



Australian Fitness Academy

Application for Recognition of Prior Learning (RPL)

SIS40210 Certificate IV 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 all of 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 Certificate III in Fitness must be included (verified copy)
 - Certificate III in Fitness (verified copy)
 - Statements of Results/Attainment from other previous study (verified copies)
 - Certificates from other 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 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 postural screening and assessments that you have completed for clients
 - Copies of business plans, registrations, documentations that you have designed to run a business.
 - Testimonials from previous/current personal training clients confirming you were the personal trainer and providing confirmation of the sessions completed, goals achieved.
 - Copies of registration (with Fitness Australia / Physical Activity Australia)
 - Links to your website (if you have one)

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 costs associated with further study are calculated on a case by case basis after your initial application has been assessed. Further information on the gap costing process can be obtained by contacting 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 IV in Fitness Units of Competency

Unit Code	Unit Description
SISFFIT416A	Apply motivational psychology to provide guidance on exercise behaviour and change to meet health and fitness goals
BSBSMB401A	Establish legal and risk management requirements of small business
BSBSMB403A	Market the small business
BSBSMB404A	Undertake small business planning
SISFFIT418A	Undertake appraisals of functional movement
SISFFIT415A	Work collaboratively with medical and allied health professionals
SISFFIT420A	Plan and deliver exercise programs to support desired body composition outcomes
SISFFIT417A	Undertake long term exercise programming
SISFFIT419A	Apply exercise science principles to planning exercise
SISFFIT421A	Plan and deliver personal training
SISSSTC301A	Instruct strength and conditioning techniques
SISSSTC402A	Develop strength and conditioning programs
CHCIC301E	Interact effectively with children
SISFFIT313A	Plan and deliver exercise to apparently healthy children and adolescents
SISFFIT314A	Plan and deliver exercise to older clients with managed conditions

Note: To obtain RPL for a full Certificate IV in Fitness qualification, applicants must provide evidence to demonstrate competency in all units listed above.



Certificate IV in Fitness

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 Finished	Skills learned

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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
SISFFIT416A	Apply motivational psychology to provide guidance on exercise behaviour and change to meet health and fitness goals		
BSBSMB401A	Establish legal and risk management requirements of small business		
BSBSMB403A	Market the small business		
BSBSMB404A	Undertake small business planning		
SISFFIT418A	Undertake appraisals of functional movement		
SISFFIT415A	Work collaboratively with medical and allied health professionals		
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