

Start your Career in Fitness

Learn your way
In Class, Online or by Correspondence.

Train to become a
Personal Trainer, Gym Instructor, Fitness Specialist.

STUDENT

HANDBOOK



Online Fitness now trading as

onfit
**TRAINING
COLLEGE**

Call **1300 557 637**

Visit us online at **onfit.com.au**

THE BENEFITS OF THIS HANDBOOK

This handbook has been designed to assist students while studying with Onfit Training College. The handbook will provide you with information on;

- What is required of you on first day if you are attending a face to face campus course
- Expectations for correspondence students
- How to access your online information and assessments
- Student services that are available
- Important policies and procedures
- National registration options

It is important that this handbook is kept in a location for you to access as needed for initial consultation when you have a question. If the answer is not in this handbook you can phone our friendly staff at Onfit Training College for assistance on 1300 557 637.



Synergy Central Pty Ltd (RTO Code: 31486) in partnership with Onfit Training College will provide competent students with a nationally recognised Certificate III, Certificate IV in Fitness and Diploma of Fitness qualification. Nationally recognised qualifications are issued by Synergy Central Pty Ltd (RTO Code: 31486).

CONGRATULATIONS:

On making a decision to join the Fitness & Wellness Industry. I would like to take this opportunity to confirm our commitment to you and your commitment to your dream.

OUR COMMITMENT

Onfit Training College will provide you with:

- Consistent support in all areas of your educational experience
- Highly reputable course content
- Excellent course facilitators
- Real industry experience
- A nationally recognised qualification (Certificate III, Certificate IV and Diploma are issued by Synergy Central)
- Workplace assistance

YOUR COMMITMENT

- The Onfit Training College course is a concentrated course and will require your commitment
- Additional time of your own will be needed to complete assessment tasks and practical work placement
- Abide by the Onfit Training College Code of Behaviour
- Tutorials will be available to assist you but we ask you to book these in advance
- Onfit Training College staff are there to help you at all times, however the responsibility of asking for help falls on your shoulders
- Fulfil these requirements, meet the course demands and embrace the journey!



Onfit Training College Director _____ Date: 1/07/2009

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WELCOME

Welcome to Onfit Training College and to a new and exciting change in your life!

The Onfit Training College Team is thrilled to see you taking the first steps towards developing your skills in the Health and Fitness Industry. By putting into practice the skills that your fitness course provides, you will soon be confident and ready to join the Health and Fitness Industry with a highly reputable qualification backing you.

We are committed to providing you with the most rewarding educational experience we can offer as you complete your qualification with us. We want to work with you to achieve your goals and welcome any feedback or comments from you as you complete your studies.

Please use this handbook to help you make your decision about joining us in the Fitness Industry and as an ongoing reference as you complete your studies with us.

LOCATION, LOCATION, LOCATION

BRISBANE CAMPUS

We are located at the Police Citizens Youth Club (PCYC) on Castlemaine St in Milton, Brisbane. Milton train station is within a short walking distance. Should you require information on bus or train timetables, Queensland Transport has information available at: <http://timetables.translink.com.au/timetables/>.

GOLD COAST CAMPUS

We are located at the Police Citizens Youth Club (PCYC) on Dominions & Community Drive in Ashmore, Gold Coast. Should you require information on bus or train timetables, Queensland Transport has information available at: <http://timetables.translink.com.au/timetables/>.

GETTING STARTED IN YOUR NEW CAREER

FIRST DAY STUDENT INDUCTION FOR FACE TO FACE STUDENTS

At the beginning of each course, we have a jammed pack session full of important information such as personal goals, course outcomes, assessment methods, career pathways, vocational outcomes, course content, and information on student support and policies. To lighten the mood we introduce you to your learning experience with a variety of educational development and team based activities.

WHAT YOU SHOULD BRING

You should bring a pen and note pad to make your own notes.

WHAT YOU SHOULD WEAR

We recommend you wear clothing that is comfortable enough to wear while sitting in class that can also be worn while training in a gym environment. Please note that closed in shoes are essential.

WHEN TO ARRIVE (ON-CAMPUS STUDENTS)

On your first session we recommend arriving prior to your start time, just to give yourself some time to settle in. This also allows us to show you around the college, introduce you to your new colleagues and fill out some paperwork.

WHEN YOU NEED A LITTLE EXTRA

The best way to contact a teacher when you have a question is via email. The address to use is: education@onfit.com.au

Emails are normally replied to within 24-48 hours. This also means you will have the information to refer back to in the event you don't remember everything that was said in response to your question. Alternately, you may call education staff who are generally available to answer calls between 3.00pm and 5.00pm Monday to Friday.

If you would like a one-on-one tutorial, these are available for a fee of \$50 for one hour of personal tuition. Times for one-on-one tutorials are negotiated between the teacher and the student.

STUDY TIPS

- Be prepared to study hard and avoid interruptions and distractions while you are working on your course.
- Don't assume that your course is easy no matter whether you are studying face to face, online or by correspondence.
- Keep up with assignments! Don't let yourself fall behind.
- Read, read, read! Read all the materials and access additional sources such as libraries and the internet for additional information.
- Utilize more than one of your senses to study. Where possible access audio, visual and a hands on approach to your theory; for example, when studying your anatomy get up and move the body part to help understand the theory application. Studies have proven this method of learning, combining the senses, dramatically improves comprehension of course materials.
- Study in a place that is comfortable and free from distractions. Take stretch breaks every 40 to 50 minutes.
- Be focused, organized, dedicated, patient, consistent, determined, and have fun!
- **Allow a minimum of 24 hours if re-sitting an assessment. Use this time wisely – Study; Study; Study!**

HOW TO MANAGE STUDY TIME

- Study regularly while you may not "attend" class, you do need to establish a routine which includes time to work on your course.
- Keep a calendar of your study habits. Note what elements of the syllabus you have covered set and mark deadlines and test dates. Mark items off as you complete and pass them.
- Set your own goals and deadlines as many aspects of your course rely on self paced learning and does not have specific due dates. To ensure you can finish your course in the allocated timeline, set dates up for yourself. Set specific days or times to complete your assessments.
- Keep established and recommended deadlines as it is much easier to stay on schedule than to catch up when you fall behind.
- Don't procrastinate and don't wait until the last minute to do assessment pieces. When studying online allow time for technical difficulties--the web will be slow at times, and servers sometimes go down unexpectedly. If you get your work done ahead of schedule, you'll have time to try again when problems arise.
- Communicate often. Information and study support tips may be emailed to you. If you are having difficulty with any element of your course do not panic, contact education and they will help you out.

COMPLETING ASSIGNMENTS

- Read instructions carefully. When in doubt, ask questions. This helps you get to know what your instructor expects.
- Be prepared to apply critical thinking and decision making skills. Rather than reciting facts, your online instructor may ask you to make decisions based on information you have gathered and processed.

ASK FOR HELP

- Remember that our instructors are there to help.
- Allow a reasonable amount of time for instructors to respond to emails. Most will try to respond as soon as possible or at least within 48 hours. If they don't, try another method of communication, i.e. phone, fax, snail mail, etc as sometimes emails are not received successfully for whatever reason.
- Ask for help as soon as communication difficulties surface. Do not wait until you have fallen behind or until the end of the course to share concerns.

UNDERSTANDING YOUR LEARNING STYLE

VAK LEARNING STYLES SELF-ASSESSMENT QUESTIONNAIRE

Circle or tick the answer that most represents how you generally behave. (It's best to complete the questionnaire before reading the accompanying explanation.)

1. When I operate new equipment I generally:
 - a) read the instructions first
 - b) listen to an explanation from someone who has used it before
 - c) go ahead and have a go, I can figure it out as I use it
2. When I need directions for travelling I usually:
 - a) look at a map
 - b) ask for spoken directions
 - c) follow my nose and maybe use a compass
3. When I cook a new dish, I like to:
 - a) follow a written recipe
 - b) call a friend for an explanation
 - c) follow my instincts, testing as I cook
4. If I am teaching someone something new, I tend to:
 - a) write instructions down for them
 - b) give them a verbal explanation
 - c) demonstrate first and then let them have a go

-
5. I tend to say:
 - a) watch how I do it
 - b) listen to me explain
 - c) you have a go

 6. During my free time I most enjoy:
 - a) going to museums and galleries
 - b) listening to music and talking to my friends
 - c) playing sport or doing DIY

 7. When I go shopping for clothes, I tend to:
 - a) imagine what they would look like on
 - b) discuss them with the shop staff
 - c) try them on and test them out

 8. When I am choosing a holiday I usually:
 - a) read lots of brochures
 - b) listen to recommendations from friends
 - c) imagine what it would be like to be there

 9. If I was buying a new car, I would:
 - a) read reviews in newspapers and magazines
 - b) discuss what I need with my friends
 - c) test-drive lots of different types

 10. When I am learning a new skill, I am most comfortable:
 - a) watching what the teacher is doing
 - b) talking through with the teacher exactly what I'm supposed to do
 - c) giving it a try myself and work it out as I go

 11. If I am choosing food off a menu, I tend to:
 - a) imagine what the food will look like
 - b) talk through the options in my head or with my partner
 - c) imagine what the food will taste like

 12. When I listen to a band, I can't help:
 - a) watching the band members and other people in the audience
 - b) listening to the lyrics and the beats
 - c) moving in time with the music

 13. When I concentrate, I most often:
 - a) focus on the words or the pictures in front of me
 - b) discuss the problem and the possible solutions in my head
 - c) move around a lot, fiddle with pens and pencils and touch things

-
14. I choose household furnishings because I like:
- a) their colours and how they look
 - b) the descriptions the sales people give me
 - c) their textures and what it feels like to touch them
15. My first memory is of:
- a) looking at something
 - b) being spoken to
 - c) doing something
16. When I am anxious, I:
- a) visualise the worst-case scenarios
 - b) talk over in my head what worries me most
 - c) can't sit still, fiddle and move around constantly
17. I feel especially connected to other people because of:
- a) how they look
 - b) what they say to me
 - c) how they make me feel
18. When I have to revise for an exam, I generally:
- a) write lots of revision notes and diagrams
 - b) talk over my notes, alone or with other people
 - c) imagine making the movement or creating the formula
19. If I am explaining to someone I tend to:
- a) show them what I mean
 - b) explain to them in different ways until they understand
 - c) encourage them to try and talk them through my idea as they do it
20. I really love:
- a) watching films, photography, looking at art or people watching
 - b) listening to music, the radio or talking to friends
 - c) taking part in sporting activities, eating fine foods and wines or dancing
21. Most of my free time is spent:
- a) watching television
 - b) talking to friends
 - c) doing physical activity or making things
22. When I first contact a new person, I usually:
- a) arrange a face to face meeting
 - b) talk to them on the telephone
 - c) try to get together whilst doing something else, such as an activity or a meal

-
23. I first notice how people:
- a) look and dress
 - b) sound and speak
 - c) stand and move
24. If I am angry, I tend to:
- a) keep replaying in my mind what it is that has upset me
 - b) raise my voice and tell people how I feel
 - c) stamp about, slam doors and physically demonstrate my anger
25. I find it easiest to remember:
- a) faces
 - b) names
 - c) things I have done
26. I think that you can tell if someone is lying if:
- a) they avoid looking at you
 - b) their voices changes
 - c) they give me funny vibes
27. When I meet an old friend:
- a) I say "it's great to see you!"
 - b) I say "it's great to hear from you!"
 - c) I give them a hug or a handshake
28. I remember things best by:
- a) writing notes or keeping printed details
 - b) saying them aloud or repeating words and key points in my head
 - c) doing and practising the activity or imagining it being done
29. If I have to complain about faulty goods, I am most comfortable:
- a) writing a letter
 - b) complaining over the phone
 - c) taking the item back to the store or posting it to head office
30. I tend to say:
- a) I see what you mean
 - b) I hear what you are saying
 - c) I know how you feel

Now add up how many A's, B's and C's you selected.

A's =

B's =

C's =

If you chose mostly A's you have a **VISUAL** learning style.

If you chose mostly B's you have an **AUDITORY** learning style.

If you chose mostly C's you have a **KINAESTHETIC** learning style.

Some people find that their learning style may be a blend of two or three styles, in this case read about the styles that apply to you in the explanation below.

When you have identified your learning style(s), read the learning styles explanations and consider how this might help you to identify learning and development that best meets your preference(s).

VAK LEARNING STYLES EXPLANATION

The VAK learning styles model suggests that most people can be divided into one of three preferred styles of learning. These three styles are as follows (and there is no right or wrong learning style):

- Someone with a **Visual** learning style has a preference for seen or observed things, including pictures, diagrams, demonstrations, displays, handouts, films, flip-charts, etc. These people will use phrases such as 'show me', 'let's have a look at that' and will be best able to perform a new task after reading the instructions or watching someone else do it first. These are the people who will work from lists and written directions and instructions.
- Someone with an **Auditory** learning style has a preference for the transfer of information through listening: to the spoken word, to themselves or others, to sounds and noises. These people will use phrases such as 'tell me', 'let's talk it over' and will be best able to perform a new task after listening to instructions from an expert. These are the people who are happy being given spoken instructions over the telephone and can remember all the words to songs that they hear!
- Someone with a **Kinaesthetic** learning style has a preference for physical experience - touching, feeling, holding, doing, practical hands-on experiences. These people will use phrases such as 'let me try', 'how do you feel?' and will be best able to perform a new task by going ahead and trying it out, learning as they go. These are the people who like to experiment, hands-on, and never look at the instructions first!

People commonly have a main preferred learning style, but this will be part of a blend of all three. Some people have a very strong preference; other people have a more even mixture of two or less commonly, three styles.

When you know your preferred learning style(s) you understand the type of learning that best suits you. This enables you to choose the types of learning that work best for you.

There is no right or wrong learning style. The point is that there are types of learning that are right for your own preferred learning style.

Please note that this is not a scientifically validated testing instrument – it is a free assessment tool designed to give a broad indication of preferred learning style(s).

More information about learning styles, personality, and personal development is at www.businessballs.com.

With acknowledgements to Victoria Chislett for developing this assessment.

Victoria Chislett specialises in performance psychology and its application within organisations, and can be contacted via email: performancepsychologist@yahoo.com.

STUDENT SERVICES TO HELP YOU GET RESULTS

STUDENT RESOURCES

All courses include a complete Resource Manual Kit. Each manual is yours to keep and we encourage you to write notes and high-light as you read through them.

Onfit Training College embraces a continuous improvement strategy with all its courses relying on feedback from industry. As a result there may be adaptations made available to students throughout their study to ensure they are getting the most current skill development to meet industry standards.

This is a simple overview of how the course works.

- 1. Study each theory lesson**
- 2. Complete the corresponding assessment by online (3 attempts per exam / 100% pass mark), or correspondence**
- 3. Work through all units of the course in this way**
- 4. Complete First Aid at a provider of your choice (if you do not hold a current First Aid and CPR certificate). Face to Face students have this included in their course fees and can attend on campus.**
- 5. Once you are competent in all your theory you will be eligible to attend work placement and complete your practical log book.**
- 6. Complete one final, closed book assessment on all content.**

CERTIFICATE III IN FITNESS (SRF30206):

EXERCISE SCIENCE 1	SRFFIT001B Provide orientation to clients prior to undertaking a fitness program SRFFIT014A Provide advice to clients on the application of basic anatomy and physiology to fitness programs
GENERAL PRINCIPLES OF NUTRITION	SRFFIT015A Provide nutrition advice to clients in accordance with recommended guidelines
RECREATIONAL PROGRAMMING	SRXCAI004B Plan a session or program for participants SRXCAI005B Conduct a sport and recreation session for participants SRXCAI006B Organise a sport and recreation program SRXCAI007B Conduct a sport and recreation program SRXGRO003A Provide leadership to groups
GENERAL WORKPLACE SKILLS	BSBCMN302A Organise personal work priorities and development BSBFLM303A Contribute to effective workplace relationships ICAITU006C Operate computing packages SRXGCSO04A Meet client needs and expectations SRXGCST03A Process client complaints SRXINU002A Apply sport and recreation law SRXOHS001B Follow defined OH&S policies and procedures SRXRIK001A Undertake risk analysis activities
GYM INSTRUCTION	SRFGYM001B Instruct fitness activity skills to a client using fitness equipment SRFGYM002B Customise gym instructional skills to include specific areas of expertise current in the fitness industry SRFFIT003B Undertake client induction and screening SRFFIT004B Develop fitness programs SRFFIT005B Apply basic exercise science to exercise instruction SRFFIT006B Use and maintain core fitness industry equipment
SPECIAL POPULATIONS AWARENESS	SRFSPP002A Develop and apply an awareness of specific populations to exercise delivery
FIRST AID (delivered and assessed by an outsourced recognised training provider)	

CERTIFICATE IV IN FITNESS (SRF40206):

EXERCISE SCIENCE 2	SRFFIT007B Undertake relevant exercise planning and programming SRFFIT008B Utilise a broad knowledge of exercise science in exercise planning, programming and instruction
NUTRITION 2	SRFFIT013B Provide information and exercise related to nutrition and body composition
POSTURAL ASSESSMENT	SRFFIT009B Undertake postural appraisal of low risk clients
PSYCHOLOGY FOR FITNESS	SRFFIT012B Utilise an understanding of motivational psychology with fitness clients
SPECIAL POPULATIONS	SRFFIT011B Provide exercise for fitness industry clients with special requirements
PERSONAL TRAINING	SRFPTI001B Plan and deliver personal training
FITNESS EQUIPMENT USE AND MAINTENANCE	SRFFIT010B Utilise a broad range of fitness equipment
STRENGTH AND CONDITIONING & LONG TERM PLANNING	SRSSTC001A Teach or develop basic skills of strength and conditioning SRSSTC002A Plan and prepare strength and conditioning program for a competitive athlete SRXCAI008B Plan and prepare an individualised long-term training program
EXERCISE FOR CHILDREN	SRFCHA001A Plan and deliver exercise for children and young adults
GENERAL WORKPLACE SKILLS	BSBCMN402A Develop work priorities ICAITU006C Operate computing packages SRXGCSO06A Address client needs SRXGCST05A Coordinate client service activities SRXINU003A Analyse participation patterns in specific markets of the leisure and recreation industry SRXINU004A Promote compliance with laws and legal principles SRXOHS002B Implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs SRXOGN001A Conduct projects SRXRIK001A Undertake risk analysis activities

DIPLOMA IN FITNESS (SRF50206):

ALLIED HEALTH PROFESSIONALS	SRFAHN001A Make referrals and work collaboratively with allied health professionals where appropriate. SRFAHN002A Receive and respond to rehabilitation referrals from allied health professionals BSBADM502A Manage Meetings BSBFLM404A Lead Work Teams ICAITU126B Use Advanced Features of Computer Applications SRXINU004A Promote Compliance with Laws and Legal Principals
ANATOMY AND PHYSIOLOGY 2	SRFFIT018A Apply anatomy and physiology to fitness programs for moderate risk clients
POSTURAL ASSESSMENT & APPRAISAL	SRFFIT016A Apply information from postural appraisals to fitness programs for moderate risk clients.
MODERATE RISK AND METABOLIC SYNDROME	SRFFSP008A Plan and deliver exercise for clients with moderate risk of metabolic syndrome SRFFSP003A Plan and deliver exercise to promote physical and psychological well-being in low to moderate risk clients SRXINU005A Manage Culture and Education to Expand Participation in a Leisure and Recreation Service
SPECIALISED NUTRITION	SRFFIT017A Provide nutrition information to clients with specific requirements in accordance with recommended guidelines. SRFFSP001A Provide body composition management programming for moderate risk clients SRXGCSS07A Determine Needs of Client Populations
INJURY PREVENTION AND MANAGEMENT	SRFFSP002A Provide information about injury prevention and management to fitness clients SRXOHS003B Establish, Maintain and Evaluate the Organisation's Occupational Health and Safety System SRXRIK002A Manage an Organisations Risk
EXERCISE FOR MUSCULOSKELETAL REHABILITATION	SRFFSP006A Plan and deliver exercise strategies for musculoskeletal rehabilitation SRFFSP009A Plan and deliver exercise for moderate risk clients with musculoskeletal needs
EXERCISE FOR CHILDREN 2	SRFFSP004A Plan and Deliver Exercise for Moderate Risk Children and Young Adolescents
EXERCISE FOR DISABILITIES	SRFFSP005A Plan and deliver exercise for people with a disability
CARDIO -RESPIRATORY DEFICIENCY	SRFFSP007A Plan and deliver exercise for moderate risk clients with cardio-respiratory considerations
NEUROLOGICAL IMPAIRMENT	SRFFSP010A Plan and deliver exercise for low to moderate risk clients with neurological impairment
STRENGTH AND CONDITIONING 3 & HIGH PERFORMANCE AND PLANNING 2	SRXCAI011B Plan and prepare for participants to meet the demands of high level participation SRXCAI012B Conduct, monitor and adjust high performance SRSTC005A Teach or Develop Advanced Skills of Strength and Conditioning SRSTC006A Plan and Prepare a Strength and Conditioning Program for a High Performance Athlete SRXOGN002A Manage Projects

ONLINE ACCESS

Online students should receive your student login and password via email within 7 days of your enrolment and first payment. Face to Face students will be given access at the start of their course.

CORRESPONDENCE STUDENTS

You should receive your student pack within 7 days of your enrolment and first payment.

HINTS ON ENSURING SMOOTH TRANSACTIONS AND ACCURATE RECORDS

The education department ensures a 3 week turnaround on marking of correspondence written assessments. A new service we have on offer for urgent marking requests is a 48 hour turnaround for up to two assessments, for a fee of \$40.

Correspondence written assessments need to be clearly identified so we can keep your records current so please:

1. Put your name on the assessment!
2. Keep a copy of your work – otherwise, if it is lost, you *will* have to recomplete it.
3. Date your work.
4. Only submit whole modules – if you have not completed all tasks in your workbook, it is not ready to be submitted for marking.
5. Submit your modules as you complete them – do not save a complete certificate of assessments as this will create a delay in speedy marking.
6. Supply us with a current email address. This way, you will receive confirmations of the receipt of your assessments, as well as confirmations of the results of your assessments.
7. In the event there is a dispute regarding evidence of the work you have completed, these may be used to support your claim. You may also refer to these emails when you are unsure of what you have completed & what else you need to complete instead of having to wait on a response.

If you do all of these things, a lot of possible stress will be eliminated!

Finally, if you are deemed Not Yet Competent in an area, teaching staff are only too happy to help, so if you need clarification, don't hesitate to seek the information you require. ** It is your responsibility to ensure you re-complete all work as required.

Assessments will vary depending on the mode of learning you have selected. If your course requires written assessment submission you can use any of the following methods:

In Person	Onfit Training College c/o PCYC Castlemaine Rd Milton, QLD 4064
Post	Onfit Training College Assessments 124 Phillip Cres Barellan Point, QLD 4306
Email	education@onfit.com.au <i>Subject: name of module</i>
Fax	(07) 3368 1366 <i>Attn: Assessments</i>

HOW AM I GOING?

When you are unsure of what else you need to complete, please refer to the module lists for each certification below. It is recommended that subjects are completed in the order in which they appear as later modules often rely on information learned previously.

Note: A copy of a current First Aid and CPR certificate is required for issue of all certificates (certificates are issued by Synergy Central Pty Ltd RTO Code: 31486 (students completing their course online or by correspondence will need to source a provider independently). For face to face students first aid is included in their course.)

BRISBANE CAMPUS PHOTOCOPYING & PRINTING SERVICES

Onfit Training College provides students with a photocopy and printing service for a minimum fee.

PRINTING AND PHOTOCOPY CHARGE RATES AS OF 1ST JULY 2009

Black and white: 10 cents per page

Colour: \$1.00 per page

- Place your print job on a USB and bring this to reception.
- Reception will collect the print charges and process print jobs.
- All print jobs must be CLEARLY identifiable. Please place your name in the header and include page numbers on every print job otherwise we are unable to complete the printing task.
- All students are to keep a copy of their own work, including group work.

BRISBANE CAMPUS FACILITIES

Student facilities vary between the campuses. Brisbane campus has a small area containing a fridge, microwave, kettle, crockery & cutlery. Students are expected to clean up after themselves as they would in any working environment.

STUDENT SUPPORT AND COUNSELING

Students are offered support in language and literacy (by referral) when appropriate. Onfit Training College provides advice on training and assessment pathways and if these are beyond the resources of the college, students will be referred to other agencies.

WHAT WE WANT YOU TO KNOW!

*Please remember we are here to help, so don't hesitate to contact any of the team with questions you may have on **1300 557 637**.*

HOW TO ENJOY YOUR TIME WITH US

STUDENT BEHAVIOUR AGREEMENT

Onfit Training College endeavours to provide a learning environment that is supportive of group and individual learning. Students are expected to take responsibility, in line with all current workplace practices and legislation, for their own learning and behaviour during both on and off-the-job training and assessment. This requires support from all students and it is therefore expected that students will:

- Respect the rights of other students attending the course.
- Be respectful of Onfit Training College staff and representatives.
- Comply with Onfit Training College policies, as discrimination, bullying behaviour or harassment of any form will not be tolerated.
- Follow guidance in relation to safety instructions and report any safety non compliance to staff as workplace health and safety is a priority for staff and students.
- Refrain from behaviour that is disruptive, childish, offensive or which may undermine group dynamics.
- Maintain academic achievement in every subject to meet the Onfit Training College academic benchmark. Students who fail will be required to attend a compulsory tutorial to assist in making reasonable progress to meet academic expectations.
- Be honest in providing Onfit Training College with information regarding any medical conditions and learning needs that may impact on the student meeting Onfit Training College' academic benchmarks.
- Notify Onfit Training College administration when they are ill or going to be absent from class.
- Include an average of between 8 to 10 hours per week in their own time as all courses are designed to include work outside of the class time allocated.
- Represent Onfit Training College with professionalism and integrity when attending courses on and off campus especially when utilising another facility or on work experience.
- Follow directions in relation to smoking as smoking is not permitted inside the Onfit Training College premises, and to comply with legislation, students are not to smoke in front of the building.
- Not partake in the consumption of alcohol or drugs before (4 hours prior to attending a class) or during a course and alcohol is not to be brought to or consumed on the campus. Any student found to be under the influence of alcohol or drugs will not be permitted to attend class or use any fitness equipment.
- Not wilfully damage or steal any item, private, public or belonging to Onfit Training College or partnering facilities as this is considered to be a serious offence and not reflective of Onfit Training College values.

DISCIPLINARY ACTION

Any breaches of behaviour or where individual behaviour impacts on group learning and / or harmony, the course presenters have the right to action the following steps:

1. **Give a verbal warning** - Speak to the student, identifying the issues that are of concern.
2. **The presenter will inform the Education Manager** – Management will be informed of all behaviour and this will be recorded on the student file.
3. If the behaviour continues - **The student concerned may be asked to leave the course** (under these circumstances the student will not be eligible for a refund).

STUDENT RECORDS

Onfit Training College will make sure that all relevant records are current, accurate and maintain their integrity.

Students may have access to their own records if prior arrangements with the college have been made. These records are secured by the college to ensure confidentiality and are kept for a period of 30 years. Access by other people apart from administration staff is granted only when the student provides written permission or for mandatory audits such as those carried out by Department of Education Training and the Arts. Access is also granted under the rights of the private information act.

STUDENT WELFARE AND GUIDANCE

Educational and training guidance is freely available to all students. This includes adjustments and modifications to assessment and training and advice on pathways and directions. Student welfare support is given in the form of referrals to other agencies.

PAYMENT TERMS AND POLICIES

Fees quoted for Onfit Training College courses upon inquiry, are valid for a period of 14 days, and may be reviewed thereafter. Onfit Training College reserves the right to review and alter prices without prior notice.

All courses are to be completed within one year for each individual certification level from the date of receipt. Diploma courses have 18 months from commencement date. If you require additional time to complete your chosen course you can apply for an 'extension to course time' for course completion.

ADMINISTRATION FEE

- A non-refundable administration fee of \$495 is required for enrolment into any career strand.

COURSE FEES

- Can be paid in full up front.
- Can be the current administration fee and the balance on a payment plan.
- Can be the current administration fee and the balance on a NAB deferred student loan.
- Students who choose the fortnightly payment plan are responsible to have sufficient cleared funds in their nominated account. Onfit Training College may under certain provisions of the "Privacy Act 1988" give information about you to a credit reporting agency.
- Students on an agreed payment plan who require alterations to the original payment arrangements must do so in writing. All payment alterations incur a \$25.00 service fee.
- Onfit Training College reserves the right to withhold a statement of attainment or certificate until all course fees are paid in full.

RECOGNITION OF PRIOR LEARNING

- Where a student wishes to apply for an assessment of prior learning the current administration fee will apply.

EXTENSION TO COURSE TIME FEE

- If you find for some reason you require longer than the nominated year to complete the course, you can apply for a 3 month extension for \$495 or a 6 month extension for \$695.
- Applications to extend the time on a course completion cannot exceed 6 months (2 extension applications).
- If you are unable to complete your course in the allocated time line and you are not eligible for an extension the administration fee will be calculated at 50% of current course or subject cost.

DEFERMENT

The student may apply for deferment in writing. Deferment applications will incur a \$100 administration fee. Recommencement into another course will be accepted upon confirmation of new enrolment application within one year of deferment.

ADDITIONAL FEES

- When needed students are given the opportunity to re-sit their final closed book assessment. This will incur a fee of \$165.
- Face to face students who are enrolled into a course and do not show up without notifying Onfit Training College prior to the commencement date will be charged a re-enrolment administration fee of \$495, if re-enrolling within 6 months of the original course date.

CONFIRMATION OF ENROLMENT

Applications by the student will be confirmed upon payment of the course fee or deposit and payment plan documentation and signed Onfit Training College Contract and Performance Agreement. All successful applicants will receive an Onfit Training College Confirmation of Enrolment letter.

Onfit Training College reserves the right to withhold a statement of attainment or certificate until all course fees are paid in full.

REFUND, COURSE TRANSFER AND CANCELLATION POLICY

A full refund, less the \$495 administration fee, will be given to a student who withdraws their enrolment in writing within 7 days from the date on the Onfit Training College Confirmation of Enrolment letter. No refunds will be given after 7 days of the date of the Onfit Training College Confirmation of Enrolment letter.

The student will be liable for all agreed payments due, in the circumstances where a student has entered into a payment plan for the payment of course fees.

In cases where students are suffering from a medical condition and seek to suspend their enrolment for a certain period of time, a request of such must be placed in writing and adequate supporting documentation provided. Upon application the student's enrolment may be suspended for a period no greater than 6 months. No refund of course fees will apply and the student will be liable for all payments due under an agreed payment plan (if applicable).

Onfit Training College reserves the right to vary fees, curriculum, assessments and dates without notice and liability.

NATIONAL REGISTRATION

Onfit Training College supports and encourages students working as a Gym Instructor or Personal Trainer to maintain national registration with a nationally recognised peak body for the registration of fitness professionals.

KINECT AUSTRALIA REGISTRATION

Kinect continues to provide registration for fitness personnel throughout Australia who have achieved the required competencies for the delivery of safe and effective programs and services to the community. Registration provides access to a range of benefits including low cost insurance and on-going professional development opportunities.

A cost effective insurance program is offered to fitness and leisure centres and personal training businesses throughout Australia by Kinect Australia in association with JLT and SportsCover Australia. This service has been introduced to assist businesses to continue to offer effective programs to the broader community.

Contact Kinect Australia: 03 8320 0100 or www.kinectaustralia.org.au

FITNESS AUSTRALIA

The Fitness Australia registration scheme is based on the National Fitness Industry Training Package, a set of nationally endorsed standards and qualifications for recognising and assessing the skills of people in the fitness industry. The qualifications are aligned with the Federal Government Australian Qualifications Framework and the Training Package is endorsed by the National Training Quality Council. Fitness Australia actively contributes to the development and review of these standards.

Fitness Australia registration provides the accreditation necessary to gain access to cost effective insurance cover. These special premiums, available only to Fitness Australia registered exercise professionals, have been negotiated by Fitness Australia with a major insurance provider, for the benefit of exercise professionals.

Contact Fitness Australia: 1300 211 311 or www.fitness.org.au

IMPORTANT POLICIES TO KNOW

In order to run a professional business and minimise any possible confusion for all parties, Onfit Training College has put in place the following policies and procedures.

It is the responsibility of every student to read these *before* enrolling in a course or courses at Onfit Training College, and to sign an acceptance of these prior to course commencement.

POLICY FOR THE RECOGNITION OF CREDENTIALS

POLICY STATEMENT

Onfit Training College recognises that at times an applicant may be able to identify they are competent in a number of subjects for courses they wish to complete. Therefore Onfit Training College recognises the AQF qualifications and statements of attainment issued by any other Registered Training Organisation.

CREDIT TRANSFER

Onfit Training College may provide credit transfer for any formal learning that a client has undertaken.

RECOGNITION OF PRIOR LEARNING/RECOGNITION OF CURRENT COMPETENCE

Recognition of prior learning/current competence assessment is available to all clients. This is an option available to all students who have acquired knowledge or undertaken previous relevant learning which can be recognised against the course(s) you have inquired about or enrolled for.

Onfit Training College will recognise the AQF qualifications and Statements of Attainment issued by other RTO's. Clients wishing to be assessed in this mode can either provide sufficient evidence of competence or undertake the required assessment tasks.

Onfit Training College will provide an RPL pack to guide students through this process. Students will be charged an administration fee for subject(s) they are granted RPL for instead of full tuition and resource fees.

ASSESSMENT POLICY AND PROCEDURES

Every subject that is completed at Onfit Training College will require the student to undergo a number of assessment tools, both written and practical. The assessment tools are designed to confirm that the student is able to competently conduct all elements and performance criteria as indicated in the curriculum.

Students are encouraged to always keep in mind that the assessment reflects specific requirements of the career they have selected. By achieving competency in each of the assessment pieces, students are ready and eligible to perform those elements in the workplace.

Correspondence students are required to ensure:

1. They save or print **copies** of their work before submitting, so if requested a second copy could be submitted (this is a requirement).
2. All Diploma written assessment must be submitted as a **typed** document and attached to the assessment workbook.
3. All submitted practical assessment (for specialised units and remote regions with no gym access) must be viewed and signed off by an Onfit Training College Assessor via a DVD.

Practical Placement All Students:

1. All theory assessment components must be competent before practical log book placement can be commenced.
2. Log books can be supervised by selected qualified instructors within the industry. An Onfit Training College assessor will complete a final review of log books before signing off on competency.

If a student does not understand what is expected in each of the assessment tools they are to contact their teacher or tutor immediately.

WRITTEN ASSESSMENT MARKING PROCEDURE

Onfit Training College will aim at having all assessment marked within 3 weeks of receipt. Assessment will either be marked as 'competent' or 'not yet competent'.

Students will be notified in writing of their results by email and they are also able to collect a formal letter outlining results on request.

If a student is found to have not reached a satisfactory standard for any component of an assessment, they will be required to either, re-sit selected components or all components of the assessment tool. Students are given the opportunity to sit their assessments a total of 3 times.

It is the student's responsibility to have their assessment workbook signed off in class by the assessor for practical assessment.

REQUIREMENTS TO ACHIEVE COMPETENCE

After achieving competency in all assessment tools the student will be issued with a 'Statement of Attainment' for the competencies outlined within their appropriate course.

Synergy Central Pty Ltd (RTO Code: 31486) in partnership with Onfit Training College will provide competent students with a nationally recognised qualification. Certificate III and IV in Fitness and Diploma of Fitness qualifications are issued by Synergy Central Pty Ltd (RTO Code: 31486).

OUR RESPONSIBILITIES

MARKETING

Onfit Training College will market all products with integrity, accuracy and professionalism.

STUDENT RECRUITMENT

Onfit Training College will recruit students in an ethical, responsible and equitable manner. The courses have been designed and targeted for all members of the community who are interested in pursuing a career in the health and fitness industry. In addition, the courses are accessible for anyone who has an interest in health and fitness. The other conditions of student recruitment are specific to the selected course (as indicated in previous sections).

COURSE INFORMATION

Students will be provided with information relative to their curriculum, student services, complaints and appeals procedures, attendance, personal grooming and assessment requirements.

ACCESS AND EQUITY POLICY

POLICY STATEMENT

The purpose of this policy is to facilitate equitable access to all programs for clients irrespective of their gender, culture, linguistic background, race, location, socio-economic background or disability. This includes support within reason and which is practical for students with a literacy and/or numeracy impairment through:

- Assistance or modification of training programs such as a slower pace in teaching, extra tutorial sessions, a learning buddy, or a peer note taker.
- Assistance or modification of assessment activities such as extended assessment time, verbal assessments, extra tutorials prior to assessment, extra opportunities for practice and the opportunity to re-sit assessments.

Onfit Training College incorporates the principles of equity into all programs. Every client who meets the entry requirements (if applicable) as prescribed by the appropriate Training Package will be accepted into any training and/or assessment program. Admission procedures will therefore be free of discrimination, and if an individual does not meet entry requirements, all attempts are made to assist them to identify alternative courses of action.

IMPLEMENTATION OF THIS POLICY

Onfit Training College will use the following strategies to implement this policy:

- Students will be asked to self identify:
 - If they have a literacy or numeracy impairment
 - If English is a second language spoken at home
 - The assistance or modification they may need to complete the training program they have registered for
- Onfit Training College staff will be required to:
 - Make contact with clients who have self identified that they have a special need and discuss special arrangements and requirements
 - Maintain confidentiality regarding the students special need and requirements
 - Use appropriate language
 - Modify activities to support the learning process of the student within the training and fully accommodate student needs
 - Modify assessments to accommodate student needs and requirements

LEARNING SUPPORT NOTIFICATION FORM

Note: any information provided to Onfit Training College will be kept in the strictest confidence and only discussed with the student to achieve optimum learning and assessment outcomes within the course structure and guidelines.

Is English the main language spoken at home?

YES

NO

Language spoken: _____

1. Do you have a literacy and/or numeracy impairment? If yes, please provide details of the impairment below:

2. Do you require any assistance to complete this training program? If so, please provide details below (e.g. the requirement of reading assistance, a study or learning buddy, extra tutorials or increased practical applications):

3. Do you require any assistance or modification to assessment activities for this training program? If so, please provide details such as extra tutorials, extended assessment time, reading assistance or oral assessment in replacement of written assessments:

PRIVACY POLICY

Onfit Training College abides by the privacy principles of the relevant and current Government Acts that regulate the collection, use and storage of personal information by private sector organisations. This policy outlines how personal information of individuals is managed by Onfit Training College.

In these guidelines, personal information includes:

- name
- address
- telephone/fax number
- email address
- postal address
- other information that may identify an individual e.g. a photograph
- other information about an individual whose identity can be ascertained from that information

COLLECTION OF INFORMATION

Onfit Training College does not seek to collect personal information unless that information is necessary for one or more of its functions or activities;

1. Onfit Training College will seek to collect personal information about an individual from that individual;
2. Onfit Training College will collect personal information only by lawful and fair means and not in unreasonably intrusive ways;
3. Where Onfit Training College collects personal information from an individual, Onfit Training College will take reasonable steps to ensure that the individual is aware of:
 - a. the identity of Onfit Training College and how to contact us;
 - b. the fact that the individual is able to gain access to the information;
 - c. the purposes for which the information is collected;
 - d. the organisations or types of organisations to which Onfit Training College usually discloses information of that kind;
 - e. any laws that require the particular information to be collected;
 - f. the main consequences (if any) for the individual if all or part of the information is not provided.

USE AND DISCLOSURE

Onfit Training College may use or disclose personal information when:

- The intended use is related to the primary purpose of collection
- The use or disclosure of the information is for a secondary purpose such as external auditing
- The individual has consented to the use or disclosure
- The information is not sensitive information and is used for the secondary purpose of direct marketing

ACCESSING INFORMATION

Where Onfit Training College holds personal information about an individual, it will provide the individual with access to that information on request by the individual or when Onfit Training College receives a written authorisation from the individual allowing another person access to their personal information.

SENSITIVE INFORMATION

Onfit Training College will collect sensitive information about an individual only where the individual has consented or where the collection is required by law.

STUDENT COMPLAINTS AND APPEALS POLICY

Onfit Training College is strongly committed to providing a safe and enjoyable education environment. The following policy provides guidelines to ensure students have a procedure to lodge any complaint they may have.

APPLICATION OF POLICY

This policy applies to the behaviour occurring during courses or activities of Onfit Training College which negatively affects the experience of the student.

- Complaints (in regards to our systems or presenters) may arise, for example, between:
 - Students and lecturers
 - Students and students
 - Students and administration
 - Students and established organizational systems

- Appeals (in regards to academic outcomes) may arise when:
 - Students have a concern with the assessment process

As Onfit Training College wishes to provide a positive learning environment and experience for students and staff, it will be appreciated if any student concerns are raised so they can be rectified and prevented from happening again.

STUDENT/LECTURER OR STUDENT/STUDENT COMPLAINTS

If you are experiencing difficulty in the interaction with your teacher please adhere to the following steps:

1. Approach the teacher asking to speak in private as soon as possible and without disrupting the learning environment.
2. Outline your complaint clearly stating the difficulty you are experiencing and how you see a constructive solution to the problem.
3. The teacher will respond by asking you questions to ensure that the complaint is clearly understood.
4. The teacher may be able to respond directly to your complaint and negotiate a solution with you immediately. The teacher may however, require 24 hours to reflect on the complaint in order to determine the most appropriate solution. If at this point a suitable solution has not been agreed upon proceed to step 5.

-
5. In writing, clearly outline your complaint and the steps taken to date.
 6. Contact Onfit Training College administration to make an appointment with the manager and / or director. During the appointment, outline your complaint verbally and present the document prepared in step 5. The manager / director will require 7 days in which to investigate and communicate with the teacher in order to identify the difficulty and seek a solution. If at this point a suitable solution has not been agreed upon proceed to step 7.
 7. The director / manager, may choose to call a minuted meeting with the lecturer, student, self and any other interested parties (e.g. parents) in order to find, and later, action a resolve.
 8. If unsuccessful, the student may request the assistance of an independent mediator at the student's own expense in attempt to reach an equitable and reasonable solution.
 9. Onfit Training College will provide the appellant with a written statement of the appeal outcome.

ASSESSMENT APPEALS

Please note that assessment appeals must be taken within two weeks of you receiving your results.

If you are concerned that you did not perform as well as you anticipated or that you are in doubt of the assessment marking procedure please take the following steps:

1. Request that your assessment be reviewed by the teacher to identify any unusual or incorrect marking, or to identify where you did not perform well. This can be achieved via the telephone or proceed to step 2.
2. Make an appointment to sit down with your teacher and review the assessment to identify the difficulties. At this stage a learning difficulty may be identified that was previously undetected. In this case a verbal assessment may be arranged. If at this point a suitable solution has not been agreed upon proceed to step 3.
3. The teacher will liaise with the director / manager to seek a solution. This will require up to 7 days. If at this point a suitable solution has not been agreed upon proceed to step 4.
4. The director / manager, may choose to call a minuted meeting with the lecturer, student, self and any other interested parties (e.g. parents) in order to find, and later, action a resolve.
5. If unsuccessful, the student may request the assistance of an independent mediator at the student's own expense in attempt to reach an equitable and reasonable solution.
6. Onfit Training College will provide the appellant with a written statement of the appeal outcome.

ADMINISTRATION OR FINANCIAL COMPLAINT

If you experience an administration or financial complaint please take the following steps:

1. Write a letter clearly outlining your complaint and address it to the Director c/- Onfit Training College Pty Ltd, 124 Phillip Cres, Barellan Point QLD 4306. Post it or present it in person at Onfit Training College administration. Allow up to 1 week for a written statement of the appeal outcome. If at this point a suitable solution has not been agreed upon proceed to step 2.
2. If unsuccessful, the student may request the assistance of an independent mediator at the student's own expense in attempt to reach an equitable and reasonable solution.

GETTING STARTED WITH YOUR ONLINE COURSE

INTRODUCING THE ONLINE COURSE

The following information is to welcome you to our 'hot off the press' Onfit Training College course. This information will provide a basic overview of how to access your new online learning tool.

The site address needed for you to access the site is:

<http://lanstar.nkinteractive.com/onlinefit/>

1. You will be given a User Id such as: **SA1111AD** and Password such as: **guest12**
2. You will be automatically enrolled in your courses:
 - The **Certificate III in Fitness** as per your enrolment, and
 - **Computer Skills** – in case you are not confident with your current basic skills in this area. You are not obligated to do the 'Computer Skills' course, it is merely an added layer of support, and is complimentary for Onfit Training College students.

*For students also enrolled in Certificate IV, access to this course will occur after the completion of Certificate III.

The Certificate III in Fitness is designed to give you the skills and knowledge needed to begin working in the fitness industry, and is presented in an interactive, easy to use format. *N.B: There are a number of hyperlinks included in the slides; these are denoted by being underlined. For further information on any underlined topic, please click on the link.

The 6 units in the Certificate III of Fitness Online Course are: Exercise Science, Nutrition, Special Populations Awareness, Gym Instruction, Recreational Programming and General Workplace Skills.

In all instances, **Exercise Science must be completed prior to all other units.** The other units can be completed in any order.

On completion of your online theory content, the theory is combined with a practical placement and a log book, as part of our **work placement program.** Once you have completed and passed all your online assessments you will receive this log book, and the instructions on how work placement occurs.

We take our responsibilities to you, your employer to be, and your future clients very seriously, therefore there is a final, closed book exam covering the content of all subjects from within the Certificate level you are studying. This will ensure that we can, with confidence, issue you a qualification to reflect your successful completion of your Certificate, knowing that you have gained, and are able to apply knowledge as a trainer to work in any facet of the fitness industry with any number of clients to the scope of your training.

The final requirement is a current First Aid and CPR certificate. This is not included in the online course and must be completed at a provider of your choice, if you do not currently have this qualification.

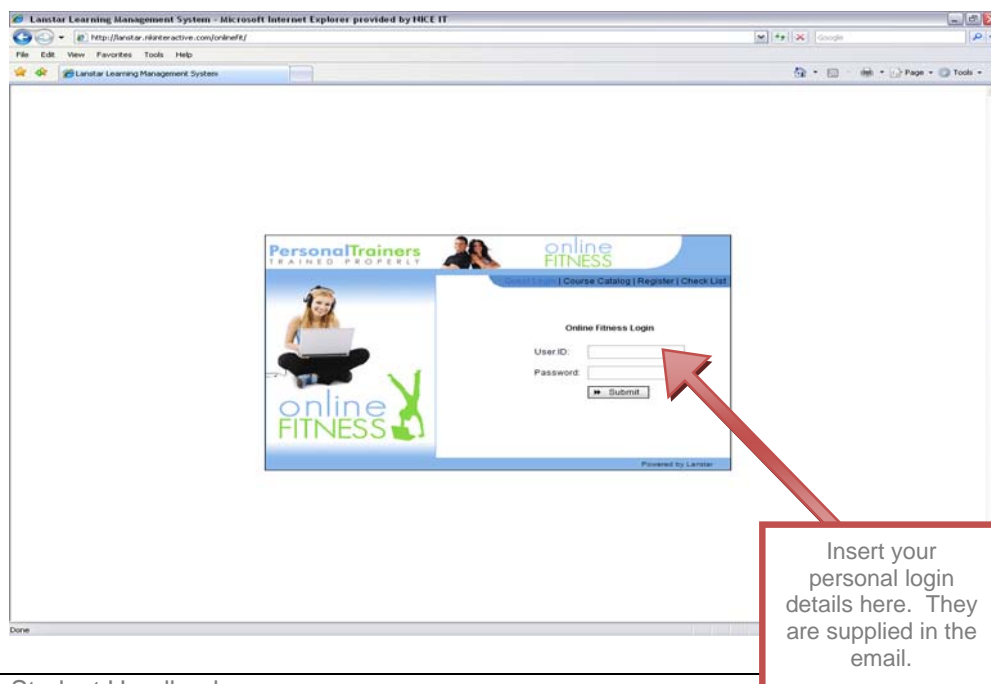
Welcome again to the Onfit Training College learning experience. Online Fitness Pty Ltd trading as Onfit Training College partners with Synergy Central (RTO # 31486). All Certificate III and IV as well as Statements of Attainment for these levels are issued by Synergy Central.

ONLINE NAVIGATION GUIDE

To begin:

Click on the following link: <http://lanstar.nkinteractive.com/onlinefit>

If unsuccessful, please copy and paste the link directly into your internet browser.



Lanstar Learning Management System - Microsoft Internet Explorer provided by NICE IT

http://lanstar.nkinteractive.com/Start.jsp

PersonalTrainers TRAINED PROPERLY online FITNESS

Study Desk Logout

Course Catalog

Notice Board

Results

Calendar

Tasks

Messages

Address Book

User Directory

Personal Profile

Opinion Poll

Study Desk onlinefit

Enrolled Courses

- Certificate III
- Sample Lesson
- Computer Skills

Requested Courses

Requested Courses
No courses

Requested Programs
No programs

Monday, 30 March 2009

Today's Announcements

System Messages: 0 Messages

Portal Messages: 0 Messages

Today's Events

System Events: 0 Events

Portal Events: 0 Events

All Course Events: 0 Events

Personal Events: 0 Events

Today's Tasks

No Tasks Due Today

Done

Internet 100%

Select "Personal Profile" from the side bar menu.

Lanstar Learning Management System - Microsoft Internet Explorer provided by NICE IT

http://lanstar.nkinteractive.com/Start.jsp

PersonalTrainers TRAINED PROPERLY online FITNESS

Study Desk Logout

Course Catalog

Notice Board

Results

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User Directory

Personal Profiles

Opinion Poll

Study Desk onlinefit

Personal Profile

Modify User Profile: Modify your personal profile.

Change: Change your password.

Privacy Options: Mark your profile for public viewing.

CD ROM Drive: Assign the CD ROM drive used on your computer.

Upload your image: Add a photo to your profile.

Resume Study: An option to resume study where you left off.

Done

Internet 100%

Click on "Modify your personal profile". When this page opens, enter as many details to complete your profile. Upload an image of yourself and you are done.

When you have finished looking at these features, click on "Study Desk" to return to the home page.

Lanstar Learning Management System - Microsoft Internet Explorer provided by NICE IT

http://lanstar.nkinteractive.com/Start.jsp

PersonalTrainers TRAINED PROPERLY online FITNESS


Study Desk Logout

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Opinion Poll


Study Desk onlinefit

Enrolled Courses



Certificate III
Sample Lesson
Computer Skills

Requested Courses



Requested Courses
No courses

Requested Programs
No programs

Monday, 30 March 2009

Today's Announcements

System Messages: 0 Messages
Portal Messages: 0 Messages

Today's Events

System Events: 0 Events
Portal Events: 0 Events
All Course Events: 0 Events
Personal Events: 0 Events

Today's Tasks

No Tasks Due Today

Select the course you wish to study from the "Enrolled Courses". To begin, select "Certificate III"

http://lanstar.nkinteractive.com/CourseStart/CourseIndex.jsp?cid=222&name=Certificate+III&roleid=STD

Lanstar Learning Management System - Microsoft Internet Explorer provided by NICE IT

http://lanstar.nkinteractive.com/CourseStart/CourseStart.jsp

PersonalTrainers TRAINED PROPERLY online FITNESS


Study Desk Logout

Your Privileges

Notice Board
Course Details
Staff Details
Start Your Course!
Assessments
Course Tasks
Communications
External Resources
Student Utilities
Opinion Poll

Course Desk
Certificate III

Course Desk



online FITNESS

Certificate III

The title page for this course will load and a new side bar menu will appear. Click "Start Your Course!"

Done

Exercise Science 1

Click on the yellow folder image next to the subject title to expose the contents. In Certificate III, each subject will have a lesson and an assessment section.

Click on the lesson and the presentation will begin automatically. The presentation contains audio content so that you can listen to the explanations for each slide as they unfold.

NOTE: You must complete the content for Exercise Science before any other unit

Lesson

PersonalTrainers TRAINED PROPERLY online FITNESS

Directional terms

- Superior – above

Thumb shows you a thumbnail picture of the slide

Outline gives you the title of each slide and the length of time that the slide will take to

Notes are the written version of the audio content so that you can read and revise

Search allows you to type in a word of interest and the results will display any slide or notes that contain that word

Outline	Thumb	Notes	Search
Certificate III...			06:00
Directional terms			
Directional terms			
Body planes and secti...			00:28
Movement terminology			01:39
Movement terminology			01:07
Movement terminology			00:55
The skeleton			00:31
Functions of the skele...			00:52
Bone shapes			00:38
The axial skeleton			01:04
The appendicular skel...			00:44
The appendicular skel...			00:34
Structure of a long bone			00:50
Joints			01:21
Synovial joints			01:56
Major joints			00:45
Major joints			00:47

53 Minutes 5 Seconds Remaining

The four tabs which can be found at the right of the slide presentation can help you navigate. Using Outline or Thumb, you can click on any slide to be taken to that part of the presentation without having to sit through the whole thing.

CONGRATULATIONS:

On making a decision to join the Fitness & Wellness Industry. I would like to take this opportunity to confirm our commitment to you and your commitment to your dream.

OUR COMMITMENT

Onfit Training College will provide you with:

- Consistent support in all areas of your educational experience
- Highly reputable course content
- Excellent course facilitators
- Real industry experience
- A nationally recognised qualification (Certificate III, IV and Diploma is issued by Synergy Central)
- Workplace assistance

YOUR COMMITMENT

- The Onfit Training College course is a concentrated course, and will require your commitment
- Additional time of your own will be needed to complete assessment tasks and practical work placement
- Abide by the Onfit Training College Code of Behaviour
- Tutorials will be available to assist you but we ask you to book these in advance
- Onfit Training College staff are there to help you at all times, however the responsibility of asking for help falls on your shoulders
- Fulfil these requirements, meet the course demands and embrace the journey!