FUNDAMENTALS AND WHS WORK PLACEMENT LOGBOOK

PART 1 | SUBMISSION COVER PAGE

Full Name:	
Contact Number:	
Email:	

PRE-SUBMISSION: 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 hours for this Pathway. *Note: There are not Observation hours required to be logged for Fundamentals.*
- ⇒ 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:	

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?

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 STUDIO:			
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.

This 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 Fundamental 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).				
Does the student demonstrate a professional working manner whilst 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?

PRE-SUBMISSION: 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.

PART 3 | FUNDAMENTALS AND WHS - TEACHING LOG

#TEACHING HOURS

WORK PLACEMENT TEACHING HOURS ENTRIES																																
UNITS OF STUDY		Apply Pilates Method fundamentals to Induction and instruction of Pilates Participate in Workplace Health and Safety																														
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? *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 – 26 below only require a minimum of two instances to be performed and ticked across the duration of your total your teaching hours.																																
0	*Example Performance Criteria*	✓											✓																			
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	
1	Prepared for the class including a risk assessment of the studio space including the equipment.																															

2	Introduced clients to the space and pointed out emergency evacuation and muster points.																																	
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
3	Ensured all equipment required for the program was available and in safe working condition.																																	
4	Programmed and Instructed a Group Matwork class with Fundamental level repertoire.																																	
5	Appropriately chose repertoire to suitably match the client's level and individual requirements.																																	
6	Conducted a client/s pre-screening before the session commenced.																																	
7	Used postural assessment techniques to monitor clients' core stability and peripheral mobility and made variations to the program if required.																																	
8	Ensured all equipment was set up correctly.																																	
9	Demonstrated application of core teaching concepts and principles (e.g. control, concentration, breathing etc.) and used the correct names for exercises.																																	
10	Made sure that each client is familiar with the Matwork equipment and how it can impact according to the program repertoire and use of the equipment.																																	
11	Adjusted the repertoire due to information obtained in the pre-screening																																	
12	Demonstrated correct breathing patterns																																	
13	Demonstrated correct movement mechanics and patterns																																	
14	Demonstrated an understanding in exercise application in relation to posture																																	
15	Identified and appropriately applied teaching techniques for controversial and contra-indicated movements.																																	

16	Appropriately identified and addressed any specific requirements of the clients and adapted using cushions, pads, TheraBand, and other aids to ensure optimal technique.																																
17	Provided encouragement, motivation, and constructive feedback to clients																																
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		
18	Utilised different instructing techniques (e.g. visual, verbal, tactile) to establish positive muscle recruitment and movement patterns.																																
19	Provided the correct alternative regression variations to clients who need more support.																																
20	Provided the correct progression variation to clients who need additional challenge.																																
21	Followed safety guidelines																																
INSTRUCTIONS: The performance criteria activities 22 – 26 below need to be performed and ticked every time you teach across the duration of your total your teaching hours.																																	
22	Used correct terminology and medical terms																																
23	Communicated effectively with clients, colleagues, and others																																
24	Demonstrated self-mastery of the exercises, as appropriate																																
25	Packed up equipment and left the work area clean and tidy																																
26	Reported any equipment issues to Management.																																
TOTAL CUMULATIVE TIME SPENT TEACHING *Hours only.*																																	

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.*																														

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.

PRE-SUBMISSION: 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.

PART 4 | FUNDAMENTALS AND WHS – 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 (Mat – Pregnancy; Ref – Beginner; Ref – Beginner etc)	WORK PLACEMENT STUDIO (WPS) / Online (ONL)	TIME SPENT (Hours)	ACCUMULATIVE TOTAL	SIGNATURE
14/11/24	*Mat - Beginner*	*ONL*	*1 hours*	*1*	*Sign here*
20/11/24	*Ref – 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:		

WHO CAN SIGN OFF ON MY SELF-MASTERY?

⇒ A Supervisor.

⇒ The group class or session Instructor, or YOU.

PRE-SUBMISSION: 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
FUNDAMENTALS 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.
INTRODUCTORY	**YES**	**NO**	**YES**	**NO**	**YES**
Breathing and Printing					
Imprinting					
Pelvic Curl					
Chest Lift					
Single Leg lift					
Supine Twist Supine					
Hula					
Quadruped Position					
Side Leg Lifts					
Basic Back Extension					

PRE-SUBMISSION: 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.*