

British Columbia Recreation and Parks Association

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Instructor Competency Evaluation (ICE)
"Group Fitness" Specialty Module

Candidate's Name: _____
 Address: _____
 City: _____ Telephone (H): _____ (W): _____
 Class Type: _____ Level (circle one): Basic / Advanced
 Evaluation Date: _____

Key: 1 = Unacceptable 2 = Needs Improvement 3 = Good 4 = Excellent

B. Skill Development *Please see reverse side for details

| A. Lesson Development | Selection of Exercises | Explanation | Use of Music | Safety | Education | Teaching Techniques | |
|----------------------------|------------------------|-------------|--------------|--------|-----------|---------------------|-----|
| 1) Warm up | | | | | | | /24 |
| 2) Cardio | | | | | | | /24 |
| 3) Muscular Endurance | | | | | | | /24 |
| 4) Flexibility & Cool Down | | | | | | | /24 |

Comments (specific) **Subtotal /96**

- Warm-up _____

- Cardio _____

- Muscular Endurance _____

- Flexibility and Cool Down _____

C. Professional Qualities

| | | | | |
|--|---|---|---|---|
| 1. Planning (prepared, organized, adaptable, creative) | 1 | 2 | 3 | 4 |
| 2. Language (voice, body language, suitability) | 1 | 2 | 3 | 4 |
| 3. Manner (enthusiastic, encouraging, motivating) | 1 | 2 | 3 | 4 |
| 4. Attitude (responsible, sincere, professional) | 1 | 2 | 3 | 4 |

Comments (general)

Subtotal /16
Total /112

WRITTEN LESSON PLAN AND CLASS RESUME TO BE ATTACHED HEREIN

Name of Evaluator _____ Basic=79/112=70% Advanced=90/112=80%
 Telephone _____ Address _____
 City _____ Postal Code _____
 Evaluator's Signature _____ Date _____ Candidate's Signature _____

Group Fitness Specialty Module

Instructional Competency Evaluation Scoring Explanation

This evaluation is the standardized form used to qualify the competency of potential Fitness Leaders.

Key: **1 = Unacceptable** **2 = Needs Improvement** **3= Good** **4 = Excellent**

Basic Requirements: The maximum possible score is 112 points. A cumulative score of 78 or less will not be acceptable for registration. A cumulative score of 79 plus (70%) is required for registration. If the applicant has scored a "Needs Improvement" (2) or a "Unacceptable" (1) rating in more than five categories this will not be acceptable for registration.

Advanced Requirements: The maximum possible score is 112 points. A cumulative score of 89 or less will not be acceptable for advanced registration. A cumulative score of 90 plus (80%) is required for advanced registration. The applicant is only allowed one "Needs Improvement" (2) and seven "Excellent"s (4) must be scored.

A. Lesson Development

- 1. Warm up** (*limbering of upper, middle, lower body/moderate locomotion*)
 - dynamic range of motion for all major joints
 - easy limbering of all major joints
 - gradual increased rate of circulation
 - avoids ballistic stretches
 - 10 - 12% of total class time recommended
- 2. Cardio** (*balanced distribution of exercise, variety, intensity, duration*)
 - level of intensity is challenging but does not exceed ability level of class
 - 25 – 40% of total class time recommended
 - instructor avoids excessive repetition
 - participants are reminded about foot placement with heels down, breathing and pacing
 - movement is continuous without sudden breaks or inverted positions
 - principles of cardiovascular cool down must be exhibited

- 3. Muscular Endurance** (*well-balanced, resourceful approach*)
 - well rounded variety of exercises used
 - 30-40% of total class time recommended
 - adequate time allowed for endurance or strengthening to occur
 - correct posture and body placement is demonstrated and taught
 - instructor must demonstrate strength and endurance principles applied to specific muscles
- 4. Flexibility and Cool Down** (*appropriate muscle groups, tension release, relax muscles and breathing*)
 - complimentary exercises are planned to stretch appropriate muscle groups
 - 10 - 12% of total class time recommended
 - correct posture and body placement is demonstrated and taught
 - avoidance of high risk stretches
 - encourages physiological and psychological relaxation

B. Skills in Teaching

- 1. Selection of Exercises** (*appropriate flow, variety, well-rounded*)
 - exercises involve maximum number of muscle groups
 - exercises follow logical sequence and flow smoothly from one position to the next
 - extensive variety demonstrated
 - exercises are appropriate for stated training effect
- 2. Explanation** (*verbal and non-verbal clarity, amount*)
 - clear, concise instructions and demonstration
 - expectations are clearly stated before and during class
 - instruction progresses from simple to complex
- 3. Use of Music** (*selection, volume, quality, ability to coordinate with music*)
 - music is motivating and appropriate for mood and pace of component
 - selection is varied and suitable for clientele
 - exercise coordinated with rhythm and phrasing of music
 - instructor uses cues in music to help indicate changes in exercise
 - volume does not interfere with instructor and enjoyment
 - recording quality is consistent – free of pauses, static and sudden changes in level

- 4. Safety** (*precautions, correct technique, exercise selection limitations of facility*)
 - avoidance of high risk exercises
 - limitations of facility are considered including obstruction, cleanliness, temperature, floor surface, air circulation
 - recommendations for pacing, breathing and body alignment are given and reinforced
 - excessive repetition and rapid ballistic movements are avoided
 - correct technique is both demonstrated and taught
 - exercise precautions are provided
 - provides alternative exercise modifications for lighter intensity
- 5. Education** (*provides positive learning environment and promotes individual awareness and recognition of needs*)
 - able to suggest and demonstrate modifications
 - provides opportunity for feedback to and from participants
 - promotes cognitive learning
 - intensity check demonstrated and explained during cardio
- 6. Teaching Techniques** (*use of space, formation, introduction of new activities*)
 - is concerned with maximum comfort for participants
 - exercises and instructions help to develop positive self image for all
 - instructor changes teaching position and maintains eye contact
 - planning for change of direction, movement, varied formations and maximum use of space
 - able to use demonstration with explanation
 - novel ideas and equipment incorporated into program

C. Professional Leadership Qualities

- 1. Planning** (*creative, organized, prepared, flexible to adapt*)
 - lesson is creative, interesting
 - instructor does not need to refer to lesson plan, or prepare equipment during class
 - explanations, demonstrations, formations, and progressions are planned in advance
 - lesson meets stated goals and objectives
 - instructor is flexible to participants; response
- 2. Language** (*voice, body language, suitability*)
 - voice is projected at level sufficient for group and size of facility
 - instructor adds feeling and expression to comments, avoiding monotone
 - clear pronunciation and projection of words
 - tone of voice is friendly, encouraging and expressive
 - verbal cues compliment demonstrations
 - correct use of grammar and basic anatomical terminology
 - movements are strong, energetic and precise
 - correct technique and body alignment is maintained

- 4. Manner** (*enthusiasm, encouraging, motivating*)
 - positive attitude and approach to class
 - respectful and polite to all participants
 - body language – energetic and enthusiastic
 - poised and confident with good sense of humor
 - effective communication exchange between instructor and participants
 - maintains eye contact and constant observation of class
- 5. Attitude** (*responsible, sincere, professional*)
 - instructor is available to spend extra time with individuals
 - instructor is punctual and prepared both mentally and physically to focus on participants and class
 - able to establish mutual trust and acceptance
 - indicates concern for safety and comfort of participants
 - demonstrates an enjoyment of teaching and appreciation of the values of fitness
 - instructor is available to answer questions and provide information wherever possible
 - appearance is neat, clean and suitable for activity