



# STUDENT HANDBOOK

---

2023 - 2024

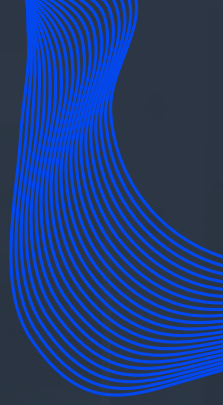


# Table of Contents

<b>About The Shredquarters Academy</b>	<b>03</b>
<b>Expectations</b>	<b>04</b>
<b>Timeline</b>	<b>05</b>
<b>Assessments &amp; Assignments</b>	<b>06</b>
<b>Accreditations</b>	<b>07</b>
<b>Advanced Learner Loan</b>	<b>08/09</b>
<b>Other Information</b>	<b>10</b>



# About The Shredquarters Academy



Welcome to the Shredquarters Academy, the ultimate destination for students on the path to becoming personal trainers. With over 15 conveniently located facilities across the nation, we are dedicated to providing a comprehensive programme tailored specifically for your journey.

What sets us apart is our exclusive partnership with FitPro-X Academy, a distinguished institution in the fitness education field. Through this collaboration, we offer comprehensive personal training qualifications led by industry experts. Our courses are specifically designed to cater to your needs as a student aspiring to become a personal trainer, providing you with the knowledge, skills, and practical experience required to excel in this rewarding profession.

Beyond the coursework, Shredquarters Academy fosters a supportive community of like-minded individuals who are on the same journey as you. Join our community, share your successes, and draw inspiration from fellow students.

We invite you to start your transformative journey with us. Welcome to The Shredquarters Academy, where we empower aspiring personal trainers to achieve greatness in both fitness and their careers.

# Expectations

---

## What you can expect from us

- **Comprehensive Course Materials:** We provide up-to-date course materials covering essential personal training topics, ensuring a comprehensive learning experience.
- **Engaging Online Learning:** The M-PWRD e-learning platform offers interactive resources, including videos, virtual classrooms, and modules, making learning enjoyable.
- **Supportive Instructors:** Our experienced instructors offer guidance, answer questions, and provide timely feedback to support your success.
- **Practical Training Opportunities:** At our training facilities, we offer hands-on experiences to apply knowledge and work with clients.
- **Ongoing Support:** Our support staff is available to assist with administrative and technical matters, ensuring a smooth learning journey.

## What we expect from you

- **Commitment to Learning:** Approach your studies with dedication, complete assignments on time, and actively participate to maximise your learning.
- **Professional Conduct:** Conduct yourself respectfully, adhere to academic integrity standards, and contribute to a positive learning environment.
- **Time Management:** Manage your time effectively, meet deadlines, and allocate sufficient study time to progress steadily.
- **Active Communication:** Engage in open communication, ask questions, seek clarification, and participate actively in discussions.
- **Technical Readiness:** Ensure access to a reliable computer, internet connection, and necessary software for seamless online learning.



# Timeline



## **Week 1 - 6:**

Platform Study: Complete one unit on the platform each week, units 1-6.

## **Week 7:**

Exams: Level 2 VTCT exams:

- UV20525 Principles of exercise, fitness and health
- UV20522 Anatomy and Physiology for exercise

## **Week 8:**

Practical: Level 2 practical session

## **Week 9 - 12:**

Platform Study: Complete one unit on the platform each week, units 7-10.

## **Week 13:**

Exams: Level 3 VTCT exam:

- UV30536A Anatomy and physiology for exercise and health

## **Week 14:**

Practical: Level 3 practical session

## **Throughout the Course:**

- Shadowing: Students will be shadowing during sessions. The schedule for these will be agreed upon with your mentor.
- Tutor Check-Ins: At the end of each week, students will have a check-in with their tutor. A register will be sent for students to sign as confirmation.



# Assessments & Assignments

---

## **What happens if my assignment does not pass?**

First and foremost, there is absolutely no reason to panic. Rest assured that what you're facing is simply a referred assignment, and it is by no means the end of the world. The assignment will be promptly returned to you, accompanied by constructive comments and invaluable advice on how you can enhance it to attain a passing grade. You will be granted a generous window of 7 days to refine your work and submit it again.

## **What if I don't agree with the grade I have been given?**

If you find yourself dissatisfied with the grade you received, don't worry! There are steps you can take to address this situation. Start by reaching out to your personal tutor, who is there to guide and support you. They can provide valuable insights into the appeals procedure and help you navigate through it. Remember, your personal tutor is dedicated to your academic success. They will work closely with you to understand your perspective and help you explore options for a resolution.

## **What if I am struggling?**

To assist those who are struggling with their workload, we have a dedicated Personal Learning Coach (PLC) available. The PLC's role is to provide guidance and assistance to students who may be experiencing difficulties. They will work closely with you and your tutor to create a tailored timetable that effectively manages your workload and helps you succeed. The impact of these coaches has been remarkable, with numerous students benefiting from their expertise and support, ultimately leading to successful qualification completion.



# Accreditations

---

You will be awarded a Level 3 Personal Training diploma upon successfully completing this programme. This diploma signifies your mastery of the practical skills and theoretical knowledge required to excel as a PT. It serves as a valuable credential that showcases your dedication and competence, giving you a competitive edge when seeking employment or building your client base.

## Endorsement

The qualification you are working towards is meticulously designed to align with the requirements set by the CIMSPA (Chartered Institute for the Management of Sport and Physical Activity) Gym Instructor and Personal Trainer Professional Standard. This endorsement ensures that the curriculum and training you receive meet industry standards and best practices in the field of sport and physical activity management.


## Recognition

Upon successful completion of this qualification, you will have the opportunity to gain entry into the esteemed CIMSPA Exercise and Fitness Directory as a practitioner. This recognition not only serves as a testament to your skills and knowledge but also opens doors to potential professional opportunities within the exercise and fitness industry.

## Certification

Depending on the units you've successfully finished, you'll receive either full certification or part accreditation. We'll send these certificates straight to the address you provided during your initial registration, unless you've provided us with an updated address.





# Advanced Learner Loans

---

## Advanced Learner Loan

If you have already signed up for an Advanced Learner Loan, it is important to fully understand its terms and conditions. Please carefully read the following information to ensure you are aware of your responsibilities and repayment obligations.

### 1. Loan Liability

As a student who has already obtained an Advanced Learner Loan, please be aware that if you decide to withdraw from the course, you will still be liable to repay the loan amount. This includes situations where you have been on the course for a short period, such as two weeks, before discontinuing your studies. It is essential to consider this commitment before making any decisions regarding your course enrolment.

### 2. Repayment Threshold

Repayment of the Advanced Learner Loan will begin once you start earning above a specified income threshold. Currently, loan repayments commence when your annual income exceeds £25,000. Please note that this threshold is subject to change based on government regulations and guidelines.

### 3. Loan Repayment Process

The repayment process for the Advanced Learner Loan is managed through the national tax system. Loan repayments are automatically deducted from your salary alongside your income tax and National Insurance contributions. The repayment percentage is determined by your income, ensuring that your loan is repaid gradually as you earn.



# Advanced Learner Loans

---

## Consent

By signing below, I acknowledge that I have read and understood the information provided regarding the Advanced Learner Loan. I am aware that as a borrower, I will remain liable to repay the loan amount even if I choose to withdraw from the course. I understand that loan repayments will begin once my income exceeds £25,000 per year, and the repayments will be collected through the tax system. I confirm that I have sought any additional information or clarification I required before signing this consent.

**Student Name:** .....

**Student Signature:** .....

**Date:** .....

# Other Information

---

## Academic Malpractice

We hold academic integrity in high regard. We expect all students to embrace honest and fair practices throughout their studies. Engaging in actions such as plagiarism, cheating, or unauthorised collaboration undermines the core values we uphold. Rest assured that instances of academic malpractice will be met with appropriate disciplinary actions, which may include grade penalties or, in severe cases, expulsion from the course. We foster an environment that promotes integrity, personal growth, and the pursuit of knowledge.

## Health and Safety


We prioritise your well-being and strive to provide a safe and secure learning environment. Rigorous health and safety protocols are in place to ensure your protection. It is essential to familiarise yourself with emergency procedures, including fire evacuation routes and other safety measures specific to the institution at which you will be undertaking your practical learning. Your active participation in adhering to health guidelines, such as maintaining personal hygiene and promptly reporting safety concerns, plays a crucial role in maintaining a healthy community. We are committed to continuously reviewing and enhancing our health and safety practices to ensure your safety, comfort, and peace of mind during your time with us.







THE SHREDQUARTERS

## CONTACT INFORMATION

 Emma Stewart

 07791320313

 [emma@theshredquarters.co.uk](mailto:emma@theshredquarters.co.uk)

 [theshredquarters.co.uk](http://theshredquarters.co.uk)