

**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 ( <i>prepared, organized, adaptable, creative</i> ) | 1 | 2 | 3 | 4 |
| 2. Language ( <i>voice, body language, suitability</i> )        | 1 | 2 | 3 | 4 |
| 3. Manner ( <i>enthusiastic, encouraging, motivating</i> )      | 1 | 2 | 3 | 4 |
| 4. Attitude ( <i>responsible, sincere, professional</i> )       | 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" (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