



Australian Fitness Academy

Application for Recognition of Prior Learning (RPL)

**SIS30315
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 Qualifications Framework (AQF) definition of RPL is:

Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit. (National Quality Council Training Packages glossary).

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 or registered training provider 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, see <https://training.gov.au/Training/Details/SIS30315> for full unit descriptions). 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 authorised 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 \$200.00 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 \$200 application fee is non refundable.
11. If you receive a full RPL for the qualification the \$495 balance of payment must be paid before the certificate is issued (ie. \$695 – \$200 RPL application fee).

Entry requirements

There are no entry requirements for this qualification.

Packaging rules

16 units must be completed, comprising 9 core units and 7 elective units. The following units are the only units in the program offered by the Australian Fitness Academy.

Certificate III in Fitness Units of Competency

Unit Code	Unit Description
Core Units	
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
Elective Units	
BSBRK401	Identify risk and apply risk management processes
HLTAID003	Provide first aid
HLTWHS001	Participate in workplace health and safety
SISFFIT006	Conduct fitness appraisals
SISFFIT024	Instruct endurance programs
SISXCAI001	Provide equipment for activities
SISXFAC002	Maintain sport, fitness and recreation facilities

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 Elective units listed above. The elective units listed above are the only elective units offered by Australian Fitness Academy for this program.

Certificate III in Fitness Recognition of Prior Learning Evidence of Experience

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 End	Skills learned

Certificate III in Fitness

RPL Self-Assessment

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
Core Units			
SISFFIT001 Provide health screening and fitness orientation	1. Identify client fitness requirements		
	2. Administer pre-exercise health screening questionnaire		
	3. Advise benefits of fitness activities and exercise prescription		
SISFFIT002 Recognise and apply exercise considerations for specific populations	1. Identify client fitness requirements		
	2. Develop program plans		
	3. Conduct exercise sessions		
	4. Evaluate program		
SISFFIT003 Instruct fitness programs	1. Identify client fitness requirements		
	2. Develop program plans		
	3. Conduct exercise sessions		
	4. Evaluate program		
SISFFIT004 Incorporate anatomy and physiology principles into fitness programming	1. Consolidate understanding of anatomy and physiology		
	2. Apply knowledge to own professional practice		

	3. Maintain and update knowledge of anatomy principles		
SISFFIT005 Provide healthy eating information	1. Provide healthy eating information		
	2. Support positive attitudes to eating and body composition		
SISFFIT014 Instruct exercise to older clients	1. Identify client fitness requirements		
	2. Develop program plans		
	3. Instruct exercise session		
	4. Evaluate program		
SISXCCS001 Provide quality service	1. Address client needs and expectations		
	2. Provide quality service experience		
	3. Resolve customer complaints		
SISXFAC001 Maintain equipment for activities	1. Perform routine equipment maintenance		
	2. Conduct equipment repairs		
	3. Store equipment to maintain serviceable condition		
SISXIND001 Work effectively in sport, fitness and recreation environments	1. Develop industry knowledge		
	2. Identify client needs and organisational objectives		
	3. Implement customer service practices		

	4. Minimise risks to personal and public safety		
Elective Units			
BSBRSK401 Identify risk and apply risk management processes	1. Identify risks		
	2. Analyse and evaluate risks		
	3. Treat risks		
	4. Monitor and review effectiveness of risk treatment/s		
HLTAID003 Provide first aid	1. Respond to an emergency situation		
	2. Apply appropriate first aid procedures		
	3. Communicate details of the incident		
	4. Evaluate the incident and own performance		
HLTWHS001 Participate in workplace health and safety	1. Follow safe work practices		
	2. Implement safe work practices		
	3. Contribute to safe work practices in the workplace		
	4. Reflect on own safe work practices		
SISFFIT006 Conduct fitness appraisals	1. Identify client fitness goal		
	2. Plan and conduct fitness appraisal		

	3. Evaluate fitness appraisal		
SISFFIT024 Instruct endurance programs	1. Identify client fitness requirements		
	2. Develop program plans		
	3. Conduct endurance sessions		
	4. Evaluate endurance program		
SISXCAI001 Provide equipment for activities	1. Identify equipment requirements		
	2. Issue and set up equipment		
	3. Dismantle and check equipment		
	4. Store equipment		
SISXFAC002 Maintain sport, fitness and recreation facilities	1. Conduct maintenance checks of facilities or areas		
	2. Check supplies		
	3. Clean facility areas		
	4. Contribute to facility or activity administration		

Declaration

I declare that the information contained in this application is true and correct and that all documents are genuine.

Candidate's signature		Date	
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