# PART 1 | SUBMISSION COVER PAGE

Full Name:	
Contact Number:	
Email:	

#### CHECK POINT

- ⇒ Cover sheet including your full name.
- ⇒ Cover sheet signed and dated.
- ⇒ You have engaged and gained at least one (1) Supervisor declaration and they (or one of them) have completed the Supervisor Report.
- ⇒ You have completed and submitted required Teaching and Observation hours for your Course or Pathway.
- ⇒ Supplementary Evidence (optional): include a **certificate of currency to evidence Insurance**. This applies only to Students who have completed teaching practise from home due to accessibility challenges.

#### CANDIDATE SIGN OFF AND DECLARATION OF AUTHENTICITY

My signature below confirms the following:

- 1. I have read the guidelines and instructions for this logbook submission.
- 2. I choose to be assessed at this time.
- 3. I have kept a copy of this logbook for my own records.
- 4. I understand my logbook will not be returned to me and I will just receive feedback from my Assessor on these tasks.
- 5. I declare that this logbook is my own work and contains no material written by another person except where I have duly referenced. I am aware that making a false declaration may lead to a "Not Yet Competent" grade being given and or a withdrawal of the qualification.

Student's Signature:	
Date of Submission:	

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# PART 2 | SUPERVISOR DECLARATION + FEEDBACK

### INSTRUCTIONS

A Supervisor is a Pilates Instructor who currently works at an affiliated or host Work Placement Studio and who has witnessed that you have attended; participated; or carried out Work Placement. They ensure that Students gain hands-on experience, provide feedback, and support the Students in applying their theoretical knowledge to real-world scenarios. The Supervisor plays a critical role in assessing the Students' progress and helping them develop their professional skills in a supportive environment.

#### HOW MANY SUPERVISORS CAN I HAVE?

You are required to have a *minimum* of one (1) Supervisor, or you can have multiple over the duration of your Coursework.

Learn more about Work Placement Supervisors in the Knowledge Base Library:

- ⇒ How to: Find a Work Placement Supervisor.
- ⇒ What to expect from your Supervisor.
- ⇒ How to: Ask an Instructor to be your Supervisor.
- ⇒ What can my Supervisor sign off on?

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SUPERVISOR DECLARATION	N										
I have the qualification, or Pilates Industry experience to provide third party observation for the above Student's logbook of Instructional activities. I was present when the above Student performed the below activities, and the activity was performed safely and to industry standards.											
Supervisor's Full Name:											
Name of Work Placement Studio:											
Supervisor's Signature:  Date:											

ADDITIONAL SUPERVISOR DECLARATION			
Supervisor's Full Name	Place of Work (Studio)	Signature	Date

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SUPERVISOR FEEDBACK: STUDENT PARTICIPATION AND PERFORMA	ANCE			
SUPERVISOR NAME:	DATE:			
WORK PLACEMENT SITE:				
STUDENT NAME:				
COURSE:				
SUPERVISOR SIGNATURE:	DATE:			
Thank you for giving your time as a Supervisor for Students studying a Pilates ITC qualification the Student's participation and performance. Please answer the following questions and your raths feedback is confidential between yourself and the RTO.				
FEEDBACK	YES	MOSTLY	SOME	NO
Was the Student professional in their conduct and approach to completing work experience?				
Information regarding Supervisor requirements was clear and easy to follow.				
Did the Student demonstrate an ability to work with the Reformer level Pilates repertoire relevant to their course?				
Did the Student correctly apply the foundations and concepts and principles of the Pilates Method including neutral positions, breathing, torso stability, progressions and regressions, controversial and contraindicated exercise?				
Does the Student demonstrate an understanding of postural assessment, common faulty postures and appropriate exercise selection and programming?				
Does the Student demonstrate an understanding of special conditions and appropriate exercise selection and programming relevant to their course? (Please note, question not relevant to Students studying Certificate course).				

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Does the Student demonstrate a professional working manner while in the studio, including professional presentation and behaviour, regular self-mastery (including regular adherence to instructor maintenance protocols)? (Student guidelines are attached for your reference).				
Does the Student adhere to all WHS Policies and Apparatus Safety Protocols?				
Can you give any additional feedback regarding the Student's instructional ability such as use o communication skills (personality, body language, rapport building skills) and ability to monitor			hing position and moveme	nt around clients,
Do you have any additional feedback and or comments on the questions above or the overall cosupervision?	ourse structure and how you	u felt the Student progresse	d and managed requiremer	nts whilst under your

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# PILATES ITC

# CHECK POINT

- ⇒ The Supervisor Feedback Form is complete with the Supervisor's name, studio location (workplace), and this form is signed and dated.
- ⇒ The form is complete, and all required boxes are checked.
- ⇒ The form is complete with <u>your</u> full name and Course.

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PART 3 | SMALL APPARATUS - TEACHING LOG

**#TEACHING HOURS** WORK PLACEMENT TEACHING HOURS ENTRIES UNITS OF STUDY Instruct the Pilates studio basic to intermediate small apparatus repertoire **ENTRY** Date completed this Teaching Entry: How did you perform the activity? Face to Face (F2F), Co Instruction (CI), Teaching Clinic (TC) How many people did you teach to or assist with? How long did you teach? (hrs) Note: you can log multiple hours in the one column (e.g. today I did 3 hours teaching practise) INSTRUCTIONS: The performance criteria activities 1 – 19 below only require a minimum of two instances to be performed and ticked across the duration of your total your teaching hours. Example performance criteria 0 Prepared for the class including a risk assessment of the studio space including the Introduced clients to the space and pointed out emergency evacuation and muster 2 points.

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3	Ensured all equipment required for the program was available and in safe working condition.																									
ENTRY		_	2	က	4 4	. e	, _	-   ∞	6	10	12	13	4 2	16	17	8 2	20	21	22	22	23	25	26	78	29	30
SMALL	APPARATUS: INTRODUCTORY TO BASIC																									
4	Programmed and Instructed a Group class with Introductory to Intermediate Small Apparatus level repertoire.																									
5	Appropriately chose repertoire to suitably match the client's level and individual requirements																									
6	Demonstrated throughout my class the correct identification of the Small Apparatus repertoire as well as an understanding of the goals and movement focus for the exercise.																									
7	Ensured all equipment was set up correctly.																									
8	Provided the correct alternative regression, progression, modifications or assists for clients.																									
9	Conducted a client/s pre-screening before the session commenced.																									
10	Demonstrated the correct use of each piece of Small Apparatus to the clients before use.																									
11	Explained to the clients the safety aspects and guidelines of each piece of Small Apparatus in use before the class.																									
12	Demonstrated correct breathing patterns.																									
13	Utilised different instructing techniques (e.g. visual, verbal, tactile) to establish correct use of the equipment.																									
14	During the class, I provided clear instructions, monitored, supported, and provided encouragement and correction to clients to ensure the effective application of movements																									
15	Ensured my instructional techniques were always tailored to clients in my class and I was professional in my interactions.																									

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16	Utilised different instructing techniques (e.g. visual, verbal, tactile) to establish positive muscle recruitment and movement patterns.																											
17	Followed safety guidelines.																											
ENTRY		_	2	3	4	5	9	7	8	6	10	7   7	ر 14	15	16	17	18	19	21	22	22	23	24	25	26	27	29	30
18	Provided the correct alternative regression variations to clients who need more support.																											
19	Provided the correct progression variation to clients who need additional challenge.																											
INSTRU	CTIONS: The performance criteria activities 20 - 25 below need to be performed and <u>ti</u>	cke	d ev	very	tim	<u>е</u> ус	ou te	eac	h ac	ross	the	du	ratio	n of	you	r to	al y	our t	eacl	hing	hou	rs.						
0.0	Example performance criteria	~	-		~	~	~	~		~			,	~	/	~	~	~	,	~	~	~	~	~	~		~ ~	~
20	Used correct terminology and medical terms																											
21	Communicated effectively with clients, colleagues, and others																											
22	Appropriate WHS measures in the execution of the exercises and class delivery																											
23	Demonstrated self-mastery of the exercises, as appropriate																											
24	Packed up equipment and left the work area clean and tidy																											
25	Reported any equipment issue to Management.																											
TOTAL (	CUMULATIVE TIME SPENT TEACHING																											

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# PILATES ITC

STUDENT DECLARATION  Initials only. I declare that what I have recorded is true and understand that Work Placement hours are in preparation for my Practical Assessment.										
SUPERVISOR SIGNATURE Please initial each entry.										

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#### WHO CAN SIGN OFF MY TEACHING HOURS?

- ⇒ A Supervisor.
- A "client". "Client" defined as: A person to whom you have taught a duration of Pilates to log one or more teaching hours. Clients can be friends, family and or other Students.

## CHECK POINT

- ⇒ A minimum of two checks must be applied to each activity, 1-54, across the duration of your teaching hours.
- ⇒ All boxes must be checked every time you complete teaching hours.
- ⇒ Upon submission, review to ensure you have the correct cumulative total required to meet the prescribed teaching hours.
- $\Rightarrow$  Every entry is signed by you.
- ⇒ Every entry is signed by a Supervisor or Client.
- Note: If you are enrolled in Matwork, Reformer, and Small Apparatus, you may complete up to 50% of your Small Apparatus hours across Matwork and Reformer.

If your required teaching hours total 25, you can complete 12.5 hours in Matwork and 12.5 hours in Reformer.

All Small Apparatus hours must be completed before your Practical Assessment.

If you want your Small Apparatus unit of competency awarded with your first Practical Assessment, all hours in your logbook must be completed under that modality. For example:

If you sit your Small Apparatus assessment during your first pathway (ie: Matwork), you must complete all 25 hours before that assessment.

If you choose to complete your Small Apparatus assessment at your second pathway (ie: Reformer), you can split the required hours 50% across both pathways.

Your unit of competency cannot be awarded until you complete the total required hours.

# PILATES ITC

# PART 4 | SMALL APPARATUS - OBSERVATION LOG

#OBSERVATION HOURS	
--------------------	--

WORK P	LACEMENT HOURS: OBSER	RVATION - SMALL APPA	ARATUS		
DATE	CLASS TYPE (Mat – Pregnancy; Ref – Beginner; Mat – Progressive etc)	WORK PLACEMENT STUDIO (WPS) / Online (ONL)	TIME SPENT (Hours)	CUMULATIVE TOTAL	SIGNATURE
14/11/24	Mat - Intermediate	ONL	2 hours	2	Sign here
20/11/24	Ref – Progressive	WPS	1.5 hours	3.5	Sign here

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each hour as	nt declare that I have carried out s recorded and have totalled the nber of observation hours:	STUDENT SIGNATURE:	DATE:	

## WHO CAN SIGN OFF ON MY OBSERVATION HOURS?

- ⇒ A Supervisor.
- ⇒ Yourself (for digital entries only.)

# PRE-SUBMISSION: CHECK POINT

- ⇒ Every line of entry is completed in full.
- ⇒ Every entry is signed and dated where indicated.

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# PART 5 | SMALL APPARATUS - SELF MASTERY LOG

# WORK PLACEMENT HOURS: SELF - MASTERY

## **SELF-MASTERY**

One (1) hour of Self-Mastery per week over the duration of your study for this unit of study.

DATE	CLASS TYPE (Ref – Pregnancy; Mat – Beginner; Ref – Progressive etc)	WORK PLACEMENT STUDIO (WPS) / Online (ONL)	TIME SPENT (Hours)	ACCUMULATIVE TOTAL	SIGNATURE
14/11/24	Mat - Intermediate	ONL	1 hours	1	Sign here
20/11/24	Mat - Progressive, Ref - Beginner	WPS	2 hours	3	Sign here

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I, the Student each hour as required num	t declare that I have carried out recorded and have totalled the lber of observation hours:	STUDENT SIGNATURE:	DATE:	

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## WHO CAN SIGN OFF ON MY SELF-MASTERY?

- $\Rightarrow$  A Supervisor.
- ⇒ You.
- $\Rightarrow$  The group class or session Instructor.

# CHECK POINT

- ⇒ Every line of entry is completed in full.
- ⇒ Every entry is signed and dated where indicated.



# PART 6 | REPERTOIRE AUDIT LOG

This is a working document designed to guide your progress and then document your own mastery. Conduct an audit of your ability to perform the Repertoire in the tables below. Please note any exercises that you are not yet comfortable with at the end of this section. You are only required to audit repertoire relevant to this unit cluster.

	MID - PATHWAY CHECK IN AUDIT			END OF PATHWAY CHECK IN AUDIT	
SMALL APPS REPERTOIRE	This exercise is clear to me. I am comfortable at executing it.		This exercise is clear to me. I am comfortable teaching it.		I am comfortable in executing and teaching this exercise now.
POLES + WEIGHTS	YES	NO	YES	NO	YES
Pole Series – Shoulder Stretch.					
Pole Series – Side Stretch.					
Pole Series – Twist.					
Hand and Leg Weights – Arm Series Supine.					
Hand and Leg Weights – Wall Glute Series: Side Lifts.					
Hand and Leg Weights – Wall Glute Series: Forward and Lift.					
Hand and Leg Weights – Wall Glute Series: Forward Drops.					
Hand and Leg Weights – Wall Glute Stretch.					
Hand and Leg Weights – Kneeling Glute Series: Bent Leg Lifts.					
Hand and Leg Weights – Kneeling Glute Series: Side Lifts.					
Hand and Leg Weights – Kneeling Glute Series: Straight Leg Lifts.					
Hand and Leg Weights – Box Adductor Lifts.					_
Hand and Leg Weights – Standing Arm Series: Circles.					

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Hand and Leg Weights – Standing Arm Series:					
Switches.					
Hand and Leg Weights – Standing Arm Series: Double					
Arms.					
Hand and Leg Weights – Standing Glute Series: Bent					
Leg Lift.					
Hand and Leg Weights – Standing Glute Series: Bent					
Leg Lift and Rotate.  Hand and Leg Weights – Standing Glute Series:					
Straight Leg Lift.					
	V50	NO.	VEO	luo.	V50
MAGIC CIRCLE	YES	NO	YES	NO NO	YES
Basic Adductor Squeeze.					
Arm Series: Pec Press.					
Arm Series: Press Front.					
Arm Series: Press Back.					
Arm Series: Press High.					
Arm Series: Lat Press.					
Arm Series: Bicep Press.					
Leg Series: Supine 1.					
Leg Series: Supine 2.					
Leg Series: Prone 1.					
Leg Series: Prone 2.					
Side Lying Adduction.					
Side Lying Abduction.					
Side Lying Obliques.					
Floor Swan.					
FITBALL	YES	NO	YES	NO	YES

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Squats.					
Pelvic Press.					
Wall Roll.					
Side Lifts.					
Back Extension.					
Seated Thoracic Extension.					
Cat Stretch.					
FOAM ROLLER	YES	NO	YES	NO	YES
Arm Series Supine.					
Chest/Pec Stretch.					
Lateral Leg Roll.					
Knee Stretch Roll.					
Foundation Series.					
THERABAND	YES	NO	YES	NO	YES
Hamstring Stretch Supine.					
Arm Series 1: Rowing.					
Arm Series 1: Cut A Tree.					
Arm Series 1: Tricep Extension.					
Pole Series.					
Rotator Cuff Pulls.					

# CHECK POINT

- ⇒ At the end of the Pathway, ALL Repertoire must be documented as 'YES': indicating you are comfortable executing and teaching this repertoire.
- ⇒ Exemption: due to contraindications documented at the point of enrolment, reasonable adjustments or exemptions may have been arranged with the Training Manager. In this instance, please list this for the Assessor's reference.

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