

11332NAT: STUDIO 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 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:	

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

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SUPERVISOR FEEDBACK: STUDENT PARTICIPATION AND PERFORMANCE				
SUPERVISOR NAME:		DATE:		
WORK PLACEMENT SITE:				
STUDENT NAME:				
COURSE:				
SUPERVISOR SIGNATURE:		DATE:		
<p>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.</p> <p><i>This feedback is confidential between yourself and the RTO.</i></p>				
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 Studio 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 your full name and Course.

PART 3 | STUDIO - TEACHING LOG

#TEACHING HOURS

WORK PLACEMENT TEACHING HOURS ENTRIES

UNITS OF COMPETENCY	NAT11332009 Work within the Pilates Framework NAT11332010 Use and maintain core Pilates Industry Equipment NAT11332011 Plan and instruct Pilates Method programming for postural assessment and correction NAT11332012 Instruct Pilates studio Introductory to basic Cadillac repertoire NAT11332013 Instruct Pilates Studio Progressive to intermediate Cadillac Repertoire NAT11332014 Instruct Pilates Studio introductory to intermediate Wunda Chair NAT11332015 Instruct Pilates Studio introductory to intermediate Barrels Repertoire NAT11332016 Undertake exercise planning and programming for Pilates method 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
	Date that you 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 – 95 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	✓											✓																		

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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	Applied Pilates Industry Standards to provide instruction to clients in an ethical and professional manner																														
2	Consulted with the client/s to establish their fitness and health levels and goals																														
3	Followed all the organisational requirements whilst performing the duties of a Pilates Instructor. For example, reporting any equipment damage, faults, or parts not in peak working order																														
4	Ensured any new or current clients are educated about the Pilates Method.																														
5	Maintained client confidentiality																														
6	Ensured any relevant client files are up to date																														
7	Programmed suitably for my clients. For example, matching clients with apparatus appropriate for their level and ability																														
8	Conducted thorough and comprehensive pre-screening where required.																														
9	Referred clients to seek advice from medical or other allied health therapists when appropriate.																														
10	Ensured that conduct is professional when dealing with clients and others																														
11	Maintained good personal physical and mental health																														
12	Adapted my teaching style to suit a range of clients.																														
EQUIPMENT																															
13	Inspected the studio's equipment to ensure it was clean and in safe working order before use.																														

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[illegible]

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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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PROGRESSIVE TO INTERMEDIATE LEVEL CADILLAC

[illegible]

[illegible]

INTRODUCTORY TO INTERMEDIATE LEVEL BARRELS																															
80	Appropriately chose repertoire to suitably match the client’s level and individual requirements.																														
81	Conducted a client/s pre-screening before the session commenced.																														
82	Used postural assessment techniques to monitor clients’ core stability and peripheral mobility of clients and made variations to the program if required.																														
83	Ensured all equipment was set up correctly.																														
84	Demonstrated application of core teaching concepts and principles (e.g. control, concentration, breathing etc.) and used the correct names for exercises.																														
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
85	Made sure that each client is familiar with the Barrels and how the resistance of various mechanisms including springs, tension, and loads can impact according to the program repertoire and use of the equipment.																														
86	Adjusted the repertoire due to information obtained in the pre-screening																														
87	Demonstrated correct breathing patterns																														
88	Demonstrated correct movement mechanics and patterns																														
89	Demonstrated an understanding in exercise application in relation to posture																														
90	Identified and appropriately applied teaching techniques for controversial and contra-indicated movements.																														
91	Appropriately identified and addressed any specific requirements of the clients and adapted using cushions, pads, TheraBand, and other aids to ensure optimal technique.																														
92	Provided encouragement, motivation, and constructive feedback to clients																														

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Please initial each entry.

[illegible]

⇒ 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.

- ⇒ 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 | STUDIO - OBSERVATION LOG

#OBSERVATION HOURS

WORK PLACEMENT HOURS: OBSERVATION - STUDIO					
DATE	CLASS TYPE (Studio – Private; Studio – IC; Studio - Duo etc)	WORK PLACEMENT STUDIO (WPS) / Online (ONL)	TIME SPENT (Hours)	CUMULATIVE TOTAL	SIGNATURE
14/11/24	Studio - Private	ONL	2 hours	2	Sign here
20/11/24	Studio - Duo	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.

WORK PLACEMENT HOURS: SELF - MASTERY

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

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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 SELF-MASTERY?

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

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
CADILLAC 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 - BASIC LEVEL	YES	NO	YES	NO	YES
Spring Bar Roll Up					
Leg and Footwork: Doubles					
Raises					
Prances					
Leg and Footwork: Single Toes					
Leg and Footwork: Single Heels					
Monkey Stretch 1					
Monkey Stretch 2					
Leg Spring Series: Little Frog					
Leg Spring Series: Circles					
Leg Spring Series: Openings					
Leg Spring Series: Walking					
Leg Spring Series: Scissors					
Leg Spring Series: Bicycle					
Mini Rolls					
Pole Roll					
Spine Stretch					

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Arms Series Supine					
Side Sitting 1					
Prone 1					
Breathing					
Spread Eagle					
Standing Spring Bar Pulls					
Spring Bar Roll Up					
Leg and Footwork: Doubles					
Raises					
Prances					
Leg and Footwork: Single Toes					
Leg and Footwork: Single Heels					
Monkey Stretch 1					
Monkey Stretch 2					
Leg Spring Series: Little Frog					
Leg Spring Series: Circles					
Leg Spring Series: Openings					
Leg Spring Series: Walking					
Leg Spring Series: Scissors					
Leg Spring Series: Bicycle					
Mini Rolls					
Pole Roll					
Spine Stretch					
Arms Series Supine					
Side Sitting 1					
Prone 1					
Breathing					

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Spread Eagle					
Standing Spring Bar Pulls					
PROGRESSIVE LEVEL	YES	NO	YES	NO	YES
Mini Rolls Oblique					
Top Loaded Roll Up					
Forward Sitting					
Side Reach					
Preparation for Tower					
Side Sitting 2					
Prone 2					
Mini Rolls Oblique					
INTERMEDIATE LEVEL	YES	NO	YES	NO	YES
Leg and Footwork: Hip Opener					
Bottom Loaded Roll Up					
Tower					
Push Through Bar Saw					
Push Through Bar Cat Stretch					
Bridge Press Prep					
Arms Standing Series: Lat Pullbacks					
Arms Standing Series: Hug-A-Tree					
Arms Standing Series: Circles					
Arms Standing Series: Punching					
Arms Standing Series: Reverse Biceps					
Standing Rowing					
Side Sitting 3					
Prone 3					

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Hanging Back					
Top Loaded Teaser					
Half Hanging					

MID – PATHWAY CHECK IN AUDIT

END OF PATHWAY CHECK IN AUDIT

CHAIR 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 - BASIC LEVEL	YES	NO	YES	NO	YES
Leg and Footwork: Doubles					
Calf Press					
Washer Woman 1					
Washer Woman 2					
Side Reach					
Swan Basic					
Leg and Footwork: Doubles					
Calf Press					
Washer Woman 1					
Washer Woman 2					
Side Reach					
Swan Basic					
Leg and Footwork Singles: Heels/Toes					
Seated Shrugs					
Seated Triceps					
Prone Triceps					
Prone Arm Press					
Floor Frog					

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Hamstring Curl 1					
Hamstring Curl 2					
PROGRESSIVE LEVEL	YES	NO	YES	NO	YES
Standing Leg Press					
Cat Stretch					
Side Reach with Rotation					
Floor Swan					
INTERMEDIATE LEVEL	YES	NO	YES	NO	YES
Standing Side Leg Press					
Pike					
Side Pike					
Step Up					
Side Arms Kneeling					
Torso Press Sit					
Teaser					

MID – PATHWAY CHECK IN AUDIT

END OF PATHWAY CHECK IN AUDIT

BARRELS 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 - INTERMEDIATE LEVEL

YES

NO

YES

NO

YES

Spine Corrector: Waving

Spine Corrector: Side Lifts

Spine Corrector: Chest Lift

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Spine Corrector: Scissor					
Spine Corrector: Openings					
Spine Corrector: Bicycle					
Spine Corrector: Helicopter					
Spine Corrector: The Overhead					
Spine Corrector: Spine Twist					
Spine Corrector: Corkscrew					
Spine Corrector: Rollover					
Spine Corrector: Shoulder Rolling					
High Barrel: Stretches: Prone					
High Barrel: Stretches: Gluteals/Piriformis					
High Barrel: Stretches: Hamstring					
High Barrel: Stretches: Adductors					
High Barrel: Stretches: Quad					
High Barrel: Hip Flexor					
High Barrel: Genie					
High Barrel: Flat Back					
High Barrel: Tilt					
High Barrel: Twist					
High Barrel: The Overhead					
High Barrel: Climb-A-Tree					
High Barrel: Side Over					
High Barrel: Swan					
High Barrel: Reverse Extension					
High Barrel: Horseback					

	MID – PATHWAY CHECK IN AUDIT				END OF PATHWAY CHECK IN AUDIT
PED-A-PUL 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 - INTERMEDIATE LEVEL	YES	NO	YES	NO	YES
Arm Series: Double Arm Press					
Arm Series: Circles					
Arm Series: Shrugs and Triceps					
Arm Series: Wax On – Wax Off					
Squats / Pliés					
Forward Lunge					

	MID – PATHWAY CHECK IN AUDIT				END OF PATHWAY CHECK IN AUDIT
PRE-PILATES 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.
LEVEL – N/A	YES	NO	YES	NO	YES
Pelvic Clock					
Hip Release Sliding					
Side Lying Rotation					
Puppet Arms					
Scapular Protraction and Retraction					
Supine Pole					
Diamond Extension					
Seated Pelvic Tilts and Clock					

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Quadrapped Stabilisation					
Kneeling Swimming					
Kneeling Scapular Protraction and Retraction					
Happy Puppy					
Side Lying Hip Series					
Clams					
Piriformis Stretches					

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.*