

SMALL APPARATUS WORK PLACEMENT LOGBOOK

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

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

SUPERVISOR FEEDBACK: STUDENT PARTICIPATION AND PERFORMANCE				
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. We are committed to the continuous improvement of our courses and would appreciate feedback on the Student's participation and performance. Please answer the following questions and your response will be returned directly to the RTO with the Student's logbook submission. <i>This feedback is confidential between yourself and the RTO.</i>				
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 of appropriate cues (visual/verbal/imagery/tactile), teaching position and movement around clients, communication skills (personality, body language, rapport building skills) and ability to monitor appropriateness of program or class plans?				
Do you have any additional feedback and or comments on the questions above or the overall course structure and how you felt the Student progressed and managed requirements whilst under your supervision?				

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 your full name and Course.

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	1	2	3	4	5	6	7	8	9	10	12	13	14	15	16	17	18	19	20	21	22	22	23	24	25	26	27	28	29	30	
Date completed this Teaching Entry:																															
How did you perform the activity? <i>Face to Face (F2F), Co Instruction (CI), Teaching Clinic (TC)</i>																															
How many people did you teach to or assist with?																															
How long did you teach? (hrs) <i>Note: you can log multiple hours in the one column (e.g. today I did 3 hours teaching practise)</i>																															
INSTRUCTIONS: The performance criteria activities 1 – 19 below only require a <u>minimum of two instances</u> to be performed and ticked across the duration of your total your teaching hours.																															
0	Example performance criteria																														
1	✓											✓																			
2																															

SMALL APPARATUS: INTRODUCTORY TO BASIC

ENTRY	1	2	3	4	5	6	7	8	9	10	12	13	14	15	16	17	18	19	20	21	22	22	23	24	25	26	27	28	29	30
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[illegible]

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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.
- ⇒ 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.

PART 4 | SMALL APPARATUS - OBSERVATION LOG

#OBSERVATION HOURS

WORK PLACEMENT HOURS: OBSERVATION – SMALL APPARATUS					
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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I, the Student declare that I have carried out each hour as recorded and have totalled the required number 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.

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

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

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WHO CAN SIGN OFF ON MY SELF-MASTERY?

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

CHECK POINT

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

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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.					
MAGIC CIRCLE	YES	NO	YES	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.*