
ADAM SMITH COLLEGE
INSPIRING LEARNING

Course Handbook

**HNC Fitness, Health
and Exercise**

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Welcome to Adam Smith College

This is the Course Handbook for the HNC Fitness, Health and Exercise. On behalf of the Course Team I would like to warmly welcome you to Adam Smith College. We feel sure that you will enjoy your time spent here.

To help you make the most of your time at College and to familiarise you with your course we have produced this course handbook. In here you will find information about the structure of your course, the teaching and learning styles used and the ways in which your work will be assessed and graded.

There is a considerable amount of information contained in this handbook, some of which will be of greater relevance to you as you work through the course than it is at the start of your studies in the College. However, we recommend that you read this Course Handbook through carefully **now**, then keep it safely - you will need to use it through your course.

We hope you will find the handbook a useful guide to your course and wish you every success in your studies.

Sheona McHale

Curriculum Head: HNC Fitness, Health and Exercise

Information about your course

Your course is:

HNC Fitness, Health and Exercise

Your Curriculum Head is:

Sheona McHale

His/Her office is:

BF12, St Brycedale Campus

His/Her telephone number is:

01592 223486

His/Her email address is:

sheonamchale@adamsmith.ac.uk

Scheduled guidance time:

TBC

Your Curriculum Head

Each course in the Adam Smith College is assigned a Curriculum Head, whose role is to provide you with advice and support through your course of study. This falls roughly into two categories – guidance related to your studies and pastoral care to help you deal with any difficulties you might encounter of, for example, a personal, financial or health-related nature.

At the beginning of your course you will agree your learning targets with your Curriculum Head. These will be recorded on your Learner Agreement which both of you will sign. Throughout your course, your Curriculum Head will monitor your progress and meet with you regularly during the year to discuss how you are getting on.

Your Curriculum Head will also be available at a set time each week when you can meet if there's something you need to discuss. However, if something comes up which has to be dealt with urgently, you can ask to speak to your Curriculum Head at any time. He/she might not be able to meet you immediately – Curriculum Heads have classes to teach and other students to look after – but he/she will offer you an appointment as soon as possible or refer you to another appropriate member of staff.

Your Curriculum Head may not always be able to personally provide you with the sort of help or support you need, in which case he/she might recommend that you are referred to a member of the College's Guidance or Learning Support staff.

So, if at any time throughout your course, you experience difficulties which are affecting your progress as a student, your Curriculum Head should be your first contact. Please remember that unresolved problems rarely just go away. On the contrary, they tend to get worse the longer they're not dealt with. So, speak to your Curriculum Head sooner rather than later.

Your attendance at college and part-time employment

Your success as a student depends on full and regular attendance at **all** classes. You should inform your Curriculum Head as soon as possible if you have problems with attendance. Our records show that students who do not attend all their classes have a very high risk of failure.¹

¹ For full details of regulations about attendance, see the College Attendance Policy and Procedure.

We recognise that you may need to undertake part-time work, but we strongly advise you not to take employment of more than 15 hours a week if you are a full time student. Should you need to take employment of more than 15 hours per week we recommend you register as a part time student. A full time student is expected to follow their timetable and negotiate work times around it.

Your learning

Your College course will provide you with constant opportunities to learn new skills and acquire knowledge in your chosen subject areas. In order to make the most of all the opportunities available, you need to organise and plan your learning and also to manage your time effectively.

You must attend **all** your timetabled classes. You also need to study in your own time and you should plan to spend several hours a week to fulfil your commitment as a full-time student. You need to allocate time for this in your diary.

Prepare for lectures and tutorials by doing any reading or exercises in advance. Always make some notes – there is usually a handout provided. Review these after the class and ask your lecturer if there is anything you do not understand.

Note assignment deadlines and exam dates in your diary and remember to begin assignments early. You will enjoy researching and planning your work if you allow yourself plenty of time. Make sure you understand what you need to do and plan how you are going to tackle it. Seek advice from your lecturer or Curriculum Head if there is anything that needs clarification.

For full details of regulations about attendance, see the College Attendance Policy and Procedure.

In summary:

- ❖ plan your learning strategy
- ❖ allocate enough time
- ❖ attend **all** of your classes
- ❖ start assignments well in advance
- ❖ seek advice and help
- ❖ use the learning resources offered
- ❖ enjoy the learning experience!

Credit for previous learning

Some students have previous experience or qualifications for which they may receive credit on their present course of study. If you have any qualification that may exempt you from part of your course, for example from school or another college, you may apply for Accreditation of Prior Learning (APL). Similarly, if you have undertaken work, paid or voluntary, that has resulted in learning skills or knowledge that is equivalent to units you will be studying here, you may apply for Accreditation of Prior Experiential Learning (APEL). Together these are known as AP(E)L and it means you do not have to duplicate study you have done previously. It does not necessarily have to be in your chosen subject, but it must be at the same level as your course of studies here.²

If you wish to claim for APL/AP(E)L please speak to your Curriculum Head.

The aims of your course

The aims of your course are:

- ❖ to develop your knowledge of the facts, theories, concepts, applications, development and importance of *Fitness, Health and Exercise*
- ❖ to enhance your practical skills in Fitness Instruction and Gym Induction.
- ❖ to provide a sound basis for those of you who may decide go on to a more advanced course of study;
- ❖ to give you experience of the equipment, materials, processes and practices currently used in the Fitness Industry ;
- ❖ to encourage your development of effective learning strategies.

² For full details of the scheme for crediting previous learning, see the College Credit Transfer and APL/APEL Procedure.

The structure of your course

The course consists of 11 units, with a total value of 14 credits. The course consists of 3 days of formal classes each week along with individual study and coursework.

The units you will study in Semester 1 are:

Semester 1		
Unit Code	Unit Title	Credit
DW60 34	Exercise Physiology & Anatomy	2
DP8E 34	Exercise Principles & Programming	2
DT4W 34	Nutrition for Fitness, Health and Exercise	1
DP2L 34	Health Screening	0.5
DW69 34	Fitness, Health & Exercise: Graded Unit 1	1
DW63 34	Plan, Teach and Evaluate a Group Exercise with Music Session	2
F9T634	Plan, Teach and Evaluate a Gym Based Exercise Session	2
D85F 34	Using Software Application Packages	1
DV0M 34	Work Experience	1

The units you will study in Semester 2 are:

Semester 2		
Unit Code	Unit Title	Credit
DW60 34	Exercise Physiology & Anatomy	2
DP8E 34	Exercise Principles & Programming	2
DT4W 34	Nutrition for Fitness, Health and Exercise	1
DF87 34	Health and Safety Legislation: An Introduction	1
DW69 34	Fitness, Health & Exercise: Graded Unit 1	1
DW63 34	Plan, Teach and Evaluate a Group Exercise with Music Session	2
F9T634	Plan, Teach and Evaluate a Gym Based Exercise Session	2
DV0M 34	Work Experience	1
DD30 34	First Aid for Sport	0.5

The content of your course

Here are brief descriptions of the mandatory units which make up your course:

Exercise Physiology and Anatomy

On completion of this Unit you should have gained an understanding of the Skeletal, Muscular, Respiratory, Cardio Vascular systems of the Human Body. You will also be able to describe the use of energy substrates in exercise. This knowledge is fundamental to your understanding of Exercise and Human performance and will be built upon in other mandatory Units within the HNC/ HND award.

In addition to tuition you will receive additional support and guidance in the form of teaching packs and audio visual aids to learning. A large amount of self study and resourcing is essential for successful completion of this Unit.

Health and Safety Legislation: An Introduction

This Unit is designed to give you an introduction to the reasons for legislation which underpin Health and Safety regulations.

In **Outcome 1** you will learn about: The common Law - civil and Criminal – as this relates to Health and Safety. The Statutory Law - civil and Criminal – as this relates to Health and Safety. The effects of the European Union – as this relates to Health and Safety.

You will look at the reasons which led to the creation of legislation (source of law), the Act itself and relevant secondary legislation. You will also look at the impact of relevant European directives in your industry.

Outcome 2 will cover the key features of the Health and Safety at Work Act 1974. You will acquire a general understanding of the Act and a more specific understanding of how it applies in your industry. You will study those affected by the Act and your legal liabilities under the Act.

For **Outcome 3** the assessment may be an investigation in a workplace environment to gather details on a number of areas as follows:-

- Consequence of not implementing the Act – legal, financial, consequential, corporate and individual liability.
- Monitoring the implementation of Health and Safety Regulations in the workplace.
- The five steps to risk assessment.
- Relevant information to employees under the Regulations.

- Codes of practice relevant to occupational area and measures taken to fulfil the statutory obligations having regard to the nature of the activities.
- The need for Planning, organisation, control, monitoring and review of preventative and protective measures.
- Regulations surrounding the use of equipment.
- Duties of employees at work.
- The duties and responsibilities of and for visiting workers.
- Accident and Incident Reporting – internal and external to regulatory bodies
- Enforcement and the role of inspectors.

Fitness, Health & Exercise: Graded Unit 1

The Group Award Graded Unit will be assessed by the three stages of

- Planning
- Developing
- Evaluating

This practical work-based project should provide you with the opportunity to produce evidence that demonstrates you have met the aims of the Group Award. This unit assessment should be based on the workings of a local facility.

You will be asked to select a Health and fitness Facility, and investigate and evaluate specific aspects of the organisation.

You will be required to submit a written report of between 2,000 and 2,500 words in a word processed format, in addition to presenting a 10 minute oral presentation summarising the key points. The presentation may make use of electronic media and software packages.

First Aid Sport

This unit introduces the candidate to the skills required to administer First Aid. It also allows the candidate to develop the skills to be able to recognise conditions and illnesses that may arise.

On completion of this unit the candidate will be able to:

1. Describe the responsibilities of a workplace first aider
2. Demonstrate the first aid techniques required to save life
3. Demonstrate and describe a range of first aid techniques

Nutrition for Fitness, Health and Exercise

The science of nutrition is relatively new and involves the study of the nutrients in foods and the body's handling of those nutrients. Because it is a science in its infancy there are many new and exciting discoveries taking place every year for us to broaden our knowledge base with.

Nutrition plays a significant role in all of our lives, even though we are not always aware of it and it will continue to affect us in major ways, depending on how we choose our foods. It is now becoming common knowledge that good choices bring about health benefits whilst careless choices bring about many of today's degenerative diseases.

As a promoter of healthy living you will be expected to advise clients on matters of a nutritional nature, with this Unit offering you the knowledge and skill base required to do so.

You will learn to identify sources of food nutrients, and understand their structure and roles within the body. You will build on your knowledge of human anatomy, learning about the digestive system and its function with particular reference to digestion, absorption and usage of food. Finally you will learn how effective diet can contribute to health and fitness

You will be assessed on your knowledge by a series of closed-book questions and/or a portfolio of evidence to include case studies.

Exercise Principles and Programming

The Unit is intended to encompass the major functions of the Fitness, Health and Exercise professional to include the assessment of a client's current fitness, the prescription on an intervention strategy and the delivery of an effective exercise experience. The Unit will help the candidate apply their knowledge of fitness testing and training resulting in the practical delivery of a client specific session. Knowledge of adaptations to exercise and client adherence factors will allow candidates to approach these primary professional functions competently and confidently.

The Unit is divided into 5 Outcomes with various forms of evidence gathering. Restricted response papers, a fitness testing results portfolio, extended response case study and direct observation by staff should all be adopted.

Health Screening

In order to pass this Unit you should provide evidence of the following Outcomes:

1. Describe the key factors relating to screening.
2. Apply appropriate screening procedures to a specific client.

Screening is invaluable in terms of safety, establishing health risks, contraindications to exercise, reviewing lifestyle characteristics, identifying aims and getting to know clients. In this Unit you will describe the key features and theoretical aspects relating to screening and then have the opportunity to apply them with a selected client.

Assessments will be of both a practical and theoretical nature. You will be required to produce a pre-exercise health screening safety questionnaire which covers a range of personal, medical and lifestyles areas which you will use with a client in order to gather information. You will produce a client profile outlining the data you gathered.

Plan, Teach and Evaluate a Group Exercise with Music Session

On completion of this Unit you should be able to plan, teach and evaluate an aerobics or circuits class giving progressions and adaptations to accommodate a variety of participants. The Unit is designed to prepare you for employment as an exercise teacher by mapping some of the criteria against that of the SVQ Instructing Exercise and Fitness at level 2. A large amount of self study and practice is essential to successfully complete this Unit.

You will be required to plan and teach a class demonstrating teaching skills, class management, observation and feedback, music usage and rapport with participants.

You will be required to ensure that:

- Your teaching performance is of the necessary standard to allow assessment to take place. Your teaching performance will be recorded.
- You have adequate equipment and suitable music available for the due assessment date.
- Written evidence in the form of a session plan, screening questionnaire, risk assessment and evaluation is supplied on the due dates.

Plan, Teach and Evaluate a Gym Based Exercise Session

On completion of this Unit you should be able to plan, teach and evaluate induction sessions for inexperienced clients/participants and be able to offer advice on progression of the programme. The Unit is designed to prepare you for employment as a gym instructor by mapping some of the criteria against that of the SVQ Instructing Exercise and Fitness at level 2. A large amount of self study and practice of technique is essential to successfully complete this Unit.

You will be required to plan and teach an induction session consisting of cardiovascular and resistance training exercises for an inexperienced clients/participants. Your session must be planned and taught using the recommended number of cardiovascular and resistance training exercises. Whilst teaching the session you must demonstrate a rapport with your participant; good teaching skills such as demonstrating good technique, explaining the teaching points of the exercise in a way that the participant can understand, and offering feedback in a positive and effective manner.

You will be required to ensure that:

- your plan and risk assessment covers the outlined criteria
- your teaching performance is of the necessary standard to allow assessment to take place. Your teaching performance will be observed by your tutor
- written evidence in the form of a session plan, screening questionnaire, risk assessment and evaluation questionnaire is supplied on the due dates

Assessment of your work

Throughout your course, your work will be assessed in a number of different ways, depending on the different criteria in individual units.³

The majority of courses delivered in the College are assessed partly or wholly on a continuous basis – in other words, you will be assessed on parts of your work as you go along rather than all of it at the end of the unit. This assessment is carried out by the lecturer teaching the unit.

So that assessments can be fair to all students, and whoever teaches them, internal assessments are checked by other lecturers teaching the same, or similar, units. This is a process called 'internal moderation'.

Over and above the internal moderation of assessments of student work, awarding bodies check that colleges are assessing work appropriately by a process called 'external verification'. This process involves the awarding body carrying out checks on College staff's assessments of student work. This is done by sending 'external moderators' to the College, where they check assessments against national standards.

Only after these three stages have been completed can you be sure of your results, the certificates for which will be sent to you directly by the awarding body, not the College.

Internal assessment is not just about judging whether you have passed or failed. It also provides both you and your lecturers with important information about what you're doing well and where you have shortcomings in your knowledge, understanding or skills. Assessment is closely linked to the learning process in the sense that the feedback you will receive from your lecturers will help you improve your work in the future.

³ For full details of the College's regulations about assessment, see the College's Assessment Procedure.

Finally, a range of courses delivered in the College are assessed by means of an externally-set and externally-assessed examination. The examining body will inform you directly whether or not you have completed your course successfully. College lecturers are not in a position to tell you whether you have passed or failed, until they have been informed by the examining body (usually at the same time as you will know directly from the examining body). If in doubt, please ask your lecturer about the procedures used.

Re-assessment of your work

If you are unsuccessful in an internal assessment, you will be offered the opportunity to be re-assessed. Depending on the arrangements for re-assessment laid down for a particular unit, this may involve retaking either the whole assessment or just part of it.

You will normally only be allowed one (or, in exceptional circumstances, two) re-assessment opportunities.

Submission of your coursework

All coursework for assessment will have a specified deadline for submission. It is essential that you meet the submission deadline to ensure fairness amongst all students and to enable staff to mark efficiently.

Your subject lecturer may allow you an extension to a submission date if there are valid circumstances affecting your ability to meet the deadline.

Any coursework (for which there are no mitigating circumstances or an agreed extension) handed in after the submission deadline will normally receive a mark of 0.

If you are unwell when completing assessed coursework or sitting examinations, or have any other specific difficulties that may affect your performance in assessed coursework or examinations, you should notify your Curriculum Head in writing of the circumstances as soon as possible, and make immediate arrangements for medical certificates or other letters of support to be submitted.

Cheating and plagiarism

There are various forms of academic dishonesty but in the student's context it means cheating in examinations or presenting work for assessment which is not your own.

Plagiarism as a form of cheating takes place when the student 'borrows' or copies information, data or results from an unacknowledged source, without quotation marks or any indication that the presenter is not the original author or researcher.

If carried out knowingly, cheating and plagiarism have the objective of deceiving examiners and this threatens the integrity of the assessment procedures and the value of your award.

Work produced by someone else may be summarised or repeated providing it is referenced to the original author. As well as text, work such as diagrams, maps and charts must also be acknowledged. In addition to the use of quotation marks when quoting from original sources and secondary material, full reference for both quotes and paraphrases or summaries of published material must be given. All references should then be included in a bibliography at the end of the piece of work. Appropriate references for web-based material must also be given, including the relevant URL.

Any student found to have used unfair means in any examination or assessment procedure will be penalised.⁴

Support for your learning

The College has a positive policy of supporting students with learning difficulties or disabilities and their interests are represented by the Diversity Committee which reports directly to the Principals Group. The College has a Learning Support team, which can provide help and advice on all aspects of learning support and coping with learning difficulties.

The College offers support in making alternative arrangements for exams and assessment, support with study skills and advice with applications for the Disabled Students Allowance. Support and advice can also be provided in the specification and purchase of specialist equipment and the use of Information Technology.

⁴ For full details of the College's regulations on cheating and plagiarism, see the College Academic Deceit Procedure.

In order to ensure that you are provided with the appropriate advice and support from the start of your studies it is important that you discuss any difficulties and special requirements with the Learning Support Manager, or with your Curriculum Head, as early as possible.

Your feedback

The College requires all courses to have a formal system through which students are invited to comment routinely, in confidence, upon the teaching they have received. This helps us to check that students have a clear idea of our aims in teaching particular units, and of what we expect them to do; that our classroom teaching is effective and stimulating; that our advice and feedback to students on individual work is helpful; and that our resources are adequate.

Questionnaires are the primary mechanism for this formal 'feedback'. You will be asked to complete a questionnaire for each unit you are taught. We appreciate that they can be tiresome to complete in large numbers, but hope that you will take the time to give a full and detailed response. Both negative and positive feedback is important. In order to be able to assess the feedback and to attempt to take appropriate action it is important that when making comments you indicate *why* you feel that something is good or bad, not just that you think it is.

Each lecturer responsible for a unit will prepare a short report analysing the questionnaire returns, highlighting any criticisms or suggestions. The report and the questionnaires for each unit will then be passed on to the Curriculum Head, who will present the reports at meetings of the Course Committee. The reports will also be discussed at appropriate meetings of staff within the department so that appropriate action can be taken. A summary of the student feedback and the action taken will be included in the Institute's Annual Report which is presented to the College Academic Board.

Your representation

Each course in the College is required to have a Course Team. This meets at least twice a year to review the course and consists of the Curriculum Head, all member of staff who teach units on the course and two representatives from the students on the course.

Prior to each meeting, your course representatives will be given a copy of the agenda and will be asked to consult their fellow students about the items listed and be prepared to report to the meeting on any issues raised.

Following the meeting, the class representatives will receive a copy of the Course Review report to share with their fellow students on the course.

The existence of the formal system of student representation doesn't mean that you should feel this is the only channel open to you. You may of course raise issues directly with a lecturer or your Curriculum Head. Individual problems are often likely to be more easily and quickly resolved in this way.

Your comments, complaints or compliments

Naturally, we hope that your experience at the Adam Smith College will be an enjoyable and rewarding one. However, we do recognise that sometimes things can go wrong and encourage you to make your comments or complaints known to us so that we have the opportunity to resolve the problem and improve our services to you.

Problems are often most quickly and easily sorted by being dealt with informally. So we would ask that, in the first instance, you raise the matter with the appropriate member of staff. If you're not satisfied with the outcome, you can discuss the matter with your Curriculum Head.

Comments or complaints can also be put forward through your course representatives.

Where informal methods have failed to resolve the problem, you can make a formal complaint through the College's Complaint Form, which is available at Reception on all College campuses and in outreach centres or through the Students' Association.

It's always good to hear about what you think we do well and we encourage you to use the Compliments Form available at Reception. Every compliment received will be passed on to the person or department it's about.