Western Canadian Centre for Activity and Aging

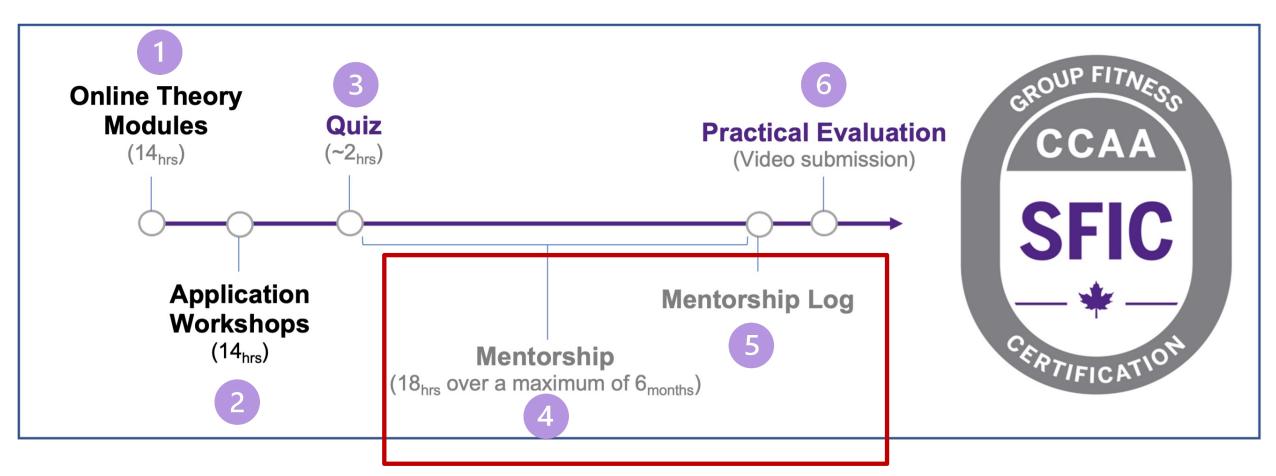


Mentorship Guide



Certification Process







Mentorship





Supervised application and practice



Guided Group Discussion



Mentor feedback



Local &/or Virtual



18 hrs total required



6 months to complete (post workshop)

Types / Options

Direct - Min 8hrs

Class Delivery

Indirect – unlimited

Mentor discussion

Peer – Max 5hrs

with other candidates



Mentorship Arrangement



Eligibility

- Current SFIC instructors
- Recommend a min of 1year of regular class instruction.

Responsibility

• The candidate is responsible for establishing the mentorship arrangement

Local

Local/in-person opportunities improve the candidate's success

Supplemental

- CCAA offers supplemental virtual opportunities 2-3x/month.
- Not meant to be the only source

Assistance

• The CCAA can assist candidates in contacting eligible instructors

TYPES OF MENTORSHIP

- 1. DIRECT
- 2. INDIRECT
- 3. PEER



Direct Mentorship



"Supervised delivery of group exercise" classes

Requirements

- 8 hours minimum (can be all 18)
- 1 full candidate led class
- 1 candidate observation (max)
- 25% or more candidate led for remainder of sessions
 - The candidate is expected to increase the portion of time spent leading class as they progress





Direct Mentorship Mentor Responsibilities





Current SFIC instructor



Supervision



Safety



Feedback

"Main Mentor"

- Observes full class
- Signs completed Mentorship Log



In-Direct Mentorship Western Canadian Centre for Activity and Aging

"Facilitated discussion or practice with SFIC Instructor"

No Requirements or Maximum

- Theory /Safety
- Practical Application
- Technique
- Programing
- Shared experiences
- Group Ratio of 1:6 preferred
- In person or virtual





In-direct Mentorship Mentor Responsibilities





Current SFIC instructor



Clarify concepts and theory



for clarification when required



Facilitate topics and discussion



Technical feedback



Candidate led (not intended to be a passive lecture)



Peer Mentorship



"Peer led discussion or practice group"

Maximum of 5hrs

- Theory
- Safety
- Practical Application/Practice
- Programing
- Share experiences
- Recommended that group be 8 or less

Mentors Responsibilities

Nothing directly



Mentorship Log







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FIC Candidate (Mentee) Information

Full Name	Date
	SFIC Date
Email	SFIC Trainer

Mentor Information

Mentorship Log

Full Name	Email

Direct Mentorship (Min 8 hrs) -exercise class delivery supervised by SFIC Mentor.

Date	Hours	Mentor	Activity	Summary of Feedback
	1	Jane S	Warmup +10m Cardio	More frequent RPE checks
Total				

Indirect Mentorship-individual/group discussion with SFIC Mentor

Date	Hours	Mentor	Activity	Summary of Feedback
	1	Jane S	Review Class Programming	Good flow of exercises
Total				

Peer Mentorship (Max 5 hrs)-group discussion with other SFIC candidates

Date	Hours	Activity	Individuals Present
	1	Reviewed strength exercises and cueing points	SD, JB, MK
Total			

*Note: the only requirement of the 18 hours is a minimum of 8 direct hours of mentorship. The remaining 10 hours can be a combination of any of the three (3) options (Direct, Indirect, Peer)

Attestation

	indicated below and is eligible to proceed to the SFIC practical evaluation.								
Date	Hours	Mentor	Mentor Signature						

Completing the Mentorship Log

- Include candidate's name and course section information.
 Indicate the name(s) and contact information for the primary mentor(s)
- For each live class, record the date, class length, and the mentor's name.
 In the Activity column, the candidate describes their involvement in the live class session in
- For example: led full class, led partial class, discussion with mentor, zoom session with
- mentor, etc.

 5. In the Summary of Feedback column, the candidate describes in 3-5 words the feedback they received from their mentor
- they received from their mentor

 For example, more frequent monitoring of RPE, good flow of exercise

 6. Once the candidate has accumulated a minimum of 18 hours of mentorship with at least 8 hours in the form of direct mentorship, AND the primary mentor is confident the candidate is ready to be evaluated, the mentor signs and dates the log to confirm the candidate is ready. to proceed to the video evaluation
- 7. The candidate submits the log through OWL under the Mentorship tab

Each 60-minute class that a candidate is involved with counts as one hour of direct mentorship even if the candidate initially only leads the group for 15 min. per session.

- · For the first direct mentorship session (1-hour) candidates can observe the complete
- class without participating directly

 During subsequent live class sessions, candidates must lead participants through a portion of the class for a minimum of 15 minutes in order for the session to count as one
- hour of direct mentorship

 The mentor encourages the candidate to increase the length of time they lead the class at
- each live session

 The goal at the end of the direct mentorship period is for the candidate to lead a

The primary mentor (and the one that the candidate worked with at the time that they led the

- complete class) signs the mentorship log. This signature indicates that the candidate has:
- Completed the required number of mentorship hours
 Achieved a level of competency to successfully lead community-based senior fitness classes that adhere to the SFIC standard

The signed mentorship log indicates to the CCAA that the candidate has worked with a mentor for 18 hours and that they are ready to submit the video for final certification evaluation.



Mentorship Log



Candidates Requirements

- Complete/maintain the log
- Acquire "main" mentors sign off
- Submit log to the CCAA for review.
- Wait for confirmation by the CCAA to begin the final video evaluation component

"Main" Mentors Requirements

- Supervision of fully candidate led class
- Review candidates' readiness
- Review mentorship log for completeness
- Sign mentorship log



"Completed the requirements and is competent/fit to proceed with the final video evaluation process"



Mentorship Log



len:	torsh	ip Log			
FIC C	andida	te (Mente	ee) Information		
Full Nar					Date
					SFIC Date
Email					SFIC Trainer
	Mentor	ship (Min	8 hrs) —exercise c	'ass de	livery supervised by SFIC Me
)irect					
Date	Hours	Mentor	Activity		Summary of Feedback
		Mentor Jane S	Activity Warmup +10m Ca	rdio	Summary of Feedback
				rdio	•
				rdio	•

1	Mantanti					
inairect	mentorsni	D-individual/group	discussion	with	SFIC	Mentor

١	Date	Hours	Mentor	Activity	Summary of Feedback
Ì		1	Jane S	Review Class Programming	Good flow of exercises
Ì					
Ì					
Ì					
	Total			•	

Peer Mentorship (Max 5 hrs)-group discussion with other SFIC candidat

Date	Hours	Activity	Individuals Present
	1	Reviewed strength exercises and cueing points	SD, JB, MK
Total			•

Note: the only requirement of the 18 hours is a minimum of 8 direct hours of mentorship. The remaining 10 hours can be a combination of any of the three (3) options (Direct, Indirect, Peer)

Attestation

I confirm that the mentee listed on this form has completed the number of mentership hours indicated below and is eligible to proceed to the SFIC practical evaluation.									
Date Hours Mentor Mentor Signature									

Completed

Top portion filled in appropriately

Mentor reviewed

18 hours total completed

- min 8 hrs in Direct Mentorship (including 1 fully led class)
- ▼ max 5 hrs in Peer Mentorship
- unlimited hrs in Indirect Mentorship
- ✓ Mentor signature ---- "ready to proceed"

Direct	Indirect	Peer	Total	Complete
8	5	5	18	V
18	0	0	18	V
12	2	4	18	V
12	3	1	16	×
7	10	5	22	×



Video Submission





Demo Video

- Candidate led 60-70min group exercise class
 - Standard SFIC structured class
 - Participants are experiencing their 1st class
 - Beginner to Intermediate intensity
 - Predominantly done in standing
- Graded on standardized marking rubric (guide)

Standard SFIC Class

- Introduction
- Warm-up (~5min)
- Cardio/aerobic (~20min)
- Cool down (~5min)
- Strength (~20min)
- Balance (~5min)
- Flexibility (~5min)

~60-70min









How do candidates and mentors get connected?

- Candidates are advised to establish early with local SFIC instructors
- Within current organization
- CCAA can facilitate candidates who are unable to find local SFIC instructors on request
- CCAA Virtual option

Interested in joining a prospective mentorship list?

E-mail ccaa@uwo.ca





Can I mentor multiple candidates?

- Yes
- Direct 1:2 (mentor : candidate)
- In-direct 1:6 (mentor : candidate)

Can candidates work with multiple mentors?

Yes





Can I get access to the "new content" and forms to ensure I can mentor candidates properly?

- Yes, instructors willing to partner with a candidate will be granted access to the updates content (On-line)
- 1. Meet and establish a relationship with a candidate
- 2. Complete the mentor/candidate agreement online form.
- 3. Once processed, you will receive e-mailed instruction to access the site.

https://www.uwo.ca/ccaa/education/instructor/mentorship.html





What if my group fitness class does not adhere exactly to the SFIC structure? Can I still mentor candidates?

- Yes
- **However**, we must remember that the candidates are developing their skills and will be evaluated on the ability to demonstrate a typical SFIC structured class.

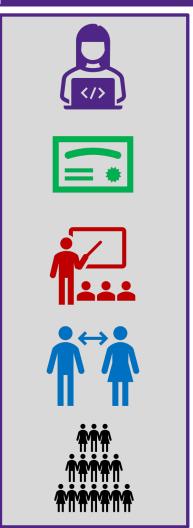






Why Mentor Benefits





- Access to the updated course material
- CEC credits for renewal (2hrs=1CEC)
- Support the development of others
- Link to other mentors
- Build the community and stay connected

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Thank You!