

COURSE CREDIT APPLICATION FORM

Overview

It is the policy of the Australian College of Sport & Fitness to assess the previously unrecognised skills and knowledge an individual has achieved either within or outside the formal education and training system. This assessment will be conducted against the requirements of the qualification sought, in respect of both entry requirements and outcomes to be achieved.

Cost

There is an **\$85 non-refundable fee** for reviewing your application per subject or module. This fee is payable regardless of the outcome of your application and is due to start the course credit process.

Tip and Hints for application

- All documents must be in English
- If translated documents, they must be from an authorised translation service
- Details must be provided – not just Certificates or transcripts. These do not contain the detail needed to assess your training. Please provide detailed content of the studies you have done.
- Current competency – if you have studied more than 5+ years ago, please 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 days needed to review documents
- Review the competency list provided – and outline where your training covers these areas.

Section 1 Personal Details

Surname: _____ First Name: _____ Male/Female: _____

Address: _____

Phone No: _____ Date of Birth: _____

Email:

Other:				
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Payment Details	Amount paid:
	Date :

Details of Your application

Please complete all relevant sections below and over the page.

Subject or modules which RPL is requested:

1. _____
2. _____
3. _____
4. _____

Section 2 Formal Documentation from Educational and Training Institutions

Subject	Institution	Year of Completion

Please attach certified copies of academic transcripts, course outlines, diplomas, degrees or other certification. If it is not possible to gain certification by a Justice of the Peace, students must bring a photocopy with the original to the School for verification by administration staff.

IMPORTANT → Details must be provided – not just Certificates or transcripts. These do not contain the detail needed to assess your training. Please provide content details of your studies that include:

- Detailed subject descriptions and outlines
- Hours for each unit studied
- Date/year studied

Competency Review → Review the competency list provided and outline where you feel your previous training covers these areas.

Section 3 Consideration for RPL where no formal documentation is available

Please write on a separate A4 page, a letter outlining your experience, skills or any achievements that may gain recognition of prior learning for the relevant subject. You must attach your letter to this form. The letter should also be accompanied by any evidence which may support your application. All evidence must be accompanied by a Statutory Declaration witnessed by a relevant person. You may be required to undertake an examination to confirm your competency.

Section 4 Statement from an Employer or Referee

Business Name: _____

Business Address: _____

Name of Referee: _____

Referee Phone No: _____ Position: _____

List of competencies, skills and duties which student performed whilst under your employment or supervision which would support their claim for recognition of prior learning. Please include length of time in your employment:

Signed: _____ Date: _____

Section 5 Student Declaration

I hereby declare that all information provided by me in this application is true and accurate to the best of my knowledge. I understand that the determination of recognition of prior learning is at the discretion of the Australian College of Sport & Fitness and that I will be notified in writing of the outcome of this application. If recognition is not granted, I understand that I may appeal the decision using the School's Appeal Process, a copy of which shall be provided to me on request.

Signed: _____

Print Name: _____

Date: _____

Recognition of Prior Learning (RPL) Policy

It is the policy of the Australian College of Sport & Fitness to assess the previously unrecognised skills and knowledge an individual has achieved either within or outside the formal education and training system. This assessment will be conducted against the requirements of the qualification sought, in respect of both entry requirements and outcomes to be achieved.

Competencies achieved and currently held by individuals will be recognised regardless of how, when or where they were achieved so long as they reflect the candidate's current ability to perform the aspect of work covered by that competency.

In order to recognise prior learning the School will:

- Compare the informal or non-formal learning the individual has achieved against the learning outcomes or performance criteria of the course or qualification for which the student is using as a basis for seeking entry or the award of credit, and
- Ask the student to present appropriate evidence to support the claim of prior learning.

The processes used to assess RPL applications may take several (not mutually exclusive) forms. The requirements will be set by the trainer in consultation with the School and will be dependent on the evidence produced by the student and the requirements of the course. The following forms may be acceptable:

- participation in exactly the same or modified versions of the assessment the student would be required to complete as part of the full course
- assessment based on a portfolio of evidence
- direct observation of demonstration of skill or competence
- certification
- references from past employers
- testimonials of learning, skill or competence
- combinations of any of the above.

In determining whether a candidate has presented sufficient evidence, the School will ensure that the evidence of prior learning is:

- authentic (the candidate's own work)
- valid (directly related to the current version of the relevant endorsed units of competency)
- reliable (shows that the candidate consistently meets the unit(s) of competency)
- current (reflects the candidate's current capacity to perform the aspect of the work covered by the units)
- sufficient (covers the full range of criteria in the relevant units of competency)

All applications must be made prior to the commencement of any module or subject. Recognition is not given for subjects currently or previously undertaken by the student.

RPL Procedure

1. Students apply for RPL in writing, using the School's Recognition of Prior Learning Application Form. The application must be accompanied by comprehensive evidence to support the student's claim and assist with the process of assessment.
2. The application must be accompanied by an administration fee per school subject (each subject includes a set of competencies). The administration fee is currently set at \$85 per subject. Due to the course structure, students must request RPL for an entire subject and may not request RPL for individual competencies within that subject. (Refer to the competency mapping grid.)
3. The assessor will then assess the application based on the evidence submitted. The assessor may request further evidence such as a demonstration or the sitting of the relevant examination if the evidence submitted in the application is not deemed adequate in terms of authenticity, validity, reliability, currency or sufficiency. Should an examination be required, a further administration fee of \$75 will apply plus the cost of the examination.
4. The student will be advised in writing of the outcome of the RPL application. If unsuccessful, the student has the right to appeal using the appeals process.
5. If successful, the competencies will be recorded 'by advanced standing' on the student record together with details of the evidence gathered.
6. If successful, the student has no further commitment, assessment or financial requirement of the subject for which RPL has been given.

Mutual Recognition

Under the Australian Quality Training Framework Standards for Registered Training Organisations, the School will honour its obligation to recognise and accept Statements of Attainment and qualifications issued by any other RTO.

Competencies that have been awarded by other RTO's will be recorded on the School's Statements of Attainment as 'By Mutual Recognition'.

APPENDIX - Competency List – Certificate III Fitness

RPL - Certificate III Fitness (SRF30206)

Code	Unit of Competency	Field
BSBCMN302A	Organise personal work priorities and development	Core
BSBFLM303A	Contribute to effective workplace relationships	Core
ICAITU006C	Operate computing packages	Core
SRXFAD002A	Provide advanced first aid response	Core
SRXGCS004A	Meet client needs and expectations	Core
SRXGCST03A	Process client complaints	Core
SRXINU002A	Apply sport and recreation law	Core
SRXOHS001B	Follow defined occupational health and safety policies and procedures	Core
SRXRIK001A	Undertake risk analysis of activities	Core
SRFFIT001B	Provide orientation to client prior to undertaking a fitness program	Stream
SRFFIT003B	Undertake client induction and screening	Stream
SRFFIT004B	Develop basic fitness programs	Stream
SRFFIT005B	Apply basic exercise science to exercise instruction	Stream
SRFFIT006B	Use and maintain core fitness industry equipment	Stream
SRFFIT014A	Provide advice to clients on the application of basic anatomy and physiology to fitness programs	Stream
SRFFIT015A	Provide nutrition advice to clients in accordance with recommended guidelines	Stream
SRFGYM001B	Instruct fitness activity skills to a client using fitness equipment	Stream
SRFSP002A	Develop and apply an awareness of specific populations to exercise delivery	Stream
SRXGRO003A	Provide leadership to groups	Stream
SRFGEX001A	Plan and instruct a group exercise class	Specialisation
SRFGYM002B	Customise gym instructional skills to include specific areas of expertise current in the fitness industry	Elective
SRXGRO001A	Facilitate a group	Elective
SRXCAI004B	Plan a session or program for participants	Elective
SRFFIT013B	Provide information and exercise related to nutrition and body composition	Elective

APPENDIX - Competency List – Certificate IV Fitness

Certificate IV Fitness (SRF40206) ~ RPL GRID

Code	Unit of Competency
BSBCMN402A	Develop Work Priorities
ICAITU006C	Operate Computing Packages
SRXGCS006A	Address Clients Needs
SRXGCST05A	Coordinate Client Service Activities
SRXINU003A	Analyse Participation Patterns in Specific Markets of the Leisure and Recreation Industry
SRXINU004A	Promote Compliance with Laws and Legal Principles
SRXOGN001A	Conduct Projects
SRXOHS002B	Implement and Monitor the Organisations Occupational Health and Safety Policies, Procedures and Programs
SRXRIK001A	Undertake Risk Analysis of Activities
SRFFIT007B	Undertake Relevant Exercise Planning and Programming
SRFFIT008B	Utilise a Broad Knowledge of Exercise Science in Exercise Planning, Programming and Instruction
SRFFIT009B	Undertake Postural Appraisal of Low Risk Clients
SRFFIT010B	Utilise a Broad Range of Fitness Equipment
SRFFIT011B	Provide Exercise for Fitness Industry Clients with Special Requirements
SRFFIT012B	Utilise an Understanding of Motivational Psychology with Fitness Clients
SRFFIT013B	Provide Information and Exercise Related to Nutrition and Body Composition
SRFPTI001B	Plan and Deliver Personal Training
Elective Units (must cover at least 4)	
SRFGYM002B	Customise gym instructional skills to include specific areas of expertise current in the fitness industry
SRXGRO001A	Facilitate a group
SRXCAI004B	Plan a session or program for participants
SRFGYM001B	Instruct fitness activity skills to a client using fitness equipment
SRFCTC001A	Plan and instruct a circuit training class
SRXCAI008B	Plan and prepare an individualised long-term training program
SRXCAI009B	Conduct, monitor and adjust individualised long-term training programs
SRXCAI010B	Evaluate, analyse and modify long-term and/or high performance individualized training programs
HLTREM401B	Work within a massage framework
HLTREM406B	Provide the massage treatment
HLTREM407B	Plan the massage treatment
HLTIN301A	Comply with infection control policies and procedures in health work

APPENDIX - Competency List – Massage Programs

HLT40302 Certificate IV in Massage

Common Units

BSBCMN204A	Work effectively with others
HLTCOM404B	Communicate effectively with clients/patients
HLTCOM405A	Administer a practice
HLTHIR301A	Communicate and work effectively in health
HLTCOM408B	Use specific/medical terminology to communicate
HLTCOM406B	Make referrals to other health care professionals when appropriate
HLTFA301B	Apply basic first aid
HLTOHS300A	Contribute to OHS processes in health industry
HLTIN301A	Comply with infection control policies & procedures in health work
HLTAP401A	Confirm Physical health status

Specialisation Units

HLTREM401B	Work within a massage framework
HLTREM406B	Provide the massage treatment
HLTREM407B	Plan the massage treatment
HLTREM408B	Apply massage assessment framework
HLTREM409B	Perform massage health assessment

HLT50302

Diploma of Remedial Massage

Common Units

HLTCOM502B	Develop professional expertise
HLTCOM503B	Manage a practice
CHCORG28A	Reflect and improve upon professional practice
HLTAP501A	Analyse health information
HLTHIR506B	Implement and monitor compliance with legal and ethical requirements
HLTHIR501A	Maintain an effective health work environment

Specialisation Units

HLTREM502B	Provide Remedial Massage treatment
HLTREM503B	Plan the Remedial Massage treatment strategy
HLTREM504B	Apply Remedial Massage assessment framework
HLTREM505B	Perform Remedial Massage health assessment
HLTREM510A	Provide specialised massage treatment

Elective units

3 Electives are to be selected in line with specified Packaging Rules.

HLTREM513A	Provide remedial massage treatments to athletes
HLTREM512A	Provide remedial massage treatments within a corporate setting
CHCDIS3C	Provide services to people with a disability
CHCAC3C	Orientation to aged care work
HLTCOM510A	Provide services to clients with chronic disease
HLTCOM509A	Provide services to clients with a life challenging illness
HLTREM511A	Provide remedial massage for women and children
HLTHIR403B	Work effectively with culturally diverse patients, clients, customers and co-workers
HLTHIR404B	Work effectively with Aboriginal and TS people

For details of these units students should refer to the following National Training Information Service - <http://www.ntis.gov.au/>