

## MODERN PILATES

<b>YMCA AWARDS LEVEL 3 DIPLOMA in TEACHING PILATES</b>					
<b>PLEASE NOTE THIS COURSE REQUIRES HOME STUDY PRIOR TO ATTENDING THE COURSE ( UNLESS YOU HOLD A CYQ LEVEL 3 A&amp;P QUALIFICATION- PLEASE CALL TO DISCUSS )</b>					
<b>LOCATION</b>	<b>VENUE</b>	<b>FORMAT</b>	<b>DATES</b>	<b>ASSESSMENT</b>	<b>CODE</b>
LEEDS/BFD	Nuffield – Shipley Fitness & Wellbeing	9.00am – 6.00pm	14 & 15 Sept 2019, 21 & 22 Sept, 19 & 20 Oct, 9 & 10 Nov, 7 & 8 Dec 2019 Case study hand in date 6 Mar 2020	19 Jan 2020 Or 26 Jan 2020	12559/gb/jb/sk
<b>PROGRESSIVE MATWORK 1</b>					
<b>LOCATION</b>	<b>VENUE</b>	<b>FORMAT</b>	<b>DATES</b>	<b>ASSESSMENT</b>	<b>CODE</b>
LEEDS/BFD Menston	Kirklands	9.00am – 5.00pm	28 Sept 2019	N/A	12561/jh
<b>PROGRESSIVE MATWORK 2</b>					
<b>LOCATION</b>	<b>VENUE</b>	<b>FORMAT</b>	<b>DATES</b>	<b>ASSESSMENT</b>	<b>CODE</b>
LEEDS/BFD Menston	Kirklands	9.00am – 5.00pm	28 April 2019	N/A	12548/jh
<b>PILATES BANDS &amp; BALLS</b>					
<b>LOCATION</b>	<b>VENUE</b>	<b>FORMAT</b>	<b>DATES</b>	<b>ASSESSMENT</b>	<b>CODE</b>
LEEDS/BFD Menston	The Studio	9.00am – 12.45pm	5 April 2019	N/A	12555/cm
<b>DIAGNOSTIC SERIES:</b>					
<b>SHOULDER CONDITIONS</b>					
<b>LOCATION</b>	<b>VENUE</b>	<b>FORMAT</b>	<b>DATES</b>	<b>ASSESSMENT</b>	<b>CODE</b>
LEEDS/BFD Menston	Kirklands	9.00am – 5.00pm	18 May 2019	N/A	12563/jb
<b>HIP &amp; KNEE CONDITIONS</b>					
<b>LOCATION</b>	<b>VENUE</b>	<b>FORMAT</b>	<b>DATES</b>	<b>ASSESSMENT</b>	<b>CODE</b>
LEEDS/BFD Menston	Kirklands	9.00am – 5.00pm	9 Nov 2019	N/A	12564/jb
<b>SPINAL CONDITIONS</b>					
<b>LOCATION</b>	<b>VENUE</b>	<b>FORMAT</b>	<b>DATES</b>	<b>ASSESSMENT</b>	<b>CODE</b>
LEEDS/BFD Menston	Kirklands	9.00am – 5.00pm	20 Oct 2019	N/A	12562/jh

## FITNESS COURSES

<b>AWARD IN DELIVERING CHAIR-BASED EXERCISE (LEVEL 2)</b>					
LOCATION	VENUE	FORMAT	DATES	ASSESSMENT	CODE
<b>AWARD IN ADAPTING EXERCISE FOR ANTE NATAL &amp; POST NATAL CLIENTS (LEVEL 3)</b>					
LOCATION	VENUE	FORMAT	DATES	ASSESSMENT	CODE
LEEDS/BFD Menston	The Studio	9:00-6.00 pm	TBC	N/A case study hand in date approx. 4 weeks after course.	/cm
<b>AWARD IN ADAPTING EXERCISE FOR INDEPENDENTLY ACTIVE OLDER PEOPLE (LEVEL 3)</b>					

## AQUAFUSION

APPROVED BY ROYAL COLLEGE OF MIDWIVES

<b>AQUA-NATAL 1 INTRODUCTION TO TEACHING</b>				
LOCATION	VENUE	FORMAT	DATES	CODE
LEEDS/B'FORD	Nuffield Health Fitness - Shipley	2 days	11 <sup>th</sup> & 12 <sup>th</sup> Oct 2019	12554/cm

<b>AQUA-NATAL 2 ADVANCED TEACHING SKILLS</b>				
LOCATION	VENUE	FORMAT	DATES	CODE
LEEDS/B'FORD	Nuffield Health Fitness - Shipley	1 day	1 Nov 2019	12556/cm

<b>BACK &amp; ABDOMINAL CARE IN PREGNANCY &amp; BEYOND</b>				
LOCATION	VENUE	FORMAT	DATES	CODE
LEEDS/B'FORD (Menston)	Kirklands Community Centre	1 day	2 Nov 2019	12557/cm



## **FITNESS COURSES**

We are specialists in delivering bespoke In-house Training. If you are interested in any of the following courses being delivered to your staff please get in touch.

- Certificate in Fitness Instructing - Gym Based Exercise
- Certificate in Fitness Instructing – Exercise to Music
- Personal Trainer Certificate
- Award in Adapting Exercise for Ante Natal & Post Natal Clients
- Award in Adapting Exercise for Independently Active Older People
- Certificate in Instructing Circuit Training Sessions
- Spin Training



**Professional Fitness & Education  
Fees for Courses & Workshops  
\*SEPT 2018\***

<b>MODERN PILATES COURSES</b>	<b>Fees</b>
<b>YMCA AWARDS LEVEL 3 DIPLOMA IN TEACHING PILATES</b>	
Matwork Pilates – save £99 by paying in full at time of booking (fee includes non-refundable deposit of £350)	1895.00
Matwork Pilates – pay £350 non-refundable deposit and 6 instalments of £274	1994.00
<b>MODERN PILATES WORKSHOPS</b>	
Progressive Matwork 1	130.00
Progressive Matwork 2	130.00
Pilates Bands & Balls	45.00
<b>Diagnostic Series:</b>	
Shoulder Conditions	130.00
Hip & Knee Conditions	130.00
Spinal Conditions	130.00
<b>AQUAFUSION COURSES</b>	
Aqua-Natal 1 Introduction to Teaching	275.00
Aqua-Natal 2 Advanced Teaching Skills	150.00
Back & Abdominal Care in Pregnancy & Beyond	150.00
<b>FITNESS &amp; PILATES COURSES</b>	
Award in Delivering Chair-Based Exercise	325.00
Adapting Exercise for Ante Natal & Post Natal Clients	325.00
Adapting Exercise for Independently Active Older People	325.00
<b>DEFERRAL &amp; RESIT FEES</b>	
Deferral – Practical	100.00
Deferral – Worksheet	20.00
Deferral – Case Study	50.00
Transfer	50.00
Replacement Certificate (YMCA)	35.00
Replacement Certificate of Attendance	10.00
Replacement Manual	20.00
Further Training	50.00 per day
Theory Paper Resit	35.00
Resit - Diploma in Teaching Pilates - Worksheets	35.00
Diploma in Teaching Pilates – Progressive Programme/Case Study	50.00
Diploma in Teaching Pilates – Planning	50.00
Teaching & Evaluation	100.00
Older Adult/Pregnancy – Case Study	35.00

**ALL DEPOSITS ARE NON-REFUNDABLE and PRICES MAY BE SUBJECT TO CHANGE**

**Please scroll down for Application form, Terms & Conditions & Privacy Policy**



# PROFESSIONAL FITNESS & EDUCATION APPLICATION FORM

9A CLEASBY ROAD, MENSTON, LEEDS LS29 6JE

## ADVICE & GUIDANCE REGARDING YOUR APPLICATION

It is important that you have read the prospectus to ensure you are enrolling on the correct training course and you are aware of any pre-requisites required. If you have any questions about the course you are booking on please call us to ensure you receive the appropriate guidance and advice from our customer services team on **01943 879816** or **admin@pfetraining.co.uk**

## PAYMENT

You can pay by **credit card** or over the telephone. Please call **01943 879816** to speak to our customer services team (see next page for other payment methods)

## PERSONAL DETAILS

Surname		Male	Female	
Forename				Telephone Day
Address				Telephone Evening
				Mobile
				Occupation
Postcode				Next of Kin - Name
D.O.B.				Next of Kin - Telephone
Email				

How did you find out about us? Friend  Advert  Facebook  Google/Internet search  Other

Course Name	Course Code	Start Date	Venue	Cost
<b>Deposit or total amount enclosed with application</b>				
<b>Total prices of course/modules</b>				

## RELEVANT QUALIFICATIONS & EXPERIENCE

If you are a qualified exercise teacher please list your **exercise** qualifications.

Subject	Course & Awarding Body	Grade/Result	Date Awarded
<b>Experience:</b>			

- (a) Students who have a level 2 or level 3 Central YMCA/OCR/Active IQ Qualification **must provide a copy of their Certificate** prior to attending the training programme. Please attach a photocopy of your Certificates with the application. Unfortunately your application cannot be processed without the Certificates.
- (b) Students who are applying for a qualification for the first time please state your experience only. It is a requirement of your booking that you have **practical experience** as a participant in the area of the course you are applying to book.

## MEDICAL HISTORY QUESTIONNAIRE

- Yes/No      1. Have you ever, or do you currently, suffer from a heart condition?
- Yes/No      2. Have you ever suffered from Angina or feel pain in your chest when you do physical activity?
- Yes/No      3. In the past month have you had chest pain when not doing physical activity?
- Yes/No      4. Do you lose balance through dizziness or do you ever lose consciousness?
- Yes/No      5. Do you have a bone or joint problem that could be made worse by a change in your physical activity?
- Yes/No      6. Are you taking any regular medication in connection with a medical condition or disability?
- Yes/No      7. Have you been told you should only do physical activity recommended by a doctor?
- Yes/No      8. Are you pregnant or recently had a baby?
- Yes/No      9. Do you know any reason why you should not do physical activity?

**If you answer yes to any of the following you MUST provide written consent from your doctor to undertake any course. Please give further details** \_\_\_\_\_

## INDIVIDUAL NEEDS/LEARNING DIFFICULTIES

Please indicate below if you have any disabilities or need additional support to assist with your learning. This information will be shared with your tutors and assessors to help with your learning. The information will be treated in confidence and will not prejudice your application. The information is required to help us to assist you on your learning programme if required. **Please tick ✓**

1. Multiple Disabilities	<input type="checkbox"/>	6. Medical condition e.g. asthma, epilepsy	<input type="checkbox"/>	11. Moderate/multiple learning difficulties	<input type="checkbox"/>
2. Blind or visually impaired	<input type="checkbox"/>	7. Behavioural /emotional difficulties	<input type="checkbox"/>	12. Severe learning difficulties	<input type="checkbox"/>
3. Deaf or hearing impaired	<input type="checkbox"/>	8. Mental ill health	<input type="checkbox"/>	13. Dyslexia (difficulty with words)	<input type="checkbox"/>
4. Disability affecting mobility	<input type="checkbox"/>	9. Temporary illness e.g. recent accident	<input type="checkbox"/>	14. Dyscalculia (difficulty with numbers)	<input type="checkbox"/>
5. Disability requiring a wheelchair	<input type="checkbox"/>	10. Other physical disability (please state)	<input type="checkbox"/>	15. Other learning difficulty (please state)	<input type="checkbox"/>

If you have ticked any of the boxes above please give **further information** to enable us to help with your learning:

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## EQUAL OPPORTUNITIES

We require this information to enable us to monitor the diversity of our applicants. **Please tick ✓**

<b>White</b> British	<b>Mixed</b> White & Black Caribbean	<b>Asian or Asian British</b>
Irish	White & Black African	Indian
Any other white background	White & Asian	Pakistani
		Bangladeshi
Any other mixed background. Please state:	Any other mixed background. Please state:	Any other Asian background. Please state:
<b>Black or Black British</b> Caribbean	<b>Chinese or other Ethnic Group</b>	<b>Other:</b>
African	Chinese	<b>Not disclosed</b>
Any other Black/African background. Please state:	Any other background. Please state:	

## PAYMENT DETAIL Please ✓ relevant box(s) below

1. I am paying by Cheque (payable to **"Northern Fitness & Education"**)
2. I am paying by BACS Deposit/Full Amount see below for account details. Please ensure your name and course code are noted on BACS payment.
3. I enclose my deposit\* of £\_\_\_\_\_ I will pay the balance 4 weeks before my course starts
4. I am paying Deposit/Full Amount by credit/debit card (complete details below)
5. My course fees are being paid by an employer/agency and I have attached an official order/confirmation\*  
\*If you do not send an official order/confirmation, your application form will be returned to you.

### Yorkshire Bank Plc

**Sort Code: 05 00 60**

**Account No: 37272114**

**Beneficiary: Northern Fitness & Education**

### CREDIT/DEBIT CARD DETAILS

Card Number	Issue Date	Security Number(3 digit)
Name of Cardholder	Expiry Date	Issue Number (Debit Card only)

**TO GUARANTEE YOUR PLACE ON A COURSE WE CAN TAKE CREDIT CARD BOOKINGS BY TELEPHONE ON 01943-879816**

**NB Please note all monies must be paid before the start of the course.**

## DECLARATION

Please confirm you have understood the following. (please tick ✓)

- I have read and understood the Terms and Conditions & Privacy Policy & agree to them.**
- I attend Pilates/Exercise/Aqua sessions on a regular basis.**
- I understand that I will be required to bring a participant for any practical element of my assessment. I confirm that I have received the appropriate guidance and advice, as stated above, about my course**
- I attach copies of my Certificates (if applicable – see Relevant Qualifications) Level 2  Level 3**

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



# TERMS AND CONDITIONS

## INTRODUCTION

This is an agreement between Professional Fitness and Education and you. These terms and conditions apply to your application for your training course, module or workshop and aim to outline your obligations as a student and our obligation to you.

## BOOKING

- 1.1 All bookings must be accompanied by a **non-returnable deposit** or full payment (see fee sheet).
- 1.2 Bookings will not be accepted unless a deposit or payment has been received.
- 1.3 Bookings made on your behalf by your employer must be accompanied by an Official Purchase Order and your application form.
- 1.4 Balance payments are due 4 weeks before the course commences unless you are paying by standing order.
- 1.5 Balance payments not paid will result in the withholding of your Certificate/Qualification
- 1.6 Any fees paid and that are not used within one year of the date of payment will be forfeited.
- 1.7 You **must complete and return your application form** as it contains information that is required **prior** to your course commencing. Failure to do so could jeopardise your ability to join the course.
- 1.8 If you have answered **yes** to any of the Medical History questions you **must** enclose a letter from your doctor stating that he/she understands the nature of the course is vigorous physical exercise and it is acceptable for you to undertake and partake in the activities.
- 1.9 PFE has the right to refuse your application if it deems the medical condition(s) you have disclosed may be aggravated by attending the course. PFE also reserves the right to refuse entry to a course if you do not disclose a pre-existing medical condition.

All course bookings will be confirmed by us in writing and you have the right to cancel your booking and obtain a full refund of fees paid. This must be done within **7 days** of your booking. You must return all course materials and manual (recorded delivery) before we will refund the fees. Course materials not returned or received in a damaged condition will be deducted from the fees paid.

## CANCELLATIONS

<b>Cancellation Period</b>	<b>Liability/Penalty</b>
4 weeks or more notice prior to course	Full refund less non-returnable deposit
2 weeks prior to the course	50% refund of fee less non-returnable deposit
Less than 2 weeks notice prior to course or non-attendance on the course	<b>No refund</b>

## TRANSFERS

<b>Transfer Period</b>	<b>Liability/Penalty</b>
4 weeks notice given prior to the course starting notification must be in writing	Transfer fee of £50.00. Only <b>one</b> transfer allowed and this must be made within 1 year of the original booking
2 weeks notice given prior to the course starting notification must be in writing	No transfer
2 weeks or less with Medical Certificate	Transfer fee of £50.00 <b>must</b> be accompanied by a Medical Certificate and transfer must be made within 1 year of the original booking

## ASSESSMENT ELEMENTS

<b>Transfer or Deferral - PRACTICAL</b>	<b>Liability/Penalty</b>
Deferral of assessment at the time of booking	No deferral fee applicable if notification is received with your application form
7 days or more notice given prior to the assessment day	£100.00 deferral fee is payable
Medical Reason	£50.00 administration fee is payable and a Medical Certificate must be produced within 7 days of notice given
Non-attendance and no notification	All assessment fees forfeited and a fee of £150 will be payable to reschedule your assessment
<b>Transfer or Deferral – CASE STUDY</b>	<b>Liability/Penalty</b>
Deferral of assessment at the time of booking	No deferral fee applicable if notification is received with your application form
7 days or more notice given prior to the case study hand in date	£35.00 deferral fee is payable
Medical Reason	£50.00 administration fee is payable and a Medical Certificate must be produced within 7 days of notice given

### **ALL CANCELLATIONS, TRANSFERS AND ASSESSMENT TRANSFERS/DEFERRALS MUST BE CONFIRMED IN WRITING.**

#### **CERTIFICATION**

Certificates will be issued with the name you have supplied on your application form. Changes to your name or additional certificates will incur a charge. Certificates will not be sent if any fees are outstanding.

#### **COURSE CANCELLATION**

Due to circumstances sometimes beyond our control we may at our discretion change or cancel dates. We will notify you of these changes by post and/or telephone and you will be entitled to a full refund or free transfer to another course.

#### **RESPONSIBILITY & LIABILITY**

PFE will not be responsible for any loss, damages, costs, claims, expenses or liabilities whatsoever arising out of the delivery of a course to you as a result of your act of omission including, but not limited to, the following:

- (a) Your failure to follow written or oral guidance by PFE or your tutor/assessor whilst on the training programme.
- (b) You supply PFE with any information that is inaccurate, untrue, misleading or out-of-date.
- (c) Loss or damage to your personal items and valuables that you bring to your course.

#### **DATA PROTECTION**

It is our policy to respect the privacy of our students and we will not disclose the details and information you have provided to us to a third party without your consent and unless we are required to by law. We will process your details and store them on our database. This information will be used from time to time for mailing you details of courses and workshops and services we offer. All the data about our students that we store is in accordance with the provisions of the Data Protection Act 1998. If at any time you do not wish to receive information or wish for your details to be removed from our system then you must inform us in writing.

#### **OWNERSHIP OF MATERIAL**

PFE own all intellectual property rights to the course materials and associated paperwork. You must agree not to photocopy, replicate, alter, modify, distribute or anything similar to a third party. Any rights infringed will be dealt with legally and reported to our Awarding Bodies.

### **You are required to sign the Application Form which states you have read and understood the Terms and Conditions.**

## PRIVACY POLICY

Looking after the information you share with PFE is very important to us. This privacy policy complies with the General Data Protection Regulation and the Data Protection Act 2018. Any data we hold whether held digitally or physically is kept safely and stored securely at all times. Information is stored as an Awarding Body requirement and is held for 7 years.

This document is to help you understand how and why we collect information, who your data is shared with and on what basis and what your rights are.

Should you have any questions about this policy please email us at [admin@pfe-training.co.uk](mailto:admin@pfe-training.co.uk)

### How is your data collected?

When you enrol on a course or workshop you complete an Application Form. The information you give is stored on our Database and is not shared with any 3<sup>rd</sup> Party.

With your permission we may also keep details from your Facebook or other Social Media when you request information from us about courses or workshops. Again this information is not shared with any 3<sup>rd</sup> Party.

### How long do we keep your information?

If we collect your personal information, the length of time we retain it is determined by a number of factors including the purpose for which we use that information and your obligations under other laws. We may need your personal information for the Awarding Body or to establish, bring or defend legal claims. For this purpose we will always retain your personal information for 7 years after that date it is no longer in use for the purposes of our business relationship.

If you wish to continue to receive information on our courses and workshops after 7 years please contact us.

### Your rights

Right to access – you have the right to request information about the personal data we hold on you at any time

Right to portability – whenever we process your personal data, by automated means based on your consent or based on an agreement, you have the right to request a copy of your data transferred to you or to another party. This only includes the personal data you have submitted to us

Right to rectification – you have the right to request rectification of your personal data if the information is incorrect, including the right to have incomplete data completed

Right to erasure – you have the right to erase any personal data processed by us at any time except for cases where we have a legal obligation or basis for retaining the information.

### Changes to Privacy Policy

If this Privacy Policy changes in any way we will place an updated version on our website and within our Terms & Conditions.

**You are required to sign the Application Form which says you have read and understood our Privacy Policy**