



PT DIPLOMA COURSE OVERVIEW

Academic year 2026/27

THE COMPLETE LEARNER JOURNEY

Calibre Coaching Academy
in partnership with PT Circle



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A clear route through the programme

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WELCOME

The complete PT Diploma learner journey

A curriculum review and partner reference publication.

WHAT IS THIS COURSE?

- A connected Level 2 and Level 3 pathway designed to develop competent, employable personal trainers.

WHO IS IT FOR?

- Learners preparing to begin, change or strengthen a career in personal training.

HOW TO USE THIS OVERVIEW

Start with the programme timeline, then move week by week through practical delivery, independent study, assessment, completion and progression.

AT A GLANCE

Understand the complete programme before Week One

HOW IS IT DELIVERED?

Ten structured teaching weeks combine tutor-led workshops, practical coaching, independent study and portfolio development.

HOW LONG DOES IT TAKE?

Core teaching runs across Weeks 1–10, followed by a defined completion, submission and quality-assurance period.

HOW WILL I BE ASSESSED?

Assessment develops progressively through consultation, practical preparation, formative review, summative observation and portfolio evidence.

WHAT SUPPORT WILL I RECEIVE?

Tutor guidance, practical feedback, resource access and post-course support continue through portfolio completion and certification.

STRUCTURE

Ten Guided learning weeks. One connected progression.

1	COACHING FOUNDATIONS Know Yourself / Know Your Clients • Coaching Intro – Programme Self-Efficacy
2	THEORY FOUNDATIONS Cardio & Intensity • Principles of Fitness – Steps to Results
3	BIOMECHANICS 101 Resistance Overview – Levers & Pivots • If You Ain't Assessing, You're Guessing
4	PLANNING FOUNDATIONS Back to the Front – A Plan for Results • Ramp it Up, Wind Down & Fill the Gaps
5	PROBLEMS & SOLUTIONS Strategy / Support & Showcase • SGPT – Dealing with & Delivering to Groups
6	BUSINESS FOUNDATIONS Level 2 assessment preperation • Business Intro – Core Values
7	RESOURCE FOUNDATIONS Assessment session - 1-1 'Intro session' & SGPT • Business Resources – Identity, Strategy & Systems
8	CLIENT SPECIFICITY Advanced Toolkit • Tools Acquired – Splits & Sessions
9	STRENGTH FOUNDATIONS Level 3 assessment preperation • Power or Nah?
10	GROWTH STRATEGY Assessment session - Level 3 Personal Training session • Your coaching journey

TEACHING
WEEKS 1–10

PROGRESSION

Coaching foundations develop into professional application

01

PREPARE*Pre-course*

Complete registration, access guidance and arrive ready to participate.

02

LEARN*Weeks 1–4*

Build the theory, consultation and coaching foundations used throughout the diploma.

03

APPLY*Weeks 5–9*

Practise, adapt and demonstrate coaching across increasingly specific situations.

04

ASSESS*Weeks 6–10*

Progress through formative preparation and summative practical assessment.

05

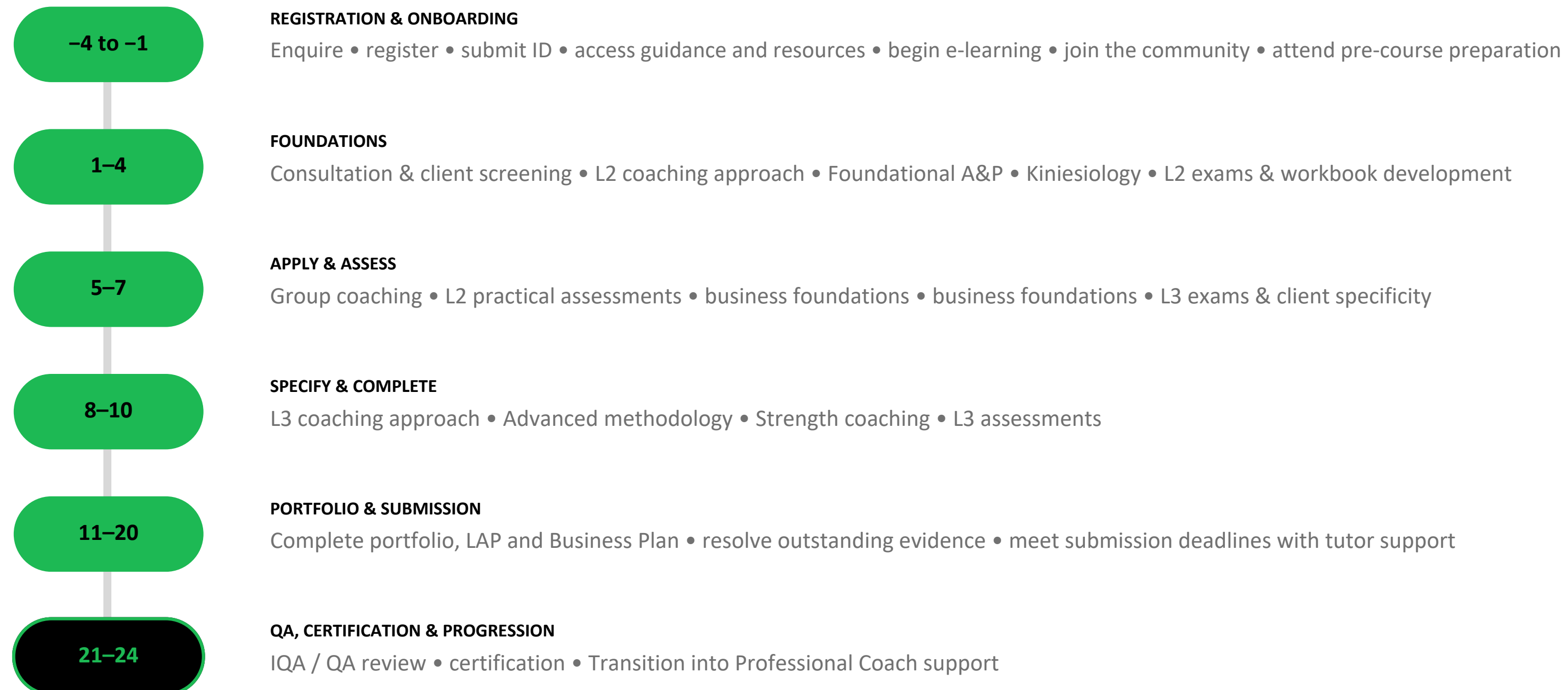
COMPLETE & PROGRESS*Weeks 11–24*

Finalise evidence, pass quality assurance and transition into professional support.

NAVIGATION

One journey from enrolment to professional support

Use this page as the reference point for the complete programme.



WEEK 1

COACHING FOUNDATIONS

Begin with the professional habits that make every later coaching decision more effective.

WHY THIS WEEK MATTERS

Today's workshop develops the consultation and communication skills that form the foundation of every successful coaching relationship.

By learning to ask better questions and build rapport, learners begin to understand that great coaching starts with understanding the person before prescribing the program

WEEK TOPIC	Know Yourself / Know Your Clients • Coaching Intro – Programme Self-Efficacy
KEY PRACTICAL SKILLS	Send out enquiry form link (with message template provided in toolkit) • Complete the conversation with...
ASSESSMENTS	FORMATIVE assessments as per completion • - Focus on establishing the foundations required for future...
INDEPENDENT STUDY	Begin the Learner Achievement Portfolio (LAP). • Begin Level 2 e-learning. • Begin your PT Case Study...
BUSINESS DEVELOPMENT	BUSINESS PLAN STEP 1: • TASK 1: LAP • VISUALISE, SELF REFLECT & LONG-TERM DEVELOPMENT • BUSINESS PLAN...

WEEK 1

Workshop breakdown

COACHING FOUNDATIONS

WORKSHOP 1

Know Yourself / Know Your Clients

KEY TOPICS

- Goals overview
- Career planning intro
- Rapport

OVERVIEW OF TASKS

- Ice Breaker
- Outline of partners aspirations

WORKSHOP 2

Coaching Intro – Programme Self-Efficacy

KEY TOPICS

- INTRO to coaching – (RM)
- Overview of (RT) modalities & training ranges
- Coaching "systems" to support client independence

OVERVIEW OF TASKS

- 'RAW' coach, pick an exercise and deliver. ID areas for coaching development
- APPLY - NASTY sequence & review confidence post delivery

WEEK 1

Practical completion

PRACTICAL COMPLETION

- Send out enquiry form link (with message template provided in toolkit)
- Complete the conversation with a potential client (or multiple)
- Practise coaching resistance machine exercises using the Repeatable Coaching Framework.
- Update your Course Tracker and continue developing your coaching confidence through repeated practice

WEEK 1

Theory tasks / study

THEORY TASKS / STUDY

- Begin the Learner Achievement Portfolio (LAP).
- Begin Level 2 e-learning.
- Begin your PT Case Study documentation.
- Begin your Business Plan workbook.
- Familiarise yourself with the Academy Resource Library and supporting course documentation.

UNITS / MODULES TO COMPLETE

- BUSINESS PLAN STEP 1:
- TASK 1: LAP
- VISUALISE, SELF REFLECT & LONG-TERM DEVELOPMENT
- BUSINESS PLAN DOC
- 1: CAREER VISION & 2: SWOT
- TO START
- CASE STUDY (PT DOC)
- PT DOC - Tab 1
- CONVERSATION
- TO START (case study client)

WEEK 1

Assessment & submission

ASSESSMENTS TO COMPLETE

- FORMATIVE assessments as per completion
- - Focus on establishing the foundations required for future practical and theory assessments.

METHODS OF ASSESSMENT

- Practical coaching practice
- LAP / workbook activities
- Case study development.

SUBMISSION INFO

- No formal submission required.
- Maintain all evidence within your LAP, Case Study and Business Plan ready for future tutor review.

WEEK 2

THEORY FOUNDATIONS

Connect essential theory to the first confident, purposeful coaching interactions.

WHY THIS WEEK MATTERS

This week’s workshops establish the theoretical principles that underpin effective exercise prescription.

Learners begin to understand how exercise intensity, physiological adaptation and the principles of fitness influence programme design, developing the knowledge required to justify coaching decisions rather than simply selecting exercises.

WEEK TOPIC	Cardio & Intensity • Principles of Fitness – Steps to Results
KEY PRACTICAL SKILLS	Complete a client consultation using the Consultation Record. • Practise coaching resistance machine...
ASSESSMENTS	FORMATIVE assessments as per completion. • Complete the Level 2 Mock Exam. • Continue developing...
INDEPENDENT STUDY	Complete the Level 2 Mock Exam. • Continue Active IQ e-learning & the relevant revision activities
BUSINESS DEVELOPMENT	BUSINESS PLAN STEP 1: • TASK 1: LAP • VISUALISE, SELF REFLECT & LONG-TERM DEVELOPMENT • BUSINESS PLAN...

WEEK 2

Workshop breakdown

THEORY FOUNDATIONS

WORKSHOP 1

Cardio & Intensity

KEY TOPICS

- CV fitness, energy systems
- Muscle contractions, intensity & monitoring
- Core training & functional fitness

OVERVIEW OF TASKS

- Participate in CV session
- Delivery of Cardio, core & FF

WORKSHOP 2

Principles of Fitness – Steps to Results

KEY TOPICS

- Principles of fitness
- Applying for health, fitness & performance

OVERVIEW OF TASKS

- Group task - 12 week progression
- Present back + peer discussion

WEEK 2

Practical completion

PRACTICAL COMPLETION

- Complete a client consultation using the Consultation Record.
- Practise coaching resistance machine exercises using the Repeatable Coaching Framework.
- Practise coaching cardiovascular and core training methods using the principles covered during the workshop.

WEEK 2

Theory tasks / study

THEORY TASKS / STUDY

- Complete the Level 2 Mock Exam.
- Continue Active IQ e-learning & the relevant revision activities.
- Continue your Learner Achievement Portfolio and Business Plan.

UNITS / MODULES TO COMPLETE

- BUSINESS PLAN STEP 1:
- TASK 1: LAP
- VISUALISE, SELF REFLECT & LONG-TERM DEVELOPMENT
- BUSINESS PLAN DOC
- 1: CAREER VISION & 2: SWOT
- TO COMPLETE
- CASE STUDY (PT DOC)
- PT DOC - Tab 1
- CONVERSATION
- TO COMPLETE (case study client)

WEEK 2

Assessment & submission

ASSESSMENTS TO COMPLETE

- FORMATIVE assessments as per completion.
- Complete the Level 2 Mock Exam.
- Continue developing practical coaching skills in preparation for future assessments.

METHODS OF ASSESSMENT

- Practical coaching practice
- Mock exam completion
- LAP / workbook activities
- Case study development.

SUBMISSION INFO

- No formal submission required.
- Maintain all evidence within your LAP, Business Plan and course portfolio ready for future tutor review.

WEEK 3

BIOMECHANICS 101

Use biomechanics and observation to make safer, more effective exercise choices.

WHY THIS WEEK MATTERS

This week's workshops develop an understanding of how movement mechanics influence coaching decisions.

Learners begin to analyse movement quality, apply biomechanical principles and use screening, assessment and testing to justify exercise selection and programme design.

WEEK TOPIC	Resistance Overview – Levers & Pivots • If You Ain't Assessing, You're Guessing
KEY PRACTICAL SKILLS	Practise applying biomechanics principles to exercise selection and technique. • Practise coaching...
ASSESSMENTS	FORMATIVE assessments as per completion. • Demonstrate an understanding of biomechanics and exercise...
INDEPENDENT STUDY	Continue Active IQ Level 2 e-learning & the relevant revision activities. • Continue developing your...
BUSINESS DEVELOPMENT	BUSINESS PLAN STEP 2: • 3: ANNUAL DEV PLAN • TO START • PORTFOLIO (LAP) • LAP weeks 1-2 (L2) • TO...

WEEK 3

Workshop breakdown

BIOMECHANICS 101

WORKSHOP 1

Resistance Overview – Levers & Pivots

KEY TOPICS

- Biomechanics, levers & pivots
- Force production & exercise application
- Free weight exercise progressions

OVERVIEW OF TASKS

- Analyse mechanics & exercise adaptations
- Coach free weight exercises

WORKSHOP 2

If You Ain't Assessing, You're Guessing

KEY TOPICS

- Screening, assessment & testing
- Movement screening & mobility assessment
- Fitness testing & programme placement

OVERVIEW OF TASKS

- Complete screening & assessment tasks
- Select appropriate fitness tests & justify findings

WEEK 3

Practical completion

PRACTICAL COMPLETION

- Practise applying biomechanics principles to exercise selection and technique.
- Practise coaching functional fitness and core training exercises with a coaching partner.
- Begin applying basic screening and assessment methods to inform exercise selection.

WEEK 3

Theory tasks / study

THEORY TASKS / STUDY

- Continue Active IQ Level 2 e-learning & the relevant revision activities.
- Continue developing your Learner Achievement Portfolio and Business Plan.
- Review biomechanics, levers, pivots and movement principles covered during the workshop.

UNITS / MODULES TO COMPLETE

- BUSINESS PLAN STEP 2:
- 3: ANNUAL DEV PLAN
- TO START
- PORTFOLIO (LAP)
- LAP weeks 1-2 (L2)
- TO COMPLETE
- CASE STUDY (PT DOC)
- PT DOC - Tabs 2-4
- GOALS
- SUPPORT
- CONSULTATION FORM
- TO START

WEEK 3

Assessment & submission

ASSESSMENTS TO COMPLETE

- FORMATIVE assessments as per completion.
- Demonstrate an understanding of biomechanics and exercise progression through practical coaching activities.
- Continue preparing for future practical assessments.

METHODS OF ASSESSMENT

- Practical coaching activities
- Progression planning task
- LAP / workbook activities
- Case study development.

SUBMISSION INFO

- No formal submission required.
- Maintain all evidence within your LAP, Business Plan and course portfolio ready for future tutor review.

WEEK 4

PLANNING FOUNDATIONS

Turn gathered information into structured sessions and longer-term direction.

WHY THIS WEEK MATTERS

This week's workshops bridge the gap between understanding exercise and building effective programmes.

Learners begin structuring complete sessions, applying periodisation principles and selecting exercises based on assessment findings to create purposeful, client-specific training plans.

WEEK TOPIC	Back to the Front – A Plan for Results • Ramp it Up, Wind Down & Fill the Gaps
KEY PRACTICAL SKILLS	Coach practical brush-ups from previous workshops. • Begin structuring complete training sessions. •...
ASSESSMENTS	Recording of 'conversation' - serving as consultation observation assessment • Continue preparation...
INDEPENDENT STUDY	Continue Level 2 e-learning. • Complete any outstanding Level 2 worksheets and assignments. • Review...
BUSINESS DEVELOPMENT	BUSINESS PLAN STEP 2: • 3: ANNUAL DEV PLAN • TO CONTINUE • PORTFOLIO (LAP) • LAP weeks 3-4 • TO START •...

WEEK 4

Workshop breakdown

PLANNING FOUNDATIONS

WORKSHOP 1

Back to the Front – A Plan for Results

KEY TOPICS

- Client needs & exercise selection
- Session structure & planning
- Long-term programme planning

OVERVIEW OF TASKS

- Plan a client training session
- Justify programme progression

WORKSHOP 2

Ramp it Up, Wind Down & Fill the Gaps

KEY TOPICS

- RAMP warm-up principles
- Cool-down & flexibility
- Functional fitness & core

OVERVIEW OF TASKS

- Plan & deliver a RAMP warm-up
- Coach functional fitness & core

WEEK 4

Practical completion

PRACTICAL COMPLETION

- Coach practical brush-ups from previous workshops.
- Begin structuring complete training sessions.
- Apply simple exercise selection from client consultation findings.
- Practise session planning including warm-up, main session and cool-down.

WEEK 4

Theory tasks / study

THEORY TASKS / STUDY

- Continue Level 2 e-learning.
- Complete any outstanding Level 2 worksheets and assignments.
- Review consultation information to support program planning.

UNITS / MODULES TO COMPLETE

- BUSINESS PLAN STEP 2:
- 3: ANNUAL DEV PLAN
- TO CONTINUE
- PORTFOLIO (LAP)
- LAP weeks 3-4
- TO START
- CASE STUDY (PT DOC)
- PT DOC - Tabs 2-4
- GOALS
- SUPPORT
- CONSULTATION FORM
- TO CONTINUE

WEEK 4

Assessment & submission

ASSESSMENTS TO COMPLETE

- Recording of 'conversation' - serving as consultation observation assessment
- Continue preparation towards practical observations.

METHODS OF ASSESSMENT

- Observation - Consultation recording
- Tutor observation during practical workshops.
- Planning activities and group discussion.
- Independent study and workbook completion.

SUBMISSION INFO

- To upload observation assessment to 'assessments upload' folder in shared drive
- Complete outstanding e-learning and workbook tasks.
- Update planning documents before Week 5.
- Ensure planning work completed ready for tutor review.

WEEK 5

PROBLEMS & SOLUTIONS

Learn to identify barriers, adapt the plan and keep clients moving forward.

WHY THIS WEEK MATTERS

This week's workshops develop the interpersonal and practical coaching skills needed beyond exercise prescription.

Learners explore behaviour change, accountability and group coaching, applying strategies that improve client adherence while expanding their ability to coach multiple participants safely and effectively.

WEEK TOPIC	Strategy / Support & Showcase • SGPT – Dealing with & Delivering to Groups
KEY PRACTICAL SKILLS	Participate in SGPT practical coaching activities where possible. • Compare group coaching with...
ASSESSMENTS	FORMATIVE • 1-1 'intro' & Small Group PT session plans completed. • SUMMATIVE (Preparation) • Prepare...
INDEPENDENT STUDY	Complete Level 2 e-learning revision sections • BEGIN Level 3 e-learning: A&P and NUTRITION • Complete...
BUSINESS DEVELOPMENT	BUSINESS PLAN STEP 2: • 3: ANNUAL DEV PLAN • TO CONTINUE • PORTFOLIO (LAP) • LAP weeks 3-4 • TO...

WEEK 5

Workshop breakdown

PROBLEMS & SOLUTIONS

WORKSHOP 1

Strategy / Support & Showcase

KEY TOPICS

- Behaviour change & accountability
- Sustainable coaching strategies
- Measuring client progress

OVERVIEW OF TASKS

- Build client action plans
- Measure meaningful progress

WORKSHOP 2

SGPT – Dealing with & Delivering to Groups

KEY TOPICS

- Group coaching principles
- SGPT session planning
- Group coaching delivery

OVERVIEW OF TASKS

- Plan an SGPT session
- Deliver group coaching

WEEK 5

Practical completion

PRACTICAL COMPLETION

- Participate in SGPT practical coaching activities where possible.
- Compare group coaching with one-to-one delivery.
- Complete and practise a Small Group PT session plan in preparation for assessment.
- Apply behaviour change and client support strategies within practical coaching scenarios.

WEEK 5

Theory tasks / study

THEORY TASKS / STUDY

- Complete Level 2 e-learning revision sections
- BEGIN Level 3 e-learning: A&P and NUTRITION
- Complete Level 3 exams

UNITS / MODULES TO COMPLETE

- BUSINESS PLAN STEP 2:
- 3: ANNUAL DEV PLAN
- TO CONTINUE
- PORTFOLIO (LAP)
- LAP weeks 3-4
- TO COMPLETE
- CASE STUDY (PT DOC)
- PT DOC - Tabs 1-8
- CONVERSATION
- GOALS
- SUPPORT
- CONSULTATION FORM
- MEASUREMENTS
- TEST / ASSESS
- SESSION PLANS
- TO CONTINUE

WEEK 5

Assessment & submission

ASSESSMENTS TO COMPLETE

- FORMATIVE
- 1-1 'intro' & Small Group PT session plans completed.
- SUMMATIVE (Preparation)
- Prepare for upcoming Level 2 practical assessments.
- Continue portfolio and theory completion ready for Week 6.

METHODS OF ASSESSMENT

- Tutor observation during practical workshops.
- Planning activities and group discussion.
- Independent study and workbook completion.
- Session planning documentation.
- Learning platform completion.
- Observation - Consultation recording - insight provided if contingency needed

SUBMISSION INFO

- Complete assessment planning before Week 6.
- Continue portfolio updates.
- Complete outstanding platform tasks and submit required portfolio evidence by the published deadlines.

WEEK 6

BUSINESS FOUNDATIONS

Bring practical delivery and professional values together at the first formal milestone.

WHY THIS WEEK MATTERS

This week's workshop shifts the focus from becoming a coach to becoming a professional.

Learners define the purpose, values and identity that will shape their coaching decisions, client relationships and future business, creating a foundation for long-term career development.

WEEK TOPIC	Level 2 assessment preparation • Business Intro - Core Values
KEY PRACTICAL SKILLS	Full preparation for Level 2 practical observation - practice both '1-1 intro' & 'SGPT' sessions where...
ASSESSMENTS	FORMATIVE • Small Group PT session plans completed. • SGPT assessment (optional) for strongest learners...
INDEPENDENT STUDY	FINALISE Level 3 e-learning for A&P and NUTRITION sections • Complete Level 3 exams if outstanding •...
BUSINESS DEVELOPMENT	BUSINESS PLAN STEP 2: • 3: ANNUAL DEV PLAN • TO COMPLETE • BUSINESS PLAN STEP 3: • TASK 4: Market...

WEEK 6

Workshop breakdown

BUSINESS FOUNDATIONS

WORKSHOP 1

Assessment Prep session - Level 2:

- 1-1 'Intro session' &
- SGPT

KEY TOPICS

- Assessment brief for both
- Full run through of SGPT
- Criteria & prep

OVERVIEW OF TASKS

- Develop session plans for each assessment
- Complete full SGPT run through

WORKSHOP 2

Business Intro – Core Values

KEY TOPICS

- Purpose, values & standards
- Vision & professional identity
- Building your coaching philosophy

OVERVIEW OF TASKS

- Define your coaching purpose & values
- Create your coaching identity statement

WEEK 6

Practical completion

PRACTICAL COMPLETION

- Full preparation for Level 2 practical observation - practice both '1-1 intro' & 'SGPT' sessions where possible
- Complete a full run-through of the Level 2 1-to-1 Intro session.
- Refine session plans ready for assessment

WEEK 6

Theory tasks / study

THEORY TASKS / STUDY

- FINALISE Level 3 e-learning for A&P and NUTRITION sections
- Complete Level 3 exams if outstanding
- Ensure client case study up to date in prep for application of Level 3 content transition

UNITS / MODULES TO COMPLETE

- BUSINESS PLAN STEP 2:
- 3: ANNUAL DEV PLAN
- TO COMPLETE
- BUSINESS PLAN STEP 3:
- TASK 4: Market Research
- TO COMPLETE
- BUSINESS PLAN STEP 4:
- OBSERVE GUIDANCE
- CASE STUDY (PT DOC)
- PT DOC - Tabs 1-8
- CONVERSATION
- GOALS
- SUPPORT
- CONSULTATION FORM
- MEASUREMENTS
- TEST / ASSESS
- SESSION PLANS
- TO COMPLETE

WEEK 6

Assessment & submission

ASSESSMENTS TO COMPLETE

- FORMATIVE
- Small Group PT session plans completed.
- SGPT assessment (optional) for strongest learners
- SUMMATIVE (Preparation)
- Prepare for upcoming Level 2 practical assessments.
- Continue portfolio and theory completion ready for Week 7.

METHODS OF ASSESSMENT

- Tutor observation during workshop.
- Observed practical assessment or video submission.
- Session plan review.
- Practical coaching observation.

SUBMISSION INFO

- COMPLETION of LEVEL 2 Case study & Portfolio work
- FORMATIVE ASSESSMENTS (if relevant)
- Submit a completed session plan.
- Deliver the assessment with a group of three participants (peers acceptable).
- Complete the session evaluation section following assessment.

WEEK 7

RESOURCE FOUNDATIONS

Demonstrate independent one-to-one coaching while expanding the client support toolkit.

WHY THIS WEEK MATTERS

This week's workshop develops the practical resources required to launch a coaching business.

Learners begin building their professional brand, defining their coaching offer and creating the systems, strategy and financial foundations needed to transition from qualification to career.

WEEK TOPIC	Assessment session - 1-1 'Intro session' & SGPT • Business support - resources
KEY PRACTICAL SKILLS	Complete a written session evaluation following Level 2 practical assessments. • Participate in the...
ASSESSMENTS	SUMMATIVE • Level 2 - Group coaching session • Level 2 - 1-1 Intro coaching session
INDEPENDENT STUDY	Complete Level 3 exams if outstanding • Continue Level 3 e-learning • Ensure client case study up to...
BUSINESS DEVELOPMENT	BUSINESS PLAN STEP 4: • TASK 5: Customer profile • TASK 6: Consult report • TASK 7: Health infograph •...

WEEK 7

Workshop breakdown

RESOURCE FOUNDATIONS

WORKSHOP 1

Assessment session - 1-1 'Intro session' & SGPT

KEY TOPICS

- Assessment brief for both
- Readiness check

OVERVIEW OF TASKS

- Deliver each session as advised
- Complete self-evaluation immediately after

WORKSHOP 2

Business Resources – Identity, Strategy & Systems

KEY TOPICS

- Brand, strategy & coaching offer
- Financial planning & business systems
- Business toolkit & professional development

OVERVIEW OF TASKS

- Build your coaching business toolkit
- Develop your launch strategy

WEEK 7

Practical completion

PRACTICAL COMPLETION

- Complete a written session evaluation following Level 2 practical assessments.
- Participate in the Business Support Resources workshop, contributing ideas and feedback to support peers' coaching businesses.
- Present a short business pitch and complete the 'One Killer Contribution' activity.

WEEK 7

Theory tasks / study

THEORY TASKS / STUDY

- Complete Level 3 exams if outstanding
- Continue Level 3 e-learning
- Ensure client case study up to date in prep for application of Level 3 content transition

UNITS / MODULES TO COMPLETE

- BUSINESS PLAN STEP 4:
- TASK 5: Customer profile
- TASK 6: Consult report
- TASK 7: Health infograph
- TO COMPLETE
- PORTFOLIO (LAP)
- Level 2 Self - Evaluation
- CASE STUDY (PT DOC)
- PT DOC - Tab 9
- PT BRAINSTORM
- TO OBSERVE GUIDANCE

WEEK 7

Assessment & submission

ASSESSMENTS TO COMPLETE

- SUMMATIVE
- Level 2 - Group coaching session
- Level 2 - 1-1 Intro coaching session

METHODS OF ASSESSMENT

- Summative assessor observation.
- Observed practical assessment or video submission.
- Session plan review.
- Practical coaching observation.

SUBMISSION INFO

- FOR SUMMATIVE ASSESSMENTS
- Submit a completed session plan.
- Deliver the assessment with a group of three participants (peers acceptable).
- Complete the session evaluation section following assessment.
- If unable to attend the scheduled assessment date, submit a video recording instead.

WEEK 8

CLIENT SPECIFICITY

Apply advanced methods and longer-term planning to increasingly specific client needs.

WHY THIS WEEK MATTERS

This week's workshops bring together the tools acquired throughout the course, enabling learners to make informed coaching decisions for individual clients.

Learners apply advanced training methods and structured programme design to produce increasingly specific, purposeful and outcome-driven coaching.

WEEK TOPIC	Advanced Toolkit • Tools Acquired – Splits & Sessions
KEY PRACTICAL SKILLS	Deliver advanced resistance training methods covered on practical workshops. • Deliver advanced...
ASSESSMENTS	FORMATIVE • Deliver advanced resistance and cardiovascular training methods during practical coaching...
INDEPENDENT STUDY	Review resistance training modalities, contraction types and progressive overload principles. • AIM TO...
BUSINESS DEVELOPMENT	BUSINESS PLAN STEP 4: • TASK 6: Consult report • TASK 7: Health infograph • DEVELOP resources • CASE...

WEEK 8

Workshop breakdown

CLIENT SPECIFICITY

WORKSHOP 1

Advanced Toolkit

KEY TOPICS

- Advanced coaching methods
- Client-specific training tools
- Method selection & application

OVERVIEW OF TASKS

- Deliver advanced training methods
- Apply methods to client goals

WORKSHOP 2

Tools Acquired – Splits & Sessions

KEY TOPICS

- Programme periodisation
- Training splits & session planning
- Long-term programme progression

OVERVIEW OF TASKS

- Build a 12-week programme
- Structure sessions & training blocks

WEEK 8

Practical completion

PRACTICAL COMPLETION

- Deliver advanced resistance training methods covered on practical workshops.
- Deliver advanced cardiovascular training methods and justify their suitability for different clients.
- Apply appropriate training modalities based on client needs, ability and stage of progression.
- Begin planning a structured 12-week programme using the methods and principles covered throughout the course.

WEEK 8

Theory tasks / study

THEORY TASKS / STUDY

- Review resistance training modalities, contraction types and progressive overload principles.
- AIM TO COMPLETE Level 3 e-learning
- Study wider client demographics, and case study progress in order to align resources
- Review guidance & examples of food diary provision in order to gain context on level of detail required.

UNITS / MODULES TO COMPLETE

- BUSINESS PLAN STEP 4:
- TASK 6: Consult report
- TASK 7: Health infograph
- DEVELOP resources
- CASE STUDY (PT DOC)
- PT DOC - Tab 9
- PT BRAINSTORM
- TO COMPLETE
- FOOD DIARY
- TO PROVIDE
- CASE STUDY (PT DOC)
- COMMENTARY
- MACROCYCLES
- MESOCYCLES
- MICROCYCLES
- OBSERVE GUIDANCE

WEEK 8

Assessment & submission

ASSESSMENTS TO COMPLETE

- FORMATIVE
- Deliver advanced resistance and cardiovascular training methods during practical coaching activities.
- Demonstrate appropriate selection and justification of training methods for individual clients.
- Produce the initial framework of a longer-term programme using appropriate training phases and progression.

METHODS OF ASSESSMENT

- Tutor observation of practical coaching.
- Observation of exercise selection, coaching and client management.
- Programme planning activities.
- Tutor questioning and group discussion.
- Portfolio and workbook evidence.

SUBMISSION INFO

- Update programme planning documentation.
- Continue uploading portfolio evidence where required.
- Complete outstanding e-learning and workbook activities before the final teaching week.
- Ensure Business Plan, LAP and Case Study remain up to date.

WEEK 9

STRENGTH FOUNDATIONS

Develop strength coaching competence and demonstrate appropriate advanced delivery.

WHY THIS WEEK MATTERS

This week’s workshop develops the coaching competency required for higher-intensity strength training.

Learners refine their delivery of fundamental movement patterns while applying appropriate progressions, preparing them to coach maximal strength safely and confidently based on individual client ability.

WEEK TOPIC	Level 3 assessment preparation • The ‘BIG 2’ - Not just for powerlifters
KEY PRACTICAL SKILLS	Practise coaching the squat, hinge/deadlift and press movement patterns. • Review, amend & prepare any...
ASSESSMENTS	FORMATIVE • Deliver advanced resistance and cardiovascular training methods during practical coaching...
INDEPENDENT STUDY	Continue developing case study programme and planning documents. • Prepare for the upcoming practical...
BUSINESS DEVELOPMENT	BUSINESS PLAN STEP 4: • TASK 6: Consult report • TASK 7: Health infograph • CONTINUE to DEVELOP

WEEK 9

Workshop breakdown

STRENGTH FOUNDATIONS

WORKSHOP 1

Assessment Prep session - Level 3:

- Advanced methods
- &
- PT Session

KEY TOPICS

- Assessment brief for both
- Full run through of 'Advanced methods' session
- Criteria & prep

OVERVIEW OF TASKS

- Develop session plans for each assessment
- Complete full ADVANCED METHODS run through

WORKSHOP 2

Power or Nah?

KEY TOPICS

- Strength principles & progressions
- Exercise suitability & prescription
- Coach higher-intensity lifting - SBD

OVERVIEW OF TASKS

- Participate in strength lifting workshops
- Plan progressive strength variations

WEEK 9

Practical completion

PRACTICAL COMPLETION

- Practise coaching the squat, hinge/deadlift and press movement patterns.
- Review, amend & prepare any necessary changes to session plan ready for assessment
- Refine coaching technique for higher-intensity strength training.
- Complete exercise progression planning for your case study client.
- Continue developing confidence in exercise selection and progression.

WEEK 9

Theory tasks / study

THEORY TASKS / STUDY

- Continue developing case study programme and planning documents.
- Prepare for the upcoming practical assessments through independent coaching practice
- Review associated lessons covered to date for areas of uncertainty or less proficiency

UNITS / MODULES TO COMPLETE

- BUSINESS PLAN STEP 4:
- TASK 6: Consult report
- TASK 7: Health infograph
- CONTINUE to DEVELOP resources
- CASE STUDY (PT DOC)
- PT DOC - Tab 9
- PT BRAINSTORM
- TO COMPLETE VIDEO RECORDING
- FOOD DIARY ANALYSIS
- TO COMPLETE

WEEK 9

Assessment & submission

ASSESSMENTS TO COMPLETE

- FORMATIVE
- Deliver advanced resistance and cardiovascular training methods during practical coaching activities.
- Demonstrate appropriate selection and justification of training methods for individual clients.
- SUMMATIVE
- Recording of 'conversation' - serving as L3 consultation observation assessment
- Continue preparation towards Level 3 practical observations.
- Complete Level 2 self-evaluation if outstanding

METHODS OF ASSESSMENT

- FORMATIVE
- Tutor observation of practical coaching.
- Observation of exercise selection, coaching and client management
- Observation - Consultation recording
- Tutor observation during practical workshops.
- Planning activities and group discussion.
- Independent study and workbook completion.

SUBMISSION INFO

- To upload observation assessment to 'assessments upload' folder in shared drive
- Complete outstanding e-learning and workbook tasks.
- Ensure planning work completed ready for tutor review.

WEEK 10

GROWTH STRATEGY

Complete the practical journey and leave with a clear strategy for professional progression.

WHY THIS WEEK MATTERS

This weeks workshop encourages learners to be forward-thinking in their next actions, in order to continue towards longer-term career ambitions outlined at the start of the qualification

WEEK TOPIC	Assessment - Level 3 PT session • Evolution - transition to pro coach status
KEY PRACTICAL SKILLS	Arrange specifics of any referral observations following summative completion • Apply development of...
ASSESSMENTS	SUMMATIVE • Level 3 - Advanced methods • & • Level 3 - 1-1 Personal Training session • Prepare...
INDEPENDENT STUDY	Complete all outstanding portfolio evidence • AIM TO COMPLETE Level 3 e-learning • Ensure to complete...
BUSINESS DEVELOPMENT	BUSINESS PLAN STEP 4: • TASK 6: Consult report • TASK 7: Health infograph • COMPLETE and SEND resources...

WEEK 10

Workshop breakdown

GROWTH STRATEGY

WORKSHOP 1

Assessment - Level 3:

- Advanced methods
- &
- PT Session

KEY TOPICS

- Assessment brief for each component
- Readiness check

OVERVIEW OF TASKS

- Deliver assessments as advised
- Complete self-evaluation immediately after

WORKSHOP 2

EVOLUTION - Transition to PRO COACH status!

KEY TOPICS

- DEFINE your product
- Review, Refine, Re-run & REPEAT
- Align your time & 'deadline' the next steps!
- Academy next steps options

OVERVIEW OF TASKS

- Reward your current PROGRESS
- But, STRATEGISE your next move!

WEEK 10

Practical completion

PRACTICAL COMPLETION

- Arrange specifics of any referral observations following summative completion
- Apply development of coaching skills in client interactions

WEEK 10

Theory tasks / study

THEORY TASKS / STUDY

- Complete all outstanding portfolio evidence
- AIM TO COMPLETE Level 3 e-learning
- Ensure to complete all associated evaluations, and client supporting materials

UNITS / MODULES TO COMPLETE

- BUSINESS PLAN STEP 4:
- TASK 6: Consult report
- TASK 7: Health infograph
- COMPLETE and SEND resources
- CASE STUDY (PT DOC)
- PT DOC - PREP TABS
- 11: 👥 PT CONSULT ASSESS
- 12: 🍏 DIETARY ANALYSIS
- 13: 🗣️ COMMENTARY
- TO COMMENCE
- PT DOC - PROGRAM TABS
- 14: 📅 MACROCYCLE
- 15: 📊 MESOCYCLES
- 16: ✅ MICROCYCLES
- TO COMMENCE

WEEK 10

Assessment & submission

ASSESSMENTS TO COMPLETE

- SUMMATIVE
- Level 3 - Advanced methods
- &
- Level 3 - 1-1 Personal Training session
- Prepare Portfolio ready for submission

METHODS OF ASSESSMENT

- Summative assessor observation.
- Observed practical assessment or video submission.
- Session plan review.
- Practical coaching observation.

SUBMISSION INFO

- FOR SUMMATIVE ASSESSMENTS
- Submit a completed session plan.
- Deliver the assessment with a group of three participants (peers acceptable).
- Complete the session evaluation section following assessment.
- If unable to attend the scheduled assessment date, submit a video recording instead.

WEEKS 11-20

Post-Course Support & Quality Assurance

Portfolio completion, outstanding evidence and tutor support — not additional classroom teaching.

PORTFOLIO STATUS

- Complete any referrals if necessary

TUTOR SUPPORT

- Complete all outstanding portfolio evidence
- AIM TO COMPLETE Level 3 e-learning / utilise for your NEXT MOVE

QUALITY ASSURANCE

- BUSINESS PLAN STEP 5:
- TASK 6: Consult report
- TASK 7: Health infograph
- TASK 7: Health infograph
- COMPLETE and check ALL RESOURCES
- PORTFOLIO (LAP)
- EXAMS - all complete
- WORKSHEETS - all complete
- COMPLETE and check ALL RESOURCES
- CASE STUDY (PT DOC)
- PT DOC - ALL TABS
- COMPLETE and check ALL RESOURCES

CERTIFICATION & PROGRESSION

- ANY OUTSTANDING
- ANY RELEVANT
- ALL WORK to be submitted within this period in order to meet QA deadlines

WEEKS 21-24

Post-Course Support & Quality Assurance

Quality assurance, certification and progression — not additional classroom teaching.

PORTFOLIO STATUS

- All required evidence handed in
- Any agreed deferrals formally recorded

TUTOR SUPPORT

- Final evidence queries resolved
- Learner kept informed of progress

QUALITY ASSURANCE

- Assessment decisions reviewed through IQA
- Outstanding actions completed
- Certification confirmed

CERTIFICATION & PROGRESSION

- Certification released following quality assurance
- Transition into Professional Coach support
- Ongoing Academy and PT Circle relationship

MILESTONES

Assessment develops throughout the programme

01

CONSULTATION

Gather and record meaningful client information

02

PRACTICAL DEVELOPMENT

Build coaching competence through guided practice

03

FORMATIVE ASSESSMENT

Use feedback to prepare and refine performance

04

SUMMATIVE ASSESSMENT

Demonstrate the required practical standard

05

PORTFOLIO COMPLETION

Submit written, recorded and invigilated evidence

06

IQA

Confirm assessment decisions and evidence quality

07

CERTIFICATION

Complete the diploma and progress as a professional coach

REFERENCE

The complete course sequence

1	COACHING FOUNDATIONS Know Yourself / Know Your Clients • Coaching Intro – Programme Self-Efficacy	DEVELOPMENT
2	THEORY FOUNDATIONS Cardio & Intensity • Principles of Fitness – Steps to Results	DEVELOPMENT
3	BIOMECHANICS 101 Resistance Overview – Levers & Pivots • If You Ain't Assessing, You're Guessing	DEVELOPMENT
4	PLANNING FOUNDATIONS Back to the Front – A Plan for Results • Ramp it Up, Wind Down & Fill the Gaps	DEVELOPMENT
5	PROBLEMS & SOLUTIONS Strategy / Support & Showcase • SGPT – Dealing with & Delivering to Groups	ASSESSMENT - FORMATIVE
6	BUSINESS FOUNDATIONS Level 2 assessment preperation • Business Intro – Core Values	ASSESSMENT - PREPERATION
7	RESOURCE FOUNDATIONS Assessment session - 1-1 'Intro session' & SGPT • Business Resources – Identity, Strategy & Systems	ASSESSMENT - SUMMATIVE
8	CLIENT SPECIFICITY Advanced Toolkit • Tools Acquired – Splits & Sessions	DEVELOPMENT
9	STRENGTH FOUNDATIONS Level 3 assessment preperation • Power or Nah?	ASSESSMENT - FORMATIVE
10	GROWTH STRATEGY Assessment session - Level 3 Personal Training session • Your coaching journey	ASSESSMENT - SUMMATIVE



CAREERS, NOT COURSES.

Certification is the milestone — professional development continues beyond it.

Calibre Coaching Academy and PT Circle combine an approved learning journey with practical delivery, quality assurance and ongoing support into professional coaching.

PT CIRCLE × CALIBRE COACHING ACADEMY