



Australian Fitness Academy

Application for Recognition of Prior Learning (RPL)

**SIS30313
Certificate III in Fitness**

Recognition of Prior Learning

Dear Candidate,

Thank you for enquiring about Recognition of Prior Learning (RPL) for qualifications offered at the Australian Fitness Academy.

RPL is offered to applicants who have completed studies in allied areas to health and fitness or have relevant work or life experiences in the health and fitness industry. The RPL process involves matching the skills and knowledge acquired from formal learning and experience against the requirements of the course. If sufficient and accurate evidence is presented by the candidate then partial or full RPL may be granted.

The current Australian Quality Training Framework (AQTF) definition of RPL is:

RPL is an assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of a qualification.

RPL recognises this prior knowledge and experience and measures it against the course in which students are enrolled. A student possessing some of the skills and/or knowledge taught in the course may not need to complete all of its units. (from www.training.com.au)

The Australian Fitness Academy offers RPL for Units of Competency that make up the following qualifications:

- Certificate III in Fitness
- Certificate IV in Fitness

Please note that if you are applying for RPL in both Certificate III and IV, you must complete separate applications for each qualification. Completion of Certificate III in Fitness is a prerequisite for application of RPL in Certificate IV.

Credit Transfer – if you have completed the same units within another course you can apply for credit transfer. Please provide a verified statement of results or academic transcript.

Procedures for Completion

1. Complete and return the following forms that accompany this application kit:
 - Student Enrolment Form
 - Booking & Payment Terms
2. Gather and attach evidence to support your skills/experience/knowledge in all of the units of competency that you are seeking RPL (see page 4 for a full list of units). To adequately support your application, please include as much information as possible. Evidence should include the following:
 - Statements of Results/Attainment from previous study (verified copies)
 - Certificates from previous study (verified copies)
 - Course/Unit transcripts from previous study that outline the content of topics studied
 - Current resume outlining relevant work experience and job roles
 - Letters of reference or position descriptions from relevant employers that outlines in detail the daily job roles, responsibilities and achievements performed whilst in the position.
 - Copies of programs that you have developed, instructed and modified for previous clients with a variety of client goals (Eg. Programs for strength, endurance, cardiovascular fitness, weight loss etc, programs for beginners through to advanced exercisers, programs for special populations)
 - Copies of a variety of health and fitness assessment tests that you have performed for previous clients.
 - Testimonials from previous/current clients
 - Verified copies of current First Aid Certificates
 - Copies of registration (with Fitness Australia / Physical Activity Australia)

Note: Copies of original Certificates and Transcripts will only be accepted if they have been certified by an authorized personnel such as a Justice of the Peace. AFA cannot accept scanned copies of certified documents or uncertified originals.

3. To obtain RPL the evidence must show that your knowledge and skills are current. As a guide, applicants who have not completed any qualifications, professional development or relevant employment experience within the previous 4 years are very unlikely to be granted RPL.
4. Complete the 'Self Assessment' contained within this application.
5. Return all documentation along with the \$120.00 administration application fee (per Certificate application) to:

**Education Manager
Australian Fitness Academy
701 Glenhuntly Rd
Caulfield, VIC 3162**
6. Evidence for consideration of RPL must be submitted to the Education Manager 30 days prior to nominated course commencement to enable us to finalise the outcome of the assessment before your course starts.
7. Once your application is received it will be processed by an AFA assessor. The assessor may need to contact you to see whether you can provide additional evidence for a particular unit. Please

note RPL is not granted from parts of units, you must meet the requirements of the entire unit to be granted RPL.

8. If RPL is not granted and / or there are any units remaining to be completed, further study will be required to complete the qualification.
9. All fees associated with further study are calculated on a 'pro rata' basis after your initial application has been assessed. The fees are based on the proportion of the course that needs to be completed by additional study. For further information please contact the AFA Careers Consultant on (03) 9532 7800.
10. The \$120 application fee is non refundable.
11. If you receive a full RPL for the qualification the \$575 balance of payment must be paid before the certificate is issued (ie. \$695 – \$120 RPL application fee).

Certificate III in Fitness

Units of Competency

Unit Code	Unit Description
	Unit Description
	Common Core Units
SISFFIT301A	Provide fitness orientation and health screening
SISFFIT302A	Provide quality service in the fitness industry
SISFFIT303A	Develop and apply an awareness of specific populations to exercise delivery
SISFFIT305A	Apply anatomy and physiology principles in a fitness context
SISFFIT306A	Provide healthy eating information to clients in accordance with recommended guidelines
SISXFAC207	Maintain sport, fitness and recreation equipment for activities
SISXIND101A	Work effectively in sport and recreation environments
SISXOHS101A	Follow occupational health and safety policies
SISXRSK301A	Undertake risk analysis of activities
HLTAID003	Provide first aid
SISFFIT304A	Instruct and monitor fitness programs
SISSSPT303A	Conduct basic warm-up and cool-down programs
	Elective Units (Gym Instructor)
SISFFIT307A	Undertake client health assessment
SISFFIT308A	Plan and deliver gym programs
SISFFIT312A	Plan and deliver an endurance training program

Note: To obtain RPL for a full Certificate III in Fitness qualification, applicants must provide evidence to demonstrate competency in all Common Core Units and all units from at least one Elective category.

Certificate III in Fitness

RPL Self Assessment

Please complete the following as support for your application. If there is insufficient space to provide details, please attach additional pages of information. Copies of evidence must also be attached (letter from employer, statement of results, certificates etc)

1. Please indicate any relevant Employment Experience:

Employer	Position / Job Role	Date	Job Tasks Performed / Skills learned

2. Please indicate any relevant education or training completed (courses / workshops / seminars etc):

Education / Workshops	Date Started	Date Finished	Skills learned

Please complete the following table, listing any evidence to support your competency in the unit.

Unit of Competency		Give examples from education, employment, experience	List evidence attached to support this unit
Unit Codes	Core Units – all applicants		
SISFFIT301A	Provide fitness orientation and health screening		
SISFFIT302A	Provide quality service in the fitness industry		
SISFFIT303A	Develop and apply an awareness of specific populations to exercise delivery		
SISFFIT305A	Apply anatomy and physiology principles in a fitness context		
SISFFIT306A	Provide healthy eating information to clients in accordance with recommended guidelines		
SISXFAC207	Maintain sport, fitness and recreation equipment for activities		
SISXIND101A	Work effectively in sport and recreation environments		
SISXOHS101A	Follow occupational health and safety policies		

SISXRSK301A	Undertake risk analysis of activities		
HLTAID003	Provide first aid		
SISFFIT304A	Instruct and monitor fitness programs		
SISSPT303A	Conduct basic warm-up and cool-down programs		
Gym Instructor Elective Units – for applicants applying for Cert III in Gym Instruction and Cert IV in Fitness			
SISFFIT307A	Undertake client health assessment		
SISFFIT308A	Plan and deliver gym programs		
SISFFIT312A	Plan and deliver an endurance training program		