



HEALTH & FITNESS PROFESSIONALS ACADEMY (PTY) LTD

A DIVISION OF
HEALTH & FITNESS PROFESSIONALS ASSOCIATION

PROSPECTUS 2011

PART TIME COURSES

HEALTH & FITNESS PROFESSIONALS ACADEMY (PTY) LTD
T/A HEALTH & FITNESS PROFESSIONALS ASSOCIATION
Registration No. 2002/008172/07: Directors: S F Mills * P J Mills

*Registered by **SAQA** & Accredited by the **CHE** on the Higher Education Level
Registered by the **Department of Education** for the qualifications
AS SHOWN ON CERTIFICATE No.2001/HE07/002*

MISSION STATEMENT

THE MISSION OF THE HEALTH & FITNESS PROFESSIONALS ASSOCIATION IS:

- To maintain our position as the leading educational Institution for the Southern African Fitness Industry
- To contribute to the long term success and growth of our industry
- To represent the interests of our students, and to provide services according to their needs

HFPA IS REPRESENTED IN THE FOLLOWING REGIONS:

- **Head Office:** Johannesburg (Rivonia / Sandton)
- **Regional Offices:** Durban, Cape Town, Port Elizabeth,
- **Also Represented in:** Dubai, Bedfordview, Pretoria, Vaal Triangle, East London, George, Pietermaritzburg, Kimberley
- **Distance Learning** Africa: Botswana, Namibia, Zimbabwe, Tanzania

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ABOUT HFPA

Founded in 1979, HFPA was one of the first organisations internationally, to recognise and act upon the need for representation and specialised training for the Sport & Fitness industry. Over a period of 30 years HFPA has led the initiative to create unity and set professional standards for the Southern African fitness industry. This initiative has now taken on an international perspective as we work closely with several other countries striving towards the same goals.

HFPA'S 28 YEARS OF ACHIEVEMENT
<ul style="list-style-type: none"> • 1979 - The first to offer professional representation to the SA fitness industry, to negotiate on it's behalf and to satisfy the specific needs of the industry.
<ul style="list-style-type: none"> • 1979 - The first to provide professional education and training for the SA Fitness Industry.
<ul style="list-style-type: none"> • 1981 - Established a professional relationship with Pretoria University, Sport and Training Institute for Continuing Education seminars.
<ul style="list-style-type: none"> • 1983 - Introduced competitive Aerobics into South Africa and ran the SA National Aerobics Championship annually until 1991.
<ul style="list-style-type: none"> • 1985 - Presented the first SA Fitness Industry Convention, which became an annual event featuring international presenters
<ul style="list-style-type: none"> • 1986 - Invited by SAASSPER, as a founder member of the National Exercise Leaders Committee, to set educational standards and establish an "umbrella body" for the fitness industry.
<ul style="list-style-type: none"> • 1988 - Successfully negotiated Professional Indemnity Insurance cover for qualified fitness instructors.
<ul style="list-style-type: none"> • 1989 - Appointed as a Continuing Education Provider for the IDEA Foundation USA
<ul style="list-style-type: none"> • 1990 - Appointed by IDEA Foundation and Columbia Assessment Services, USA, to administer the Aerobics Certification Examination in South Africa.
<ul style="list-style-type: none"> • 1992 - Joined forces with the Educational Assessment Service of the Human Sciences Research Council (HSRC) to provide National Certification Examinations for fitness professionals.
<ul style="list-style-type: none"> • 1993 - Accepted as a member of the NSC (National Sports Council) representing the fitness industry.
<ul style="list-style-type: none"> • 1994 - Appointed International Liaison in Africa for IHRSA (USA based – International Health, Racquet and Sportsclub Association) .
<ul style="list-style-type: none"> • 2000 – Appointed as Exclusive Licensee (South Africa) to market Continuing Education Courses by Desert South West Fitness Inc. (DSWF), the worlds largest provider of continuing education courses for the Fitness Industry
<ul style="list-style-type: none"> • 2001 – HFPA courses are accredited by SAQA (South African Qualifications Authority) on the Higher Education level.
<ul style="list-style-type: none"> • 2002 –Registered by the Department of Education as a Private Higher Education Institution for the courses as shown on Certificate No. 01HC05
<ul style="list-style-type: none"> • 2003 – HFPA becomes a service provider to RAU (now the University of JHB) Sport Faculty. We offer 'elective' programmes for their students.
<ul style="list-style-type: none"> • 2005 – Our Principle is elected as vice Chairman of the SGB (Standards Generating Body) for Fitness in SA.
<ul style="list-style-type: none"> • 2005 – Courses are fully accredited by the Fitness Standards Council (FSC) who are based in North America & represented internationally.
<ul style="list-style-type: none"> • 2006 – HFPA is awarded "Affiliate" Status by the NBFE (National Board of Fitness Examiners) USA.
<ul style="list-style-type: none"> • 2006 - HFPA Exercise Science courses are accredited in the UK by "Skills Active", the UK accrediting body for courses in Sport, Recreation & Fitness.
<ul style="list-style-type: none"> • 2008 – Virgin Active and HFPA enter into an agreement to offer the HFPA Diploma in Exercise Science (Personal Trainer) 'in-house" to Virgin Active staff members.
<ul style="list-style-type: none"> • 2009 – HFPA becomes an accredited provider of CYQ (Central YMCA Qualifications) UK.

HFPA EDUCATION PROGRAMMES

GENERAL INFORMATION

Accreditation:

HFPA is registered by: **The Department of Education for the courses as shown on certificate no. 2001/HE07/002**

HFPA National Diploma in Exercise Science is accredited on the higher education level by the **CHE** (Council for Higher Education).

HFPA is registered as a higher education (tertiary) institution by **SAQA** (South African Qualifications Authority).

Courses are listed on the NQF (National Qualifications Framework)

Please see: www.saqa.org.za

Our Certificate and Diploma in Exercise Science have been awarded full accreditation by the **FSC** (Fitness Standards Council), which is based in North America and represented internationally.

We have been awarded “Affiliate” status by the **NBFE** (National Board of Fitness Examiners) USA. This qualifies HFPA graduates to write the NBFE examinations, which we offer in South Africa.

We have recently become an accredited provider of **CYQ** (United Kingdom awarding Body) programmes and examinations. This means that our students qualify to write the CYQ exams, which will give them automatic registration onto the UK, European, Australian and New Zealand, **REPS** (Register of Exercise Professionals) and thus, gain employment in these countries without them having to undergo any further assessments or examinations.

It is important that you study at an institution that is established and well known.

At HFPA we are committed to providing top class education in fully equipped and professional learning environments. We have a reputation in the industry of providing graduates with superior knowledge and competence.

Courses **adhere to the highest international certification standards.**



Our comprehensive Training Programmes include:

- Lectures & Workshops
- Extensive “hands on” practical training
- Experiential Training (internship)

The inclusion of Sport Conditioning in the Diploma in Exercise Science course provides the graduate with additional skills which open up more opportunities for employment or self-employment in the workplace. Coaching Science is available as a continuing education programme.

HFPA study manuals and textbooks are updated regularly and students on course are provided with the latest scientific information.

CAREER OPPORTUNITIES

Graduates are employed in Health & Fitness Facilities, Sport Specific environments, in Private Practice, Schools, Sports Clubs & Rehabilitation Centres. Also in Hotel Spas and on Luxury Cruise Liners.

The Health & Fitness industry is one of the fastest growing industries internationally. Employment opportunities for the qualified fitness professional are abundant. By keeping up to date with the latest information and trends, taking advantage of continuing education and specialisation the graduate is assured of further exciting career opportunities.

COURSES:

National Diploma in Exercise Science – Part 1

- Personal Trainer with Sports Conditioning
- & Coaching Science (optional extra)

National Diploma in Exercise Science – Part 2 (N.Dip. Ex Sc)

- Exercise Specialist with Sports Conditioning
- & Coaching Science (optional extra)

Other Courses:

Health & Fitness Management
The Basics of Exercise Science
Group Fitness Instructor
Pilates Instructor
Sports Nutrition & Supplementation

NATIONAL DIPLOMA IN EXERCISE SCIENCE

Part 1

PERSONAL FITNESS TRAINER / SPORT CONDITIONING

Aim:

To give the student a clear understanding of the specific principles of Fitness training and provide a sound knowledge base from which to progress. Coaching Science is now included in the full-time syllabus. We aim to multi-skill our students / graduates thereby increasing the avenues of employment. This is a comprehensive program which ensures that graduates enter the workplace with sufficient knowledge and experience in the use of equipment, training, coaching and screening techniques and client care.

Duration:

6 months (lectures structured over 6 month period)

Course Format:

Includes the following Components:

- Personal Fitness Training
- Sports Conditioning
- Coaching Science can be added as an optional extra

Requirements for certification:

- Theory examination passed --- 65% pass mark is required for certification
- Practical examination passed
- Practical Research Portfolio passed
- 3 Assignments passed
- Learning outcomes achieved
- CPR Certificate & Level I First Aid
- 50 hours of Experiential Training in the industry

Students are required to purchase a "Study Pack" which includes:

- HFPA study manuals (Theory & Practical) and Study Guides
- Assignments, open-book tests and self-test questions
- HFPA DVDs
- Blood Pressure: Stethoscope & Cuff
- Body Composition: Skinfold Callipers
- T-Shirt
- HFPA Water Bottle
- HFPA Carry Bag

Course Content:

Exercise Science Anatomy & Kinesiology; Elementary Biochemistry; Exercise Physiology & The Training Effects of Exercise; Principles of Training; Injury Prevention; Teaching Skills – Communication Skills & Technique; Exercise & Pregnancy 1; Modifications for Special Needs 1; Nutrition; Health Screening/Testing/Monitoring; Exercise Scrutiny; Physiology of Stretching; Basic First Aid & Emergency Procedures; Stress – Exercise & Stress; Psychological Implications; Leadership & Motivation; Legal & Insurance Issues;

Weight Training for Woman; Circuit Training; Effects of Steroid Consumption; Principles of Weight Training; Biomechanics of Exercise; General Conditioning Programs; Bodybuilding; Exercise Selection & Sequencing; Use & Maintenance of Equipment; Strength Training for Sports; Free Weights; Language of Lifting/Terminology; Flexibility; Health Screening /Testing /Monitoring.
The Principles of Small Business Management
Coaching Science (optional extra): Principles of Physical Activity; Principles of Growth & Development; Planning and Implementing Practice Sessions; Teaching Sports Skills; Designing and implementing Conditioning Programmes for Coaches; Organisation and Administration within Coaching; Logistics of Touring Teams; Communication & Teaching Skills; Stress Management; Sport Psychology in Coaching; Professionalism; Sport, Recreation & Fitness for People living with HIV

NATIONAL DIPLOMA IN EXERCISE SCIENCE

Part 2.

EXERCISE SPECIALIST With Sports Conditioning

Aim:

To provide comprehensive training in the fields of Clinical Exercise Prescription and

Specific Training for the fitness professional who wishes to enter the field of Advanced Training and Consulting, and to ensure a clear understanding of the concept, potential and responsibilities of this specialised field of work.

Duration: 6 months – 1 Year (lectures are structured over 6 month period)

Course Format:

Includes the following Components:

- Lectures & Workshops, Extensive “hands on” Practical Training.
- Documented Case Study, Research Project, Practical Research Portfolio.

Requirements for certification:

- Theory examination passed - 65% pass mark is required for certification
- 3 Assignments passed
- Learning outcomes achieved
- Practical Research Portfolio passed
- 100 Experiential hours completed
- Practical examination passed
- Research Project
- 2 Case Studies
- CPR certification

Students are required to purchase a “Study Pack” which includes:

- HFPA study manuals (Theory & Practical) and Study Guides
- Assignments, open-book tests and self-test questions
- Testing Equipment: Goniometer; Anatomical Tape Measure
- Required Textbook: “NSCA” Essentials of Strength Training & Conditioning
- T-Shirt
- HFPA Water Bottle
- HFPA Carry Bag

Course Content:

Exercise Physiology 2; Structural Kinesiology & Biomechanics; Anatomical & Mechanical Analysis; Physiological Adaptations to Exercise; Energy Expenditure & Mechanical Efficiency; Anaerobic & Aerobic Exercise Prescription; Conditioning for Muscle Strength; Flexibility Training; Screening, Testing & Risk Evaluation; Programme Design; Modification for Special Needs 2; Exercise & Pregnancy 2; Cardiac Rehabilitation; The Aging Client; Children – Training & Sport Participation; Training for Women (special considerations); Diabetes Mellitus, Parkinson's Disease, Exercise & HIV; Exercise with Locomotor Disability & Amputees; Sports Injuries; Treatments of Wounds & Lacerations; Physical Activity & Psychological Well-being; Equipment Selection; Stress Management; Diet & Nutrition; Sports Nutrition; Exercise & Weight Reduction; Sports Injuries; Communication & Motivation.

Coaching Science (optional extra): Principles of Physical Activity; Principles of Growth & Development; Planning and Implementing Practice Sessions; Teaching Sports Skills; Designing and implementing Conditioning Programmes for Coaches; Organisation and Administration within Coaching; Logistics of Touring Teams; Communication & Teaching Skills; Stress Management; Sport Psychology in Coaching; Professionalism; Sport, Recreation & Fitness for People living with HIV

CONTINUING EDUCATION AND SHORT COURSES

THE BASICS OF EXERCISE SCIENCE.

Aim:

This course is designed to provide a basic understanding of exercise science for students entering the field of exercise instruction. As the title implies, this is an introduction to this complex and fascinating science and is intended as a bridging course for students who wish to study for the National Diploma in Exercise Science, and do not have the necessary entrance requirements (Grade 12 or equivalent).

This course is also a pre-requisite for entrance onto our short courses.

Course Format: Home study course.

Course Content:

Anatomy: The Human Skeleton, Articulations, The Muscular system

Basic Exercise Physiology: Nervous System, Cardio respiratory System , Physiological Responses and the Training Effect of Exercise, The Digestive System, A Well balanced Diet, Components of Physical Fitness, Principles of Training, Principles of Programme Compilation, Monitoring Exercise Intensity, Planning a Group Fitness class.

HEALTH AND FITNESS MANAGEMENT

Aim:

There is a need for capacity in this field to promote competence in managing sport, recreation & fitness events and facilities. This course will assist the participants to manage the above, which will include managing finances, resources, the facility or venue, participants, the staff, members and spectators. The graduate could assume job responsibilities as a sport & recreation manager in schools, universities & sports clubs; manage health clubs and Spas, sport team management, outdoor adventure & recreation, community development, parks & recreation, as well as disability sport.

This is a home-study programme with optional seminar workshops structured during the year.

Duration: Approximately 1 year

Course Format: Home study course.

Course Content:

Curriculum

Module 1: Management
Module 2: Entrepreneurship
Module 3: Marketing
Module 4: Strategic Management
Module 5: Human Resource Management
Module 6: Labour Relations
Module 7: Organizational Behavior
Module 8: Financial Management
Module 9: Facility and Events Management
Module 10: International Business

Additional:

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- Legal and ethical considerations in sport
- Sociological aspects of sport and physical activity
- Professional sport
- Questions, answers, and sport management research
- Understanding sport management research

CEC Credit Value: 16

GROUP FITNESS INSTRUCTOR

Aim:

The aim of this course is to provide the student instructor with a thorough understanding of the methodology and instructional techniques which apply in group fitness instruction.

practical training in group fitness, flexibility and body conditioning and provide a base upon which to build a successful career as a group fitness instructor.

Duration: 6x 5-hour workshops

Course Format:

This course is offered as a Practical course for those who already have a qualification in Exercise Science.

Applicants with no previous relevant qualification must register (at the same time) for EITHER the Basics of Exercise Science home study programme OR the Certificate in exercise Science course.

Course Content:

Practical training in group fitness, flexibility and body conditioning and provide a base upon which to build a successful career as a group fitness instructor.

(CEC Credit Value: 16)

PILATES LEVEL 1 & 2

Aim:

Joseph Pilates defined the different phases of the Pilates repertoire as Beginner (level 1), Intermediate (level 2) and Advanced (level 3). The exercises in Level 2 are progressions from Level 1. The course is designed in Modules which allows for a more clinical and holistic approach.

Duration: 6x 5-hour workshops.

Course Format & Content:

Level 1 - Pre-Pilates, Beginner, Modified Beginner (CEC Credit Value: 16)

Modified and Beginner Pilates mat exercises build the foundation for the complete Pilates Repertoire (mat and equipment based). This module concentrates mainly on “the Powerhouse” and postural awareness and provides the basic knowledge which is necessary to progress to a more advanced repertoire. The student learns to analyse and understand the body and to acknowledge strengths and weaknesses. The stabilisers are tested as the course progresses to the more advanced exercises.

On completion of this module the student will be able to teach the complete Pilates beginner repertoire and use it as a therapeutic tool for rehabilitation.

Level 2 (CEC Credit Value: 10)

Level 2 exercises are longer and more time consuming. Gaining endurance as well as strength is an important and powerful combination on this level. Therefore movements are more challenging and more complex.

Level 2 focuses on both upper and lower body strength. The exercises are done with more flow, concentration and coordination. This brings new challenges to the workout and makes it more dynamic and aerobic.

NOTE:

It is compulsory to have anatomy and physiology background before doing this course. The minimum qualification (completed and examination passed) for this course is the Basics of Exercise Science.

SPORTS NUTRITION AND SUPPLEMENTATION

Aim:

To learn how nutrition can play an integral role in helping clients achieve their goals.

Course Format:

This is a distance-learning course with an open book exam.

Course Content:

It includes the fundamentals of the function of food, dietary requirements, essential nutrients, the energy system and balance, biological influences, the thermic effects of food, GI index, fluid requirements, supplements and their classifications, weight management, eating disorders, sports specific nutrition, diet and disease. All of these aspects are researched and discussed with particular reference to the pros and cons, myths and controversies which surround nutrition using the most up to date literature and information available.

