## 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:	

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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?

SUPERVISOR DECLARATION	) N		
I have the qualification, or Pilates Indiactivities, and the activity was perform	ustry experience to provide third party observation for the above Student's logbook of Instruc med safely and to industry standards.	ctional act	ivities. I was present when the above Student performed the below
Supervisor's Full Name:			
Name of Work Placement Studio:			
Supervisor's Signature:		Date:	

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

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SUPERVISOR FEEDBACK: STUDENT PARTICIPATION AND PERFOR	MANCE			
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 Student's participation and performance. Please answer the following questions and your responses.				
This feedback is confidential between yourself and the RTO.				
FEEDBACK	YES	MOSTLY	SOME	NO
FEEDBACK Was the Student professional in their conduct and approach to completing work experience?	YES	MOSTLY	SOME	N O
	YES	MOSTLY	SOME	NO
Was the Student professional in their conduct and approach to completing work experience?	YES	MOSTLY	SOME	N O
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 Matwork level Pilates repertoire	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 Matwork 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,	YES	MOSTLY	SOME	NO

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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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#### 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.

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# PILATES ITC

## PART 3 | MATWORK - TEACHING LOG

#TEACHING HOURS
-----------------

																				_					
WORK PL	ACEMENT TEACHING HOURS ENTRIES																								
UNITS OF	COMPETENCY	NA	T11	1332	003	Plan	and	d inst	truct truct truct	a Pr	ogre	essiv	∕e Ma	atwo	rk cl	ass.	Intro	duct	ory 1	o Ba	asic I	evel.			
ENTRY		-	2	თ <	. ك	9	7	∞	10	12	13	4	- P	17	18	19	21	22	22	23	25	26	27	29	30
Date that you	completed this Teaching Entry:																								
-	perform the activity? F2F), Co Instruction (CI), Teaching Clinic (TC)																								
How many pe	eople did you teach to or assist with?																								
	you teach? (hrs) log multiple hours in the one column (e.g. today I did 3 hours teaching practise)																								
INSTRUC	TIONS: The performance criteria activities 1 – 54 below only require a minimum of t	wo ir	ısta	nces	to b	e pe	rforı	med	and <sup>-</sup>	ticke	ed a	cros	s the	dura	ation	of y	our 1	total	youi	· tea	chin	g hou	Irs.		
0	Example Performance Criteria	<b>V</b>									<b>V</b>														
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.																								

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3	Ensured all equipment required for the program was available and in safe working										
5	condition.										

MATWO	RK: INTRODUCTORY TO BASIC																											
ENTRY		_	2	က	4	2	9	7	8	6 5	12	13	14	15	2   2	- 6	χ <u>ς</u>	20	21	22	22	23	24	67	77	28	29	30
4	Programmed and Instructed a Group Matwork class with Introductory to Basic level repertoire.																								T		T	
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 of clients and made variations to the program if required.																								I			
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.																								I			
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.																								$\perp$			
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.																											

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Appropriately identified and addressed any specific requirements of the clients and



16	adapted using cushions, pads, TheraBand, and other aids to ensure optimal technique.																										
17	Provided encouragement, motivation, and constructive feedback to clients																										$\perp$
ENTF	RY	-	2	က	4	2	9	7	ω σ	D   C	12	1 2	14	15	1   1	_   a	10	20	21	22	22	23	24	26	27	28	200
18	Utilised different instructing techniques (e.g. visual, verbal, tactile) to establish positive muscle recruitment and movement patterns.																						I				I
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																										
MATW	VORK: PROGRESSIVE		•	•	•											_											
22	Programmed and Instructed a Group Matwork class with Progressive level repertoire.																										
23	Appropriately chose repertoire to suitably match the client's level and individual requirements.																										I
24	Conducted a client/s pre-screening before the session commenced.																										
25	Used postural assessment techniques to monitor clients' core stability and peripheral mobility of clients and made variations to the program if required.																										
26	Ensured all equipment was set up correctly.																										
27	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.																										
		1	1	1	1 1	- 1	ı I.	- 1	- 1	- 1	- 1	- 1	1	- 1	- 1	- 1	- 1	- 1	1	1 /		- 1	- 1	- 1	1 1	- 1	- 1

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Adjusted the repertoire due to information obtained in the pre-screening

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29	Demonstrated correct breathing patterns																									
30	Demonstrated correct movement mechanics and patterns																									
31	Demonstrated an understanding in exercise application in relation to posture																									
ENTRY		-	2	3	4	5	9	7	ω (	ۍ د	12	13	14	16	17	18	9 0	21	22	22	23	25	26	27	200	30
32	Identified and appropriately applied teaching techniques for controversial and contra- indicated movements.																									
22	Programmed and Instructed a Group Matwork class with Progressive level repertoire.																									
23	Appropriately chose repertoire to suitably match the client's level and individual requirements.																									
24	Conducted a client/s pre-screening before the session commenced.																									
25	Used postural assessment techniques to monitor clients' core stability and peripheral mobility of clients and made variations to the program if required.																									
26	Ensured all equipment was set up correctly.																									
27	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.																									
28	Adjusted the repertoire due to information obtained in the pre-screening																									
29	Demonstrated correct breathing patterns																									
30	Demonstrated correct movement mechanics and patterns																									
31	Demonstrated an understanding in exercise application in relation to posture																									
32	Identified and appropriately applied teaching techniques for controversial and contra- indicated movements.																									

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33	Appropriately identified and addressed any specific requirements of the clients and adapted using cushions, pads, TheraBand, and other aids to ensure optimal technique.																									
34	Provided encouragement, motivation, and constructive feedback to clients																									
35	Utilised different instructing techniques (e.g. visual, verbal, tactile) to establish positive muscle recruitment and movement patterns.																									
ENTRY		-	2	က	4	2	9	_	∞ c	ا م	12	13	4	9	17	18	19	21	22	22	23	25	26	27 28	29	30
36	Provided the correct alternative regression variations to clients who need more support.																									
37	Provided the correct progression variation to clients who need additional challenge.																									
38	Followed safety guidelines																									
MATWO	RK: INTERMEDIATE																									
39	Programmed and Instructed a Group Matwork class with Intermediate level repertoire.																									
40	Appropriately chose repertoire to suitably match the client's level and individual requirements.																									
41	Conducted a client/s pre-screening before the session commenced.																									
42	Used postural assessment techniques to monitor clients' core stability and peripheral mobility of clients and made variations to the program if required.																									
43	Ensured all equipment was set up correctly.																									
44	Demonstrated application of core teaching concepts and principles (e.g. control, concentration, breathing etc.) and used the correct names for exercises.																									
45	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.																									
46	Adjusted the repertoire due to information obtained in the pre-screening																									

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47	Demonstrated correct breathing patterns																										
48	Demonstrated correct movement mechanics and patterns																										
49	Demonstrated an understanding in exercise application in relation to posture																										
ENTRY		-	2	က	4 4	0	م	- 0	0 0	10	12	13	14	15	ا 9	_ 0	19	20	21	22	22	24	25	26	27	28	29
50	Identified and appropriately applied teaching techniques for controversial and contra- indicated movements.							Ī																			
51	Appropriately identified and addressed any specific requirements of the clients and adapted using cushions, pads, TheraBand, and other aids to ensure optimal technique.																										
52	Provided encouragement, motivation, and constructive feedback to clients																										
53	Used correct terminology and medical terms																										
54	Communicated effectively with clients, colleagues, and others																										
INSTR	UCTIONS: The performance criteria activities 55 - 57 below need to be performed and <u>t</u>	icke	d ev	ery t	ime	you	ı tea	ich :	acro	ss tl	he d	lurat	tion	of y	our	tota	Ιyοι	ır tea	achi	ng h	ours.						
0.0	Example performance criteria	~	~	~	· ,	/ ,	/ /	/	/ /	~	~	~	~	~	/	~   ~	/	~	~	~	~ ~	~	~	~	~	~	~ ~
55	Demonstrated self-mastery of the exercises, as appropriate																										
56	Packed up equipment and left the work area clean and tidy																										
57	Reported any equipment issues to Management.																										
TOTAL Hours only	CUMULATIVE TIME SPENT TEACHING																										

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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.
- $\Rightarrow$  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.

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## PART 4 | MATWORK - OBSERVATION LOG

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

WORK P	LACEMENT HOURS: OBSE	RVATION - MATWORK			
DATE	CLASS TYPE (Mat – Pregnancy; Mat – 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	Mat – 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 mber 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.
- $\Rightarrow$  Every entry is signed and dated where indicated.

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## PART 5 | MATWORK - 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; Mat – Beginner; Mat – 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, Mat - Beginner	WPS	2 hours	3	Sign here

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each hour as	It declare that I have carried out s recorded and have totalled the nber 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.

#### 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 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		
MATWORK REPERTOIRE	This exercise is clear to at executing it.	me. I am comfortable	ne. I am comfortable	I am comfortable in executing and teaching this exercise now.	
INTRODUCTORY - BASIC LEVEL	YES	NO	YES	NO	YES
Roll Up					
Leg Circles					
Rolling					
Single Leg Stretch					
Spine Stretch					
Spine Twist Sitting					
Roll Back					
Prone Breathing					
Rest Position					
Roll Up					
Leg Circles					
Rolling					
Single Leg Stretch					
Spine Stretch					
Spine Twist Sitting					
Roll Back					
Prone Breathing					

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Rest Position					
The Hundred					
Criss Cross					
Saw					
Side Kicks					
Side Leg Lift					
Side Lifts					
Swimming					
Cat Stretch					
Kneeling Lunge					
Roll Down					
PROGRESSIVE LEVEL	YES	NO	YES	NO	YES
Side Reach					
Double Leg Stretch					
Hamstring Pull / Scissors					
Abduction / Adduction					
Side Lying Leg Circles					
Single Leg Kick					
Double Leg Kick					
Pike					
Front Support					
Side Support					
Teaser Prep					
Standing Lunge					
INTERMEDIATE LEVEL	YES	NO	YES	NO	YES
Open Leg Rocker					

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## PILATES ITC

Roll Overs			
Shoulder Bridge			
Corkscrew			
Back Support			
Leg Pull Front			
Leg Pull Back			
Teaser			
Seal Puppy			

#### 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.

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