

# Group Fitness Assessment and Attestation (A&A) form

*Step class*



Active Careers through  
On-Job Qualifications

## Transition assessment from the:

*National Certificate in Fitness (Group Fitness Instruction) (Level 3) [Ref: 1319]*

## to the:

*New Zealand Certificate in Fitness (Group Fitness) (Level 3) – Freestyle strand [Ref: 1857]*

### **What is this?**

The *National Certificate in Fitness (Group Fitness Instruction) (Level 3)* has expired, so we have created a pathway to transfer you to an equivalent New Zealand Certificate. There are some small differences between these qualifications so this short assessment and attestation (A&A) form covers the gaps for unit standards:

- 27709, Instruct a step class (v1) L3, C7
- 27718, Design and instruct a Freestyle class (v2) L3, C10
- 13382, Develop and teach a simple movement skill in a specified workplace (v3), L3, C2

### **What do I have to do?**

1. Complete the assessment task about evaluating a group exercise class you have delivered (page 2).
2. Review the attestation form statements on page 3, and check if you have demonstrated all the skills required. If not, look for an upcoming opportunity to demonstrate these skills.
3. Once you are confident that you have demonstrated all of these skills, ask your Assessor or a senior person (eg Supervisor, Group Fitness Manager) who has seen you in your role as a Group Fitness Instructor to attest to your skills and experience. See notes on page 3 for who can sign this attestation form.
4. Send this completed booklet to your Assessor.
5. Use a new A&A form to repeat this process for each elective class type you would like to complete (eg Step, Free Weights etc).

Trainee information	
Full name	
Workplace	



# 1. Evaluate a class - *Step class*

## *Trainee instructions*

This assessment requires you to think about and evaluate a recent **group fitness Step** class you planned and instructed. **Note:** this task can be assessed through conversation as long as it is recorded (notes on page, or audio file) and provided to your assessor.

## *Evaluation template*

<b>Class type</b>		<b>Date of class</b>	
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<b>Purpose of class (eg goal for participants)</b>

<b>Item</b>	<b>What was done well?</b>	<b>What I'd do differently next time?</b>
Class structure, eg intro, warm up		
Sequence of movements and transitions		
Safety		

<b>What feedback did you receive from the class participants?</b>

<b>Describe how your class met or didn't meet it's purpose</b>

# 2. Group fitness instruction attestation form - *Step class*

## Assessor or verifier instructions

1. This section must be completed by your assessor or a verifier.
2. The verifier must have two or more years experience in the specific class type of group fitness instruction being undertaken, or be your supervisor or manager.
3. The assessor or verifier has been asked to complete this form to attest to the skills of the trainee named. They must only sign the statements that they have observed.
4. If you are a verifier the assessor may contact you to verify this information.

<b>Trainee name</b>	
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I have known the trainee named above for \_\_\_\_\_ years and attest that they have demonstrated each of the following skills:

### The trainee... *(Please tick all that apply)*

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> is able to modify movements for a range of contexts (eg different temperatures, environments)</li> <li><input type="checkbox"/> can anticipate and adapt routine (on the spot) to meet participant need</li> <li><input type="checkbox"/> uses verbal and on-verbal cues</li> <li><input type="checkbox"/> incorporates musical and movement expression in their routines, such as:             <ul style="list-style-type: none"> <li>• introductions</li> <li>• transitions</li> <li>• peaks and finales</li> <li>• humour</li> <li>• poise and flair</li> <li>• strength and energy</li> <li>• rhythm, passion and grace</li> </ul> </li> <li><input type="checkbox"/> Motivates participants through their presentation</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintains both class and individual focus</li> <li><input type="checkbox"/> Can apply progressions within a class</li> <li><input type="checkbox"/> Corrects techniques (where relevant), eg:             <ul style="list-style-type: none"> <li>• heels on the step</li> <li>• entire foot on step</li> <li>• foot alignment</li> <li>• knees over toes</li> <li>• upright posture</li> </ul> </li> <li><input type="checkbox"/> Provides appropriate stretches for techniques used in a class</li> <li><input type="checkbox"/> Adheres to workplace policy and procedures</li> </ul> |
|--|---|

## Verifier (or assessor) to complete

<b>Name</b>		<b>Signature</b>	
<b>Position and workplace</b>			
<b>Phone number</b>		<b>Date signed</b>	

Once completed, please give/send this booklet to your assessor.

# Assessment outcome

Please complete this form to record your assessment decision and report credits to Skills Active.

Trainee information	
Full name	
Workplace	
NZQA number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
OR	
Date of birth	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

## Assessor statement

I have assessed the evidence provided by the above trainee against the requirements in the Assessor Guide.

Assessment information				
Module	NC Fitness (GFI) to NZC Fitness (GF) (L3) Freestyle transition module			
Qualification	New Zealand Certificate in Fitness (Group Fitness) (Level 3) – Freestyle			
Unit	Name	Level	Credit	Result
27718	Design and instruct a Freestyle class (v2)	3	10	
27709	Instruct a Step class (v1)	3	7	
13382	Develop and teach a simple movement skill in a specified workplace (v3)	3	2	

Assessor information	
Full name	
Signature	
Date	

Please report these credits within one week of the trainee completing this assessment by one of the following options:

- online through your assessor portal      Date reported: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- scan and email to [info@skillsactive.org.nz](mailto:info@skillsactive.org.nz)

**IMPORTANT: Return the original assessment to the trainee together with your feedback.**

Store a copy of the assessment and this form in your assessor file for at least **two** years for moderation purposes.

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