

W-COU020 FUNDAMENTALS AND WHS WRITTEN ASSESSMENT

INTRODUCTION

This written assessment has been developed to provide you with the opportunity to demonstrate your understanding of the topics covered and apply what you have learned.

Included in this document is:

- Cover Sheet.
- Submission Instructions.
- Fundamentals and WHS Written Assessment.

UNITS OF COMPETENCY

This is an integrated assessment task. The following units of competency are assessed within this assignment. To complete these units, you are required to complete this assignment, in addition to an online assessment task (multiple choice) as defined in your Course Outline.

- HLTWHS001: Participate in workplace health and safety
- NAT11332001: Apply Pilates Method fundamentals to induction and instruction of Pilates

RESOURCES FOR THIS ASSESSMENT

You will need access to the following resources to complete the written assessment tasks:

- Learning Management System (LMS)
- Website sources relating to Work Health and Safety
- Repertoire manuals

HOW TO ANSWER

Your responses must use complete sentences; not dot points, abbreviation or shorthand, and address all parts of the question, in your own words. Word count for each response should range between 20 – 50 words (approximately), however, you will see that some answers will require longer or shorter responses.

PLAGIARISM

Pilates ITC does not tolerate any attempt to misappropriate, duplicate or “pass off” another person’s work and or ideas as one’s own. To do so is considered misconduct (plagiarism) and will result in penalties, including exclusion from the unit(s) and or termination of your enrolment. Plagiarism is taken very seriously, and all Students will be expected to sign the Plagiarism Declaration prior to submitting any work for assessment.

ASSESSMENT PROCESS

All compulsory assessments (Practical, Written Tasks and other) must be completed and submitted on the date specified in the Student’s Course or Pathway schedule – this is set at enrolment. Late submission will incur an administrative fee.

Students are encouraged to adhere to the designated assessment schedule to allow Educators (Trainers and Assessors) to complete marking in a timely fashion. Students are required to contact Student Support directly and at their earliest convenience to request extension of any assessment deadline.

Pilates ITC ensures that compliance with the assessment guidelines from the relevant Training package are met and assessment decisions are based on the Student’s ability to demonstrate the required skills and knowledge of the topic. Assessments are deemed either **Satisfactory (S)** or **Not Yet Satisfactory (NYS)** by the Educator (Certificate IV in Training and Assessment).

Pilates ITC Educators hold a Cert IV in Training and Assessment to ensure quality and consistency in assessment and learning outcomes, in line with course accreditation requirements.

FEEDBACK

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Pilates ITC Educators provide constructive feedback on assessments to support optimal learning outcomes; if you are unsure about comments provided, please seek clarification from the Assessor.

RESULTS

If your Assessment is marked Satisfactory (S), your Assessor will issue your results via VetTrak.

Should your attempt be marked Not Yet Satisfactory (NYS) your Assessor will issue a re-submission request via VetTrak, with a new deadline and actions required for you to meet a Satisfactory outcome. Extensive feedback is provided on NYS submissions with the intention of helping you successfully navigate your re-submission.

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COVER SHEET - CANDIDATE SIGN OFF AND DECLARATION OF AUTHENTICITY

When you submit a written assessment, you MUST declare that your work is your own. The following authentication statement must be filled in, signed, and returned with your written assessment. If you do not include a completed with your written assessment you work will not be marked and returned to you to complete the declaration.

COVER SHEET - CANDIDATE SIGN OFF AND DECLARATION OF AUTHENTICITY	
Student to complete this section	
Student Name	
Student Learner ID#	
Student Email Address:	
Contact Number:	
My signature below confirms the following: 1. I have read the instructions for this written set of tasks; 2. I choose to be assessed at this time; 3. I have kept a copy of these tasks for my own records; 4. I understand my tasks will not be returned to me and I will just receive feedback from my Assessor on these tasks; 5. I declare that these written tasks are 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 Satisfactory" outcome being given and/or a withdrawal of the qualification.	
STUDENT SIGNATURE	
DATE OF SIGNATURE	
** Note a signature is only possible if the student (a) provides a hard copy of the assessment, (b) has access to a scanner and can print, and sign the declaration, or has created a digital signature. Typing your name as a signature will not be an acceptable method of authentication.	

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ASSESSMENT SUBMISSION

SUBMISSION DEADLINE

Your submission deadline is available via the Student Portal (VetTrak), in your Course Schedule.

INSTRUCTIONS

Print this document, then complete:

- Cover Sheet.
- Short Answer and Written Tasks in a new Word Document.

Scan your completed Cover Sheet and incorporate into a single Word document along with your Short Answer Tasks. Save the document as a **PDF**, using the following file naming convention:

LAST NAME_FIRST NAME_Fundamentals and WHS Written Assessment.pdf

UPLOAD

- Visit your LMS dashboard and select *Fundamentals and WHS Written Assessment*.
- In *Submit My Fundamentals and WHS Task Here*, select *Upload File* and upload one PDF.

Upload one (1) submission in PDF format only.

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SHORT ANSWER AND WRITTEN TASKS.

QUESTIONS

1. Describe the four (4) types of cues commonly used in Pilates, and why to be an effective instructor you need to be able to apply these responsively and in combination.
2. Considering what you know about Joseph Pilates' history, his exercise method and his beliefs about health; in 200 words discuss why he was ahead of his time.
3. In 250-300 words, summarise the overall benefits of the Fundamental repertoire for both the instructor and the client during their first class. Include in your response a minimum of one example of a fundamental exercise and what it shows us (e.g. Pelvic Curl allows us to assess the strength of the hip extensors vs. hip flexors).
4. Think of an example where you have seen an instructor positively affect client's behaviour in your work placement hours and describe why the motivation was required and how the motivation was given.
5. Explain how you would turn the following two behaviour responses around:
 - First three sessions: 'I don't think it's working – I can't feel anything yet.'
 - After 10 sessions: 'I'm still doing basic exercises. When will I be advanced?'
6. In 200-300 words describe the difference between compensatory and habitual muscle recruitment patterns.
7. Summarise the imbalances that may be observed by using the Roll Down and the Foundation Series (Breathing and Printing, Imprinting, Pelvic Curl, Chest Lift, Single Leg Lift, Spine Twist Supine, Hula) as an assessment tool in a client's first class. Please outline imbalances for each exercise in the Foundation Series.
8. What general health conditions or life conditions might cause a client to display difficult or challenging behaviour?
9. If you had to regress the Spine Twist in the foundation series by placing a ball under the client's feet, what weaknesses would that indicate, and what other changes may you have to make to the client's program?
10. Which government organisation is responsible for WHS legislation in your state or territory?

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11. What is the WHS Act in each state and territory?
12. List the relevant organisational procedures that deal with WHS that may be found in a Pilates workplace.
13. List the steps that are undertaken in the Risk Management in Australia.
14. What are four (4) type of workplace hazards that could be found in a Pilates studio and give an example of each.
15. What does PCBU stand for and what is the definition regarding Work Health and Safety?
16. What is the definition by the hierarchy of control in the risk management process? And list the 6 levels in their order of effectiveness.
17. List all the safety clothing you should wear when doing your job.
18. Identify three (3) possible manual handling risks in your workplace and how you may avoid them.
19. What guidelines for good hygiene and infection control should be adhered to in the Pilates studio?
20. In 250 – 300 words discuss how you aim to contribute to safe work practices when working as a Pilates Instructor.

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21. What is the meaning of each of the following Safety Signs and where might they be used in a Pilates Studio?

a. 	b. 
c. 	d. 
e. 	f. 
g. 	h. 
i. 	j. 

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22. In 250 – 300 words reflect on and discuss how you aim to manage your own levels of stress and fatigue when working as a Pilates Instructor, and who you would report to if you were struggling with your work?

23. Develop and submit a brief Standard Emergency Procedure (SEP) for a Pilates Workplace. Your SEP plan must include

1. Procedures for:

- Fire, flood and similar
- Bomb threats, hold ups
- Medical emergencies – first aid procedures

2. Evacuation procedures. Emergency Procedures must clearly outline:

- What to do in the event of each kind of emergency
- Employee responsibilities
- How to keep yourself and others safe
- Where emergency exits are
- Where the emergency assembly point is in the event of an evacuation
- Where the relevant emergency equipment is, e.g. fire extinguishers
- How to use the emergency equipment

3. Emergency equipment, e.g. first aid kit, fire extinguishers

4. Reporting details of an emergency.

This task must be typed and presented as a Workplace document (i.e. presented as you would find it in a real Workplace).

24. Develop a Hazard Checklist for a Pilates Workplace (you can use your Work Experience Facilitation Site). Your checklist must include the following workplace hazard:

- Trip slips and falls
- Stored Energy
- Hygiene
- Chemical
- Psychosocial

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25. Conduct a Risk Assessment of your Work Experience Facilitation Site using the Hazard Assessment Checklist you developed above.

- Develop a Risk Register
- Enter the hazards you identified in Part 1
- Using the Risk Matrix below, you need to identify and prioritise potential risks using the Likelihood and Consequences ratio (Low, Med, High, Extreme)
- Then use the Hierarchy of Controls, list what controls you recommend and why.

Likelihood	Consequences				
	Insignificant <i>Risk is easily mitigated by normal day to day process</i>	Minor <i>Delays up to 10% of Schedule Additional cost up to 10% of Budget</i>	Moderate <i>Delays up to 30% of Schedule Additional cost up to 30% of Budget</i>	Major <i>Delays up to 50% of Schedule Additional cost up to 50% of Budget</i>	Catastrophic <i>Project abandoned</i>
Certain >90% chance	High	High	Extreme	Extreme	Extreme
Likely 50% - 90% chance	Moderate	High	High	Extreme	Extreme
Moderate 10% - 50% chance	Low	Moderate	High	Extreme	Extreme
Unlikely 3% - 10% chance	Low	Low	Moderate	High	Extreme
Rare <3% chance	Low	Low	Moderate	High	High

