Reformer Assessment Checklist

Online Teacher Training

First thing to do is write down your below due dates, save them, print them, stick them on your fridge or a mirror. You will have **9 months** to complete your online content and assessment submission including your logs, video, essay and class plan. We recommend spending 6 months on your online content, then the final 3 months towards your final assessment pieces.

ENROLMENT DATE: _____

ASSESSMENT DUE DATE: _____

Your Assessment Checklist

Please **PRINT** or **SAVE** this PDF so you have **ALL** the information you need in order to send through a successful assessment submission before your due date.
We require all of the below in order to accept your assessment submission.

Requirements	Completed
100% of your anatomy course content completed - attach a screenshot of completion	☐
100% of your course content completed - attach a screenshot of completion	☐
10 hours of observation - duration of classes and total hours to be written on logs	☐
30 hours of participation - duration of classes and total hours to be written on logs	☐
30 hours of practice teaching - duration of classes and total hours to be written on logs	☐
1:1 written class plan	☐
Group class plan (same as your assessment video)	☐
45 - 60 minute Reformer class video to a minimum of 3 people - we cannot accept anything below 45 minutes	☐

Reformer Pilates Assessment Checklist

Online Teacher Training

Requirements	Completed
1000 word essay (Q's found on below - total word count to be placed at the bottom of page (all questions answered. min 800/max 1200 words total)	☐
Screenshot of online or in studio membership if not completed through Barre Body online	☐
Your course has been paid in full (reach out to training@barrebody.com.au to make payment if there are owing funds)	☐

Reformer Assessment Submission
Online Teacher Training

Assessment Submission

Once you have checked every box in the above checklist you will be able to submit your assessment. To submit your assessment successfully you will need to submit via this online form.

SUBMIT ASSESSMENT

Please note we only accept full assessment submissions and will not accept your submission form if requirements are missing. You can only resubmit up to 3 times, so please ensure you have carefully read through your assessment requirements and have the correct documents before submitting.

Once submitted assessment feedback and certifications may take up to **4 weeks** to receive, so please ensure you allow yourself time prior to commencing any teaching jobs.

We offer Fast-track assessments only to those with a job start date. We only allow 5 allocations per week, which is first in, first served; please note if we have a full allocation you will be placed into the next available week. If you would like to request a fast track assessment, you will need to upload the below with your assessment submission (via the above assessment submission link)

*Please only make payment on the SAME DAY as your assessment submission.

- Upload a letter from your employer and a screenshot of your fast track payment upon assessment submission.
- You can make this $95 payment on the same day as your assessment submission via the link in your submission form.

Assessment Hints & Tips

- Ensure you capture a screenshot of your course completion (100%) prior to your online access expiring at the 9-month mark.
- You must write down the duration of classes and total hours on your logs for observation, participation and practice teaching before submitting.
- Your assessment video must be a minimum of 45 mins and a maximum of 60 mins. Use a watch in your teaching, it must sit within this timeframe.
- You are NOT marked down if you stray from your written class plan.
- You will need to teach your class to a minimum of 3 people. As this is a certificate to teach a group class, we need to see you teach to minimum 3 people as per our course requirements which have been approved by governing bodies. If this is not met, your certification will not be recognised by the organisations this course is registered with.
- Your essay can sit in between 800 - 1200 words, please answer ALL questions in your own words. No references etc are needed.
- The vast majority of people pass their assessment on the first try, but please note that if we require you to resubmit more than once, a $100 re-assessment fee applies.
- Have FUN in your assessment, we are not looking for perfection. Let your personality shine and enjoy the experience!

Reformer Essay Questions

Online Teacher Training

Essay Questions

1. In depth explanation of the 7 Pilates Principles (in your own words) and the importance behind why we utilise them in a Reformer Pilates class. (Flow, creativity, alignment, breath and control, dynamic movement, motivation and integration).
2. Why it is important to add our anatomy knowledge into classes, provide tactile cueing and sequence a class based on balanced musculature (ensure all fibres of every muscle group are activated).
3. The importance behind each of the teaching skills (covered in your manual and anatomy course) and why it is important to include these in classes and continue to perfect these skills.

We would like to see a 1000 word essay answering ALL 3 questions above.

Reformer Course Planner
Online Teacher Training

Course Planner

In order to complete your online content and assessments submission on time, we have popped together a little study guide for you. Keep in mind everyone learns differently, on some things you may work faster, on others you may need to spend a little more time, so please tweak it wherever you need to.

Month One

Week One	Week Two	Week Three	Week Four
START WITH ANATOMY COURSE - Read through welcome module and complete Module 1 (Anatomy) 1 participation hour	**Module 2 & 3 (Anatomy) -** 1 participation hour	**Module 4 & 5 (Anatomy) -** 1 participation hour	**Module 6 + recap (Anatomy) -** 1 participation hour
☐	☐	☐	☐

Month Two

Week One	Week Two	Week Three	Week Four
Module 7 (Anatomy) - 1 participation hour	**Module 8 (Anatomy)** - 1 participation hour	**Module 9 (Anatomy)** - 1 participation hour	**Module 10 (Anatomy)**- 1 participation hour
☐	☐	☐	☐

Month Three

Week One	Week Two	Week Three	Week Four
Module 11 (Anatomy) - 1 participation hour	**Module 12** (Anatomy) - 1 participation hour	**Module 13 + Congratulations** - 1 participation hour	**RECAP ANATOMY COURSE** - 1 participation hour
☐	☐	☐	☐

Reformer Course Planner

Online Teacher Training

Month Four

Week One	Week Two	Week Three	Week Four
START WITH REFORMER COURSE - Read through welcome module and complete Module 1 (Reformer) 1 participation hour	**Module 2** - 1 participation hour	**Module 3** - 1 participation hour	**Module 4** - 1 participation hour
☐	☐	☐	☐

Month Five

Week One	Week Two	Week Three	Week Four
Module 5 - 1 participation hour	**Module 6** - 1 participation hour	**Module 7** - 1 participation hour	**Module 8** - 1 participation hour
☐	☐	☐	☐

Month Six

Week One	Week Two	Week Three	Week Four
Module 9 - 1 participation hour	**Module 10** - 1 participation hour	**Module 11 -** 1 participation hour + 2 practice teaching hour	**Module 12 -** 1 participation hour + 2 practice teaching hour
☐	☐	☐	☐

We recommend spending your first 6 months completing all of your online content. You then have a further 3 months to complete the rest of your logs and assessment submission. Refer back to your online content as much as you need to throughout your time.

Reformer Course Planner

Online Teacher Training

Month Seven

Week One	Week Two	Week Three	Week Four
Module 13 & 14 - 1 observation hour + 2 practice teaching hours	**RECAP REFORMER COURSE -** 1 observation hour + 2 practice teaching hours	**Write out 1:1 class plan** - 1 observation hour + 2 practice teaching hours	2 observation hour + 2 practice teaching hours
☐	☐	☐	☐

Month Eight

Week One	Week Two	Week Three	Week Four
Recap course content - 2 observation hour + 2 practice teaching hours	**Write 1000 word essay -** 1 observation hour + 2 practice teaching hours	1 observation hour + 2 practice teaching hours	1 observation hour + 2 practice teaching hours
☐	☐	☐	☐

Month Nine

Week One	Week Two	Week Three	Week Four
Finalise practice teaching hours	**Film class** - upload	**Finalise** items for submission	**Submit** full assessment
☐	☐	☐	☐

Filming Tips & Tricks
Online Teacher Training

Filming Preparation

- Design a 45-60 minute Reformer class **(classes under 45 mins will NOT be accepted)**;
- Write your class plan down (typed). You will submit this along with the video. Note: you are NOT marked down if you stray from your class plan.
- You will need to teach your class to **3+ people (3 is the minimum)**. As this is a certificate to teach a group class, we need to see you teach to more than 3 people as per our course requirements which have been approved by governing bodies. If this is not met, your certification will not be recognised by the organisations this course is registered with.
- Prepare a **playlist** to support you and use during your class. (However, do make sure that you can be heard over the music, often phones will pick up the music, not your voice).
- **Gather 3+ people (3 is the minimum)**. They will be your clients. As mentioned in the course, it is easiest to contact other teacher trainees from the course, as you each know the exercises and can support each other in the lead up and on the day. However, friends, family and loved ones are good too.

Filming Tips & Tricks

- Position your phone for filming in the room where you and your participants can clearly be seen. In the rear left hand corner of the room is often a good spot. **We cannot** accept videos that don't include a visual of yourself and your participants.
- Ensure your speaker for music is **on the other side** of the room to your filming device, so we can hear **YOU** over the music.
- iPhones are great for filming, the quality is sufficient for your assessment. You're welcome to use another device or microphone if available, however it is not required.
- For the purposes of filming, we recommend breaking your class up into 10-15 minute segments. **This is optional**, but it will make it much easier to upload. You will not be marked down for filming in segments, however you must start off where you left off so we can see the flow of the class.
- We do recommend filming indoors. But If you're filming outdoors, make sure you can clearly be heard over the sounds of nature.
- Ensure your class runs between 45 - 60 mins, we **CANNOT accept anything under 45 mins**.

Uploading your Assessment Video

- If you filmed the videos on your phone, we recommend downloading the Vimeo or Youtube app to your phone for easy use. Your video must be uploaded to Vimeo, Youtube or Google Drive.
- **Youtube:** Must be set to unlisted
- **Vimeo:** Must be set to public
- **Google drive:** Must change to shareable link
- If you have copyright issues on Youtube, trying Vimeo or Google drive as an alternative can be helpful. Some platforms are more strict than others.

Observation, Participation & Practice Teaching Hours
Online Teacher Training

Observation, Participation and Practice Teaching Hours

Please read below carefully to ensure you understand these requirements.

*All **practice teaching, participation and observation** hours must be taught and completed in the **style you are learning (I.e. Reformer Pilates – complete Reformer Pilates classes only).** You cannot count any mat based classes.

Participation Hours:

- Participation hours are joining in on a class (these will need to be paid for if attending studios).
- Once you enrol into the course you are able to begin your participation hours. No classes prior to course enrolment date may be used for your logs.

Observation Hours:

- Once you enrol into the course you are able to begin these hours
- Observation hours are sitting in and observing a class.
- Not all studios will allow this – you will need to reach out to studios and ask or if you have a relationship with a studio we recommend completing these there. If you have difficulties with this, these hours can be done online (more details below).

Practice Teaching Hours:

- Once you enrol into the course you are able to begin these hours
- Practice teaching hours are your teaching drills as well as you putting together and practicing classes. Once you have completed all online content, aim for full classes.
- Practice teaching hours can be done at home with a minimum of one person, can just be a family member or friend, you do not have to do these in a studio setting if you do not have access.

*Please note for the above you are to complete a certain amount of HOURS not classes. If you choose to watch, participate or teach in shorter classes (30 - 45 mins), you will still need to make up the total HOURS.

Can I do my observation and participation hours online?

Usually we do require participation and observation hours to be completed in person, in studio, as this is the best way to participate and observe how an instructor moves around the room, cues and supports a class in a group setting. If you are in a location or circumstance where you are unable to attend a physical studio, you are welcome to do your hours via an online studio, or a mixture of both. This could be for financial reasons, if you live rurally or have to travel long distances to a studio, if you are a studio owner and cannot attend other studios, or if class times clash with work or family commitments. If this is you, we recommend completing these via Barre Body Online. It syncs in with what you have learnt throughout the training course, however you can also do these hours via another online studio if you are already a member (we will need to see a screenshot of your membership with assessment submission). Please note that YouTube videos are not accepted.

Reformer Assessment Criteria
Online Teacher Training

Reformer Criteria

Our expert markers will be looking for the below requirements within your video. All criteria are based on the content, repertoire and teaching skills you have learnt throughout your course. Please note if you do not meet a minimum of 18 criteria points, you will need to resubmit your assessment video. There will be a resubmission fee of $100.

Criteria for your Video Assessment: Class Content

Teaching Component
Instructor introduction and pre-class screening. Instructor greets the class in a kind and considered manner, and screens the class for injuries/special needs/pregnancies.
Pilates Principles. Understood and effectively applied the seven Pilates principles to the class.
Time management. Stuck to the 45-60min time limit with each section timed well throughout the class. Appropriate repetitions chosen for each exercise.
Warm-up. Created a succinct warm-up that moved students in all 3 planes of motion and got them warm and ready for the class.
Cooldown. Included a cooldown that provided a slow end to class.
Selection of exercises. Selects a variety of exercises that encourages proper form and balance of musculature.
Layering and modifications. Builds exercises progressively to provide suitable options for all levels.
Anatomy. Applies anatomical knowledge to cue and explain which muscles are active in each exercise.
Music. Uses an appropriate playlist and BPM to support class style, maintain tempo, and complement warm-up and cool-down phases.
Springs and apparatus. Selects appropriate spring options and demonstrates effective use of apparatus for each exercise.
Class outro. Concludes the class by checking in with clients, inviting feedback, and offering support or clarification as needed.

Reformer Assessment Criteria

Online Teacher Training

Criteria for your Video Assessment: Technical Teaching Skills

Teaching Component
Holding the room. Maintains strong class presence and connection through focused attention, empathy, self-awareness, warmth, positive language and inclusivity.
Cueing. Succinctly cues the proper set-up of exercises, execution, alignment, directional changes and pre cueing with appropriate voice projection.
Alignment. Attention to body positioning in class, promoting good form via verbal and non-verbal cues.
Observation. Demonstrates awareness of client needs through ongoing observation. Adapts movements with appropriate modifications and layering to ensure safety, inclusivity, and challenge.
Hands on adjustments. Provides effective hands-on adjustments/cues with confidence when appropriate.
Demonstration. Performs exercises clearly and accurately, using mirroring and client demonstrations to support understanding and execution.
Active teaching. Moves around class, connects with individuals, eye contact, uses a combination of the above teaching skills.
Motivation and personality. Inspires class by using motivational tools. (examples: intonation, humour, physical demonstration, tone, pitch, playfulness, personality)
Creativity and Flow. Sequences exercises thoughtfully, blending challenge and variety, using props and creative transitions to maintain engagement and inspire clients.

Reformer Assessment Criteria

Online Teacher Training

Criteria for your Written Assessment: Essay, Group Class Plan & 1:1 Class Plan

Teaching Component
Essay. Explanation and importance of why we utilise the Pilates principles in a Reformer Pilates class. Includes the importance of anatomy knowledge, tactile cueing, balanced sequencing, and key teaching skills for creating a safe and effective class.
Group class plan. Class plan is laid out in an easy to read manner, explaining the different exercises, spring options and sections of the class.
1:1 class plan. Shows exercises and springs picked, modifications, layers and observations as well as their 500 word summary.