

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR SPORTS INDUSTRY

### What are Occupational Standards (OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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### Contents

1. Introduction and Contacts.....P.1
2. Qualifications Pack.....P.2
3. OS Units.....P.5
4. Glossary of Key Terms .....P.21

## Introduction

### Qualifications Pack – Fitness Trainer

**SECTOR:** SPORTS

**SUB-SECTOR:** Sports Fitness and Leisure

**OCCUPATION:** Fitness Trainer

**REFERENCE ID:** SPF/Q1102

**ALIGNED TO:** NCO-2004/3475.15

**Brief Job Description:** Fitness Trainer is also known as Gym trainer, Trainer or Gym Coach or Fitness coach. Individuals in this role are involved in the physical training of others through various fitness activities. The responsibilities of a Fitness trainer include to help trainees of all ages, shape and sizes to get healthier and achieve desired fitness levels through focused exercises and activities.

**Personal Attributes:** Individuals should possess the passion for fitness and be physically fit themselves. They should be self motivated, energetic individuals interested in learning about training methods, use of exercise equipment and demonstrate approachability and compatibility towards their trainees.

Job Details

|                                 |   |                         |            |
|---------------------------------|---|-------------------------|------------|
| <b>Qualifications Pack Code</b> | <b>SPF/Q1102</b>  |                         |            |
| <b>Job Role</b>                 | <b>Fitness Trainer</b><br>the job role is applicable for national/international scenarios |                         |            |
| <b>Credits (NSQF)</b>           | 4   | <b>Version number</b>   | 1.0        |
| <b>Sector</b>                   | Sports  | <b>Drafted on</b>       | 21/01/2015 |
| <b>Sub-sector</b>               | Sports, Fitness & Leisure   | <b>Last reviewed on</b> | 22/01/2015 |
| <b>Occupation</b>               | Fitness Trainer   | <b>Next review date</b> | 21/01/2017 |
| <b>NSQC Clearance on*</b>       | <b>Not Applicable</b>   |                         |            |

|   |   |
|---|---|
| <b>Job Role</b>   | <b>Fitness Trainer</b><br>Fitness Trainer is also known as Gym Trainer, Trainer or Gym Coach or Fitness Coach   |
| <b>Role Description</b>                                 | To help trainees of all ages, shape and sizes to get healthier and achieve desired fitness levels.  |
| <b>NSQF level</b>                                       | 4   |
| <b>Minimum Educational Qualifications*</b>              | Class XII   |
| <b>Maximum Educational Qualifications*</b>              | Graduate in Physical Education  |
| <b>Training</b><br>(Suggested but not mandatory)        | Training in Gym Training  |
| <b>Minimum Job Entry Age</b>                            | As per Government rules   |
| <b>Experience</b>                                       | No experience necessary   |
| <b>Applicable National Occupational Standards (NOS)</b> | <p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>SPF/N11105 (Prepare for physical training of trainees)</li> <li>SPF/N1106 (Perform physical training of trainee)</li> <li>SPF/N1107 (Monitor progress of trainees and deal with injuries)</li> <li>SPF/N1113 (Maintain Health and Safety Measures)</li> </ol> <p><b>Optional:</b><br/>Not Applicable</p> |
| <b>Performance Criteria</b>                             | As described in the relevant OS units   |

| Keywords /Terms             | Description   |
|-----------------------------|---|
| Sector                      | Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.   |
| Sub-sector                  | Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.  |
| Occupation                  | Occupation is a set of job roles, which perform similar/related set of functions in an industry.  |
| Function                    | Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.                                      |
| Job Role                    | Job role defines a unique set of functions that together form a unique employment opportunity in an organization.   |
| OS                          | OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts. |
| Performance Criteria        | Performance Criteria are statements that together specify the standard of performance required when carrying out a task.  |
| NOS                         | NOS are Occupational Standards which apply uniquely in the Indian context.  |
| Qualifications Pack Code    | Qualifications Pack Code is a unique reference code that identifies a qualifications pack.  |
| Qualifications Pack         | Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.   |
| Unit Code                   | Unit Code is a unique identifier for an Occupational Standard, which is denoted by an 'N'.  |
| Unit Title                  | Unit Title gives a clear overall statement about what the incumbent should be able to do.   |
| Description                 | Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.  |
| Knowledge and Understanding | Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.   |
| Organizational Context      | Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.  |
| Technical Knowledge         | Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.  |

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# National Occupational Standard



## Overview

**This unit is about preparing for physical training of trainee**

|   |   |
|---|---|
| <b>Unit Code</b>  | <b>SPF/N1105</b>  |
| <b>Unit Title (Task)</b>  | <b>Prepare for Physical training of trainee</b>   |
| <b>Description</b>  | This unit is about preparing for physical training of trainee   |
| <b>Scope</b>  | <p>This OS unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Carry out physical examination and understand fitness goals</li> <li>• Inspect activity area and equipment</li> </ul>   |
| <b>Performance Criteria(PC) w.r.t. the Scope</b>  |   |
| <b>Element</b>  | <b>Performance Criteria</b>   |
| <b>Carry out physical examination and understand fitness goals</b>                              | <p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Carry out physical examination of the candidate.</p> <p>PC2. Capture and study past and current medical as well as the physical state of trainee.</p> <p>PC3. Understand and note down the trainee's goals and sub goals.</p> <p>PC4. Based on this information, prepare a training plan for the trainee.</p> <p>PC5. Determine any tests, frequency of test and controls to be used to monitor the tests.</p>  |
| <b>Inspect activity area and equipment</b>  | <p>PC6. Visually inspect the activity area and equipment for appropriate and safe condition.</p> <p>PC7. Test any equipment which requires additional inspection.</p> <p>PC8. Report any issues related to training equipment and activity area to the concerned personnel or management.</p> <p>PC9. Ensure that the issues have been resolved and that equipment are fit for use.</p> <p>PC10. Check to ensure that clearly designed station cards and standard instructions are available near each machine.</p>   |
| <b>Knowledge and Understanding (K)</b>  |   |
| <b>A. Organizational Context</b><br>(Knowledge of the company / organization and its processes) | <p>The user/individual on the job needs to know and understand:</p> <p>KA1. Organizational Procedure for accidents, safety.</p> <p>KA2. Types of exercise equipment used by organization</p> <p>KA3. Types of emergency equipment such as stretcher, first aid box and location of the same</p> <p>KA4. Escalation matrix for reporting problems</p> <p>KA5. Emergency response teams aligned to organization</p> <p>KA6. Emergency evacuation procedure/ protocol followed by organization</p> <p>KA7. Roles and responsibilities of all individuals/teams involved in the organizational relevant physical exercise and fitness</p> |

|  |   |
|--|---|
|  | <p>KA8. Guest rules/ rights for usage of exercise facility/gym<br/>KA9. Guidelines for managing guests<br/>KA10. Business, Professional and Ethical code of conduct.</p>  |
| <p><b>B. Technical Knowledge</b></p>             | <p>The user/individual on the job needs to know and understand:</p> <p>KB1. Different types of exercises<br/>KB2. Use of different exercise equipment and maintenance of the same<br/>KB3. Various muscle building and fat burning techniques<br/>KB4. Training combinations for athletes, regular and occasional users<br/>KB5. Emergency response procedures – how to assess physical injuries and provide emergency relief<br/>KB6. Administration of basic first aid<br/>KB7. Understanding of anatomy and physiology.<br/>KB8. Accepted best practice principles of exercise<br/>KB9. Identification of muscles responsible for various movements<br/>KB10. Understanding of the effect various exercises according to physical characteristics of a person<br/>KB11. Occupational Health and Safety guidelines for providing personal training<br/>KB12. Impact of exercises on body<br/>KB13. Exercise limitations based on physical and mental limitations<br/>KB14. Instructions on usage of various gym equipment<br/>KB15. Nutrition and dietary requirements based on person's habits, lifestyle etc.<br/>KB16. Muscle Relaxation techniques.</p> |
| <p><b>Skills (S)</b></p>                         |   |
| <p><b>A. Core Skills/<br/>Generic Skills</b></p> | <p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Noting down medical and fitness history of guests/clients.<br/>SA2. Fill in insurance forms etc.</p> <p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Ability to read and understand the needs of clients/guests<br/>SA4. Ability to read and understand all usage and safety manuals for exercise equipment.<br/>SA5. Read and learn about latest nutritional updates/exercises<br/>SA6. Read and learn the industrial and business policies.</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. Giving full attention to what the client/guest is saying, taking time to understand the points made and responding to relevant questions.</p>  |

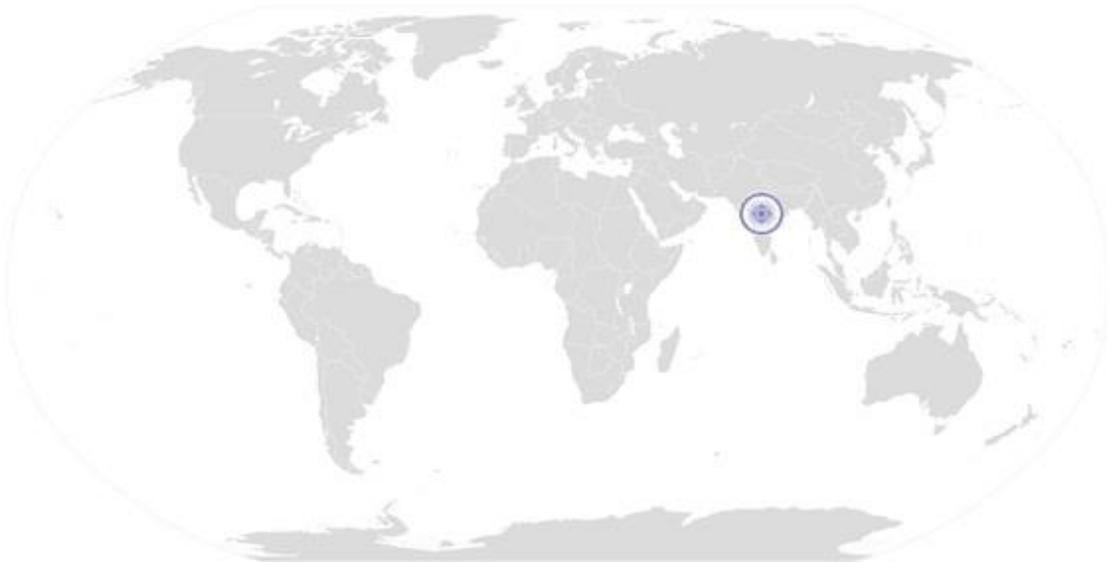
|  |   |
|--|---|
|  | <p>SA8. Communicating in a clear and polite manner with clients when receiving enquiries, clarifications or feedback on performance</p> <p>SA9. Explain the exercise schedule and effects</p> <p>SA10. Providing clear instructions to clients/guests</p> <p>SA11. Ensuring clients adhere to safety guideline.</p> |
| <b>B. Professional Skills</b>  | <b>Decision Making</b>  |
|  | The user/individual on the job needs to know and understand how to:   |
|  | SB1. Determine best exercise combinations to advise for clients based on need   |
|  | SB2. Decide if training should be terminated or altered in special circumstances  |
|  | SB3. Determine if additional physical activity is advised along with training   |
|  | <b>Plan and Organize</b>  |
|  | The user/individual on the job needs to know and understand how to:   |
|  | SB4. Maintain a record of private training sessions carried out.  |
| SB5. Recommend number of sessions, exercise schedule and balance diet plans.                             |   |
| SB6. Work effectively as a team with other instructors, masseurs etc.                                    |   |
| <b>Customer Centricity</b>   |   |
| The user/individual on the job needs to know and understand how to:                                      |   |
| SB7. Discuss sensitive health issues with clients in an open and understanding manner                    |   |
| SB8. Treat clients with care and follow organizational policy in case of conflicts                       |   |
| SB9. Ensure clients are physically comfortable during training.  |   |
| <b>Analytical Skills</b>   |   |
| The user/individual on the job needs to know and understand how to:                                      |   |
| SB10. Ability to identify the needs of the client and adapt exercise schedules.                          |   |
| SB11. Notice when something is wrong or is likely to go wrong.   |   |
| SB12. Identify problems, develop, review, and apply solutions.   |   |
| SB13. Concentrate and not be distracted while performing the task.                                       |   |
| SB14. Assess exercise equipment conditions and any maintenance required.                                 |   |
| SB15. In case of situations that are out of norm, ability to assess situation and act accordingly        |   |
| <b>Critical Thinking Skills</b>  |   |
| The user/individual on the job needs to know and understand how to:                                      |   |
| SB16. Assess the situation and provide instructions/follow directions to deal with emergency situations. |   |
| SB17. Develop solutions for chronic/common physical problems due to training.                            |   |

## NOS Version Control

| NOS Code            | SPF/N1105                  |                  |            |
|---------------------|----------------------------|------------------|------------|
| Credits(NSQF)       | TBD                        | Version number   | 1.0        |
| Industry            | Sports                     | Drafted on       | 21/01/2015 |
| Industry Sub-sector | Sports Fitness and Leisure | Last reviewed on | 22/01/2015 |
| Occupation          | Fitness Trainer            | Next review date | 21/01/2017 |



# National Occupational Standard



## Overview

This unit is about performing physical training of the trainee

SPF/N1106

Perform Physical Training of the trainee

National Occupational Standard

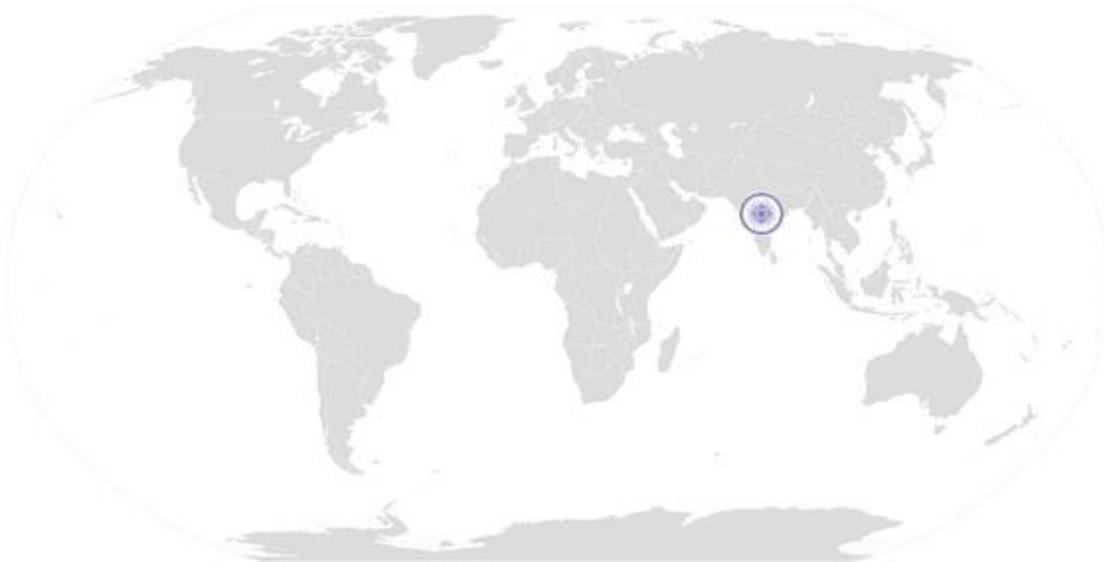
|   |   |
|---|---|
| <b>Unit Code</b>  | SPF/N1106   |
| <b>Unit Title (Task)</b>  | Physical Training of the trainee  |
| <b>Description</b>  | This OS unit is about physical training of the trainee  |
| <b>Scope</b>  | The unit/ task covers the following: <ul style="list-style-type: none"> <li>• Prepare and explain training plan to trainee</li> <li>• Create awareness of injuries and prevention techniques</li> </ul>   |
| <b>Performance Criteria(PC)</b>   |   |
| <b>Element</b>  | <b>Performance Criteria</b>   |
| <b>Prepare and explain training to trainee</b>  | To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. Create and chart out the individual training plan based on the trainee's physical condition and goals.</li> <li>PC2. Discuss the aim of the session, fundamentals and benefits of the plan with the trainee.</li> <li>PC3. Develop the skills of trainees by imparting the right techniques to do each exercise.</li> <li>PC4. Demonstrate and teach the correct use of each equipment according to policies and procedures and appropriate training instructions/schedule</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>PC5. Highlight the common types of injuries that might occur and affect the trainees in a session and ensure that the trainee is in a position to safely participate in the session</li> <li>PC6. Educate the trainee on preventive means like using appropriate sports gear and props in order to avoid sports injury.</li> <li>PC7. Inform the trainee about controls and regulation in the training process and modification as per the requirement based on intensity, incorrect techniques, symptoms of over training and safety, etc.</li> </ul>   |
| <b>Knowledge and Understanding (K)</b>  |   |
| <b>A. Organizational Context</b><br>(Knowledge of the company / organization and its processes) | The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. Organizational Procedure for accidents, safety.</li> <li>KA2. Types of exercise equipment used by organization</li> <li>KA3. Types of emergency equipment such as stretcher, first aid box and location of the same</li> <li>KA4. Escalation matrix for reporting problems</li> <li>KA5. Emergency response teams aligned to organization</li> <li>KA6. Emergency evacuation procedure/ protocol followed by organization</li> <li>KA7. Roles and responsibilities of all individuals/teams involved in the organizational relevant physical exercise and fitness</li> </ul> |

**Perform Physical Training of the trainee**

|  |  |
|--|--|
|  | <p>KA8. Guest rules/ rights for usage of exercise facility/gym<br/>         KA9. Guidelines for managing guests<br/>         KA10. Business, Professional and Ethical code of conduct.</p>   |
| <p><b>B. Technical Knowledge</b></p>             | <p>The user/individual on the job needs to know and understand:</p> <p>KB1. Different types of exercises<br/>         KB2. Use of different exercise equipment and maintenance of the same<br/>         KB3. Various muscle building and fat burning techniques<br/>         KB4. Training combinations for athletes, regular and occasional users<br/>         KB5. Emergency response procedures – how to assess physical injuries and provide emergency relief<br/>         KB6. Administration of basic first aid<br/>         KB7. Understanding of anatomy and physiology.<br/>         KB8. Accepted best practice principles of exercise<br/>         KB9. Identification of muscles responsible for various movements<br/>         KB10. Understanding of the effect various exercises according to physical characteristics of a person<br/>         KB11. Occupational Health and Safety guidelines for providing personal training<br/>         KB12. Impact of exercises on body<br/>         KB13. Exercise limitations based on physical and mental limitations<br/>         KB14. Instructions on usage of various gym equipment<br/>         KB15. Nutrition and dietary requirements based on person's habits, lifestyle etc.<br/>         KB16. Muscle Relaxation techniques.</p> |
| <p><b>Skills (S)</b></p>                         |  |
| <p><b>A. Core Skills/<br/>Generic Skills</b></p> | <p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Noting down medical and fitness history of guests/clients.<br/>         SA2. Fill in insurance forms etc.</p> <p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Ability to read and understand the needs of clients/guests<br/>         SA4. Ability to read and understand all usage and safety manuals for exercise equipment.<br/>         SA5. Read and learn about latest nutritional updates/exercise<br/>         SA6. Read and learn the industrial and business policies.</p>  |

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|--------------------------------------|--|
|                                      | <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. Giving full attention to what the client/guest is saying, taking time to understand the points made and responding to relevant questions.</p> <p>SA8. Communicating in a clear and polite manner with clients when receiving enquiries, clarifications or feedback on performance</p> <p>SA9. Explain the exercise schedule and effects</p> <p>SA10. Providing clear instructions and feedback to clients/guests</p> <p>SA11. Ensuring clients adhere to safety guideline.</p> |
| <p><b>B. Professional Skills</b></p> | <p><b>Decision Making</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Determine best exercise combinations to advise for clients based on need</p> <p>SB2. Decide if training should be terminated or altered in special circumstances</p> <p>SB3. Determine if additional physical activity is advised along with training</p> <p>SB4. Decide report and refer an injury to a physiotherapists and medical practitioners.</p>  |
|                                      | <p><b>Plan and Organize</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Maintain a record of private training sessions carried out.</p> <p>SB6. Recommend number of sessions, exercise schedule and balance diet plans.</p> <p>SB7. Work effectively as a team with other instructors, masseurs etc.</p>  |
|                                      | <p><b>Customer Centricity</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. Discuss sensitive health issues with clients in an open and understanding manner</p> <p>SB9. Treat clients with care and follow organizational policy in case of conflicts</p> <p>SB10. Ensure clients are physically comfortable during training.</p>  |
|                                      | <p><b>Analytical Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. Ability to identify the needs of the client and adapt exercise schedules.</p> <p>SB12. Notice when something is wrong or is likely to go wrong.</p> <p>SB13. Identify problems, develop, review, and apply solutions.</p> <p>SB14. Concentrate and not be distracted while performing the task.</p> <p>SB15. Assess exercise equipment conditions and any maintenance required.</p> <p>SB16. In case of situations that are out of norm, ability to assess situation and act accordingly</p>                   |

|  | <b>Critical Thinking Skills</b>   |
|--|---|
|  | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB17. Assess the situation and provide instructions/follow directions to deal with emergency situations.</p> <p>SB18. Develop solutions for chronic/common physical problems due to training.</p> |



## NOS Version Control

|                            |                                   |                         |                   |
|----------------------------|-----------------------------------|-------------------------|-------------------|
| <b>NOS Code</b>            | <b>SPF/N1106</b>                  |                         |                   |
| <b>Credits(NSQF)</b>       | <b>TBD</b>                        | <b>Version number</b>   | <b>1.0</b>        |
| <b>Industry</b>            | <b>Sports</b>                     | <b>Drafted on</b>       | <b>21/01/2015</b> |
| <b>Industry Sub-sector</b> | <b>Sports Fitness and Leisure</b> | <b>Last reviewed on</b> | <b>22/01/2015</b> |
| <b>Occupation</b>          | <b>Fitness Trainer</b>            | <b>Next review date</b> | <b>21/01/2017</b> |



# National Occupational Standard

## Overview

This unit is about monitoring progress of trainees and deal with Injuries.

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|--|---|---|
| National Occupational Standard   | <b>Unit Code</b>  | SPF/N1107   |
|  | <b>Unit Title (Task)</b>  | <b>Monitoring progress of trainees and deal with injuries</b>   |
|  | <b>Description</b>  | This unit is about monitoring progress of trainees and deal with injuries   |
|  | <b>Scope</b>  | <p>The OS unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Supervise and motivate trainees</li> <li>• Handle sport injuries</li> <li>• Update training plans as required</li> </ul>   |
|  | <b>Performance Criteria(PC) w.r.t. the Scope</b>  |   |
|  | <b>Element</b>  | <b>Performance Criteria</b>   |
|  | <b>Supervise and motivate trainees</b>  | <p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Walk around the activity area and visually check to ensure that trainees are carrying out their exercises in the correct and safe manner.</p> <p>PC2. Analyzing trainees' behavior and develop effective motivational strategy to maintain interest and positive attitude towards training.</p> <p>PC3. Develop infield and off-field strategies to recognize positive participation and achievement.</p> |
|  | <b>Handle Sport Injuries</b>  | <p>PC4. Provide first-aid to injured trainees and handle the immediate need of the trainee.</p> <p>PC5. Assess the situation and if required refer to medical practitioner or physical therapist.</p>   |
|  | <b>Update training plans as required</b>  | <p>PC6. Periodically assess the fitness and health of trainees as per their goals and training progress.</p> <p>PC7. Determine their areas of improvement and help them in setting new goals.</p> <p>PC8. Recommend adoption of balanced diet and lifestyle modification if required in consultation with experts.</p> <p>PC9. Provide constructive and positive feedback to the trainees on their progress.</p> <p>PC10. Communicate trainee about new goals and training sessions.</p>  |
|  | <b>Knowledge and Understanding (K)</b>  |   |
| <b>A. Organizational Context</b><br>(Knowledge of the company / organization and | <p>The user/individual on the job needs to know and understand:</p> <p>KA1. Organizational Procedure for accidents, safety.</p> <p>KA2. Types of exercise equipment used by organization</p> <p>KA3. Types of emergency equipment such as stretcher, first aid box and location of the same</p> |   |

### Monitor Progress of Trainees

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|---|--|
| its processes)  | <p>KA4. Escalation matrix for reporting problems</p> <p>KA5. Emergency response teams aligned to organization</p> <p>KA6. Emergency evacuation procedure/ protocol followed by organization</p> <p>KA7. Roles and responsibilities of all individuals/teams involved in the organizational relevant physical exercise and fitness</p> <p>KA8. Guest rules/ rights for usage of exercise facility/gym</p> <p>KA9. Guidelines for managing guests</p> <p>KA10. Business, Professional and Ethical code of conduct.</p>   |
| <b>B. Technical Knowledge</b>   | <p>The user/individual on the job needs to know and understand:</p> <p>KB1. Different types of exercises</p> <p>KB2. Use of different exercise equipment and maintenance of the same</p> <p>KB3. Various muscle building and fat burning techniques</p> <p>KB4. Training combinations for athletes, regular and occasional users</p> <p>KB5. Emergency response procedures – how to assess physical injuries and provide emergency relief</p> <p>KB6. Administration of basic first aid</p> <p>KB7. Understanding of anatomy and physiology.</p> <p>KB8. Accepted best practice principles of exercise</p> <p>KB9. Identification of muscles responsible for various movements</p> <p>KB10. Understanding of the effect various exercises according to physical characteristics of a person</p> <p>KB11. Occupational Health and Safety guidelines for providing personal training</p> <p>KB12. Impact of exercises on body</p> <p>KB13. Exercise limitations based on physical and mental limitations</p> <p>KB14. Instructions on usage of various gym equipment</p> <p>KB15. Nutrition and dietary requirements based on person's habits, lifestyle etc.</p> <p>KB16. Muscle Relaxation techniques.</p> |
| <b>Skills (S)</b>   |  |
| <b>A. Core Skills/<br/>Generic Skills</b>   | <b>Writing Skills</b>  |
|   | <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Noting down medical and fitness history of guests/clients.</p> <p>SA2. Fill in insurance forms etc.</p> <p>SA3. Report and refer an injury to a physiotherapists and medical practitioners.</p>  |
|   | <b>Reading Skills</b>  |
| <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Ability to read and understand the needs of clients/guests</p> <p>SA5. Ability to read and understand all usage and safety manuals for exercise equipment.</p> <p>SA6. Read and learn about latest nutritional updates/exercise.</p> |  |

|                               |   |
|-------------------------------|---|
|                               | SA7. Read and learn the industrial and business policies.   |
|                               | <b>Oral Communication (Listening and Speaking skills)</b>   |
|                               | <p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Giving full attention to what the client/guest is saying, taking time to understand the points made and responding to relevant questions.</p> <p>SA9. Communicating in a clear and polite manner with clients when receiving enquiries, clarifications or feedback on performance</p> <p>SA10. Explain the exercise schedule and effects</p> <p>SA11. Providing clear instructions to clients/guests</p> <p>SA12. Ensuring clients adhere to safety guideline.</p> |
| <b>B. Professional Skills</b> | <b>Decision Making</b>  |
|                               | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Determine best exercise combinations to advise for clients based on need</p> <p>SB2. Decide if training should be terminated or altered in special circumstances</p> <p>SB3. Determine if additional physical activity is advised along with training</p> <p>SB4. Decide report and refer an injury to a physiotherapists and medical practitioners.</p>   |
|                               | <b>Plan and Organize</b>  |
|                               | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Maintain a record of private training sessions carried out.</p> <p>SB6. Recommend number of sessions, exercise schedule and diet plans.</p> <p>SB7. Work effectively as a team with other instructors, masseurs etc.</p>   |
|                               | <b>Customer Centricity</b>  |
|                               | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. Discuss sensitive health issues with clients in an open and understanding manner</p> <p>SB9. Treat clients with care and follow organizational policy in case of conflicts</p> <p>SB10. Ensure clients are physically comfortable during training.</p>   |
|                               | <b>Analytical Skills</b>  |
|                               | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. Ability to identify the needs of the client and adapt exercise schedules.</p> <p>SB12. Notice when something is wrong or is likely to go wrong.</p> <p>SB13. Identify problems, develop, review, and apply solutions.</p> <p>SB14. Concentrate and not be distracted while performing the task.</p> <p>SB15. Assess exercise equipment conditions and any maintenance required.</p>   |

SPF/1107

**Monitor Progress of Trainees**

|  |   |
|--|---|
|  | SB16. In case of situations that are out of norm, ability to assess situation and act accordingly   |
|  | <b>Critical Thinking Skills</b>   |
|  | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Assess the situation and provide instructions/follow directions to deal with emergency situations.</p> <p>SB2. Develop solutions for chronic/common physical problems due to training.</p> |

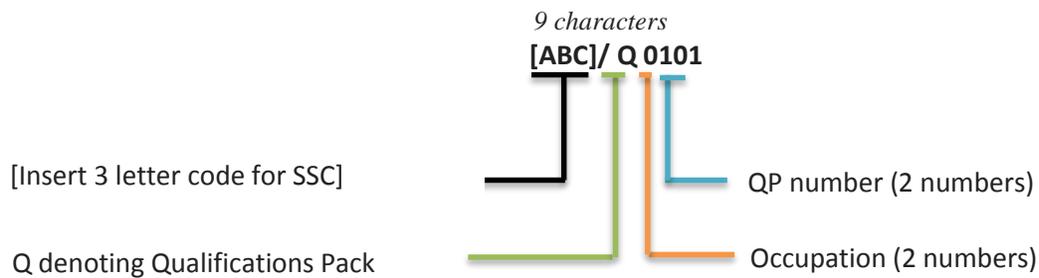
## NOS Version Control

|                            |                            |                         |            |
|----------------------------|----------------------------|-------------------------|------------|
| <b>NOS Code</b>            | SPF/N1107                  |                         |            |
| <b>Credits(NSQF)</b>       | TBD                        | <b>Version number</b>   | 1.0        |
| <b>Industry</b>            | Sports                     | <b>Drafted on</b>       | 21/01/2015 |
| <b>Industry Sub-sector</b> | Sports Fitness and Leisure | <b>Last reviewed on</b> | 22/01/2015 |
| <b>Occupation</b>          | Fitness Trainer            | <b>Next review date</b> | 21/01/2017 |

## Annexure

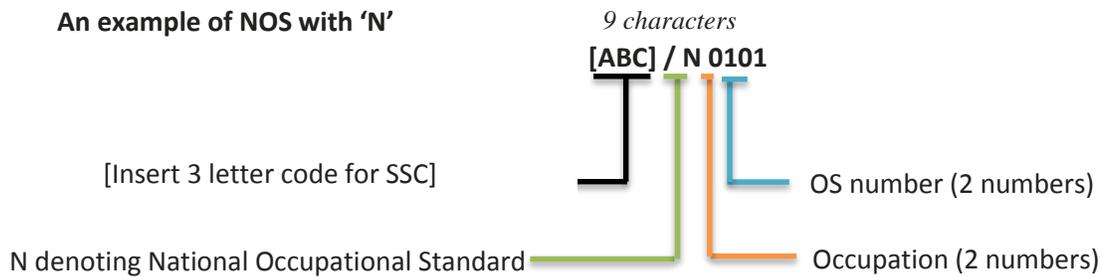
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'



The following acronyms/codes have been used in the nomenclature above:

| Sub-sector                         | Range of Occupation numbers |
|------------------------------------|-----------------------------|
| Sports Science and Technology      | 01                          |
| Sports Medicine                    | 02                          |
| Sports Broadcasting/Communications | 03                          |
| Sports Grassroots                  | 04                          |
| Sports Facilities                  | 05                          |
| Sports Management                  | 06                          |
| Sports Development                 | 07                          |
| Sports Event Management            | 08                          |
| Sports Coaching                    | 09                          |
| Sports Manufacturing               | 10                          |
| Sports Fitness & Leisure           | 11                          |

| Sequence         | Description       | Example |
|------------------|-------------------|---------|
| Three letters    | Industry name     | SPF     |
| Slash            | /                 | /       |
| Next letter      | Whether QP or NOS | N       |
| Next two numbers | Occupation code   | 01      |
| Next two numbers | OS number         | 01      |

## CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role:** Fitness Trainer

**Qualification Pack:** SPF/Q1102

**Sector Skill Council:** Sports, Physical Education, Fitness and Leisure Sector Skill Council

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

|   |   | Marks Allocation |           |        |                     |
|---|---|------------------|-----------|--------|---------------------|
|   |   | Total<br>Marks   | Out<br>of | Theory | Skills<br>Practical |
| 1. SPF/N1105<br>(Prepare for Physical<br>Training of trainee) | PC1. Carry out physical examination of the candidate.                                     | 100              | 10        | 3      | 7                   |
|   | PC2. Capture and study past and current medical as well as the physical state of trainee. |                  | 10        | 3      | 7                   |
|   | PC3. Understand and note down the trainee's goals and sub goals.                          |                  | 10        | 3      | 7                   |
|   | PC4. Based on this information, prepare a training plan for the trainee.                  |                  | 10        | 3      | 7                   |
|   | PC5. Determine any tests, frequency of test and controls to be used to monitor the tests  |                  | 10        | 3      | 7                   |
|   | PC6. Visually inspect the activity area and equipment for appropriate and safe condition. |                  | 10        | 3      | 7                   |

|   |   | Marks Allocation |            |           |                  |
|---|---|------------------|------------|-----------|------------------|
|   |   | Total Marks      | Out of     | Theory    | Skills Practical |
|   | PC7. Test any equipment which requires additional inspection.   |                  | 10         | 3         | 7                |
|   | PC8. Report any issues related to training equipment and activity area to the concerned personnel or management.  |                  | 10         | 3         | 7                |
|   | PC9. Ensure that the issues have been resolved and that equipment are fit for use.  |                  | 10         | 3         | 7                |
|   | PC10. Check to ensure that clearly designed station cards and standard instructions are available near each machine.  |                  | 10         | 3         | 7                |
|   |   |                  |            |           |                  |
|   |   | <b>Total</b>     | <b>100</b> | <b>30</b> | <b>70</b>        |
|   |   |                  |            |           |                  |
| 2. SPF/N1106<br>(Perform Physical training of the trainee)            | PC1. Create and chart out the individual training plan based on the trainee's physical condition and goals.   | 100              | 20         | 5         | 15               |
|   | PC2. Discuss the aim of the session, fundamentals and benefits of the plan with the trainee.  |                  | 20         | 5         | 15               |
|   | PC3. Develop the skills of trainees by imparting the right techniques to do each exercise.  |                  | 20         | 5         | 15               |
|   | PC4. Demonstrate and teach the correct use of each equipment according to policies and procedures and appropriate training instructions.                                  |                  | 20         | 5         | 15               |
|   | PC5. Highlight the common types of injuries that might affect the trainees in a session and ensure that the trainee is in a position to safely participate in the session |                  | 20         | 5         | 15               |
|   |   |                  | 100        | 25        | 75               |
| 3. SPF/N1107<br>(Monitor progress of trainees and deal with injuries) | PC1. Walk around the activity area and visually check to ensure that trainees are carrying out their exercises in the correct and safe manner.                            | 100              | 5          | 2         | 3                |

|  |  | Marks Allocation |            |           |                  |
|--|--|------------------|------------|-----------|------------------|
|  |  | Total Marks      | Out of     | Theory    | Skills Practical |
|  | PC2. Analyzing trainees' behavior and develop effective motivational strategy to maintain interest and positive attitude towards training. |                  | 10         | 3         | 7                |
|  | PC3. Develop infield and off-field strategies to recognize positive participation and achievement.   |                  | 10         | 3         | 7                |
|  | PC4. Provide first-aid to injured trainees and handle the immediate need of the trainee.   |                  | 10         | 3         | 7                |
|  | PC5. Assess the situation and if required refer to medical practitioner or physical therapist  |                  | 10         | 3         | 7                |
|  | PC6. Periodically assess the fitness and health of trainees as per their goals and training progress.                                      |                  | 10         | 3         | 7                |
|  | PC7. Determine their areas of improvement and help them in setting new goals.  |                  | 10         | 3         | 7                |
|  | PC8. Recommend adoption of balanced diet and lifestyle modification if required in consultation with experts.                              |                  | 10         | 3         | 7                |
|  | PC9. Provide constructive and positive feedback to the trainees on their progress.   |                  | 10         | 3         | 7                |
|  | PC10. Communicate trainee about new goals and training sessions.   |                  | 10         | 2         | 8                |
|  | PC11. Periodically assess the fitness and health of trainees as per their goals and training progress.                                     |                  | 5          | 2         | 3                |
|  |  | <b>Total</b>     | <b>100</b> | <b>30</b> | <b>70</b>        |