

**List of Competencies for On-the-Job Training (OJT)
Work-Study Diploma in Fitness Management**

Note: LOC is subject to changes due to curriculum review/ development

S/N	List of Competencies (Standard)	Company to indicate '✓' for OJT competencies it can provide
A	Module: Fitness Appraisal & Consultation	
1	Conduct client pre-exercise screening	
2	Conduct client fitness appraisal	
3	Perform consultation with client	
4	Evaluate client readiness and motivation for exercise	
B	Module: Fitness Design & Management	
5	Design gym fitness programme	
6	Implement gym fitness programme	
7	Review gym fitness programme	
C	Module: Customer Service Communication	
8	Develop sales / or e-commerce strategy	
9	Implement sales / or e-commerce strategy	
10	Review sales / or e-commerce strategy	
11	Evaluate customer/ stakeholder communication strategy	
D	Module: Fitness Analytics	
12	Determine client fitness performance outcomes	
13	Design client fitness performance strategy	
14	Evaluate client fitness performance strategy	
E	Module: Group Fitness Management	
15	Design group fitness exercise programme	
16	Implement group fitness exercise programme	
17	Implement fitness adherence strategies	
F	Module: Exercise & Wellness for Active Ageing	
18	Determine active ageing fitness requirements	
19	Plan client active ageing fitness programme	
20	Implement active ageing fitness programme	
21	Evaluate active ageing fitness programme	
G	Module: Fitness Business Management & Operations	
22	Manage gym floor operation	

S/N	List of Competencies (Standard)	Company to indicate '✓' for OJT competencies it can provide
23	Manage business resources	
24	Manage sales and membership services	
H	Module: Strength & Conditioning	
25	Determine client strength and conditioning requirements	
26	Plan strength and conditioning programme	
27	Implement strength and conditioning programme	
28	Review strength and conditioning programme	
	Sub-total of Competencies (Standard)	
List of Competencies (Company-specific)		
1		
2		
3		
4		
5		
6		
7		
	Sub-total of Competencies (Company-specific)	

Note:

- Company must be able to provide OJT for at least **75%** of the List of Competencies (Standard).
- If company is unable to meet the 75%, please propose alternate **course-related** competencies which are unique to company operations. Alternate competencies are capped at 25%.
[i.e. 50% of the list of competencies (standard) + 25% alternate competencies (Company-specific)].
- All alternate competencies (Company-specific) must be reviewed and endorsed by ITE.
- Trainees must receive OJT and be assessed for **All** competencies selected in this List.

Total no. of competencies selected by company for OJT

Total no. of competencies listed (*standard & company specific*)

Percentage of selected competencies

Completed By:

Name

Company

MODULE SYNOPSIS – WSDip in Fitness Management

Course Objective

This course equips trainees with relevant technical skills and knowledge to conduct fitness assessments and client consultations, plan and provide customised individual and group fitness exercises in a gym or in mass community events for clients of all ages. Trainees will be able to plan and design strength and conditioning programmes, apply data analytics to manage client performance outcomes, communicate effectively with clients and manage fitness business operations and membership services.

Modules Synopsis

Fitness Appraisal & Consultation

On completion of the module, trainees should be able to conduct pre-exercise client consultation and client fitness appraisal, prepare an exercise plan and conduct post-exercise review.

Fitness Design & Management

On completion of the module, trainees should be able to design, implement and review a gym fitness programme.

Customer Service Communication

On completion of this module, trainees should be able to manage communication with customers and communicate effectively with the organisation's stakeholders.

Fitness Analytics

On completion of the module, trainees should be able to determine client fitness performance outcomes to design and evaluate client fitness performance strategy through application of technology and data analytics.

Group Fitness Management

On completion of the module, trainees should be able to design and implement group fitness exercise programmes as well as fitness adherence strategies.

Exercise & Wellness For Active Aging

On completion of the module, trainees should be able to determine client active aging fitness requirements to plan, implement and evaluate active aging programmes for a healthy lifestyle.

Fitness Business Management & Operations

On completion of the module, trainees should be able to manage fitness operations, business resources and sales and membership services.

Strength & Conditioning

On completion of the module, trainees should be able to determine strength and conditioning requirements to plan, implement and review client strength and conditioning programmes.

Company Project

On successful completion of the module, trainees should have applied their acquired competencies in an authentic project that would value-add to the company.

MODULE SYNOPSIS – WSDip in Fitness Management

On-the-Job Training

On completion of the module, trainees should be able to apply the skills and knowledge acquired at ITE College and workplace to take on the full job scope, including supervisory function where appropriate, at the company.

TRAINING PATTERN SCHEDULE

WSDip in Fitness Management

Hybrid Release - Trainees attend daily lessons at ITE for a continuous period at the start, and after will attend lessons for one day per a week and spend the remainder of the work-week at the workplace for OJT.

April'26 Intake	April – June 2026	ITE Vacation (June) 4 weeks	July – September 2026	ITE Vacation (Sept) 2 weeks	October – December 2026	ITE Vacation (Dec) 4 weeks	January – March 2027	ITE Vacation (March) 2 weeks
1st Year Off-JT @ ITE	2 weeks block followed by 1 day / week		1 days / week		1 days / week		1 days / week	
April'26 Intake	April – June 2027	ITE Vacation (June) 4 weeks	July – September 2027	ITE Vacation (Sept) 2 weeks	October – December 2027	ITE Vacation (Dec) 4 weeks	October – December 2028	ITE Vacation (March) 2 weeks
2nd Year Off-JT @ ITE	1 week block followed by 1 day / week		1 days / week		1 days / week		1 days / week	
April'26 Intake	April – June 2028	ITE Vacation (June) 4 weeks	July – September 2028	ITE Vacation (Sept) 2 weeks	WSDip Programme 2026 Start: 1 April 2026 End: 30 September 2028 Duration: 2.5 years  Final results release may be later than programme end date			
3rd Year Off-JT @ ITE	1 days / week		1 days / week					