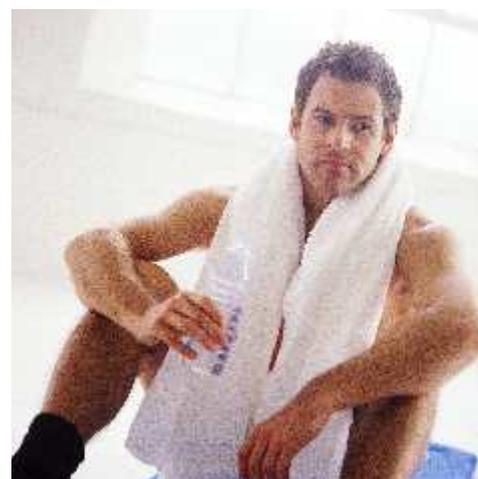
No - Focus Training offer flexible terms to all students. We will require a deposit when you book with the balance to be paid before attendance on the assessment days. We do not charge candidates for this facility.

8. Do I need a CPR certificate before I go on the course?

No - but before we can apply to CYQ for your certificate, we will need to see a current valid CPR certificate. You will be given up to 3 months after your assessment date to complete your CPR. (Please note this only applies to the Level 3 Exercise Referral qualification).

9. What happens when I book my course?

Once you have officially reserved your place on a Focus course you will receive your home-study material, which will give you all the information and tools needed to complete your course. The amount of course learning material and home-study will be determined by the course you choose. For example the Gym Instructor course requires 6-8 weeks home-study during which time you will be asked to submit units of work to be marked. You will also be contacted at pre-arranged times by a course tutor who will ask you supplementary questions and offer help and advice to ensure that you are ready to be assessed.



Career Path - a step by step guide

I want to be a Fitness Instructor or Gym Instructor

The Gym Instructor plays a key role in any health and fitness centre. People entrust their health and wellbeing with the Gym Instructor. They depend on the Gym Instructor to guide their performance in exercise sessions to ensure they are exercising properly and encourage them to help improve their fitness and help achieve their personal goals.

CYQ Gym Instructor

- ▶ Level 2 Certificate
- ▶ (Required)

CYQ Advanced Fitness Instructing

- ▶ Level 3 Certificate
- ▶ (Course Progression)

CYQ Exercise Referral

- ▶ Level 3 Certificate
- ▶ (Optional)

I want to be an Exercise to Music Instructor

A career as an Exercise to Music or Aerobic Instructor can be rewarding in many ways. It is an enjoyable role for those who like to keep fit through performance activity and those who like choreographing dance and fitness routines. Being an Exercise to Music / Aerobic Instructor, you'll have a firm basis of knowledge to apply to other studio and group training sessions.

CYQ Exercise to Music Instructor

- ▶ Level 2 Certificate
- ▶ (Required)

CYQ Advanced Exercise to Music

- ▶ Level 3 Certificate
- ▶ (Course Progression)
- ▶ Please call for details

CYQ Step

- ▶ Level 2 Certificate
- ▶ (Optional)

I want to be a Personal Trainer

A career as a Personal Trainer can be both a challenging and rewarding one. As a personal trainer you could find yourself training a diverse range of clients, each with their own unique training requirements.

CYQ Advanced Fitness Instructing

- ▶ Level 3 Certificate
- ▶ (Required)

CYQ Training in Different Environments

- ▶ Level 3 Certificate
- ▶ (Required)

CYQ Nutrition & Weight Management

- ▶ Level 3 Certificate
- ▶ (Required)

CYQ Lifestyle & Fitness Assessment

- ▶ Level 3 Certificate
- ▶ (Required)

■ Required Elements ■ Progression Elements ■ Optional Elements



CYQ Ante & Post Natal

- ▶ Level 3 Certificate
- ▶ (Optional)

CYQ Older Adult

- ▶ Level 3 Certificate
- ▶ (Optional)

CYQ Aqua

- ▶ Level 2 Certificate
- ▶ (Optional)

CYQ Ante & Post Natal

- ▶ Level 3 Certificate
- ▶ (Optional)

CYQ Older Adult

- ▶ Level 3 Certificate
- ▶ (Optional)

**CYQ Business & Marketing
for Fitness Professionals**

- ▶ Level 3 Certificate
- ▶ (Required)

CYQ Ante & Post Natal

- ▶ Level 3 Certificate
- ▶ (Optional)

CYQ Exercise Referral

- ▶ Level 3 Certificate
- ▶ (Optional)

CYQ Sports Conditioning

- ▶ Level 3 Certificate
- ▶ (Optional)



01 Gym Instructor

Leading to CYQ Level 2 Certificate in Fitness Instructing (Gym)



The Gym Instructor plays a key role in any fitness centre and is the starting point for a rewarding career in the health and fitness industry. It is the Gym Instructor's job to guide clients in the use of equipment and to encourage them to improve their fitness and achieve their goals.

As a Gym Instructor you are a trainer, an advisor, a supervisor and a motivator all rolled into one and it is up to you to lead an upbeat and positive environment in the gym. Your own training as a Gym Instructor will be ongoing throughout your career, and could lead to a variety of roles in the health and fitness profession. This course is where that journey begins.

Course Aim

The Focus 1 Gym Instructor course is designed to equip you with the skills and knowledge that are required for a role as a gym or fitness instructor within a health and fitness facility. The course focuses on the latest skills and knowledge required for working in this ever changing industry and the diverse needs of the people who attend fitness facilities.

Course Format

After booking your course you will be sent your learning materials comprising 2 manuals, a workbook, a DVD and your student guide. Your tutor will then contact you to help to plan your study. Your tutor will schedule your workload, ensuring adequate preparation for your attendance days. Dates will be agreed for coursework deadlines and telephone appointments will be made to allow tutors to give you regular feedback on the work that you submit.



This gives the opportunity for tutors to answer any queries you may have. Alternatively you can complete your work online and receive support via e-mail. Once you have completed your home-study work, and are fully prepared for your assessment, you will attend the 3 workshop days. These fun and challenging days will allow you to practise your teaching skills on the latest equipment, whilst receiving support and guidance from our tutors.

Who should go on the course?

Students wishing to gain employment in a health and fitness facility, or those already working as a fitness instructor who require a nationally recognised qualification.

Assessment

- 1 hour multiple choice exercise and fitness knowledge theory examination
- Home-study workbook
- Practical assessment - planning, teaching, evaluating a safe and effective exercise session

Course Content

- Anatomy and physiology
- Principles of warm up/cool down
- Free weight exercise techniques
- Cardiovascular conditioning
- Resistance machine exercise techniques
- Flexibility training
- Principles of exercise programme design
- Communication and teaching skills
- Screening and risk factor identification
- Promoting physical activity for a healthier lifestyle
- Customer care - the do's and don'ts
- Health and safety in the workplace

Entry requirements

- Students must be 16 or over

Certificate

- Central YMCA Qualifications Level 2 Certificate in Fitness Instructing (Gym)
- 20 REPs CPD points

■ Level 2





02 Exercise to Music

Leading to CYQ Level 2 Certificate in Fitness Instructing (Exercise to Music)



If you prefer studio and group based exercises to gym based routines and you have natural rhythm, then the role of a Studio Instructor may be your preferred route into a career in the health and fitness industry.

The role of a Studio Instructor is both rewarding and enjoyable. You will be coordinating and choreographing your own fitness sessions, catering for a diverse range of people, at different levels of fitness and ability.

The Exercise to Music qualification will provide you with a firm skills base to apply to other studio and group training sessions, and can open up your career to a range of roles as a health and fitness professional.

Course Aim

With more people now choosing to participate in group exercise, this qualification will give you the latest practical skills and knowledge, allowing you to teach, safely and effectively, a fun group fitness session to music.

Course Format

After booking your course you will be sent your learning materials comprising 2 manuals, a workbook, a DVD and your student guide. Your tutor will then contact you to help to plan your study. Your tutor will schedule your workload, ensuring adequate preparation for your attendance days. Dates will be agreed for coursework to be sent and marked, and telephone appointments will be made to allow tutors to give you regular feedback on the work that you submit. This also gives the opportunity for tutors to answer any queries that you may have.



Once you have completed your home-study work, and are fully prepared for your assessment, you will attend the 3 workshop days. These stimulating days will allow you to practise your teaching skills using the latest moves and choreography, whilst receiving support and guidance from our tutors. Approximately 6 weeks later you will return for your practical assessment. Please note that you will need to bring 2 class participants with you.

Who should go on the course?

Students wishing to become an Exercise to Music Instructor, or those already teaching classes who require a nationally recognised qualification.

Assessment

- Home-study workbook
- 1 hour multiple choice theory examination
- Practical assessment - planning, teaching and evaluating a safe and effective exercise to music session
- Please note that students are required to bring 2 class participants on their practical assessment date

Course content

- Anatomy and physiology
- Principles of warm up/cool down in a group environment
- Choreography and timing
- Cueing and teaching
- Cardiovascular conditioning - aerobic curve
- Structure of a class
- Muscular strength and endurance principles
- Flexibility training
- Principles of exercise programme design
- Communication and teaching skills
- Screening and risk factor identification
- Promoting physical activity for a healthier lifestyle
- Customer Care
- Health & Safety in the studio

Entry requirements

- Students must be 16 or over

Certificate

- Central YMCA Qualifications Level 2 Certificate in Fitness Instructing (Exercise to Music)
- 20 REPS CPD points



■ Level 2

03 Circuit Training

Leading to CYQ Level 2 Certificate in Fitness Instructing (Circuit)

Circuit Training is one of the most popular types of exercise sessions in gyms today.

Whether you are a Gym Instructor or an Exercise to Music Instructor, being able to offer Circuit Training sessions to your clients will be an important addition to your range of services. This Circuit Training course will help you provide that service safely and effectively, by equipping you with the skills and techniques required to lead and direct a successful Circuit Training session along with a nationally recognised qualification in this area. The Circuit Training course is open to those with the Gym Instructor or Exercise to Music Level 2 qualification, who are looking to expand their skills and offer classes in this increasingly popular area of training.

Course Aim

With the number of people engaging in group exercise on the increase, this course will equip you with the latest skills and knowledge required to

teach a safe and effective circuit exercise session to those participants who prefer the motivation of circuits, but without the formality of a structured exercise to music session.

Course Format

As you will have already completed a Level 2 Gym or Exercise to Music qualification, you will only be required to complete a set of lesson plans (and teach them) prior to attending the 2 workshop days. Help is on hand from our telephone support tutors if you need it. After the initial 2 days, you will have 4 weeks to prepare and practise for the practical assessment. Please note you are required to bring 2 class participants to the final assessment.

Who should go on the course?

Students wishing to become a Circuit Instructor or expand their skills as a Gym Instructor, or those already teaching classes who require a nationally recognised qualification.

Assessment

- Home-study workbook
- Practical assessment - planning, teaching and evaluating a safe and effective circuit training session
- Please note that students are required to bring 2 class participants on their practical assessment date

Course content

- Principles of warm up/cool down in a group exercise format
- Cardiovascular conditioning
- Use of resistance bands/hand weights for circuit exercise prescription
- Flexibility training
- Principles of exercise programme design
- Communication and teaching skills
- Screening and risk factor identification
- Variety of circuit class design

Entry requirements

- Students must hold a current Level 2 Certificate in Fitness Instructing Gym or Exercise to Music Certificate
- Central YMCA Qualifications Level 2 Certificate in Fitness Instructing (Circuit Training)
- 20 REPs CPD points

■ Level 2

04 Aqua Instructor

Leading to CYQ Level 2 Certificate in Fitness Instructing (Water based exercise)

Aqua training sessions are becoming increasingly popular and their non-impact aspects make them ideal for older people and pregnant women.

Being able to coordinate aqua sessions is another feature that Studio Instructors may wish to add to their repertoire. The Aqua Module could be added to the Exercise to Music course for those wanting to teach an effective water based group training session and will equip you with the necessary skills to do so, as well as gaining a nationally recognised qualification in Aqua training. If you are interested in teaching such specialist groups as those mentioned, Focus Training offer Level 3 courses in Older Adult training and Ante and Post Natal training.

Course Aim

Exercising in water is very different to exercising on the ground. This course will equip you with the tools to be able to teach a safe, effective and fun water based, group exercise session.

Course Format

After the initial 2 days, you will have 4 weeks to prepare and practise for the practical assessment. Please note you are required to bring 2 class participants to the final assessment.

Who should go on the course?

Students wishing to become an Aqua Instructor or expand their skills as an Exercise to Music instructor.

Assessment

- Home-study workbook
- Practical assessment - planning, teaching and evaluating a safe and effective aqua session
- Please note that students are required to bring 2 class participants on their practical assessment date

Course content

- Principles of warm up/cool down in water
- Choreography and timing
- Teaching
- Cardiovascular conditioning
- Structure of a class
- Muscular strength and endurance principles
- Flexibility training
- Principles of aqua class programme

Entry requirements

- Students must be 16 or older
- Central YMCA Qualifications Level 2 Certificate in Fitness Instructing (Aqua Exercise to Music)
- 20 CPD REPs points

■ Level 2

05 Step Instructor

Leading to CYQ Level 2 Certificate in Fitness Instructing (Step)



A natural progression from exercise to music routines, step routines are one of the most popular studio based group exercises offered in fitness facilities today. For a Studio Instructor, being able to teach step routines will add to the range of services you can offer to your clients and is a fun addition to your own training repertoire.

The Step Module is a popular add-on to the Exercise to Music course and will equip you with the skills to plan and lead a good step class and teach you how to use step equipment effectively.

Course Aim

There are many differences from a normal Exercise to Music class that you need to know to be able to teach a good Step class. This course will give you the tools to be able to utilise step equipment found in most fitness studios.

Course Format

As you will have already completed a Level 2 Exercise to Music qualification, you will only be required to plan a step based exercise session prior to attending the 2 workshop days. Help is on hand from our telephone support tutors if you need it.

After the initial 2 days, you will have 4 weeks to prepare and practise for the practical assessment. Please note you are required to bring 2 class participants to the final assessment.

Who should go on the course?

Students wishing to become a Step Instructor or expand their skills as an Exercise to Music Instructor.

Assessment

- Home-study workbook
- Practical assessment - planning, teaching and evaluating a safe and effective step session
- Please note that students are required to bring 2 class participants on their practical assessment date.

Course content

- Principles of warm up/cool down
- Choreography and timing
- Teaching
- Cardiovascular conditioning
- Structure of a class
- Muscular strength and endurance principles
- Flexibility training
- Principles of step programme

Entry requirements

- Students must hold a current Level 2 Certificate in Fitness Instructing - Exercise to Music

Certificate

- Central YMCA Qualification Level 2 Certificate in Fitness Instructing (Step)
- 20 REPs CPD points

■ Level 2



06 Indoor Studio Cycling

Leading to CYQ Level 2 Certificate in Fitness Instructing (Indoor Cycling)



Studio Cycling increases in popularity year on year in gyms and leisure centres. Its broad mixture of exercise activity ensures its broad appeal to clients.

As a large mix of people, of different abilities and fitness levels sign up for Studio Cycling sessions, this course will give you the necessary skills to evaluate your clients' ability and plan and run sessions at an appropriate level for your groups. Studio Cycling is popular with both Gym Instructors and Exercise to Music Instructors and this course is open to those from either field.

Course Aim

Studio Cycling can offer your clients a new and fun environment in which to increase their fitness level. This course is designed to give you the 'hands on' knowledge needed to plan and teach a variety of sessions for all fitness levels.

Course Format

A 2 day workshop including theory and practical sessions, based at one of our fitness centres.

Who should go on the course?

Students who hold a Level 2 qualification who wish to expand their knowledge of Indoor cycling.

Assessment

- Practical formative assessment

Course content

- Safety in the studio
- Exercise routines for beginners
- Intermediate and advanced levels
- Principles of exercise planning
- Cycle Maintenance

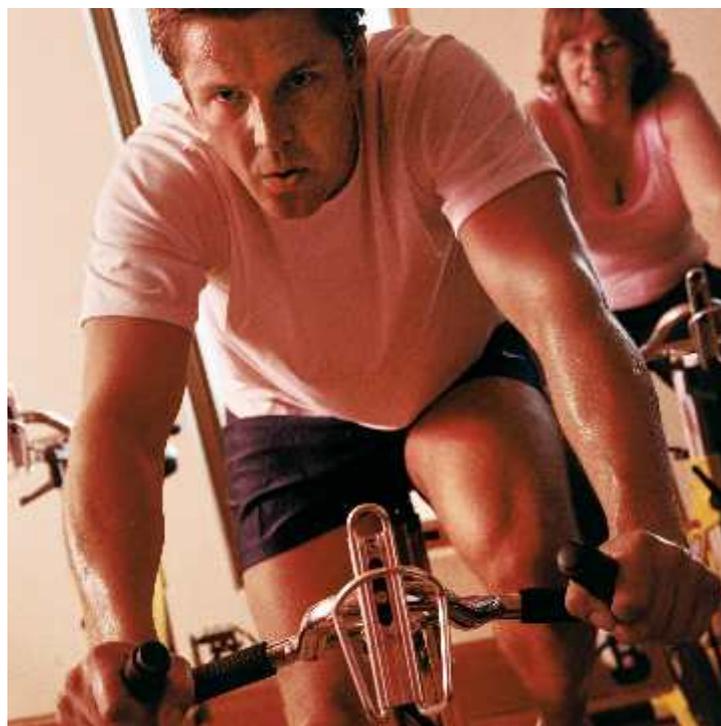
Entry requirements

- Students must hold a current Level 2 Fitness Instructor Certificate
- Students must be 18 or over

Certificate

- Focus Training Studio Cycling Certificate
- CYQ Level 2 Indoor Studio Cycling also available (CYQ certification requires a formal practical assessment. This can be booked separately)
- 10 REPs CPD points (20 REPs CPD points for CYQ certification)

Level 2



Instructing Health Related Exercise for Children

Leading to CYQ Level 2 Certificate in Instructing Health Related Exercise for Children

Children's health issues are increasingly coming under the spotlight, with Government initiatives to reduce child obesity, and organisations such as the British Heart Foundation promoting exercise and sporting activities for children.

This course will provide you with specific knowledge about the health of children and the skills required to run exercise sessions, unsupervised, with children between the ages of 5 and 16. You will also have a fully accredited and nationally recognised qualification in instructing health related fitness for children.

This would be recommended for health and fitness professionals who work within a family orientated leisure centre that runs, or is planning to run, exercise sessions for children, or for after school clubs or non-teaching assistants who want to help promote fitness to children.

Please note that after successfully completing the course, before working with children your employer will require you to provide a valid criminal record bureau certificate.

Course Aim

This course has been designed to allow successful candidates to run exercise sessions with children aged 5-16 years. You will learn the skills and knowledge needed to plan, teach and evaluate a range of activities for children whilst gaining an understanding of the challenges you will face teaching groups of young people, unsupervised.

Course Format

After your home-study pack has arrived, a tutor will call you to discuss and agree a learning plan for your course. Once your home-study has been completed, you will attend 3 workshop days to learn all the practical skills needed to pass the assessment. Tutors will give you feedback on your performance over the 3 days. You will then have 10 weeks to submit a case study and video evidence for assessment.

Who should go on the course?

Anyone who wishes to run unsupervised health related fitness sessions for children.

Assessment

- Case study
- Exercise plan
- Teaching assessment
- Exercise and Fitness Knowledge exam

Course content

- Components of fitness and physical activity for children
- Skeleton and joints
- Muscular system
- Cardiovascular system
- Health & Safety
- Session planning
- Nutrition

Entry requirements

- The course is open to anyone who wishes to teach exercise sessions to children
- Please note that any employer will wish to see a valid CRB certificate

Certificate

- CYQ Level 2 Certificate in Instructing Health Related Exercise for Children
- 20 REPs CPD Points

■ Level 2



08 Personal Training Diploma

Leading to CYQ Level 3 Personal Trainer Diploma



Personal Trainers are in constant demand in the health and fitness industry. It is a challenging and rewarding career.

As a Personal Trainer you will find yourself training a diverse range of clients. You will need to provide specialist dietary advice, develop tailor-made programmes in line with fitness appraisal results and work in non-traditional environments. You could choose to develop further to deal with specialist populations from pregnancy, to clients who have been referred to a gym by their GP, athletes, and the 60+ client population.

Being a Personal Trainer can open up a lot of new fields for your career in the Health and Fitness profession. Many Personal Trainers are self-employed, operating on a freelance basis for individuals or for a range of health and fitness organisations. The Personal Trainer Diploma provides the qualifications for a career in this

stimulating field along with a range of modules that will help you broaden your knowledge into important specialist areas.

Course Aim

The Personal Training Diploma is designed to meet the needs of the Personal Trainer who wants to work with a wide range of clients. Upon successful completion, you will have the skills to be able to start your own Personal Training business and effectively work with clients, helping them to meet their fitness goals. You will learn how to give advice on nutritional requirements, monitor your clients' fitness levels and plan long-term exercise programmes within a fitness facility, outdoors and in other training environments.

Course Format

The Personal Training Diploma is made up of separate modules. The modules are as follows:



Advanced Fitness instructor	see page 17
Nutrition & Weight Management	see page 18
Training in different Environments	see page 19
Lifestyle & Fitness Assessment	see page 20
Business & Marketing	see page 21

The module content is described on separate pages of the prospectus. You need to complete all the modules to gain your Personal Training Diploma.

You must have a Fitness Instructor Level 2 (Gym) qualification to undertake the Personal Training Diploma, however if you do not already have this qualification, we can add it to your Personal Training course package.

When booking your course, you have the option to either book all the modules together or individually to suit your circumstances.

Who should go on the course?

Individuals working towards a CYQ Personal Trainer Diploma or those wanting to expand their knowledge.



Assessment

- Please refer to individual modules pages

Course content

- Please refer to individual modules

Entry requirements

- Students must hold a current Level 2 Qualification (Gym) however please contact our course advisors if you do not hold a current Level 2 Qualification (Gym) and they will organise this for you
- Students must be 18 or over

Certificate

- Central YMCA Qualifications Level 3 Diploma in Personal Training

- Level 3

Advanced Fitness Instructor

Leading to CYQ Level 3 Certificate in Advanced Fitness Instructing

If you are a Gym Instructor and are looking to expand your role, the Advanced Fitness Instructor course will help you take the next step on your career ladder.



There is much more to being an Advanced Fitness Instructor than simply undertaking inductions. With this advanced qualification your relationship with clients will be more interactive. It will enable you to train clients in advanced training techniques and plan long term training schedules for clients, assessing their progression on a periodical basis and encouraging them along the way.

Having this extra knowledge, along with an advanced nationally recognised qualification, could open a number of new career doors for you. This qualification forms the basis of the CYQ Personal Trainer Diploma and is a natural progression for those qualified at Gym Instructor Level 2.

Course Aim

The role of an Advanced Fitness Instructor goes way beyond the skills and knowledge of a Fitness Instructor at Level 2. This course is designed to give you the knowledge and skills to plan and implement long term progressive programmes to meet realistic client goals. You will learn the practical skills needed to develop all aspects of your clients' fitness levels allowing them to surpass even their own expectations..

Course Format

After receiving your learning materials, a telephone support tutor will contact you to plan and agree your submission dates for your home-study work. Telephone appointments will be arranged so we can keep in close contact with you to allow us to give specific feedback on your learning needs. Once all the home-study work has been completed you will attend the 3 workshop days where you will learn all the practical skills required for your assessment. You will then have 4 weeks to design your periodised programme and practise your teaching skills before returning for your practical assessment.

Who should go on the course?

This course is suitable for gym instructors or fitness supervisors who are seeking to enhance their existing qualifications or individuals who are working toward a Personal Trainer Diploma.

Assessment

- Home-study workbook
- Exercise and fitness knowledge multiple choice theory exam
- Case study
- Practical assessment
- Viva

Course content

- Advanced warm up/cool down principles including sport specific
- Advanced resistance training methods
- Advanced cardiovascular training methods
- Exercise counselling techniques
- Behaviour modification
- Consultation techniques
- Advanced anatomy and physiology
- Principles of periodisation programme design
- Goal setting
- Screening including medical referral
- Core stability
- Advanced flexibility techniques including PNF
- Motor Skills Development
- Plyometrics

Entry requirements

- Students must hold a current Level 2 Certificate in Fitness Instructing (Gym)
- Students must be 18 or over

Certificate

- Central YMCA Qualifications Level 3 Certificate in Advanced Fitness Instructing
- 20 REPs CPD points

Level 3



10

Nutrition and Weight Management

Leading to CYQ Level 3 Certificate in Nutrition and Weight Management

One of the most popular questions that clients ask their Personal Trainer or Gym Instructor is “How can I lose weight?”

The answer to this, is two-fold regular exercise, along with a healthy eating plan. While the Advanced Gym Instructor course will enable you to advise on the first part, this module will equip you with the knowledge to help with the second.

This module will enable you to offer your clients nutritional advice, recommend sensible healthy eating strategies and modify your clients’ diets for a variety of needs to complement any training programme. Though a mandatory module of the Personal Training Diploma, the course is also open to those with Gym Instructor Level 2 and Level 3 qualifications, who will find its content extremely useful when dealing with clients.

Course Aim

Your exercise prescription might be perfect, but without correct nutritional guidance your clients may never meet their goals. This course will provide you with the knowledge of how sound nutritional advice can complement any training programme. You will learn how to provide nutritional advice, recommend sensible healthy eating strategies and modify



recipes and diets for a variety of needs. You will examine the use of ergogenic aids and dietary supplements and how these can be manipulated to maximise your clients’ potential.

Course Format

You will be required to complete a food diary prior to attending your 2 workshop days. After completing the theory assessment on the second day, you will have 4 weeks to complete and submit a real life case study.

Who should go on the course?

Fitness professionals working towards the CYQ Personal Trainer Diploma or those who wish to develop their knowledge in the area of nutrition and weight management.

Assessment

- Multiple choice theory examination
- Real-life case study - planning an effective nutrition programme

Course content

- Nutritional basis of healthy eating
- Physiology and psychology of dieting
- Analysis of food labels
- Essential nutrients
- Anatomy and physiology relevant to food
- Digestion and energy production
- Eating for energy
- Digestion

Entry requirements

- Students must hold a current related Level 2 Exercise and Fitness Qualification
- Students must be 18 or over

Certificate

- Central YMCA Qualifications Level 3 Certificate in Nutrition and Weight Management
- 20 REPs CPD points

■ Level 3

Training in Different Environments

Leading to CYQ Level 3 Certificate in Training in Different Environments

A lot of people blame their lack of physical activity on having no time to get to a gym, either due to family or work commitments, or they may feel intimidated by the gym environment.

In instances such as these, a Personal Trainer can offer alternatives by offering sessions in different environments. By thinking on their toes, a Personal Trainer can run a comprehensive training session, utilising whatever equipment they can carry outside the gym or any substitute they may find in the new environment. The Training in Different Environments course will equip Personal Trainers with the knowledge to do this, expanding their skills and requiring them to use their imagination and be creative with whatever they may find in the different environment of say an office, the home, the beach, or the park.

Course Aim

This course has been designed to give you the skills and knowledge to design exercise programmes in the home, at work and the outdoors. You will learn how to use and adapt portable fitness equipment, how to design effective walking programmes and the precautions for working in outdoor environments.

Course Format

Prior to attending your 2 workshop days, you will be required to complete 4 units of home-study. These units will prepare you for your attendance days. Should you need any help, our telephone support team is on hand to give you help and advice.

Who should go on the course?

Fitness professionals working towards a CYQ Personal Training Diploma or those who wish to train people outside of a traditional gym environment.

Assessment

- Design a suitable session plan
- Practical assessment

Course content

- Health & Safety
- Code of Ethical Practice
- Use of limited space
- Use of bodyweight exercises
- Use of small portable equipment
- Planning safe and effective programmes
- Benefits of walking and walking levels
- Considerations when training outside

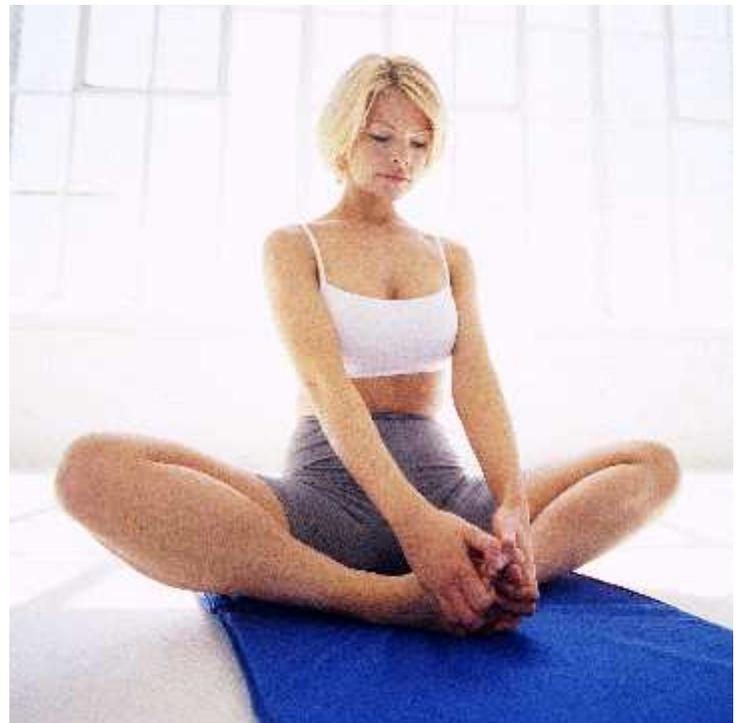
Entry requirements

- Students must hold a Level 2 Certificate in Fitness Instructing

Certificate

- Central YMCA Qualifications Level 3 Certificate in Training in Different Environments
- 20 REPs CPD points

Level 3



Lifestyle and Fitness Assessment

Leading to CYQ Level 3 Certificate in Lifestyle and Fitness Assessment

Regular assessment and analysis is essential for improving fitness and as a Personal Trainer, Lifestyle and Fitness Assessment is an important part of the service you can offer to clients.

Regular assessment of your clients will give you an understanding of their progress and the effectiveness of the exercise programme that you have prescribed. The Lifestyle and Fitness Assessment course will equip you with the knowledge to administer a range of fitness assessments, from weight and body fat levels to strength and endurance levels, lung capacity and blood pressure, and importantly, which tests to apply to which clients. The course will also cover lifestyle management areas such as stress management, general lifestyle and relaxation techniques.

Course Aim

In order for your clients to see their progress and to help you evaluate the effectiveness of your exercise prescription, regular assessment of your clients is critical. This course is designed to give you the skills and knowledge needed to administer a range of passive and active fitness assessments. You will learn how to effectively follow set protocols to ensure assessments are valid and accurate. You will learn how to interpret results enabling your clients to gain an informative picture of their current state of health.

Course Format

You will be required to complete 2 modules of work prior to attending your workshop days. This will give you an insight into using basic calculations to interpret assessment results. The 3 workshop days will give you an opportunity to practise following assessment protocols whilst using the latest fitness assessment equipment found in most fitness facilities today. You will be required to complete a practical assessment on day 3.



Who should go on the course?

Individuals working towards a CYQ Personal Trainer Diploma. Fitness instructors who wish to conduct in depth client consultations in an exercise and fitness setting.

Assessment

- Practical assessment

Course content

- Health screening and safety concerns
- Passive fitness assessments
- Active fitness assessments
- Exercise counselling
- Stress and stress management

Entry requirements

- Students must hold a current Level 2 Certificate in Fitness Instructing

Certificate

- Central YMCA Qualifications Level 3 Certificate in Lifestyle and Fitness Assessment
- 20 REPs CPD points

■ Level 3

Business & Marketing for Fitness Professionals

Leading to CYQ Level 3 Certificate in Business and Marketing for Fitness Professionals

Many Personal Trainers go into business themselves, either freelancing with leisure centres and other health and fitness organisations or hiring their expertise and services to clients.

Taking this big step into self-employment can be daunting, especially if your business knowledge is limited. This module in Business and Marketing for Fitness Professionals, will equip you with the essential skills required for running your own business, from the basics of management to producing professional business plans and utilising up-to-date marketing techniques. This module will also be extremely useful for Personal Trainers who may be considering a career in Fitness Centre Management, as it will provide a good grounding in the essentials of business and marketing.

Course Aim

Behind every successful Personal Trainer, there is a successful business plan. This course aims to give you all the knowledge required to develop your own winning business plan and marketing strategies to help create your own professional business.

Course Format

You will be required to complete 4 modules of home-study. These units combine to form the business plan. If you have any difficulties or would like words of encouragement, our telephone support team is always on hand.

Who should go on the course?

Those students who are working towards a CYQ Diploma in Personal Training or fitness professionals interested in running their own business.

Assessment

- Case study format business plan

Course content

- Marketing
- Planning
- Management
- Promotion
- Policy and strategies

Entry requirements

- A current Level 2 Certificate in Fitness Instructing

Certificate

- Central YMCA Qualifications Level 3 Certificate in Business and Marketing for the Fitness Professional
- 20 REPs CPD points

Level 3



14 Ante and Post Natal

Leading to CYQ Level 3 Certificate in Ante and Post Natal Instructing



While many women increasingly understand the benefits of exercise during and after pregnancy, it is essential for their health and that of the baby, that this exercise is carefully managed and monitored.

For both insurance and health and safety purposes, it is vital that Personal Trainers and health and fitness facilities that run Ante and Post Natal exercise classes, do so with the proper guidance of well trained professionals.

This course will equip you with the essential knowledge for managing Ante and Post Natal classes safely and effectively, along with a nationally recognised qualification in this field.

Course Aim

People now understand the benefits of exercise during pregnancy and after, and this course is designed to give you all the specialist skills and knowledge needed to plan and teach a safe and effective exercise programme for Ante and Post-Natal participants.

Course Format

After completing your home-study pack you will attend 3 workshop days where you will be given all the practical skills needed to complete the assessment. Tutors will observe you practising and give specific feedback on your teaching techniques.

You will then have 4 weeks to practice before returning to take your practical assessment.

Who should go on the course?

Candidates who work in a fitness facility or are Personal Trainers who have to plan and teach exercise programmes for specialist population clients.

Assessment

- Multiple choice theory paper
- Case study
- Observed practical assessment

Course content

- The anatomy of pregnancy
- The ante natal period
- The post natal period
- Structure and content of ante and post natal exercise session
- Planning teaching and evaluation of skills

Entry requirements

- Students must hold a current related Level 2 Gym or Level 2 Exercise to Music Certificate
- Students must be 18 or over

Certificate

- Central YMCA Qualifications Level 3 Certificate in Instructing Physical Activity for Ante and Post Natal Exercise
- 20 REPs CPD points

■ Level 3

15 Sports Conditioning

Leading to CYQ Level 3 Certificate in Instructing Sports Conditioning

Sports Conditioning is a very specialised and rewarding field in the health and fitness profession.

Working with athletes ranging from Sunday League football to professional athletic associations, your role as a trainer is to help increase their performance levels by analysing their sporting movements and planning skill development programmes. The teachings of this course are based on human physiology and biomechanics and will provide useful knowledge to Advanced Gym Instructors, Personal Trainers or sports people.

Course Aim

The Sports Conditioning course will give you all the principles needed to condition athletes. You will

learn how to effectively analyse sporting movements, design skill development programmes, devise conditioning programmes and be able to layer all this information into a periodised overview.

Course Format

Over the 3 workshop days, there will be both practical workshops and theory sessions. This will cover all the information you need for your case study that is to be submitted 8 weeks after your final workshop.

Who should go on the course?

Advanced instructors or Personal Trainers who wish to specialise in working with athletes or who wish to gain a more in depth knowledge of skill development.

Assessment

- Analysis of an athlete in action
- Design progressive skill rehearsal training programmes
- Design progressive conditioning programmes
- Viva

Course content

- Principles of training
- Biomechanical analysis of athletes
- Physiological training needs analysis for individuals/groups
- Cardiovascular conditioning
- Motor skill development
- Plyometric exercise
- Muscular strength and endurance conditioning

Entry requirements

- Students must hold a Level 3 Certificate in Advanced Fitness Instructing

Certificate

- Central YMCA Qualifications Level 3 Certificate in Sports Conditioning
- 20 REPs CPD points

■ Level 3

16 Older Adult

Leading to CYQ Level 3 Certificate in Functional Training for the Older Adult

With the positive benefits associated with healthier lifestyles for older people, Gym Instructors and Personal Trainers need to be aware of the physiology of ageing and the special considerations when training older clients.

This course will give you an understanding of issues such as blood pressure, weight management and weakening joints, that are faced by older clients and equip you with the knowledge to run safe and effective exercise regimes for older people.

Course Aim

With more and more research showing the beneficial effects of exercise for older clients, this course is designed to give you all the skills and knowledge required to teach safe and effective functional exercise sessions for the older adult.

Course Format

Prior to attending the 2 workshop days, you will be required to complete 4 units of home-study. These will help you revise for the topics covered by the theory exam. The workshop days will cover all the practical skills needed for assessments. You will choose the discipline in which you wish to be assessed on the workshop days. You will then have 4 weeks to practise before returning for your practical assessment.

Who should go on the course?

Fitness Instructors working in a fitness facility or Personal Trainers who wish to adapt their skills to encompass teaching exercise sessions to this specialist population.

Assessment

- Multiple choice theory paper
- Case study
- Observed practical assessment

Course content

- Theory of anatomical and physiological changes associated with the ageing process
- Age related diseases
- Disease management
- Medical conditions affecting bones, joints and muscles
- Cardiovascular system and nervous system
- Higher level teaching skills

Entry requirements

- Students must hold a current related Level 2 Gym or Level 2 Exercise to Music Certificate
- Students must be 18 or over

Certificate

- Central YMCA Qualifications Level 3 Certificate in Functional Training for the Independent Older Adult
- 20 REPs CPD points

■ Level 3

Exercise Referral

Leading to CYQ Level 3 Certificate in Exercise Referral for Clients with Specific Controlled Conditions



There is now overwhelming evidence to support the fact that physical exercise and activity is important for health.

Physical inactivity is strongly linked to physical and mental health problems. As the general population becomes more sedentary both in work and at home, the incidence rate of serious health risks is ever increasing. More GP's find themselves dealing with individuals who present multiple associated conditions. By referring patients to exercise, these conditions can be dealt with effectively whilst reducing the need for medication. With the number of referral schemes rising to cater for the number of GP's referring people into exercise, then the number of suitably trained exercise professionals needs to significantly rise if we are to drastically improve the health of the nation.

Course Aim

This qualification aims to provide you with the theoretical knowledge and practical skills required to plan, deliver, manage and evaluate safe, effective and progressive physical activity programmes for referred clients with specific controlled conditions. You will learn the signs, symptoms and basic pathology of specific controlled conditions and how the medication associated with these conditions can affect your client. You will learn how to design progressive exercise programmes taking into account physical, emotional and medicinal contraindications to meet an individual's needs.

Course Format

You will be required to complete a series of home-study units prior to attending the assessment days. In these you will complete tasks associated with the effects and implications of medication. Once completed you will attend a 2 day workshop. Here you will learn the practical and theoretical skills behind programme design and implementation. You will then have 6 weeks to complete a theoretical case study and submit this for assessment prior to attending a 3rd day for your practical assessment and viva.

Who should go on the course?

Fitness professionals looking to develop referral schemes for fitness facilities or those looking to develop their personal knowledge of the subject area.

Assessment

- Home-study workbook
- Medication worksheet
- Theory exam
- Practical assessment
- Hypothetical case study
- Viva

Course content

- Principles of exercise referral with specific controlled conditions - to include:
 - Medical conditions
 - Related exercise benefits and implications
 - Medications (over counter and prescription) and exercise implications
- Plan, design and adapt progressive programmes for specific controlled conditions, to include:
 - Lifestyle, health and Government policy
 - Behaviour change and motivating interviewing
 - Progressive programming
 - Setting up / coordinating exercise referral schemes
- Instruct / evaluate exercise / activity for specific controlled conditions, to include:
 - Referrals to exercise
 - Session structure and content
 - Evaluating the instructing process

Entry requirements

- Students must be 16 or over
- Hold a CPR certificate and
- Hold a CYQ L3 Certificate in Advanced Fitness Instructing (Gym)

Certificate

- Central YMCA Qualifications Level 3 Certificate in Exercise Referral for Clients with Specific Controlled Conditions
- 20 REPs CPD points

Level 3



18

Functional Core Stability

CPD Workshop

Core Stability is the foundation for improved balance and fitness, providing the basis for stronger abs, better posture, stronger muscles and a firmer physique.

Though you cannot perhaps guarantee all your clients each of the above, they could all benefit from your understanding of core stability.

A greater understanding of core stability will help your clients remedy their lower back pain (one of the most common complaints of office workers) through corrective posture techniques.

Your advice on core stability will also help your clients maximise their fitness levels by optimising their performance. The Functional Core Stability course will enable you to provide knowledgeable advice and devise effective programmes in this important area of fitness.

Course Aim

The aim of this course is to introduce a variety of exercises using the latest equipment to help develop the stabilising muscles of the trunk. This workshop will satisfy the needs of any Fitness Instructor looking to develop new techniques.

Course Format

A 1 day workshop at one of our fitness centres located throughout the country.

Who should go on the course?

Students who hold a Level 2 qualification who wish to expand their knowledge.

Assessment

- As this is a workshop, there is no formal assessment

Course content

- Improving client's individual performance
- Examining core muscles of the body
- Fit ball exercises
- Partner exercises
- Wobble board workouts
- Training formats
- Specific schedules for individuals
- Improvement of posture through core stability

Entry requirements

- Students must hold a current related Level 2 Fitness Instructor Certificate.
- Students must be 18 or over

Certificate

- Focus Training Core Stability Instructor Certificate
- 10 Reps CPD points

■ CPD (Continued Personal Development)



19

Sports Injury

CPD Workshop

As those who have suffered a serious sporting injury will agree, returning to training can be a tricky and frustrating process, but it is important that those with such injuries don't try to do too much too soon.

As a Fitness Instructor you will undoubtedly experience clients with sports injuries. This course will teach you the basic techniques for retraining a client with a sports injury as well as a foundation in the complicated field of injury rehabilitation, so that you can advise clients on the safest and most effective techniques to use in returning from a sporting injury.

Course Aim

This course on Sports Injury gives you an insight into the complex area of injury rehabilitation. The course will equip you with the basic ability to plan a safe and effective return to exercise from minor injuries and the knowledge of when to refer clients with more serious injuries to a senior level.

Course Format

A 2 day workshop with theory and practical sessions, at one of our fitness centres throughout the UK.



Who should go on the course?

Instructors wishing to further their skills and knowledge to enhance their service to their customers



Assessment

- Multiple choice theory paper

Course content

- Anatomy and physiology of sports injury
- Recognition and safe treatment of injuries
- Prevention and cure of problem areas
- Physiology of healing
- Adolescent injuries
- Rehabilitation case studies

Entry requirements

- Current Level 2 Fitness Instructor Qualification

Certificate

- Focus Training Sports Injury Certificate

■ CPD (Continued Personal Development)

20 Free Weights

CPD Workshop



Exercising with free weights, though popular, requires specific guidance from a trained, knowledgeable instructor.

Being trained in the use of free weights will enable you to guide clients in the correct use of free weights in order to use them safely and effectively. The Focus Training Free Weights course teaches the correct use of free weights as well as expanding on techniques and methods that clients can use in their training regimes.

This course will also cover Olympic lifting techniques.

Course Aim

There are literally thousands of free weight exercises and routines.

This Free Weights course is designed to give you the main core of free weight exercises. On this course you will learn the correct exercise techniques and the subtle adaptations needed for effective exercise prescription.

Course Format

A 2 day workshop consisting of theory and practical sessions.

Who should go on the course?

Students wishing to gain a wider knowledge of free weight exercise techniques.

Assessment

- Practical formative assessment

Course content

- Training and exercise techniques
- Extensive range of exercises
- Advanced weight training systems
- Safe and effective use of equipment
- Advanced spotting techniques
- Olympic lifting techniques

Entry requirements

- Students must hold a current Level 2 Fitness Instructor Qualification
- Students must be 18 or over

Certificate

- Focus Training Free Weight Instructor Certificate
- 16 Reps CPD points

■ CPD (Continued Personal Development)



21 Advanced Choreography

CPD Workshop

In the aerobic studio, Exercise to Music Instructors have to keep their classes fresh and imaginative in order to keep their sessions interesting and invigorating so that they attract and retain clients.

As clients become more competent, Exercise to Music Instructors need to adapt their choreography to keep their classes challenging. This course in Advanced Choreography is intended to be an extension to the Exercise to Music course. It is designed for Studio Instructors to discuss and gain new ideas and techniques that they can use in creating new and exciting routines to teach in their classes.

Course Aim

Designed as a natural progression from Exercise to Music Level 2 and for the discerning Studio Instructor, this workshop will teach you a logical system for creating and teaching flowing choreography that will meet the growing needs of your clients.

Course Format

A 1 day workshop based at one of our fitness centres throughout the UK.

Who should go on the course?

Any Instructor who wants to enhance their knowledge of how to create new choreography in a structured way.

Assessment

- As this is a workshop there is no formal assessment

Course content

- Warm up and cool down principles
- Exploring base moves, secondary base moves and elements of variation
- Planning 32 count blocks of choreography
- Exploring the use of transition moves to change leading legs
- Explore the use of pyramid, reverse pyramid, add on, link part to whole, layering, top and tail
- How to record choreography
- Teaching techniques and cueing

Entry requirements

- Students must hold a current Level 2 Certificate in Fitness Instructing Exercise to Music
- Students must be 18 or over

Certificate

- Focus Training Advanced Choreography.
- 10 Repts CPD points

■ CPD (Continued Personal Development)

22 CPR - Cardiopulmonary Resuscitation

CPD Workshop

Over 150,000 people die from cardiac arrest each year in the UK.

Research shows that in the event of cardiac arrest, a patient's chances of survival are vastly increased if they are given treatment within the first minute of arrest. Your knowledge of CPR could mean the difference between life or death and this course will equip you with the ability to potentially save lives. This CPR course is open to anybody.

Course Aim

This course will provide you with the knowledge of

what to do if someone requires urgent medical attention and needs to be resuscitated. The course covers the role of the first aider, how to attend to an unconscious casualty, how to assess a casualty, how to establish an open airway and how to put the casualty into the recovery position.

Course Format

The course is taught through a half day practical assessment at an approved centre near you.

Who should go on the course?

Any person working in a fitness environment.

Course content

- Role of a first aider
- The unconscious casualty
- Assessment of the casualty
- How to establish an open airway
- The recovery position
- Focus Training provide a CPR course upon request. Please ask our course advisors.

■ CPD (Continued Personal Development)

General Information

What happens on the workshop and assessment days?

This differs according to the course, you will receive a timetable with your blended learning package. For example: The Level 2 Gym course assessment will include lectures from our presenters, practical workshop sessions, questions and feedback both verbal and written.

Accommodation

If you require accommodation whilst attending your assessment dates we will supply you with a list of local hotels and guest houses in the area.

Meals and refreshments

Our assessment centres have facilities for you to purchase food and drink at lunch and break times

What to wear

As the assessments may involve your participation in the practical sessions, we suggest you wear comfortable leisurewear such as a tracksuit and trainers. You may also need additional training gear to wear during practical sessions.

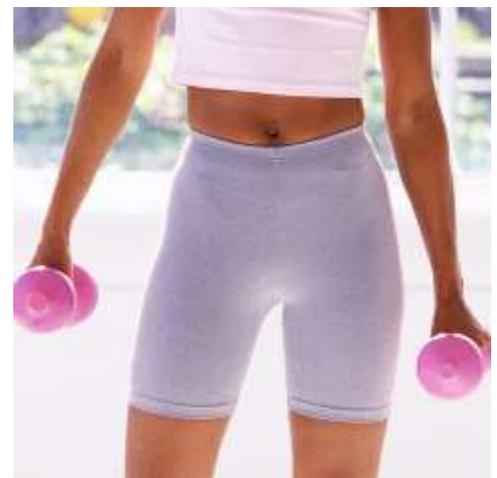
What should I bring with me when I come to be assessed?

Please bring the following items with you:

- Exercise clothing and appropriate footwear
- Towel and toiletries if you wish to shower after practical sessions
- Pens, notepaper and home learning manual
- Your lesson plans. (where applicable)
- An original, current and valid CPR certificate (Level 3 Exercise Referral only)
- A soft backed, A4 ring folder, 6 dividers and approximately 25 plastic wallets (this will be used to organise all your final assessment paperwork) - Level 2 Qualifications only.

When will I get my certificate?

When you attend for your assessment dates you will be assessed as indicated in the course details, at the end of which an overall mark will be given. Providing you have attained the required level your certificate will be issued 12 weeks after the completion date.



Terms and Conditions

Course fees

Prices are subject to change, however once you have booked your course the price will be fixed. Your course fees include all learning materials that you will need to complete your course. There will be no additional fees except where transfers, cancellation or re-sit fees apply.

A deposit of £150.00 will secure a booking on a chosen course. Payments can be made by cheque, credit/debit card or postal order. Special payment terms are available on request. Company bookings may be invoiced on strictly 30-day terms upon receipt of a purchase order or authorisation letter. Please note that your place will be jeopardised should the total course fee not be paid prior to assessment dates

Transferring assessment dates

If you are unable to attend your assessment dates, you may transfer to another date. All transfers will incur a charge as follows:

from date of booking:-

- 8 weeks prior to assessment dates £60.00
- 8 – 6 weeks prior to assessment dates £80.00
- 6 – 4 weeks prior to assessment dates £90.00
- 4 weeks prior to assessment dates £120.00

The transfer fee must be paid before your course is transferred. The transfer fee for the failure to complete distance learning workbooks and telephone support is £120.00.

Non Attendance

If, for any reason, you do not attend the assessment dates without notifying Focus Training in writing prior to the first day of the assessments, a charge of £150.00 will be incurred. This fee must be paid in full before scheduling new assessment dates. If no fee is paid within 12 months of your original assessment dates, Focus Training will cancel the whole of the course. No fees are refundable.

Medical evidence

If medical evidence is supplied i.e. doctor's note, all transfer fees will be reduced by 50%.

Cancellations

Once a course has been booked, should you wish to cancel your course an additional fee will be incurred as follows:

- Within 7 days of booking no charge
- After 1 week of booking to 8 weeks prior to assessment £60.00
- 8 weeks to 4 weeks prior to assessment £100.00
- 4 weeks prior to assessment £150.00

Re-sits

If you are not successful in any part of the course, you may retake the assessment at your convenience. A re-sit fee of £25.00 is required for a theory exam re-sit and £120.00 to re-sit the practical assessment.

Refunds

Focus Training operate a no refund policy. Upon booking your course, you have a 7 day 'cooling-off' period, during which time, should you decide not to proceed with your course, you will receive a full refund once you have returned all course material to Focus Training. Following the 7 day period, no monies will be refunded.

Venues

Subject to course numbers, Focus Training may have to change the venue and/or dates of your course. This usually happens when we have excessive numbers on a course, which could have health and safety implications for our candidates. We therefore reserve the right to change the venue and/or dates of courses. Notification will be sent, in writing, to each candidate.

Assessment venues and dates

Focus Training reserve the right to change the assessment venues and/or dates should the need arise.



book on-line

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