



Australian Fitness Academy

Application for Recognition of Prior Learning (RPL)

**SIS40215
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 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 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, see <https://training.gov.au/Training/Details/SIS40215> for the 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 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 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 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 \$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

Entry to this qualification is open to individuals who hold a current first aid and CPR certificate and have been recognised as competent through a recognised training program or recognition process against the following units of competency:

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
SISFFIT006	Conduct fitness appraisals
SISFFIT014	Instruct exercise to older clients
SISXCCS001	Provide quality service

Packaging Rules

20 units must be completed, consisting of 12 core units and 8 elective units. The elective units listed are the only elective units offered for this program by the Australian Fitness Academy.

Certificate IV in Fitness

Units of Competency

Unit Code	Unit Description
Core Units	
SISFFIT013	Instruct exercise to young people aged 13 to 17 years
SISFFIT015	Collaborate with medical and allied health professionals in a fitness context
SISFFIT016	Provide motivation to positively influence exercise behavior
SISFFIT017	Instruct long-term exercise programs
SISFFIT018	Promote functional movement capacity
SISFFIT019	Incorporate exercise science principles into fitness programming
SISFFIT020	Instruct exercise programs for body composition goals
SISFFIT021	Instruct personal training programs
SISFFIT023	Instruct group personal training programs
SISFFIT025	Recognise the dangers of providing nutrition advice to clients
SISFFIT026	Support healthy eating through the Eat for Health Program
SISXRES001	Conduct sustainable work practices in open spaces
Elective Units	
BSBSMB401	Establish legal and risk management requirements of small business
BSBSMB403	Market the small business
BSBSMB404	Undertake small business planning
BSBSLS408	Present, secure and support sales solutions
SISSTC301A	Instruct strength and conditioning techniques
SISSTC402A	Develop strength and conditioning programs
SISXCAI005	Conduct individualised long term training programs
SISFFIT012	Instruct movement programs to children aged 5 - 12 years

***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 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



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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
Core Units		
SISFFIT013 Instruct exercise to young people aged 13 to 17 years	1. Identify fitness requirements	
	2. Plan exercise session	
	3. Instruct exercise session	
	4. Evaluate exercise session	
SISFFIT015 Collaborate with medical and allied health professionals in a fitness context	1. Refer to medical or allied health professional	
	2. Receive and respond to referrals	
	3. Deliver and monitor client fitness program	
	4. Report on client progress	
	5. Maintain client records	

SISFFIT016 Provide motivation to positively influence exercise behaviour	1. Consolidate understanding of behaviour change strategies		
	2. Apply knowledge to own professional practice		
	3. Maintain and update knowledge of motivation and behaviour change		
SISFFIT017 Instruct long-term exercise programs	1. Identify client fitness goals		
	2. Develop program plans		
	3. Conduct exercise sessions		
	4. Evaluate program		
SISFFIT018 Promote functional movement capacity	1. Consolidate understanding of functional movement		
	2. Inform clients of importance of functional movement		
	3. Recognise and analyse client functional movement		
	4. Consider static posture		
	5. Implement functional exercise strategies		
SISFFIT019 Incorporate exercise science principles into fitness programming	1. Consolidate understanding of exercise science principles		
	2. Apply knowledge to own professional practice		
	3. Maintain and update knowledge of exercise science		

	principles		
SISFFIT020 Instruct exercise programs for body composition goals	1. Identify client body composition requirements		
	2. Develop exercise plan to improve body composition		
	3. Implement exercise plan		
	4. Evaluate exercise plan		
SISFFIT021 Instruct personal training programs	1. Identify client fitness requirements		
	2. Develop personal training exercise plan and program		
	3. Conduct personal training sessions		
	4. Evaluate personal training program		
SISFFIT023 Instruct group personal training programs	1. Identify group personal training program requirements		
	2. Develop group personal training exercise plan and program		
	3. Conduct group personal training sessions		
	4. Evaluate personal training program		
SISFFIT025 Recognise the dangers of providing nutrition advice to clients	1. Comply with the scope of practice in provision of nutrition advice		
	2. Identify situations outside of scope of practice		

SISFFIT026 Support healthy eating through the Eat for Health Program	1. Identify client needs within the Eat for Health Program		
	2. Develop client profiles of food choices and eating patterns		
	3. Provide eating pattern and health status information		
	4. Influence healthier eating patterns		
SISXRES001 Conduct sustainable work practices in open spaces	1. Plan sustainable activities for work in open spaces		
	2. Conduct minimal impact activities		
	3. Monitor impacts and changes		
Elective Units			
BSBSMB401 Establish legal and risk management requirements of small business	1. Identify and implement business legal requirements		
	2. Comply with legislation, codes and regulatory requirements		
	3. Negotiate and arrange contracts		
	4. Identify and treat business risks		
BSBSMB403 Market the small business	1. Develop marketing strategies		
	2. Determine a marketing mix for the business		
	3. Implement marketing strategies		
	4. Monitor and improve marketing performance		

BSBSMB404 Undertake small business planning	1. Identify elements of the business plan		
	2. Develop a business plan		
	3. Develop strategies for minimising risks		
BSBSLS408 Present, secure and support sales solutions	1. Identify personal and business commitments/ obligations within family, cultural and community contexts		
	2. Develop ethical work practices within family, cultural and community contexts		
	3. Review work practices within family, cultural and community contexts		
SISFFIT012 Instruct movement programs to children aged 5 - 12 years	1. Determine the movement requirements of children		
	2. Plan movement session		
	3. Instruct movement session		
	4. Evaluate movement session		
SISSTC301A Instruct strength and conditioning techniques	1. Assess current status of athlete or athletes		
	2. Select the appropriate strength and conditioning program		
	3. Prepare for strength and conditioning session		
	4. Instruct strength and conditioning session		
	5. Evaluate the strength and		

	conditioning program and make modifications		
SISSTC402A Develop strength and conditioning programs	1. Identify the needs and requirements of the athlete or team members		
	2. Plan a strength and conditioning training program to meet identified needs		
	3. Implement strength and conditioning training program		
	4. Monitor, evaluate and modify the strength and conditioning program		
SISXCAI005 Conduct individualised long term training programs	1. Identify participant needs and expectations		
	2. Plan the program		
	3. Deliver long-term training program		
	4. Evaluate and modify training program		

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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