



# **ASSESSMENT GUIDELINE**

## **Manage personal physical fitness with guidance**

**Unit Standard: 505**

**Level: 1 Credit: 3**

**Version: 6**

**Published by Skills Active 2009**

### **Introduction**

This document details the evidence to be supplied and standards that candidates are required to achieve when undertaking assessment in unit standard 505, version 6.

Unit standard 505 *Manage personal physical fitness with guidance* is intended for people who wish to be physically active and manage their own general fitness levels with guidance if required. This may be for healthy living, or to meet job related or other physical activity requirements. People credited with this unit standard are able to, with guidance: assess personal levels of physical fitness using reliable techniques; develop and produce a personal exercise plan based on results of personal fitness assessment; and implement the personal exercise plan and measure progress in relation to goals.

Candidates should be provided with guidance and/or assistance from qualified people such as physical education teachers, sports coaches, gym instructors and/or fitness trainers when conducting fitness tests and developing and implementing a personal exercise plan.

This resource also includes sample forms for:

- Pre-Activity Questionnaire (Par-Q)
- Fitness Assessment Recording Sheets– baseline and re-test information
- Personal Fitness Plan
- Training Log
- Evidence checklist for Tasks 2 & 3

These can be found at the end of this document. The candidate may copy these as required or develop their own forms.

A useful learning resource is the American Heart Association/American College of Sports Medicine Physical Activity Guidelines which can be found at: <http://www.acsm.org>

### **Definitions:**

- *Aerobic capacity or cardiovascular endurance* refers to the ability of an individual to keep performing physical movements involving the whole body for extended periods of time, where the primary source of energy production is aerobic respiration.
- *Flexibility* refers to the range of motion around a joint.
- *Muscular strength* refers to the maximum force an individual is able to exert on or against a given resistance.
- *Muscular endurance* refers to the ability of the muscles, or a group of muscles, to keep working against a resistance.
- *Using reliable techniques* involves correctly following standard fitness testing protocols to ensure the fitness tests can be reproduced in exactly the same way and under the exactly the same conditions.
- The *general principles of training* are specificity, progression, frequency, intensity, duration, regularity, reversibility, individuality, warm up and cool down.

## **Assessment Tasks**

The assessment tasks are designed to assess the candidate's ability to:

1. Assess personal levels of physical fitness with guidance using reliable techniques. (*element 1*)
2. Develop and produce a personal exercise plan, with guidance, based on results of personal fitness assessment. (*element 2*)
3. Implement the personal exercise plan, with guidance, and measure progress in relation to goals. (*element 3*)

# Assessment Schedule

| Element & Assessment Task  | Evidence Statement  |
|--|---|
| <p><b>Element 1</b><br/>Assessment Task 1a</p> <p><b>Candidate completes a pre-exercise needs analysis and health screen</b></p> | <ul style="list-style-type: none"> <li>• Health and activity screening information (Par-Q) is <b>completed in full</b> prior to testing. (<i>Pre-activity questionnaire supplied if required</i>).</li> <li>• Parent/ Caregiver consent required for Trainees under the age of 16 years</li> <li>• Written medical clearance is obtained if required, once screening results are reviewed.</li> </ul>   |
| <p><b>Element 1</b><br/>Assessment Task 1b</p> <p><b>Candidate undergoes a personal fitness assessment</b></p>                   | <ul style="list-style-type: none"> <li>• Fitness assessments are selected and implemented as is appropriate to the personal health and activity history needs of the candidate. These may include:               <ul style="list-style-type: none"> <li>- Astrand Test</li> <li>- Harvard or Canadian Step Test</li> <li>- Sub-maximal cycle test</li> <li>- Beep Test (Shuttle Run)</li> <li>- 12 minute Cooper's Walking or Running Test</li> <li>- Sport specific tests</li> </ul> </li> <li>• <b>Flexibility</b> is measured and recorded using accepted techniques and protocols.               <ul style="list-style-type: none"> <li>- <i>Sit and Reach Test</i></li> <li>- <i>Shoulder hyperextension Test</i></li> <li>- <i>Hamstring Length Test</i></li> </ul> <p><i>Recommendation for candidates to demonstrate a minimum of two flexibility tests covering two separate joints.</i></p> </li> <li>• <b>Muscular Strength</b> is measured and recorded using accepted techniques and protocols.               <p><i>Examples include:</i></p> <ul style="list-style-type: none"> <li>- <i>1 repetition-max test</i></li> <li>- <i>Lower abdominal strength test</i></li> <li>- <i>Isokinetic dynamometer test</i></li> </ul> </li> </ul> |

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>• <b>Muscular Endurance</b> is measured using accepted techniques and protocols.</li> </ul> <p><i>Examples include:</i></p> <ul style="list-style-type: none"> <li>- <i>timed sit-ups</i></li> <li>- <i>timed press-ups (half or full)</i></li> </ul>  |
| <p><b>Element 2</b></p> <p>Assessment Task 2</p> <p><b>Candidate develops and produces a personal exercise plan</b></p> | <ul style="list-style-type: none"> <li>• Fitness plan specifies goals for each area of improvement based on the results for each fitness testing category.</li> </ul> <ul style="list-style-type: none"> <li>- Trainee sets goals for each testing criteria.</li> <li>- Goals are be specific to the test outcome.</li> <li>- Goals follow the S.M.A.R.T. acronym within existing available resources of time, equipment, costs and location.</li> <li>- Planned activities are relevant to the candidate</li> </ul> <ul style="list-style-type: none"> <li>• Fitness plan follows the general principles of training (F.I.T.T.)</li> <li>• Fitness plan allows the candidate to monitor their progress</li> <li>• Fitness plan includes strategies to address any pitfalls e.g. Injury, over-training, boredom</li> </ul> <p><i>Example:</i></p> <ul style="list-style-type: none"> <li>• <i>Candidate establishes a goal specific goal for improving their Aerobic fitness. This is broken down to:</i></li> </ul> <ul style="list-style-type: none"> <li>- <i>Improving their distance covered in 12 minute Cooper Run (distance and time are specified by candidate).</i></li> <li>- <i>Time frame for achieving improvement is outlined.</i></li> <li>- <i>Re-test date and time are outlined.</i></li> <li>- <i>Training plan is scheduled and monitored for a minimum of 4 weeks.</i></li> </ul> <p>The plan also includes strategies to meet the following areas of safe exercise prescription:</p> <ul style="list-style-type: none"> <li>- <i>Outcome of programme, i.e. does it achieve the candidate's goals?</i></li> <li>- <i>Does the plan allow for hard/easy days; cross-training; recovery training; rest days, etc.</i></li> <li>- <i>Training heart rate monitoring/ R.P.E. is recorded by candidate for each exercise session and weekly resting heart rate is recorded for monitoring over-training state.</i></li> <li>- <i>Training is varied</i></li> <li>- <i>Have injuries occurred which can be attributed to over-training?</i></li> <li>- <i>Motivation is enhanced according to the need of the trainee, e.g. training with a friend, attending classes with music etc.</i></li> </ul> |

**Element 3**

Assessment Task 3

**Fitness Plan  
Implementation &  
Monitoring**

- Fitness programme is implemented in accordance with the candidate's goals
- Progress is monitored and changes are made as required to meet pre-established outcomes/ goals.
- Fitness assessments are completed at completion of time-frame.
- Degree of achievement of goals identified based on the re-test data.

**Examples:**

- *Training log/diary is completed.*
- *Daily/weekly goals are defined and progress is checked against these in the log book.*
- *Re-test/re-assessment results over the candidate's specified time frame (e.g. 4-8 wks), are recorded in the training log/ diary.*

# Pre-Activity Questionnaire (Par-Q)

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

Hm Ph: \_\_\_\_\_  
 Age: \_\_\_\_\_  
 Dr: \_\_\_\_\_

Business Ph: \_\_\_\_\_  
 Birth date: \_\_\_\_\_  
 Dr's Ph: \_\_\_\_\_

## Health History

- |   |            |           |                                 |
|---|------------|-----------|---------------------------------|
| 1. Do you smoke?  | <b>Yes</b> | <b>No</b> | If so, how many per day? _____  |
| 2. Date of your last physical examination.  |            |           | / / _____                       |
| 3. Has your doctor ever said your Blood Pressure was too high or too low?                                     | <b>Yes</b> | <b>No</b> | _____                           |
| 4. Do you have any known cardiovascular problems (abnormal ECG, previous heart attack, atherosclerosis, etc)? | <b>Yes</b> | <b>No</b> | If so, what? _____              |
| 5. Has your doctor ever told you your cholesterol level was too high?   | <b>Yes</b> | <b>No</b> | If so, how much? _____          |
| 6. Are you overweight?  | <b>Yes</b> | <b>No</b> | How much? _____                 |
| 7. Do you have any injuries or orthopedic problems (bursitis, bad-back, bad knees, etc.)?                     | <b>Yes</b> | <b>No</b> | If so, what? _____              |
| 8. Are you taking any prescribed medication or dietary supplements?   | <b>Yes</b> | <b>No</b> | If so, what? _____              |
| 9. Do you have any medical problems not previously mentioned?   | <b>Yes</b> | <b>No</b> | If so, what are they? _____     |
| 10. Are you currently involved in a regular exercise programme?   | <b>Yes</b> | <b>No</b> | If so, please describe... _____ |
| 11. What are your goals for this programme?   |            |           | _____                           |

### Consent Statement [select one by ticking box]

I acknowledge, to the best of my ability, that I am in good health and have no known medical problems that would restrict my ability to participate in this programme.

OR  
 I have been assessed by my Doctor and attach their consent to undertake this exercise programme.

Signed:.....

Date: .....

***Fitness Assessment Recording Sheet - baseline information***

Candidate is to complete the following table:

| <b>Testing Category</b>                   | <b>Test(s) Chosen by Candidate:</b> | <b>Test Result (includes comparison with normative data)</b> | <b>Date/Time of Test:</b> | <b>Signature of Person Conducting the Test/ Assessment:</b> |
|---|-------------------------------------|--|---------------------------|---|
| <b>Cardiovascular Physical Assessment</b> | • .....<br>.....<br>.....<br>.....  | • .....<br>.....<br>.....<br>.....                           |                           |   |
| <b>Flexibility Assessment</b>             | • .....<br>.....<br>.....<br>.....  | • .....<br>.....<br>.....<br>.....                           |                           |   |
| <b>Strength Assessment</b>                | • .....<br>.....<br>.....<br>.....  | • .....<br>.....<br>.....<br>.....                           |                           |   |
| <b>Aerobic (endurance) Assessment</b>     | • .....<br>.....<br>.....<br>.....  | • .....<br>.....<br>.....<br>.....                           |                           |   |

Testing Conducted at: \_\_\_\_\_ (Facility/Organisation Name)

Test Conducted By: \_\_\_\_\_

# Personal Fitness Plan

| Fitness Category:      | Outcome Goals to Achieve:  | Weekly Targets to Achieve:   | Achieved?<br>YES         | Achieved?<br>NO          |
|------------------------|--|--|--------------------------|--------------------------|
| <b>Aerobic Fitness</b> | <ul style="list-style-type: none"> <li>• _____<br/>_____</li> <li>• _____<br/>_____</li> </ul> | Wk 1: _____<br>Wk 2: _____<br>Wk 3: _____<br>Wk 4: _____<br>Wk 5: _____<br>Wk 6: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Flexibility</b>     | <ul style="list-style-type: none"> <li>• _____<br/>_____</li> </ul>                            | Wk 1: _____<br>Wk 2: _____<br>Wk 3: _____<br>Wk 4: _____<br>Wk 5: _____<br>Wk 6: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Strength</b>        | <ul style="list-style-type: none"> <li>• _____<br/>_____</li> </ul>                            | Wk 1: _____<br>Wk 2: _____<br>Wk 3: _____<br>Wk 4: _____<br>Wk 5: _____<br>Wk 6: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

| <i>Fitness Category:</i>   | <i>Outcome Goals to Achieve:</i>   | <i>Weekly Targets to Achieve:</i>  | <i>Achieved? YES</i>     | <i>Achieved? NO</i>      |
|----------------------------|--|--|--------------------------|--------------------------|
| <b>Muscular Endurance:</b> | <ul style="list-style-type: none"> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> | Wk 1: _____<br>Wk 2: _____<br>Wk 3: _____<br>Wk 4: _____<br>Wk 5: _____<br>Wk 6: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

# Training Log

**Trainee Name:** \_\_\_\_\_

|   |   |
|---|---|
| <b>Monday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>    | <b>Monday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>    |
| <i>Comments/Progress:</i>                                   | <i>Comments/Progress:</i>                                   |
| <b>Tuesday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>   | <b>Tuesday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>   |
| <i>Comments/Progress:</i>                                   | <i>Comments/Progress:</i>                                   |
| <b>Wednesday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b> | <b>Wednesday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b> |
| <i>Comments/Progress:</i>                                   | <i>Comments/Progress:</i>                                   |
| <b>Thursday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>  | <b>Thursday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>  |
| <i>Comments/Progress:</i>                                   | <i>Comments/Progress:</i>                                   |
| <b>Friday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>    | <b>Friday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>    |
| <i>Comments/Progress:</i>                                   | <i>Comments/Progress:</i>                                   |
| <b>Saturday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>  | <b>Saturday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>  |
| <i>Comments/Progress:</i>                                   | <i>Comments/Progress:</i>                                   |
| <b>Sunday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>    | <b>Sunday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>    |
| <i>Comments/Progress:</i>                                   | <i>Comments/Progress:</i>                                   |

Resting HR (Wk 1): \_\_\_\_\_ (avge)

Resting HR (Wk 2): \_\_\_\_\_ (avge)

|   |   |
|---|---|
| <b>Monday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>    | <b>Monday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>    |
| <i>Comments/Progress:</i>                                   | <i>Comments/Progress:</i>                                   |
| <b>Tuesday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>   | <b>Tuesday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>   |
| <i>Comments/Progress:</i>                                   | <i>Comments/Progress:</i>                                   |
| <b>Wednesday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b> | <b>Wednesday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b> |
| <i>Comments/Progress:</i>                                   | <i>Comments/Progress:</i>                                   |
| <b>Thursday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>  | <b>Thursday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>  |
| <i>Comments/Progress:</i>                                   | <i>Comments/Progress:</i>                                   |
| <b>Friday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>    | <b>Friday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>    |
| <i>Comments/Progress:</i>                                   | <i>Comments/Progress:</i>                                   |
| <b>Saturday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>  | <b>Saturday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>  |
| <i>Comments/Progress:</i>                                   | <i>Comments/Progress:</i>                                   |
| <b>Sunday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>    | <b>Sunday (Date):</b> _____ <b>HR:</b> _____ <b>(ex)</b>    |
| <i>Comments/Progress:</i>                                   | <i>Comments/Progress:</i>                                   |

Resting HR (Wk 3): \_\_\_\_\_ (avge)

Resting HR (Wk 4): \_\_\_\_\_ (avge)

|  |  |
|--|--|
| Monday (Date): _____ HR: _____ (ex)    | Monday (Date): _____ HR: _____ (ex)    |
| <i>Comments/Progress:</i>              | <i>Comments/Progress:</i>              |
| Tuesday (Date): _____ HR: _____ (ex)   | Tuesday (Date): _____ HR: _____ (ex)   |
| <i>Comments/Progress:</i>              | <i>Comments/Progress:</i>              |
| Wednesday (Date): _____ HR: _____ (ex) | Wednesday (Date): _____ HR: _____ (ex) |
| <i>Comments/Progress:</i>              | <i>Comments/Progress:</i>              |
| Thursday (Date): _____ HR: _____ (ex)  | Thursday (Date): _____ HR: _____ (ex)  |
| <i>Comments/Progress:</i>              | <i>Comments/Progress:</i>              |
| Friday (Date): _____ HR: _____ (ex)    | Friday (Date): _____ HR: _____ (ex)    |
| <i>Comments/Progress:</i>              | <i>Comments/Progress:</i>              |
| Saturday (Date): _____ HR: _____ (ex)  | Saturday (Date): _____ HR: _____ (ex)  |
| <i>Comments/Progress:</i>              | <i>Comments/Progress:</i>              |
| Sunday (Date): _____ HR: _____ (ex)    | Sunday (Date): _____ HR: _____ (ex)    |
| <i>Comments/Progress:</i>              | <i>Comments/Progress:</i>              |

Resting HR (Wk 5): \_\_\_\_\_ (avge)

Resting HR (Wk 6): \_\_\_\_\_ (avge)

## Fitness Assessment Recording Sheet – re-test

| Test/ Assessment Name | Re-Test Result | Changes Occurred | Date/ time of Test | Signature of Tester |
|-----------------------|----------------|------------------|--------------------|---------------------|
|                       |                |                  |                    |                     |
|                       |                |                  |                    |                     |
|                       |                |                  |                    |                     |
|                       |                |                  |                    |                     |

**Candidate summary of results:**

*Brief explanation provided by candidate of success or otherwise of their personal fitness plan:*

**Goal 1:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Goal 2:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Goal 3:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Goal 4:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

