



# **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 \$300.00 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 \$300 application fee is non-refundable.
11. If you receive a full RPL for the qualification the \$595 balance of payment must be paid before the certificate is issued (ie. \$895 – \$300 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                                   |
| SISXCAI009     | Instruct strength and conditioning techniques                                 |
| SISXCAI010     | 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 |
|-----------------------|--------------|----------|----------------|
|                       |              |          |                |
|                       |              |          |                |
|                       |              |          |                |



# Certificate IV 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 |
|---|--|---|
| <b>Core Units</b>   |  |   |
| SISFFIT013<br>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<br>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<br>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<br>Instruct long-term exercise programs                             | 1. Identify client fitness goals                                    |  |  |
|  | 2. Develop program plans  |  |  |
|  | 3. Conduct exercise sessions  |  |  |
|  | 4. Evaluate program   |  |  |
| SISFFIT018<br>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<br>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<br>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<br>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<br>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<br>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<br>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<br>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                                 |  |  |
| <b>Elective Units</b>   |  |  |  |
| BSBSMB401<br>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<br>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<br>Undertake  | 1. Identify elements of the business plan                      |  |  |

|  |  |  |  |
|--|--|--|--|
| small business planning  |  |  |  |
|  | 2. Develop a business plan                         |  |  |
|  | 3. Develop strategies for minimising risks         |  |  |
| BSBSLS408<br>Present, secure and support sales solutions               | 1. Prepare for sales presentation                  |  |  |
|  | 2. Present sales solution                          |  |  |
|  | 3. Respond to buyer signals                        |  |  |
|  | 4. Negotiate and finalise sale                     |  |  |
|  | 5. Support post-sale activities                    |  |  |
| SISFFIT012<br>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                       |  |  |
| SISXCAI009<br>Instruct strength and conditioning techniques            | 1. Assess participant status                       |  |  |
|  | 2. Select strength and conditioning programs       |  |  |
|  | 3. Prepare for strength and conditioning sessions  |  |  |
|  | 4. Instruct strength and conditioning session      |  |  |

|  |   |  |  |
|--|---|--|--|
|  | 5. Evaluate strength and conditioning programs                      |  |  |
| SISXCAI010<br>Develop strength and conditioning programs         | 1. Identify the needs of participants                               |  |  |
|  | 2. Plan strength and conditioning programs to meet identified needs |  |  |
|  | 3. Implement strength and conditioning programs                     |  |  |
|  | 4. Evaluate strength and conditioning programs                      |  |  |
| SISXCAI005<br>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.

|                              |  |             |  |
|------------------------------|--|-------------|--|
| <b>Candidate's signature</b> |  | <b>Date</b> |  |
|------------------------------|--|-------------|--|