

## **Learner Induction Policy**

### **Introduction**

Welcome to Trained Academy LTD. We're delighted to have you as a part of our learning community. Our learner induction process is designed to help you transition smoothly into your chosen programme. This document outlines the key steps and expectations for your journey with us.

### **Qualification Information**

#### *Programme Overview:*

Your selected qualification YMCA L3 Diploma in Teaching Pilates (Practitioner). This programme is designed to provide you with a comprehensive understanding of the concepts, principles, and history of Pilates. You'll have the opportunity to explore various topics and develop valuable skills that will allow you to work in an unsupervised capacity while planning, instructing, and evaluating a safe and effective Pilates session for groups or 1-2-1 clients.

#### *Units to be Completed*

Throughout the programme, you'll need to complete a series of units. These units include:

#### **Providing a positive customer experience in the exercise environment**

This unit develops the knowledge and skills an exercise and fitness instructor needs to present themselves in a professional manner, provide excellent customer service and demonstrate effective communication skills. Above all, to provide a positive customer experience an exercise and fitness instructor needs to ensure the exercise environment meets health and safety requirements.

#### **Lifestyle management and health awareness**

This unit develops the knowledge an exercise and fitness instructor needs to promote a healthy and active lifestyle. This includes the importance of healthy eating and offering behaviour change strategies to support clients to adopt behaviours that will help them to prevent a range of health conditions.

#### **Applied anatomy and physiology**

This unit covers essential anatomy and physiology knowledge an exercise instructor requires for application to exercise programming and design for a range of clients.

#### **Principles of planning and delivering group exercise**

This unit covers the knowledge and skills a group exercise instructor needs to be able to plan, deliver and review group exercise sessions for a range of participants, within their scope of practice. This includes demonstrating effective communication to engage and fully support participants.

#### **Principles and fundamentals of Pilates**

This unit provides the core underpinning knowledge that is essential for Pilates teachers.

### **Plan and deliver a Pilates session**

This unit covers the knowledge and skills that a learner needs to design, manage, deliver, and evaluate a progressive programme of Pilates for both individuals and groups.

### **Optional Unit**

#### **Anatomy and physiology for exercise and fitness instructors**

This unit develops the learner's knowledge of anatomy and physiology and how it relates to exercise and fitness. This will be recommended for those that do not hold a L2 Fitness Qualification to support underpinning knowledge

### **Learning Resources**

To support your studies, we offer a range of learning resources, including:

- Manuals specific to each unit
- Workshops (face to face delivery)
- Online materials provided on Google Classroom

### **Assessment Process**

Assessment plays a crucial role in recognising your progress. You'll be assessed through a combination of:

- Worksheets
- Practical Observations
- Multiple Choice Exams (only required for those who do not have any prerequisite qualifications)

### **Code of Conduct**

At Trained Academy LTD, we hold ourselves to a high standard of conduct to ensure a positive and respectful learning environment for all learners, regardless of whether you're engaging in face-to-face or distance learning. Our code of conduct outlines the expectations we have for all staff and learners:

#### *Respectful Behaviour*

- Treat fellow learners, trainers, and staff with courtesy and respect.
- Engage in classroom discussions and activities in a constructive and considerate manner.
- Demonstrate empathy and understanding towards diverse perspectives and backgrounds.
- Maintain respectful and appropriate communication in all online interactions.
- Be mindful of your tone and language when participating in virtual discussions or messaging platforms.
- Foster a supportive online community by showing kindness and understanding to your peers.

#### *Punctuality and Attendance*

- Attend classes punctually and engage actively in scheduled activities.
- Notify your tutor or relevant personnel if you're unable to attend a session.
- Log in to online sessions on time and participate fully in virtual activities.
- Communicate in advance if you're unable to attend a virtual session or complete an online assignment as scheduled.

### *Integrity*

- Complete your assignments and assessments honestly, without plagiarism or cheating.
- Respect the intellectual property of others and adhere to guidelines for referencing and citing sources in the work you submit.

### *Communication Etiquette*

- Listen attentively during class discussions and avoid interrupting others.
- Raise your hand to contribute and wait for your turn to speak.
- Maintain a professional and respectful tone in all written and spoken online communication.
- Engage in virtual discussions thoughtfully and give others the opportunity to express their thoughts.

### *Personal Conduct*

- Adhere to the dress code and any specific requirements of the learning environment.
- Be mindful of noise levels and distractions that may affect the class atmosphere.
- Choose an appropriate and distraction-free environment for your online learning.

### *Compliance with Guidelines*

- Follow guidelines provided by the tutor or learning facilitator to ensure safety and order.
- Adhere to the guidelines for online conduct and use of learning platforms as outlined by the training organisation. By adhering to this code of conduct, you contribute to a positive and inclusive learning community that benefits everyone involved, regardless of the learning mode. Remember that mutual respect, integrity, and active engagement are vital components of your learning journey.

## **Policies**

At Trained Academy LTD, we are committed to ensuring fairness, transparency, and the well-being of all learners. To maintain these standards, we have policies in place to address various situations:

### ***Appeals Policy***

In the event that you disagree with an assessment outcome or feel that a decision has been unjust, our Appeals Policy outlines a clear procedure for lodging an appeal. We are dedicated to providing a fair and impartial process for addressing your concerns.

### ***Complaints Policy***

Your feedback is invaluable to us. If you encounter any issues during your learning journey or have concerns about any aspect of our programmes, our Complaints Policy guides you on how to raise your concerns and seek resolution. We take your feedback seriously and are committed to addressing any issues promptly.

### ***Equality Policy***

We firmly believe in promoting equal opportunities for all learners. Our Equality Policy ensures that everyone, regardless of their background, gender, age, or other characteristics, is treated with fairness and respect. Discrimination or harassment of any kind will not be tolerated.

### **Data Protection Policy**

Your privacy is a priority. Our Data Protection Policy outlines how we collect, store, and use your personal information in compliance with relevant data protection laws. We are committed to safeguarding your data and ensuring its confidentiality.

### **Health and Safety**

Your well-being is of utmost importance to us. We provide guidelines and protocols to ensure a safe learning environment, whether you're participating in face-to-face sessions or engaging in online learning activities.

### **Conflict of Interest**

We maintain a strict Conflict of Interest policy to ensure that the decisions made by our staff and trainers are unbiased and solely in the interest of learners. This policy prevents situations where personal interests could influence professional decisions.

### **Malpractice and Maladministration**

We have robust measures in place to detect and prevent malpractice (such as cheating or dishonesty) and maladministration (such as mishandling of assessments or administrative procedures). These policies are designed to uphold the integrity of the learning process and maintain the value of your qualification.

### **Extension to complete the course**

If, for any reason, you cannot attend your assessment on the days that are advertised on your course when you sign up, please ask in writing for an extension, which will incur a fee of £200.

The new assessment day will be discussed and in some cases you may have to wait until the next course is delivered depending on the availability of the assessors and venue. Private assessments may cost an additional £160 for the use of the studio.

### **Learner Support**

#### *Contact Information*

If you require assistance, our dedicated support teams are here to help:

Paula Litherland – [paulatrainedacademy@gmail.com](mailto:paulatrainedacademy@gmail.com)

Nicky Simcock – [nickytrainedacademy@gmail.com](mailto:nickytrainedacademy@gmail.com)

Our teaching, assessment, and administrative staff are here to guide you. We aim to respond to your queries within 3 working days during weekdays.

### **Conclusion**

By following this learner induction policy, you'll be well-equipped to embark on your learning journey with Trained Academy LTD. We're excited to support you as you work towards achieving your learning goals.

If you have any questions or require further information, please don't hesitate to get in touch with us, or visit our website: [www.trainedacademy.co.uk](http://www.trainedacademy.co.uk)