



AUSTRALIAN COLLEGE OF
SPORT & FITNESS



RPL Candidate Guide
SIS30315 Certificate III in Fitness

Recognition of Prior Learning (RPL) and Course Credit (CT) Candidate Guide

Qualifications

- SIS30315 Certificate III in Fitness

A guide to recognition of prior learning for fitness professionals

'This is a modified document based on materials prepared by Innovation and Business Skills Australia Ltd, the original of which can be found on the IBSA website <http://www.ibsa.org.au>.'

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Introduction

Australia's fitness industry is recognised at home and abroad for its competitive, passionate and motivating group training and personal instruction. The backbone of this vibrant industry is the wide range of access to fitness activities, indoors and outdoors, no matter where you are in the country and the benefits fitness provides to healthy lifestyles.

National qualifications and skill sets in the fitness sector ensures skills and knowledge is formally recognised at a national level.

They do this by undertaking what is called recognition of prior learning (RPL) – a process that involves producing evidence of the skills and knowledge they already have, so that registered training organisations (RTOs) offering national qualifications can determine where they are equivalent to what is being taught.

Credit Transfer (CT) is also offered for units of competency that have been successfully completed at any RTO.

The aim of this guide is to help experienced sport and fitness professionals put together the evidence they need to apply for RPL and CT to be awarded a Statement of Attainment for the units outlined below in:

- SIS30315 Certificate III in Fitness.

These units of competency from BSB Business Services Training Package, HLT Health Training Package and SIS Sport, Fitness and Recreation Training Package meet industry requirements for providing fitness training to individuals in a gym setting or community environment.

Candidates may be awarded RPL/CT for individual units of competency, complete modules or full qualifications. Candidates must be aware that some modules are delivered holistically, and as such, RPL of partial modules may not always be possible.

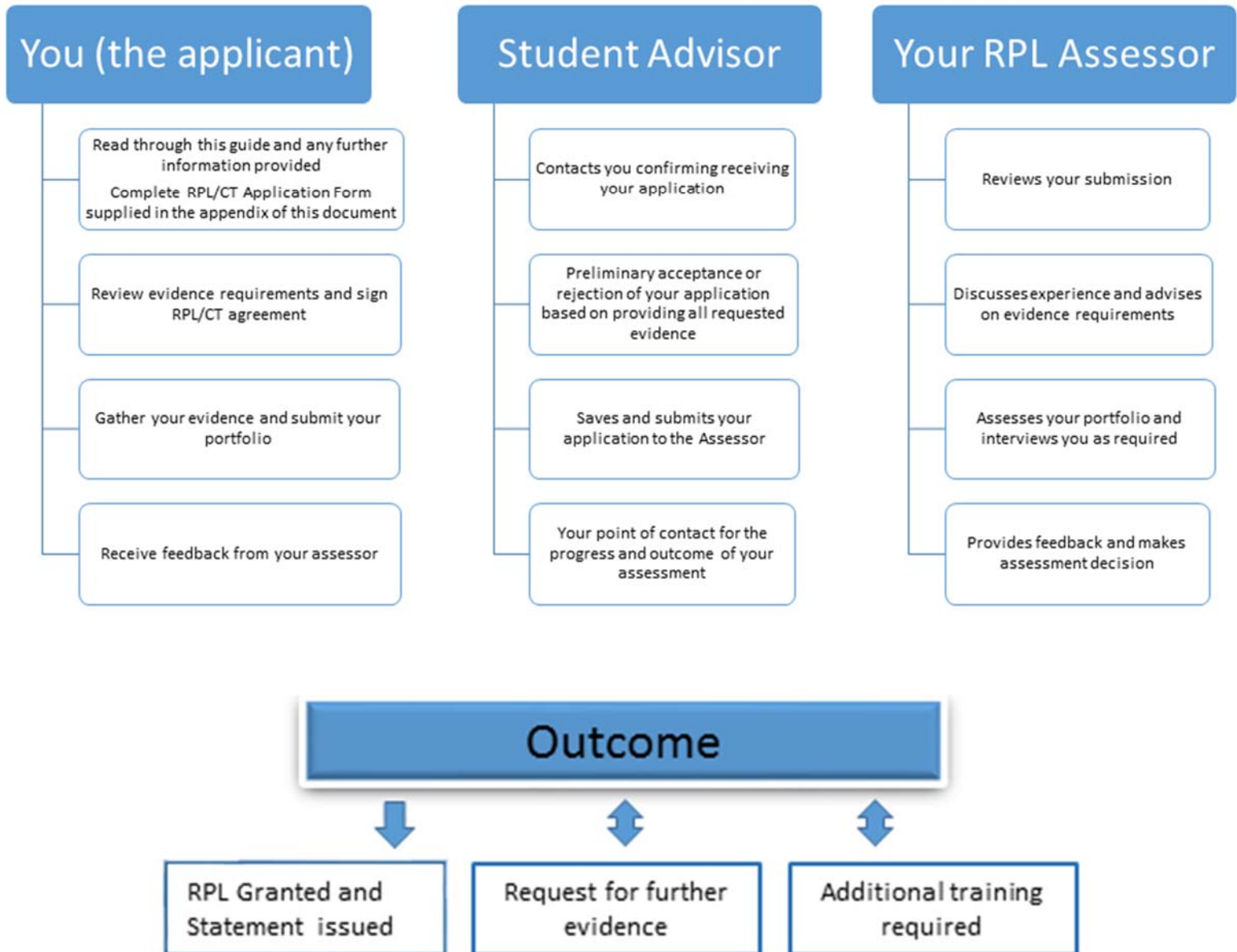
Modules and Units of Competency

The following tables show a list of the units of competency as they are delivered in modules in each qualification.

SIS30315 Certificate III in Fitness

Unit Code	Unit of Competency Name
SISFFIT001	Provide health screening and fitness orientation
SISFFIT002	Recognise and apply exercise considerations for specific populations
SISFFIT003	Instruct fitness programs
SISFFIT004	Incorporate anatomy and physiology principles into fitness programming
SISFFIT005	Provide healthy eating information
SISFFIT014	Instruct exercise to older clients
SISXCCS001	Provide quality service
SISXFAC001	Maintain equipment for activities
SISXIND001	Work effectively in sport, fitness and recreation environments
BSBRK401	Identify risk and apply risk management processes
HLTAID003	Provide first aid
HLTWHS001	Participate in workplace health and safety
SISFFIT007	Instruct group exercise sessions
SISFFIT011	Instruct approved community fitness programs
SISFFIT006	Conduct fitness appraisals
SISXCCS003	Address Client Needs

The RPL and CT Process



How to Submit an RPL/CT Application

Course Credit Procedure

1. Complete the RPL/CT Application Form in [Appendix 5 – RPL and CT Application Form](#).
2. Collate your evidence to support your application, using this guide to assist you.
3. Submit the Application Form and evidence via email. All evidence must be scanned as per scanning requirements below.
4. The initial application fee will be processed upon receiving your application as per your payment details on the application form.
5. Your application will then be assessed based on the evidence submitted. If the evidence submitted in the application is not deemed adequate in terms of authenticity, validity, reliability, currency or sufficiency, the assessor may request further evidence. Further training may also be required.
6. The student will be advised of the outcome of the application via email.
7. The outcome will include a summary of relevant fees payable based on the number of modules/UOCs successfully exempted and the requirements for further assessment. These fees must be paid before the RPL assessment can be proceed further.
8. The student must sign their outcome agreement.
9. The student record will be updated according to the outcome of the application.
10. If the student does not agree with the outcome of the application, the student has the right to appeal using ALG's appeals process.

Document and Scanning Requirements

Please attach scanned copies of academic transcripts, course outlines, diplomas, degrees or other certifications. All documents must be in English. Translated documents must be from an authorised translation service.

Requirements of scanned documents:

- Documents must be scanned from the original documents. Scans from a photocopy or a faxed copy are not acceptable
- Documents must be scanned in colour
- Applicants must ensure no portion of the document is missing (look out for page numbers)
- Documents must be scanned at the original size. If the document is larger than A4 then the document should be scanned in A4 sized portions without size reduction
- If the document has markings or text on both sides e.g. a registration number then both sides must be scanned
- File size of any single document should not exceed 3MB
- ALG reserves the right to view original versions, conduct authenticity checks, of any scanned documents which accompany your application at any stage of the process.

Tips for Application

- Details must be provided, not just certificates or transcripts. Unless you provide certificates from another registered training organisation, certificates do not contain the detail needed to assess your training. Please provide detailed content of the studies you have undertaken and your experience.
- Details need to include hours of study for each unit and date/year studied
- Current competency – this requires that your skills have been used in the last 2-3 years. If you have studied more than 4+ years ago, you must provide evidence of current competency i.e. you have been working in that field and your skills are still current.
- Allow a minimum of 10 working days needed to review documents
- Review the competency list provided – and outline where your training covers these areas.

Fees

A non-refundable administration fee of \$85 per course will apply when you lodge your application.

The RPL fee payable will be determined by the assessment requirements, training requirements and the number of modules or units exempted.

The purpose of RPL is to reduce the time and/or cost associated with training. Your RPL fee will never exceed the cost of the course.

RPL fees must be agreed upon and paid prior to the finalisation of the RPL process.

Evidence

In applying for RPL/CT, you will be assessed against the requirements of the units listed in the relevant qualification as outlined previously. [Appendix 1 – Sample Unit of Competency - SISXCCS003 Address client needs](#) contains a copy of one of these units. You may wish to access www.training.gov.au and search for every unit in the qualification to assist you with your submission. Alternatively, use the table below as a basis for collecting evidence, your RPL assessor will also guide you in this regard.

After submitting your application, the RTO may require a meeting with you to discuss your experience and to advise on the most appropriate evidence for you to present in light of your experience and particular circumstances. This will be summarised in the RPL/CT agreement mentioned in the above diagram.

Generally speaking, most requirements can be covered through two types of evidence.

1. Authenticated documentation.
2. Videos of you teaching classes. If the RTO happens to be nearby, you may be able to arrange for the assessor to observe you teaching classes. This would eliminate the need for video recordings.

This evidence will be supplemented by:

- information about your experience in a fitness and sport environment supplied on the RPL application form you submit to the RTO (e.g. a copy of your resume)
- how you respond to questions the assessor asks during interviews

Approach the RPL process as you would a job interview. In that situation you submit documentation, such as:

- your application, which addresses selection criteria
- your resume
- copies of your qualifications including transcripts
- examples of work you have done
- references from current and previous employers

The information you provide at the application stage may be enough to grant RPL. For example, if you have previously studied the same unit of competency. A student who holds a valid first aid certificate would not be required to undergo an interview and there would be no need to provide further evidence in this case.

Your RPL assessor may request an interview by phone or in person if required. This will involve answering questions about aspects of the job. This is your opportunity to expand on what you submitted in written form. The interviewer may also discuss other types of evidence that must be submitted to satisfy RPL assessment.

Key Principles of Evidence

The standards under which RTOs operate are very specific about the types of evidence that must be submitted to support your assessment. Evidence must satisfy ALL of the following points:

Evidence must be:

valid	<ul style="list-style-type: none"> • directly related to the unit of competency
sufficient	<ul style="list-style-type: none"> • covers everything in the unit of competency • shows competency over a period of time • shows competency in different contexts
current	<ul style="list-style-type: none"> • relates to experience in the past two to three years
authentic	<ul style="list-style-type: none"> • can be clearly identified as evidence of your own competence.

Remember: your assessor must be satisfied that your evidence satisfies each of the key principles of evidence. If it does not, your assessor will ask for further evidence or will be unable to grant the RPL.

A range of documentation developed by the candidate may be used to show evidence of requirements. It is important to remember that to satisfy the rules of evidence, more than one piece of evidence may be required to demonstrate competency.

Below is a list of the types of evidence that can be used, but this is by no means exhaustive:

- Third-party verification that documentation was developed by the candidate
- Response to questions during an assessor interview (phone, skype or in person)
- References (written or verbal) from current and/or previous employers
- Resources developed by the candidate and verified by a third party
- Observation of the candidate undergoing practical tasks (video or direct)
- Verification by third party that the candidate has undergone practical tasks or displayed relevant knowledge
- Documented self, peer or employer evaluations of candidate's performance
- Evaluation sheets completed by clients or third parties
- A Statement of Attainment for a unit that has been obtained through having completed an accredited course in the past two or three years
- Outlines, reports, documentation, programs or sessions that have been completed by the candidate.

[Appendix 3 – RPL Evidence Samples - Certificate III in Fitness](#) has been developed to provide guidance on the types of evidence that may satisfy your RPL request. Any evidence must be assessed against the performance criteria, performance evidence, knowledge evidence and assessment conditions of the unit.

Assessor interview

An interview may be conducted in person or by phone if required. In an interview, your assessor will be checking that you have the underpinning knowledge required by the units of competency. The good news is that many of the knowledge requirements are repeated across units.

Prior to meeting with your assessor, read through the required knowledge section of each unit of competency, as well as the elements and performance criteria and associated range statement. This will give you a clear picture of the underpinning knowledge required. Since your assessor will already have your documentary and video evidence, you may find questions that relate to those sections as well.

[Appendix 4 – Sample Interview Questions - Certificate III in Fitness](#) shows sample questions that you can expect in the interview.

The RPL agreement

Once you have submitted your application and your first round of evidence, your assessor will provide you with a simple agreement that states:

- the supplementary evidence candidates must provide
- the timeframe for submitting evidence
- arrangements for the assessor interview (if needed) and other activities, such as video submission
- contact details for people who can authenticate documentary evidence that candidates provide
- cost to the candidate.

The Assessment Decision

Your assessor will make an assessment decision based on the evidence that you have provided. That decision may be:

1. Full RPL for the entire qualification (Statement of attainment issued)
2. Partial RPL for modules or units of competency within a qualification (Statement of attainment issued)
3. Request further information
4. Request further training
5. Require challenge tests to be completed

Right to Appeal

As with all assessment decisions, students have the right to appeal the assessment decision. The process for appeal is documented in the Student Handbook.

Reasonable adjustment

Reasonable adjustment in VET is the term applied to modifying the learning environment or making changes to the training delivered to assist a learner with a special need. A reasonable adjustment can be as simple as changing a written exam question to a question that is asked orally, or providing additional time for completion.

Reasonable adjustment must NOT affect the rigour or intent of the requirements of a unit of competency. For instance, if a unit requires students to complete a form, it would not be 'reasonable' to have them respond orally. Your RPL assessor will reasonably adjust any assessment where possible if you inform them of a special need to do so.

Outcome of Application

This process to identify whether there will be any credit given to the selected course/s will be completed within 10 working days.

If credit is given, a course credit document will be issued stating the components within the course that the student is exempt from completing.

If no credit is given, the candidate will be provided with information as to why the application was unsuccessful and advise the next steps to gaining the qualification.

Appendix 1 – Sample Unit of Competency - SISXCCS003 Address client needs

SISXCCS003 Address client needs

Modification History

Release	Comments
<i>Not Applicable.</i>	

Application

This unit describes the performance outcomes, skills and knowledge required to manage ongoing and sometimes complex relationships with clients. It requires the ability to match client services to client needs and to be familiar with service provision options that can be negotiated with the client and customised to meet their needs.

This unit applies to individuals who work in a client service delivery role such as program developers and coordinators, competition organisers, trip leaders, after-school or holiday-care coordinators, logistics coordinators and sports trainers in work environments such as community recreation centres, aquatics centres and camps.

These individuals undertake work according to relevant legislation and organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Competency Field

Client and Customer Service.

Unit Sector

Cross-Sector.

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify client needs.	1.1 Establish rapport with clients. 1.2 Identify and confirm client needs, expectations and preferences. 1.3 Explain available services to client using appropriate communication strategies.
2. Recommend services.	2.1 Develop and maintain knowledge of client services. 2.2 Research and compare other relevant available services. 2.3 Match client needs to available services and respond to client queries and requests. 2.4 Identify gaps in service provision in relation to client needs. 2.5 Recommend alternative services when needs cannot be met.
3. Customise services.	3.1 Assist client to evaluate service options according to their needs. 3.2 Determine and prioritise preferred service option. 3.3 Identify potential areas of difficulty in client service delivery and take action to meet needs. 3.4 Develop customised solutions specific to customer requirements.

	3.5 Negotiate and confirm solutions with client.
4. Confirm services.	4.1 Complete documentation as required according to organisational policies and procedures. 4.2 Refer client to appropriate personnel and follow up to ensure satisfaction with service provision.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

Skills	Description
Reading skills to:	Interpret documentation in relation to service delivery.
Problem-solving skills to	Negotiate modifications and solutions to address specific client needs.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- provide professional and personalised client services within commercial time constraints and designated response times that meet client expectations in relation to at least three of the following:
 - general assistance
 - special requests
 - fitness programs
 - recreational activities
 - aquatics based programs
 - sport based programs
- communicate with customers from each of the following categories in providing a total client service experience:
 - different ages
 - different social and cultural backgrounds
 - special needs
- negotiate with client to address any areas where clients are experiencing difficulties or concerns
- customise services to the individual's needs.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- relevant legislation related to customer service:
 - consumer law
 - equal opportunity
 - work health and safety/occupational health and safety
 - promotions
- organisational policies and procedures to enable ethical and non-discriminatory treatment of client requests and resolution of complaints:
 - communication protocols
 - complaint procedures
 - customer service procedures
 - reporting procedures
 - personal presentation
 - privacy
 - record keeping procedures
- detailed product knowledge to recommend customised solutions to meet client needs
- services offered by other providers to make recommendations to clients when their needs cannot be met
- principles and benefits of enhanced customer service experiences and positive communication
- techniques to anticipate customer preferences, needs and expectations throughout the service experience
- methods for enhancing service delivery in response to staff and customer feedback
- conflict resolution strategies to enable safe and satisfactory delivery of client service and resolution of complaints
- the specific industry sector:
 - professional service standards and protocols for service industry personnel
 - attitudes and attributes expected by the service industries to work with customers
 - different customer service needs and expectations
 - the particular organisation:
 - designated response times for providing service and resolving complaints
 - customer service policies and procedures, including those for complaint handling
 - promotional services offered.

Assessment Conditions

Skills must be demonstrated in:

- a client service delivery environment. This can be a workplace or simulated environment.

Assessment must ensure use of:

- documentation related to service provision and organisational policies and procedures for customer service:
- staff codes of behaviour
- documentation requirements
- quality systems, standards and guidelines
- customer service and feedback requirements
- clients with whom the individual can interact; these can be:
 - clients in an industry workplace who are assisted by the individual during the assessment process or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Unit Mapping Information

SISXCCS404A

Links

Companion Volume Implementation Guide: - <http://www.serviceskills.com.au/resources>

Appendix 2 – Sample RPL and CT Agreement and Outcome Letter

Candidate's Name:			
Assessor's Name:			
RPL fee payable			
Qualification/ Units of Competency assessed	<Qualification or units>		
Evidence Provided			
Assessment decision by unit	SISFFIT523A	Deliver prescribed exercise to clients with cardiorespiratory conditions	FE
	SISFFIT524A	Deliver prescribed exercise to clients with metabolic conditions	FE
	SISFFIT525A	Advise on injury prevention and management	FE
	SISFFIT526A	Deliver prescribed exercise to clients with musculoskeletal conditions	FE
	SISFFIT527A	Undertake health promotion activities to decrease risk factors and prevent chronic disease	FE
	SISFFIT528A	Apply research findings to exercise management strategies	FE
	SISXCCS404A	Address Client Needs	RPL
	SISXIND405A	Conduct projects	RPL
	HLTAID006	Provide advanced first aid	NA
	SISXCCS403A	Determine Needs of client populations	RPL
	SISINDX406A	Manage Projects	CT
	SISFFIT314A	Plan and Deliver Exercise to Older Adults with managed conditions	RPL
	SISXFAC409A	Plan and provide sport, fitness and recreation services	CT
	CT = credit transfer RPL = Recognition of Prior Learning FE = Further evidence required GP = Gap training N = Not part of application		
Further evidence to be submitted	<specify exact detail of what the candidate must provide>		
Names and contact details for those who can authenticate documentation	Name and position: Company: Contact details:		
Assessor's signature:		Date:	
The candidate has been supplied with the following information:	<input type="checkbox"/> Explanation of the RPL assessment process <input type="checkbox"/> List of relevant UOCs <input type="checkbox"/> An explanation of the evidence to be submitted <input type="checkbox"/> An explanation of the right to appeal the final assessment decision <input type="checkbox"/> The availability of reasonable adjustment for special needs if required		
By signing this agreement, you are agreeing that you have been provided with the information above and that you agree to pay the specified fee before the final RPL assessment commences.			
Candidate's signature:		Date:	

Appendix 3 – RPL Evidence Samples - Certificate III in Fitness

A range of documentation developed by the candidate may be used to show evidence of requirements. It is important to remember that to satisfy the rules of evidence, a range of evidence may be required to demonstrate competency.

Below is a list of the types of evidence that can be used, but this is by no means exhaustive:

- Third-party verification that documentation was developed by the candidate
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- References (written or verbal) from current and/or previous employers
- Resources developed by the candidate and verified by a third party
- Observation of the candidate undergoing practical tasks (video or direct)
- Verification by third party that the candidate has undergone practical tasks or displayed relevant knowledge
- Documented self, peer or employer evaluations of candidate’s performance
- Evaluation sheets completed by clients or third parties
- A Statement of Attainment for a unit that has been obtained through having completed an accredited course in the past two or three years
- Outlines, reports, documentation, programs or sessions that have been completed by the candidate.

Please note, the below list is not exhaustive and any evidence must be assessed against the performance criteria, performance evidence, knowledge evidence and assessment conditions of the unit.

Unit Name	Appropriate evidence for the unit
SISFFIT001 Provide health screening and fitness orientation	<ul style="list-style-type: none"> • Statement of attainment for this unit within the last 2 or 3 years OR <ul style="list-style-type: none"> • Third-party verification that the candidate has performed the following: <ul style="list-style-type: none"> ▪ Completed health screening and fitness orientations as a regular part of their employment ▪ Uses industry endorsed risk stratification procedures such as APSS screening form ▪ Explains process to clients ▪ Updates client record forms ▪ Uses calculations and measurements to complete screening processes ▪ Has completed referral letters ▪ Follows legislation and organisational policies and procedures ▪ Appropriately collects, records and stores information <ol style="list-style-type: none"> 1. Video evidence of you conducting screening and orientation 2. Employment contract or Job description showing screening and orientation duties 3. Response to questions during assessor interview 4. Completed referral letters produced by you <ul style="list-style-type: none"> ▪ References (written or verbal) from current and/or previous employers
SISFFIT002 Recognise and apply exercise considerations for specific populations	<ul style="list-style-type: none"> • Statement of attainment for this unit within the last 2 or 3 years OR <ul style="list-style-type: none"> • Third-party verification that the candidate has performed the following:

	<ul style="list-style-type: none"> ▪ Completed health screening and fitness orientations as a regular part of their employment ▪ Uses industry endorsed risk stratification procedures such as APSS screening form ▪ Explains process to clients ▪ Updates client record forms ▪ Uses calculations and measurements to complete screening processes ▪ Has completed referral letters ▪ Follows legislation and organisational policies and procedures ▪ Plans sessions for specific populations based on assessment of client needs ▪ Modifies programs as required ▪ Appropriately collects, records and stores information <ul style="list-style-type: none"> • Video evidence of you instructing exercise sessions to specific population clients • Employment contract or Job description showing duties related to instruction of specific populations • Response to questions during assessor interview • Completed session plans and modified programs • Completed referral letters produced by you <p>1. References (written or verbal) from current and/or previous employers</p>
<p>SISFFIT003 Instruct fitness programs</p>	<ul style="list-style-type: none"> • Statement of attainment for this unit within the last 2 or 3 years <p>OR</p> <ul style="list-style-type: none"> • At least five session plans developed by the candidate that show evidence of requirements including different training methods • Third-party verification that session plans were developed by the candidate • Third-party verification that the candidate has performed the following: <ul style="list-style-type: none"> ▪ Completed health screening and fitness orientations as a regular part of their employment ▪ Uses industry endorsed risk stratification procedures such as APSS screening form ▪ Explains process to clients ▪ Updates client record forms ▪ Uses calculations and measurements to complete screening processes ▪ Has completed referral letters ▪ Follows legislation and organisational policies and procedures ▪ Plans sessions for specific populations based on assessment of client needs ▪ Modifies programs as required ▪ Appropriately collects, records and stores information • Video evidence of you instructing exercise sessions • Employment contract or Job description showing duties related to instruction • Response to questions during assessor interview • Completed session plans and modified programs • Completed referral letters produced by you • References (written or verbal) from current and/or previous employers
<p>SISFFIT004</p>	<ul style="list-style-type: none"> • Statement of attainment for this unit within the last 2 or 3 years <p>OR</p>

<p>Incorporate anatomy and physiology principles into fitness programming</p>	<ul style="list-style-type: none"> • Video evidence of you incorporating anatomy and physiology into exercise sessions • planning and evaluation documentation with inclusion of identified improvements to professional practice • Response to questions during assessor interview • Completed session plans and modified programs referring to anatomical/physiological principles • Completed referral letters produced by you • References (written or verbal) from current and/or previous employers
<p>SISFFIT005 Provide healthy eating information</p>	<p>OR</p> <ul style="list-style-type: none"> • Statement of attainment for this unit within the last 2 or 3 years • Third-party verification that the candidate has performed the following: <ul style="list-style-type: none"> ▪ Provided healthy eating advice to clients ▪ Understands the relationship between healthy eating, exercise, physical and mental health ▪ Understands the limitations of a fitness professional in healthy eating advice ▪ Understands the link between poor eating habits and disease • Evidence of at least 5 client sessions in which you discuss healthy eating • Referrals written to or received from dieticians for at least 5 clients • Response to questions during assessor interview • References (written or verbal) from current and/or previous employers
<p>SISFFIT006 Conduct fitness appraisals</p>	<p>OR</p> <ul style="list-style-type: none"> • Statement of attainment for this unit within the last 2 or 3 years • At least five session plans developed by the candidate that show evidence of requirements including different training methods • Third-party verification that session plans were developed by the candidate • Third-party verification that the candidate has performed the following: <ul style="list-style-type: none"> ▪ Completed fitness appraisals as a regular part of their employment ▪ Uses industry appraisal equipment ▪ Explains process to clients ▪ Understands signs and symptoms of exercise intolerance and contraindications ▪ Updates client record forms ▪ Uses calculations and measurements to complete appraisal processes ▪ Has completed referral letters ▪ Follows legislation and organisational policies and procedures ▪ Plans sessions for specific populations based on assessment of client needs ▪ Appropriately collects, records and stores information • Video evidence of you conducting appraisals • Employment contract or Job description showing duties related to conducting appraisals • Response to questions during assessor interview • Completed appraisal forms • Completed referral letters produced by you • References (written or verbal) from current and/or previous employers
<p>SISFFIT007 Instruct group exercise sessions</p>	<p>OR</p> <ul style="list-style-type: none"> • Statement of attainment for this unit within the last 2 or 3 years

	<p>Evidence such as job descriptions, employment contracts or third party verifications of the ability to:</p> <ul style="list-style-type: none"> • plan, instruct and evaluate at least five group exercise sessions • conduct sessions that individually or cumulatively incorporate: <ul style="list-style-type: none"> • pre-session instructions • safe and effective instructional techniques • modification of exercise options to meet individual needs • match music to participant needs • monitor exercise intensity during every session • use of clear communication, modelling and demonstration and use motivational techniques. • Response to questions during assessor interview • Completed session plans <p>References (written or verbal) from current and/or previous employers</p>
<p>SISFFIT011 Instruct approved community fitness programs</p>	<p>Statement of attainment for this unit within the last 2 or 3 years OR Evidence such as job descriptions, employment contracts or third party verifications of the ability to:</p> <ul style="list-style-type: none"> • plan, instruct and evaluate at least three community fitness programs • deliver clear and accurate instructions and pre-session information • modify exercise options to meet individual needs • show sensitivity to social and cultural differences or needs • give regular encouragement and feedback to clients during session • use clear communication, modelling and demonstration and use motivational techniques. • Follow organisational policies and procedures • Response to questions during assessor interview • Completed session plans • References (written or verbal) from current and/or previous employers
<p>SISFFIT014 Instruct exercise to older clients</p>	<ul style="list-style-type: none"> • Statement of attainment for this unit within the last 2 or 3 years <p>OR</p> <ul style="list-style-type: none"> • At least five session plans developed by the candidate that show evidence of requirements • Preexercise screening forms completed by you • Results of fitness assessments for older clients completed by you • Third-party verification that lesson plans were developed by the candidate • Response to questions during assessor interview • Copies of self and/or evaluations done by others of your performance as an instructor in classes you have taught. • Copy of a schedule that shows you as the instructor for all sessions (or at least three consecutive sessions). • Copies of job description, contracts or a letter from the director that you fulfill these duties. • References (written or verbal) from current and/or previous employers • Video evidence of you instructing classes to older clients using appropriate instruction, warm up, cool down, safe practices, demonstrating and correcting techniques.
<p>SISXCCS001 Provide quality service</p>	<p>Statement of attainment for this unit within the last 2 or 3 years OR</p>

	<ul style="list-style-type: none"> • Copies of job description, contracts or a letter from your employer that you fulfil these duties. <ul style="list-style-type: none"> ▪ Interact with and solve problems for clients ▪ Complete customer service and operational tasks including reporting and administration ▪ Work cooperatively and efficiently to solve problems or concerns ▪ Follow organisational policies • Response to questions during assessor interview • References (written or verbal) from current and/or previous employers • Documented self, peer or employer evaluations of candidate’s performance
<p>SISXCCS003 Address client needs</p>	<ul style="list-style-type: none"> • Statement of attainment for this unit within the last 2 or 3 years <p>OR</p> <ul style="list-style-type: none"> • Copies of job description, contracts or a letter from your employer that you fulfil these duties. <ul style="list-style-type: none"> ▪ Provide professional and personalised service to clients ▪ Complete customer service and operational tasks including reporting and administration ▪ Work cooperatively and efficiently to solve problems or concerns ▪ Follow organisational policies • Response to questions during assessor interview • References (written or verbal) from current and/or previous employers • Documented self, peer or employer evaluations of candidate’s performance
<p>SISXFAC001 Maintain equipment for activities</p>	<ul style="list-style-type: none"> • Statement of attainment for this unit within the last 2 or 3 years <p>OR</p> <ul style="list-style-type: none"> • Copies of job description, contracts or a letter from the director that you fulfil these duties. • Response to questions during assessor interview • Maintenance logs, equipment usage forms or maintenance reports completed by you • Evidence that monitoring of storage and equipment repair is made by you • Third party verification of these duties • Response to questions during assessor interview
<p>SISXIND001 Work effectively in sport, fitness and recreation environments</p>	<ul style="list-style-type: none"> • Statement of attainment for this unit within the last 2 or 3 years <p>OR</p> <ul style="list-style-type: none"> • Copies of job description, contracts or a letter from your employer that you fulfil these duties. <ul style="list-style-type: none"> ▪ Interact with and solve problems for clients ▪ Complete customer service and operational tasks including reporting and administration ▪ Work cooperatively and efficiently ▪ Follow organisational policies

	<ul style="list-style-type: none"> • Response to questions during assessor interview • References (written or verbal) from current and/or previous employers • Documented self, peer or employer evaluations of candidate's performance
<p>BSBRSK401 Identify risk and apply risk management processes</p>	<p>OR</p> <ul style="list-style-type: none"> • Statement of attainment for this unit within the last 2 or 3 years • Evidence of candidate's involvement in risk reporting and management such as completed incident forms or risk assessments. • Third-party verification of the ability to: <ul style="list-style-type: none"> ▪ identify risks ▪ consult with relevant stakeholders to analyse and evaluate risks ▪ identify and evaluate control measures ▪ develop and implement treatment plans for own area or responsibility ▪ refer risks that are beyond own area of responsibility to others ▪ maintain risk management documentation. ▪ .Response to questions during assessor interview • References (written or verbal) from current and/or previous employers
<p>HLTAID003 Provide first aid</p>	<p>Statement of Attainment for this unit is obtained through having completed an accredited first aid course in the past two or three years, for example, St John Ambulance 'Provide First Aid' or Australian Red Cross 'Provide First Aid'.</p>
<p>HLTWS001 Participate in workplace health and safety</p>	<p>OR</p> <ul style="list-style-type: none"> • Statement of attainment for this unit within the last 2 or 3 years • Third party verification that the candidate has <ul style="list-style-type: none"> ▪ followed all relevant safety procedures and instructions, ▪ identified and reported hazards to designated personnel, ▪ knowledge of relevant materials, equipment and work processes. ▪ Contributed to a workplace inspection ▪ Completed WHS records • Response to questions during assessor interview <p>Documentation showing the identification and reporting of emergency incidents (e.g. incident reports)</p>
<p>SISXCCS003 Address client needs</p>	<p>OR</p> <ul style="list-style-type: none"> • Statement of attainment for this unit within the last 2 or 3 years • Third party verification that the candidate has <ul style="list-style-type: none"> ▪ Provided client services to a range of clients ▪ identified and reported hazards to designated personnel, ▪ knowledge of relevant materials, equipment and work processes. ▪ Contributed to a workplace inspection ▪ Completed WHS records • Response to questions during assessor interview <p>Documentation showing the identification and reporting of emergency incidents (e.g. incident reports)</p>

Appendix 4 – Sample Interview Questions - Certificate III in Fitness

Unit Name	Sample questions to assess underpinning knowledge
<p>SISFFIT001</p> <p>Provide health screening and fitness orientation</p>	<ol style="list-style-type: none"> 1. Describe the process you would undertake to assess a client’s fitness requirements. 2. Identify specific fitness testing that would be undertaken. 3. What is involved in administering a pre-exercise health screening questionnaire? 4. Explain the benefits of fitness activities. 5. Identify a scenario in which you would refer a client. What are the roles and limitations of you as a fitness professional? 6. Outline at least 3 specific population considerations you should be aware of. 7. Outline at least 3 legal or ethical considerations when conducting screening and orientation.
<p>SISFFIT002</p> <p>Recognise and apply exercise considerations for specific populations</p>	<ol style="list-style-type: none"> 1. Describe situations in which you delivered screening and exercise to clients from special populations groups. 2. How did you identify fitness requirements? 3. What were the considerations in program planning? 4. How did you ensure safety when conducting sessions? 5. Describe what you learnt after delivering the session. Outline the gaps in your own skill and knowledge and how you remedied these. 6. What modifications would you make to your exercise prescription based on this evaluation? 7. Outline a range of situations in which you would have to cease the session. 8. Outline at least 3 legal or ethical considerations when conducting exercise sessions.
<p>SISFFIT003</p> <p>Instruct fitness programs</p>	<ol style="list-style-type: none"> 1. Describe situations in which you delivered screening and exercise to clients. 2. How did you identify fitness requirements? 3. What were the considerations in program planning? 4. How did you ensure safety when conducting sessions? 5. Outline the principles of program design 6. Describe the components of fitness. Use examples of exercises for each component to show your knowledge. 7. Outline the phases of each session and the types of exercises you prescribed in each phase. 8. Explain 3 examples of strategies you have used to prevent injuries. 9. How can you monitor exercise intensity, technique and progression? 10. Outline the effects of exercise on the body systems. 11. Describe what you learnt after delivering the session. Outline the gaps in your own skill and knowledge and how you remedied these. 12. What modifications would you make to your exercise prescription based on this evaluation? 13. Outline a range of situations in which you would have to cease the session. <ul style="list-style-type: none"> ▪ Outline at least 3 legal or ethical considerations when conducting exercise sessions. ▪ What motivational techniques can be used and how would these be adjusted between different client types?
<p>SISFFIT004</p> <p>Incorporate anatomy and physiology principles into fitness programming</p>	<ol style="list-style-type: none"> 1. Explain how you a fitness professional would incorporate the knowledge of A&P into program design. 2. How would you expand your knowledge in this area? 3. Explain how Anatomical structures respond to exercise 4. Demonstrate the function, purpose and interrelationships of the following systems: <ul style="list-style-type: none"> ▪ Cardiovascular ▪ Respiratory ▪ Musculoskeletal

	<ul style="list-style-type: none"> ▪ Nervous ▪ Digestive
<p>SISFFIT005</p> <p>Provide healthy eating information</p>	<ol style="list-style-type: none"> 1. Outline the scope of practice of a fitness professional in relation to nutrition information 2. Outline the features of a healthy diet according to Australian Dietary guidelines 3. How can you support positive attitudes to eating and body composition 4. In what situations might you refer clients to a dietician? 5. What resources would you use to expand your knowledge?
<p>SISFFIT006</p> <p>Conduct fitness appraisals</p>	<ol style="list-style-type: none"> 1. Describe the process you would use to identify your clients fitness goals 2. Describe the process of conducting a fitness proposal. Which measurements and tests would you use? 3. What equipment would you need? 4. How would you evaluate the proposal? 5. Outline at least 3 legislative requirements. 6. The APSS is a risk stratification procedure endorsed by Fitness Australia and ESSA. What does this procedure contain? 7. How can you manage exercise adherence and behavioural change? 8. Outline the benefits of a testing procedure 9. Outline signs and symptoms of exercise intolerance and contraindications.
<p>SISFFIT007</p> <p>Instruct group exercise sessions</p>	<ol style="list-style-type: none"> 1. Describe situations in which you delivered group exercise to clients. 2. How did you identify fitness requirements? 3. What were the considerations in program planning? 4. How did you ensure safety when conducting sessions? 5. Describe contraindications to exercise. How would you identify these in a group situation? 6. Which potentially harmful practices would you avoid? 7. Outline a range of different group exercise session and explain at least one that you have delivered. Describe the client group, goals, exercise selection and how you monitored and evaluated the session. 8. Outline the principles of program design 9. Describe what you learnt after delivering the session. Outline the gaps in your own skill and knowledge and how you remedied these. 10. What modifications would you make to your exercise prescription based on this evaluation? 11. Outline a range of situations in which you would have to cease the session. 12. Outline at least 3 legal or ethical considerations when conducting exercise sessions. 13. Explain the role of music, choreography and timing. 14. What group management techniques can be used to assist clients to meet desired outcomes?
<p>SISFFIT011</p> <p>Instruct approved community fitness programs</p>	<ol style="list-style-type: none"> 1. Describe a situation in which you have developed a community program. 2. What factors did you need to consider when conducting the session 3. How did you evaluate the program? 4. Comment on the communication skills needed when delivering programs 5. How would you modify programs in a group setting? 6. Outline the general characteristics of the groups to whom you delivered a community program 7. outline injury prevention strategies.
<p>SISFFIT014</p> <p>Instruct exercise to older clients</p>	<ol style="list-style-type: none"> 1. Describe situations in which you delivered group exercise to older clients. 2. How did you identify fitness requirements? 3. What were the considerations in program planning? 4. How did you ensure safety when conducting sessions? 5. Describe contraindications to exercise. How would you identify these in a group situation? 6. Outline injury risks and considerations for older clients. 7. Outline a range of different group exercise session for older adults and explain at least one that you have delivered. Describe the client group, goals, exercise selection and how you monitored and evaluated the session. 8. Outline the principles of program design for this group

	<ol style="list-style-type: none"> 9. Describe what you learnt after delivering the session. Outline the gaps in your own skill and knowledge and how you remedied these. 10. What modifications would you make to your exercise prescription based on this evaluation? 11. Outline a range of situations in which you would have to cease the session. 12. Outline at least 3 legal or ethical considerations when conducting exercise sessions. 13. Outline the risks of sedentary life 14. What is 'healthy ageing' and how can a fitness professional assist? 15. What are the benefits of exercise for older clients.
<p>SISXCCS001 Provide quality service</p>	<ol style="list-style-type: none"> 1. Explain the process you would undertake to assess client needs and expectations. 1. Outline a situation in which you ensured that the programs, facilities and equipment match client needs. 2. What is quality service. Outline a situation in which you ensured this took place. 3. Describe a situation in which you personally dealt with a customer complaint. What was the process and how did you resolve it? 4. Outline the legal and ethical considerations when dealing with customer service. 5. How can cultural and social backgrounds influence the way you interact with clients? 6. What are the principles of good customer service?
<p>SISXCCS003 Address client needs</p>	<ol style="list-style-type: none"> 1. Why is it important to establish a good rapport with clients? 2. Outline a situation in which you ensured that the programs, facilities and equipment match client needs. 3. What is quality service. Outline a situation in which you ensured this took place. 4. Describe a situation in which you personally dealt with a customer complaint. What was the process and how did you resolve it? 5. Outline the legal and ethical considerations when dealing with customer service. 6. How can cultural and social backgrounds influence the way you interact with clients? 7. What are the principles of good customer service? 8. How can you improve your knowledge of services? 9. What are the barriers to providing good service? 10. Outline 3 organisational policies relating to customer service.
<p>SISXFAC001 Maintain equipment for activities</p>	<ol style="list-style-type: none"> 1. Explain the routine maintenance you have undertaken. 2. What type of equipment repairs have you undertaken and what types fall out of the scope for a fitness professional? 3. Comment on your role in storing equipment safely. 4. Describe the policies and procedures you follow with regards to equipment maintenance and storage. 5. Describe your understanding of safety standards in relation to equipment. 6. Why is it important to follow manufacturer guidelines?
<p>SISXIND001 Work effectively in sport, fitness and recreation environments</p>	<ol style="list-style-type: none"> 1. Outline a situation in which you integrated industry knowledge with service provision for clients. 2. What is quality service. Outline a situation in which you ensured this took place. 3. Describe a situation in which you personally dealt with a customer complaint. What was the process and how did you resolve it? 4. Outline the legal and ethical considerations when dealing with customer service. 5. What are the principles of good customer service? 6. How can you improve your knowledge of services? 7. What are the barriers to providing good service?

	8. Outline 3 organisational policies relating to customer service.
BSBRSK401 Identify risk and apply risk management processes	<ol style="list-style-type: none"> 1. Explain your role in identifying risks and the processes you followed to do so. 2. How do you analyse and evaluate risks 3. What are the options for treating risks? Use a specific example to show understanding 4. How did you monitor this treatment strategy? 5. Give examples of risks that you would refer to others 6. Outline a range of organisational policies you have followed in relation to risk management. 7. Provide examples of common risks within the industry. How are these effectively managed? 8. Outline at least 3 legal or ethical considerations relating to risk management.
HLTAID003 Provide first aid	As this requires an SOA, no questions will be asked in relation to this unit.
HLTWHS001 Participate in workplace health and safety	<ol style="list-style-type: none"> 1. Explain your role in WHS and the processes you followed to do so. 2. Outline the process of risk management 3. What are the roles and responsibilities of employers and employees in terms of WHS? 4. Give examples of risks that you would refer to others 5. Outline a range of organisational policies you have followed in relation to WHS. 6. Provide examples of common risks within the industry. How are these effectively managed? 7. Outline at least 3 legal or ethical considerations relating to WHS management. 8. Outline a workplace emergency procedure that you have had to follow. What were the issues or challenges in the implementation of this policy? 9. When would you use PPE in the industry?

Appendix 5 – RPL and CT Application Form

Personal Information

Name _____ DOB: _____

Address _____ P/Code: _____

Suburb _____

Phone H _____ W _____ M _____

Email _____ Today's Date _____

How did you hear about us? _____

Select the course applying for course credit

Course Options

- SIS30315 – Certificate III in Fitness

Unique Student Identified (USI)

If you're studying nationally recognised training in Australia from 1 January 2015, you will be required to have a Unique Student Identifier (USI) that links to an online account that contains all your training records and results you complete from 1 January 2015 onwards. The USI is needed before a qualification can be issued.

Do you have a Unique Student Identifier (USI)?

Yes - provide number

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- NO or NOT SURE - If you do not have a USI or not sure, we will automatically verify this for you and obtain one on your behalf using the personal information you have provided and as per conditions of enrolment.

Skills Recognition Program

Existing fitness professionals can apply to have their skills recognized by providing us with information about their experience with sport and fitness. Please, note, you will be required to provide evidence of this experience including, but not limited to:

- Letters from your employer which explain your role
- Website details showing timetables or your profile as a fitness instructor or trainer
- Relevant certification or qualifications
- Employment contracts

Depending on the nature and extent of your experience, skills recognition will determine the extent of course credit given.

Fitness and Sport Training

Name of Education Provider	Type and Name of Qualification	Dates Attended		Area of Study
		From	Until	

Describe your experience with Fitness and Sport (Elite, club or lifestyle experience)

Your experience in a gym or fitness centre

1. When was the last time you attended a gym? In the last week In the last month In the last year Never
2. How often do you use a gym? Weekly Monthly Yearly Never
3. Which type of equipment have you used? (choose as many as applicable) Machine Weights Free Weights Cardio Machines Stretching /Functional Equipment
4. Which type of classes have you attended?(choose as many as applicable) Pilates / Yoga Exercise to music High Intensity / Bootcamp / Martial Arts Classes with Equipment

Estimate the amount of time you spent undergoing sport or fitness activities over the last 3 years. Please explain your answer.

SPORT AND RECREATION MANAGEMENT APPLICANTS:

Describe your business experience in the sport, fitness or recreation industry. This may be related to gym management, facility management or any other business skills or experiences.

Recognition of Prior Learning and Course credit

Students may also gain course credit through recognition of prior learning or former structured learning, such as a previous qualification with a recognized fitness organization or registered training organization.

To help with the course credit process, students are required to identify the modules and Units of Competency (UOCs) that they are applying for course credit. Below is a list of the units of competency that are covered in the courses that ACSF offers.

To complete the form below, students are required to tick the specific UOC they are applying for course credit and state the equivalent competencies or subject that they have studied. Students will need to provide evidence with this course credit application.

As the UOCs are clustered into modules, students must show evidence to support the entire group of UOCs in the module or the module must be undertaken.

Please note, ACSF reserves the right to determine whether the knowledge within a competency has been fully achieved and whether course credit will be given.

List the Evidence to support your application:

Certificate III in Fitness – SIS30315

Module 1 - Unit Code	Training & Assessment - Unit Title		Supporting Evidence
SISFFIT001	Provide health screening and fitness orientation	<input type="checkbox"/>	
SISFFIT002	Recognise and apply exercise considerations for specific populations	<input type="checkbox"/>	
SISFFIT003	Instruct fitness programs	<input type="checkbox"/>	
SISFFIT004	Incorporate anatomy and physiology principles into fitness programming	<input type="checkbox"/>	
SISFFIT005	Provide healthy eating information	<input type="checkbox"/>	
SISFFIT014	Instruct exercise to older clients	<input type="checkbox"/>	
SISXCCS001	Provide quality service	<input type="checkbox"/>	
SISXFAC001	Maintain equipment for activities	<input type="checkbox"/>	
SISXIND001	Work effectively in sport, fitness and recreation environments	<input type="checkbox"/>	
BSBRK401	Identify risk and apply risk management processes	<input type="checkbox"/>	
HLTAID003	Provide first aid	<input type="checkbox"/>	
HLTWHS001	Participate in workplace health and safety	<input type="checkbox"/>	
SISFFIT007	Instruct group exercise sessions	<input type="checkbox"/>	
SISFFIT011	Instruct approved community fitness programs	<input type="checkbox"/>	
SISFFIT006	Conduct fitness appraisals	<input type="checkbox"/>	

Course Credit Payment Method

Payment for course credit applications can be made via direct deposit or credit card. Please select the payment option which you would like to pay with:

Pay by ►

Direct Deposit

Credit card

Payment Information

Credit Card Payment Details

Select Credit Card:

Visa

MasterCard

Name card: _____

Card Number:

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Expiry:

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By ticking this box I, _____ (credit card holder name) give permission for ACSF to use the details.

Direct Deposit Payment Details

When making direct deposit ADD your Full Name as the reference.

Account name: Australian Learning Group Pty Ltd

Account number:

1019 8588

BSB: 062 032

Candidate Declaration and Authority to Release Information

By signing below, I declare that:

- I have been advised of the recognition assessment process and understand my rights and responsibilities as a recognition candidate.
- This portfolio is my own and contains no material written by another person except where due reference is made. I am aware that a false declaration may lead to the withdrawal of a qualification or statement of attainment.
- I have organised and named the files I am submitting according to the instructions provided and I am aware that ACSF will not assess work that cannot be clearly identified and may request the work be resubmitted according to the correct process.
- I am aware that the ACSF has a policy of checking the validity of qualifications that I submit as evidence as well as the qualifications/evidence of parties who verify my performance or observable skills. I give my consent for the ACSF to contact these parties for verification purposes.
- I hereby give permission for ACSF to contact any third party I have referenced for verification of my currency.
- I choose to be assessed at this time.
- I hereby consent to ACSF making enquiries and verifying documents and qualifications submitted as part of this application.
- I expressly authorise issuing institutions and authorities, including private RTOs, TAFE institutions and universities to provide verification to ACSF of qualifications and statements of attainment issued to me.

I _____ (applicant name) declare that the information that has been provided in this course credit application is true and accurate, and that I have submitted true copies of the original certificate and transcripts.

Signature: _____

Date: _____