



australianfitness
ACADEMY

Recognition of Prior Learning (RPL)

Candidate Application Kit

SIS30315 Certificate III in Fitness

(Gym Instructor)

Information for Candidates

Dear Candidate,

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

RPL:

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. <https://www.aqf.edu.au/sites/aqf/files/rpl-explanation.pdf>

Example: completing similar learning from a unit within a university degree or obtaining skills and knowledge through 'on the job' training

Credit Transfer (CT):

The current Australian Qualifications Framework (AQF) definition of CT is:

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. <https://www.aqf.edu.au/sites/aqf/files/credit-transfer-explanation.pdf>

Example: completing the same Unit of Competency as part of another AQF qualification

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

- SIS30315: Certificate III in Fitness (Gym Instructor)
- SIS40215: Certificate IV in Fitness

RPL/CT is offered to candidates 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/CT process involves matching the skills and knowledge acquired from formal and informal learning and industry experience against the unit requirements of the qualification. If sufficient and accurate evidence is presented by the candidate then RPL/CT may be granted for all or some of the units contained within the qualification.

Candidates may apply for RPL/CT in some or all of the units from the qualification. RPL/CT will not be granted for parts of units. However, exemptions from individual assessments that make up part of a unit may be granted where appropriate.

Candidates applying for RPL or CT in both Certificate III and IV in Fitness must complete separate Candidate Application Kits for each qualification. Completion of SIS30315 Certificate III in Fitness (Gym Instructor) is required before RPL in SIS40215 Certificate IV in Fitness can be considered. Applicants may choose to submit both Certificate III and IV RPL applications at once, or submit the Certificate IV application upon completion of Certificate III. Regardless of when the Certificate IV in Fitness application is submitted, it will not be assessed until completion of the SIS30315 Certificate III in Fitness qualification.

Currency – Candidates are encouraged to include both past and present evidence of their skills and knowledge in this application. However, due to the evolving nature of the fitness industry, some qualifications and work experience completed more than 4 years ago may no longer meet current industry standards. In this case, RPL is unlikely to be granted unless evidence of more recent relevant professional development can be provided.

The completed Candidate RPL Application Kit and the evidence submitted as part of the application will be used in the assessment process to determine RPL outcome. Candidates are able to ask questions or clarify any areas of the assessment at any stage by contacting AFA Student Support on (03) 9532 7800 or emailing studentsupport@afa.com.au.

Qualification and Units of Competency

Entry requirements:

There are no entry requirements for this qualification.

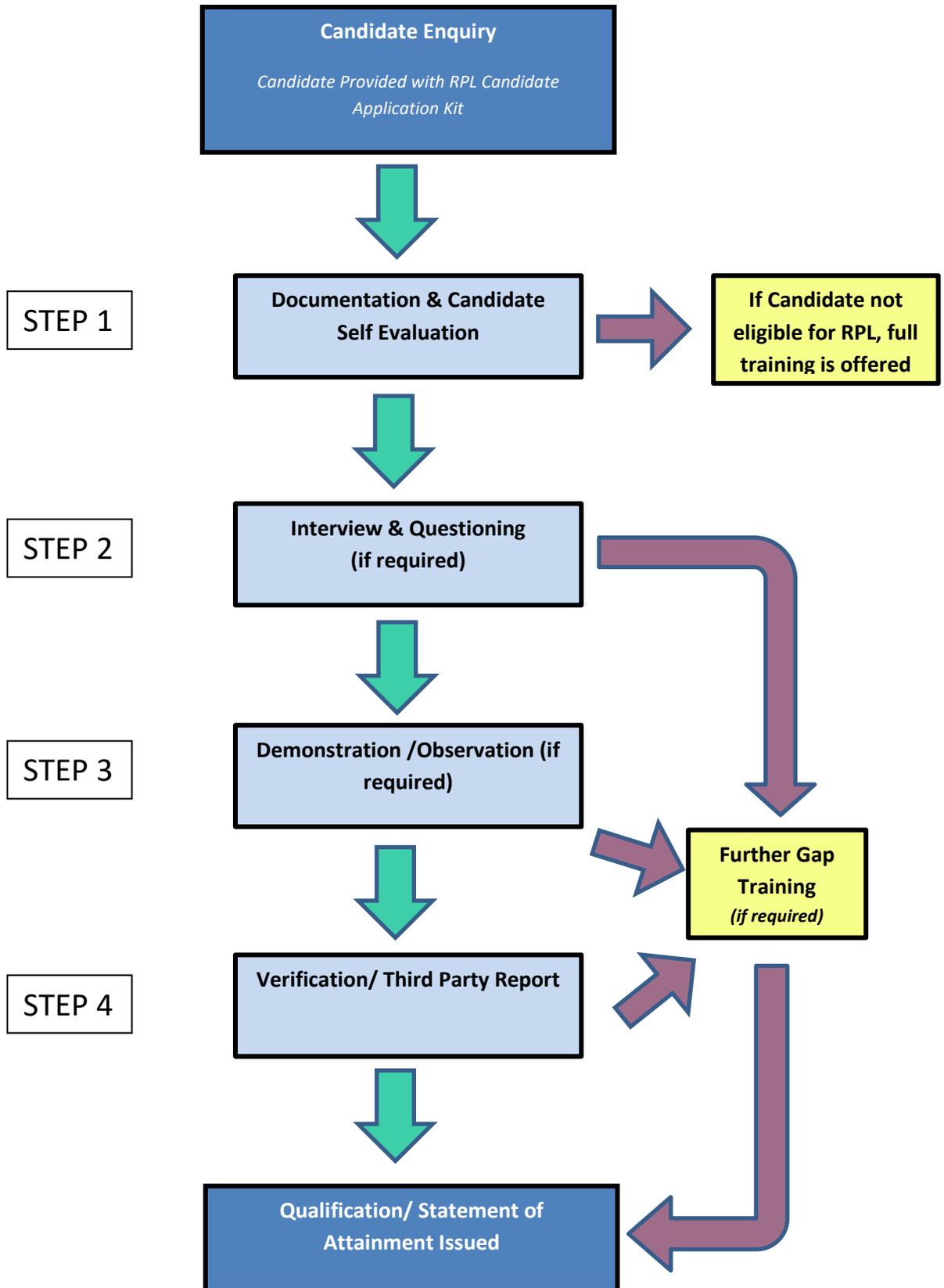
Packaging rules:

To receive a full SIS30315 Certificate III in Fitness (Gym Instructor) qualification, 16 units must be completed (9 core units and 7 elective units). The following units are the only units in the SIS30315 Certificate III in Fitness (Gym Instructor) qualification offered by the Australian Fitness Academy and the only units from this qualification where RPL/CT is available.

Qualification	SIS30315 Certificate III in Fitness (Gym Instructor)
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

For a full description of this qualification and each individual unit, please visit www.training.gov.au

AFA RPL Application Process



Preparing your RPL Candidate Application

Step 1: Documentation and self-evaluation

- Complete and return the Certificate III and IV in Fitness RPL Enrolment Pack that accompanies this RPL Candidate Application Kit and arrange payment of your RPL application fee.
- Complete the Self Evaluation (Part 1 and Part 2) contained in this RPL Candidate Application Kit.

The self- evaluation provides you with the opportunity to list and source evidence of your relevant work experience, qualifications, courses and skills that may contribute towards your application.

- Attach all supporting evidence and documentation you have listed in the Self Evaluation and complete the Application Checklist on the last page of this RPL Candidate Application Kit
- Return the completed RPL Candidate Application Kit and all documentation to info@afa.com.au

Step 2: Interview and questioning with an Assessor (if required)

Once your RPL Candidate Application Kit has been received, an AFA Assessor will review your self-evaluation and supporting evidence and match your skills and knowledge to the units in the qualification.

If required, the AFA Assessor will then contact you to arrange a time for an interview to discuss your self-evaluation and supporting evidence.

During this conversation, you may also be required to answer questions relating to your work experience and fitness knowledge. This questioning forms part of the assessment, as it will identify your current fitness industry knowledge and skills and add evidence to any gaps in your self-evaluation.

Step 3: Demonstration/observation of your skills (if required)

If the evidence you submitted in your original application is not sufficient for the Assessor to make a judgement about your competency, the Assessor may contact you to organise a time to observe you demonstrate your skills. This may be done via live video streaming over the internet (or similar technology).

Your Assessor will identify the skills they want you to demonstrate by asking you to complete specific tasks that relate to the job role of a **Gym fitness instructor**. E.g. undertake a pre-screening health and fitness test for a client or design and implement a training program for a client incorporating resistance exercises.

The time and date of this observation will be agreed upon and you will be given a copy of the task requirements prior to the date of your demonstration. The Assessor may ask you questions during the session as part of this process to establish/ confirm your knowledge.

Step 4: Verification and Third Party Report

To finalise your application outcome, the Assessor will contact the employer and referees you have provided in the self-evaluation to confirm your previous work experience and vouch for your skills and knowledge.

Your Assessor may correspond with your employer or referee via email or phone or ask them to complete and return a third party written report.

Step 5: Outcome and Notification

Once the Assessor is satisfied all evidence has been reviewed, a decision will be made as to whether:

- a. You are able to receive RPL for all units of competency in the qualification, or
- b. You are able to receive RPL in some units of competency, but must to undergo further gap training to complete the full qualification, or
- c. No RPL is able to be granted and you are required to complete the full qualification under normal training arrangements

You will be notified via email regarding the outcome of your RPL application.

If you require further gap training or need to complete the full qualification under normal training arrangements, you will be provided with a Training Plan. The Training Plan will outline both the training and assessment you have received exemption from (if applicable) as well as the training and assessment you must complete in order to obtain competency in any remaining units and complete the qualification.

At the completion of your enrolment period, you will receive a Statement of Attainment or a Certificate and Record of Results to indicate the outcome of your training and assessment in each of the units.

If you have successfully demonstrated competency in all units via RPL and no further gap training is required, you will be issued with a Certificate and a Record of Results to indicate the outcome of your training and assessment in each of the units.

The remaining balance of fees for your Certificate III in Fitness course must be paid before the Certificate or Record of Results can be issued.

Self-Evaluation – Part 1

Part 1 of the Self-Evaluation provides an opportunity for you to list areas of your qualifications and experience that will support your RPL application. Please complete all sections in detail.

Personal Details				
Surname				
First name/s				
Qualification in which you are seeking RPL	SIS30315 Certificate III in Fitness (Gym Instructor)			
Date				
Formal Qualifications & Education				
Qualification title and code	Training Provider/ Institution	Start Date	End Date	Attach unit transcript and unit descriptions
<i>E.g. MU565 - Bachelor of Sports Science</i>	<i>Melbourne University</i>	<i>Feb 2012</i>	<i>Nov 2015</i>	<input checked="" type="checkbox"/> Transcript <input checked="" type="checkbox"/> Unit descriptions
				<input type="checkbox"/> Transcript <input type="checkbox"/> Unit descriptions
				<input type="checkbox"/> Transcript <input type="checkbox"/> Unit descriptions
				<input type="checkbox"/> Transcript <input type="checkbox"/> Unit descriptions
Further Training and Professional Development				
Workshop/Course & Provider	Start Date	End Date	Brief description of course objectives and outcomes	Attach certificate or proof of completion
<i>E.g. Fundamentals of Kettlebell Training (Australian Fitness Academy)</i>	<i>Nov 2018</i>	<i>Jan 2019</i>	<i>Identify teaching points, modification options, common technique errors of grinding and ballistic kettlebell exercises</i>	<input checked="" type="checkbox"/> Certificate <input type="checkbox"/> Other proof of completion
				<input type="checkbox"/> Certificate <input type="checkbox"/> Other proof of completion
				<input type="checkbox"/> Certificate <input type="checkbox"/> Other proof of completion

Current Employment (you may leave this section blank if all information listed below has been included in your resume and your resume is attached with this application)

Are you currently employed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If 'yes', in which occupation are you currently employed?		
What is your current job title?		
Who is your current employer?		
Approximately how long have you worked in this job?	year/s	month/s
Is this occupation in the same industry as the industry in which you are applying for recognition?	No <input type="checkbox"/> (go to the next table)	Yes <input type="checkbox"/> (please list below the main tasks you perform as part of your work that are relevant to your RPL application)

If you have further recent industry experience relevant to your application, please attach another sheet or your current résumé.

Previous Employment History (Only include employment history that is relevant to this application. You may leave this section blank if all information listed below has been included in your resume and your resume is attached with this application)

Name, address and phone number of employers	Period of employment (DD/MM/YYYY)		Position/s held	Full-time Part-time Casual	Description of major duties
	From	To			

Other relevant experiences or informal training (eg volunteer work, participation in relevant hobbies etc)
 If you have any relevant informal (non- employment based) experiences, please list them below.

Experience	Start Date	End Date	Description of tasks performed

Professional Referees (relevant to current/recent fitness industry employment and if not listed on your attached résumé). These may be different to your workplace supervisor.

Referee 1

Name	
Position	
Organisation	
Address of organisation	
Phone number	
Mobile number	
Email address	

Referee 2

Name	
Position	
Organisation	
Address of organisation	
Phone number	
Mobile number	
Email address	

Rate your knowledge and skills against the job roles of a Fitness/Gym Instructor:

	Yes	No	Possibly
I think my experience is of a high level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I think I am skilled to do this job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know how to do the work tasks really well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can explain my experience and provide documentary evidence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have undertaken much of this work without supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is there any further information you wish to give in support of your application?

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Self-Evaluation – Part 2

Part 2 of the Self-Evaluation enables you to provide evidence of your skills and knowledge against the specific requirements of each unit of competency. Similar units have been grouped together into 6 sections so you only need to list your evidence for the section, rather than each unit. It also provides the Assessor with an indication of whether you believe you meet the criteria of the unit and where it can be demonstrated in your supporting evidence.

For each of the tasks listed in Section 1-7 tables on the following pages:

1. Confirm whether you currently perform/have performed:
 - **All of the task** (you have performed all components of the listed task)
 - **Some parts of the task** (you have performed some components of the task listed, but have not performed others)
 - **None of the tasks** (you have not performed any components of the listed task before)
2. Provide and attach documentation as evidence to support your ability to perform each task/criteria. A description of different types of evidence is provided on the following page and specific examples that relate to the topic for each section is provided in each of the tables.

Complete the List of Attached Documents section at the end of this RPL Candidate Application Kit and ensure you have attached all documents.

Please note:

- Documents can be submitted in the form of paper, electronic files, photos, videos etc.
- Documents can be listed against more than one task
- Not every task/criteria needs to have supporting documents. Please only list evidence that is relevant.
- List and number each of the documents/files to assist the Assessor to locate your evidence
- When submitting transcripts for units of a completed qualification, please also include the unit summary, outline or description. A list of unit titles is not enough evidence for assessors to determine the content covered in the completed unit.
- If listing a course unit transcript as evidence, please list the relevant unit code that matches the specific task
- For privacy and confidentiality, please remove all personal information from any workplace documents you provide

Original documents such as certificates and unit transcripts must be cited by the AFA assessor. Alternatively, copies of these documents can be submitted provided they have been certified by an authorised personnel such as a Justice of the Peace, Police Officer, Pharmacist etc.). AFA will not accept copies of documents that have not been certified.

Common documents used for evidence:

Evidence Type	Description
Certificate/ Testamur	<p>An official document from a training provider that confirms you have achieved a qualification. The certificate should include details such as:</p> <ul style="list-style-type: none"> - your name - qualification title and code - certificate number - issue date - official signature or stamp from the training organisation
Unit Transcript/ Statement of Results/ Statement of Attainment/ Academic Transcript	<p>An official list of units completed within a qualification, issued by the training organisation. The transcript should include details such as:</p> <ul style="list-style-type: none"> - your name - completion date - training organisation name and details - unit name and code - result or outcome of the units
Unit Description/ Outline/ Summary	<p>A description outlining the content of information or curriculum covered in each of the units you have studied. The unit description may also outline the assessments included for the unit.</p>
Resume/ Curriculum Vitae	<p>A collection of information that must include the following:</p> <ul style="list-style-type: none"> - your personal contact details - a list of your formal qualifications and training - details of your previous employment including: <ul style="list-style-type: none"> - name of employer - job title - dates of employment - job tasks performed, key responsibilities and achievements during your employment - a list of referees (contact details of people from your current and previous employment, such as a manager, that can verify and provide feedback on your job performance) <p>Resumes may also include information such as:</p> <ul style="list-style-type: none"> - professional development completed - relevant skills - hobbies/areas of interest - volunteer work
Position Description	<p>A company document provided by your employer that outlines the roles, responsibilities, regular job tasks and key performance indicators you are expected to perform as part of your job role and employment. It may also outline the key skills and attributes or qualifications you are expected to have to meet the requirements of the position.</p>

<p>Testimonial</p>	<p>Usually a written letter or email that someone has provided to you in their own words outlining the experience they have had with you and the types of tasks they have witnessed you perform whilst working with you in your relevant job role.</p> <p>Testimonial may come from clients, colleagues or employers.</p> <p>Testimonials should include as much detail as possible. For example:</p> <ul style="list-style-type: none"> - specific job tasks performed - key responsibilities - specific achievements - summary of specific skills (eg performing health and fitness assessments, designing and instructing a strength program) - frequency that tasks were performed
<p>Client Fitness Programs</p>	<p>Detailed copies of fitness programs you have actually planned and instructed for real clients. You should provide multiple programs for multiple clients that address a variety of different client training goals and use a variety of training methods, such as:</p> <ul style="list-style-type: none"> - body composition change (such as hypertrophy and weight loss) - cardio, resistance and circuit training - strength - power - flexibility - endurance - training for specific populations such as older adults, children, women, culturally and linguistically diverse people, people under supervision from allied health professionals <p>Multiple programs should be provided for each client to demonstrate progression, modifications and monitoring over a period of time. Program dates should be clearly displayed with changes and modification easily visible.</p> <p><i>For confidentiality and privacy reasons, you should remove client names and contact details from the documents.</i></p>
<p>Workplace Documents</p>	<p>Copies of completed documents commonly used in the workplace as part of your job role. Examples may include:</p> <ul style="list-style-type: none"> - A cleaning or equipment maintenance checklist or inventory - An incident/accident report - A workplace risk assessment - A client pre-exercise screening form - Health/fitness testing & assessment record forms - A client referral form - Staff meeting minutes - Customer feedback forms - Receipts of transactions or completed booking forms - Employee performance appraisals <p>All documents should be filled in and should represent actual times you have completed the task as part of your job role.</p>

	<i>For confidentiality and privacy reasons, you should remove client names and contact details from the documents.</i>
Other Evidence	<p>Other forms of evidence that may support your application can include:</p> <ul style="list-style-type: none"> - Working with children checks - Industry Registration Certificates (e.g. Fitness Australia, Physical Activity Australia) - Memberships of other professional associations, networks - Photos and videos - Website URLs - Business documents such as marketing materials, business registration - Certificates of participation in professional development courses - Logbooks - Training Records

Note: Original documents such as certificates and unit transcripts must be cited by the AFA assessor. Alternatively, copies of these documents can be submitted provided they have been certified by an authorised personnel such as a Justice of the Peace, Police Officer, Pharmacist etc. AFA will not accept copies of documents that have not been certified.

Section 1	Working in the fitness environment		
Candidate's name			Date completed
<p>Units of competency:</p> <p>Are you applying for RPL for any units in this section? Please indicate:</p> <p><input type="checkbox"/> SISXCCS001 Provide quality service</p> <p><input type="checkbox"/> SISXIND001 Work effectively in sport, fitness and recreation environments</p> <p><input type="checkbox"/> HLTWHS001 Participate in workplace health and safety</p> <p><input type="checkbox"/> BSBRSK401 Identify risk and apply risk management processes</p> <p><input type="checkbox"/> SISXCAI001 Provide equipment for activities</p> <p><input type="checkbox"/> SISXFAC001 Maintain equipment for activities</p> <p><input type="checkbox"/> SISXFAC002 Maintain sport, fitness and recreation facilities</p> <p>(The full content of each unit can be viewed at www.training.gov.au)</p>		<p>Suggested documents/evidence to support your ability to perform the tasks listed for this section include:</p> <ul style="list-style-type: none"> - List similar units from a qualification transcript and provide a copy of the transcript and unit description - Copies of equipment/facility maintenance and cleaning checklists and inventories completed by the candidate - Copies of WHS and/or Risk Assessments completed by the candidate - Copies of accident/incident reports completed by the candidate - Copies of client bookings completed by candidate - Records of financial transactions completed by the candidate - Evidence of interaction with other professionals undertaken by the candidate - Documentation of responses to customer complaints/feedback completed by candidate - Employee performance review - Testimonial form employer outlining completion of maintenance, cleaning, customer service, WHS procedures, teamwork and procedural tasks - Employment position description - Professional development course certificates relating to fitness or WHS - Registration with Fitness Australia/ Physical Activity Australia/ESSA 	

Task/Criteria	I can perform/have performed:			Evidence/documentation provided to support claim: Include the number and name the document you are providing for easy reference. If using a course unit transcript as evidence, please list the relevant unit code that matches the task
	All of the task	Some of the task	None of the task	
<i>Example:</i>	X			<i>Doc # 1: Employer Letter from Excite Fitness</i>
Provide services to fitness industry clients that include the following; <ul style="list-style-type: none"> - Interacting with a variety of clients and responding to client requests in a polite, courteous and non-discriminatory manner - Matching services to clients needs and expectations - Dealing with numerous tasks simultaneously - Identifying problems and actioning solutions - Working as part of a team and providing support to team members - Using industry knowledge - Managing own workload - Maintaining personal presentation standards - Maintaining client privacy and confidentiality <i>(Evidence of performing the above tasks across a minimum of 10 service periods is required)</i>				
Respond to, resolve and address client feedback/complaints and follow up and record communication with the client according to policies and procedures				
Provide information and recommend to clients any products, programs, services, facilities, promotions and events that address their needs and expectations				

<p>Perform and record tasks that involve:</p> <ul style="list-style-type: none"> - financial transactions for hire and refund of equipment - arranging and confirming bookings and appointments for services or facilities - management of lost property 				
<p>Maintain currency in fitness industry knowledge and skills and implement this into everyday work practice</p>				
<p>Demonstrate an understanding of organisation policies and procedures, including:</p> <ul style="list-style-type: none"> - customer service - administration - health and safety - work schedules and handovers 				
<p>Follow company WHS and emergency policies and procedures and contribute to maintaining safe work practices</p>				
<p>Identify risk, hazards, incidents and accidents and record and report them promptly and appropriately</p>				
<p>Analyse risks and identify, implement and evaluate appropriate control measures to reduce or eliminate them</p>				
<p>Explain, demonstrate and monitor safe use of suitable equipment to participants</p>				

<p>Set up, demonstrate, use, dismantle, and store equipment for activities according to manufacturer's guidelines.</p> <p><i>(Evidence of at least 10 different pieces of equipment over at least 3 different sessions is required)</i></p>				
<p>Use cleaning agents to perform cleaning tasks of the following areas;</p> <ul style="list-style-type: none"> - indoor - outdoor - wet - dry <p><i>(Evidence of performing cleaning tasks in at least 2 of the above areas is required)</i></p>				
<p>Undertake cleaning tasks including;</p> <ul style="list-style-type: none"> - spillages, damages/breakages, leaks - contamination - unsecured equipment - from damaged containers ensuring minimisation of negative environmental impacts <p><i>(Evidence of performing cleaning tasks for at least 3 of the above scenarios is required)</i></p>				
<p>Safely conduct minor maintenance tasks on equipment within industry realistic timeframes, including;</p> <ul style="list-style-type: none"> - cleaning - lubricating - reinflating - checking for damage - restocking or refilling - repairing - calibration - storing <p><i>(Evidence of performing at least 6 of the above tasks is required)</i></p>				

<p>Monitor storage and condition of equipment and perform routine equipment maintenance according to schedules</p> <p><i>(A minimum of 5 service periods must be provided as evidence)</i></p>				
<p>Check current supplies, order/request new stock and dispose/recycle expired supplies</p>				
<p>Perform cleaning and maintenance tasks while;</p> <ul style="list-style-type: none"> - Wearing personal protective equipment - Using correct manual handling techniques - Using hygienic practices - Minimising disruption to clients - Conserving resources and minimising environmental impact 				
<p>Document and record cleaning and maintenance tasks, missing and damaged equipment according to policies and procedures</p>				
<p>Demonstrate an understanding of organisation policies and procedures in relation to:</p> <ul style="list-style-type: none"> - customer service procedures - communication protocols - reporting/record keeping procedures - conflict resolution 				
<p>Demonstrate an understanding of state/territory legislation and how it impacts on workplace regulations/practices for:</p> <ul style="list-style-type: none"> - WHS/OHS (including employer/employee rights) - Duty of care - Hazardous manual tasks - Infection control - Consumer Law - Equal opportunity - Use of promotional material 				

Section 2		Principles of Nutrition		
Candidate's name		Date completed		
<p>Units of competency:</p> <p>Are you applying for RPL for any units in this section? Please indicate:</p> <p><input type="checkbox"/> SISFFIT005 Provide healthy eating information</p> <p>(The full content of each unit can be viewed at www.training.gov.au)</p>		<p>Suggested documents/evidence to support your ability to perform the tasks listed for this section include:</p> <ul style="list-style-type: none"> - List similar units from a qualification transcript and provide a copy of the transcript and unit description - Copies of client referrals to nutritionist/dietitian completed by candidate - Copies of client healthy eating information records completed by candidate - Position description outlining provision of healthy eating information in job role - Client/Customer feedback or testimonials relating to providing information on healthy eating , health and fitness - Professional Development course certificates relating to nutrition - Registration with a professional association related to nutrition 		
Task/Competency	I can perform/have performed:			Evidence/documentation provided to support claim: Include the number and name the document you are providing for easy reference. If using a course unit transcript as evidence, please list the relevant unit code that matches the task
	All of the task	Some of the task	None of the task	
<i>Example:</i>	X			<i>Doc # 2: Bachelor of Health Science Unit Transcript (Unit HNT104)</i>
Gather information from clients about their past and current nutritional habits (via discussion or questionnaire)				
Provide information (within own scope of practice) and respond to client questions regarding healthy eating behaviours or attitudes and their relationship with body composition, health and fitness, mental health (minimum of 5 contact sessions with a client required as evidence)				

Provide information to clients regarding healthy eating habits that take cultural and social influences into consideration				
<p>Prepare referrals to an Accredited Practising Dietitians, Accredited Sports Dietitians and/or General Practitioners for clients who:</p> <ul style="list-style-type: none"> - have specific dietary requirements or dietary concerns - need support regarding positive attitudes to eating <p>(including dietary trends, fad or popular diets, nutritional supplementation, sports foods, ergogenic aids)</p> <p><i>(minimum of 5 client referrals required as evidence)</i></p>				
Maintain records of client consultations where healthy eating information has been provided				
Access, understand and use the Australian Dietary Guidelines in your day to day professional practice				
<p>Access and utilise policies and procedures (eg from Fitness Australia) in relation to:</p> <ul style="list-style-type: none"> - providing nutrition information - documenting client consultation - preparing referrals 				

Section 3		Client Screening & Assessment		
Candidate's name		Date completed		
<p>Units of competency:</p> <p>Are you applying for RPL for any units in this section? Please indicate:</p> <p><input type="checkbox"/> SISFFIT001 Provide health screening and fitness orientation</p> <p><input type="checkbox"/> SISFFIT006 Conduct fitness appraisals</p> <p>(The full content of each unit can be viewed at www.training.gov.au)</p>		<p>Suggested documents/evidence to support your ability to perform the tasks listed for this section include:</p> <ul style="list-style-type: none"> - List similar units from a qualification transcript and provide a copy of the transcript and unit description - Copies of client referrals to medical and allied health professionals and personal trainers - Copies of client pre- exercise screening forms completed by candidate - Copies of client health and fitness testing records completed by candidate - Position description outlining provision of health screening, fitness orientation and fitness appraisals in job role - Copies of booking/appointment records for client screening & assessment consultations - Position description that includes client screening and assessment - Client/customer feedback or testimonials relating to client screening and assessment and development of suitable exercise programs - Professional development course certificates on client screening and assessment - Registration with Fitness Australia/ Physical Activity Australia/ESSA 		
Task/Competency	I can perform/have performed:			Evidence/documentation provided to support claim: Include the number and name the document you are providing for easy reference. If using a course unit transcript as evidence, please list the relevant unit code that matches the task
	All of the task	Some of the task	None of the task	
<i>Example:</i>	X			<i>Doc # 3: Completed Client Health Screening and Fitness Assessment Record Forms</i>

<p>Conduct client screening and health assessment for clients where the following is included:</p> <ul style="list-style-type: none"> - Gathering information from clients regarding their health and fitness goals, preferences, expectations, current and past exercise history. - Administration of an industry endorsed pre exercise screening form (the APSS from Fitness Australia) - Calculations and measurements of waist to hip ratio, BMI <p><i>(minimum of 5 contact sessions for clients with different needs, goals and preferences required for evidence)</i></p>				
<p>Document, review and discuss with clients the results of their pre-exercise health screening questionnaire and health and fitness testing</p>				
<p>Implement strategies to overcome client cultural and social differences and behavioural patterns whilst undertaking client screening and assessment.</p>				
<p>Have an awareness of considerations for a variety of specific population clients (eg asthma, children, older adults, client with musculoskeletal pain or injuries, metabolic conditions, mental health conditions etc)</p>				
<p>Understand the role of Allied Health Professionals (AHP)/Medical Practitioners (MP) in the referral process and prepare referrals to the relevant person when required.</p> <p><i>(minimum of 2 referrals to an AHP/MP and 1 referral to a Personal Trainer required for evidence)</i></p>				

<p>Appropriately conduct fitness testing for clients, including all of the following tests:</p> <ul style="list-style-type: none"> - cardiorespiratory endurance (submaximal oxygen consumption) - blood pressure - range of movement/flexibility - strength - weight - height - girth measurements <p>and using all of the following equipment:</p> <ul style="list-style-type: none"> - tape measure - scales - sit and reach tools - bicycle, treadmill or rowing ergometer - heart rate monitor - blood pressure equipment – sphygmomanometer - stop watch <p><i>(minimum of 5 client sessions that cover <u>all</u> of the above tests required as evidence)</i></p>				
<p>Monitor clients undertaking health assessment, identify and address exercise intolerances</p>				
<p>Use methods to measure exercise intensity, including:</p> <ul style="list-style-type: none"> - heart rate response - respiration rate response - rate of perceived exertion - work output 				

Incorporate exercise adherence and behavioural change strategies into health and fitness appraisals including goal setting, habit formation, intrinsic and extrinsic motivation				
<p>Recommend types of exercise programs, facilities, services, and equipment to match client’s health and fitness needs, goals and experience including;</p> <ul style="list-style-type: none"> - body composition - muscle endurance - muscle strength - cardiovascular endurance - flexibility 				
Provide clients with an orientation of fitness facilities, equipment and procedures				
<p>Accurately and appropriately maintain/store documentation of</p> <ul style="list-style-type: none"> - client screening - referrals - orientation and assessment records 				
<p>Access and utilise policies and procedures in day to day professional practice in relation to:</p> <ul style="list-style-type: none"> - health screening - fitness orientation - collection and storage of client information - limitations of own work role - WHS - negligence - duty of care 				

Section 4		Exercise Science		
Candidate's name		Date completed		
<p>Units of competency:</p> <p>Are you applying for RPL for any units in this section? Please indicate:</p> <p><input type="checkbox"/> SISFFIT004 Incorporate anatomy and physiology principles into fitness programming</p> <p>(The full content of each unit can be viewed at www.training.gov.au)</p>		<p>Suggested documents/evidence to support your ability to perform the tasks listed for this section include:</p> <ul style="list-style-type: none"> - List similar units from a qualification transcript and provide a copy of the transcript and unit description - Documentation of client pre-screening forms including notes related to anatomy and physiology completed by candidate - Copies of client fitness programs designed and implemented to address the health of different body systems and client needs - Client/Customer feedback or testimonials relating to participation in exercise programs designed to address client needs such as bone strength, muscular endurance, muscle strength, injury prevention - Professional development course certificates relating to anatomy and physiology - Registration with Fitness Australia/ Physical Activity Australia/ESSA 		
Task/Competency	I can perform/have performed:			Evidence/documentation provided to support claim: Include the number and name the document you are providing for easy reference. If using a course unit transcript as evidence, please list the relevant unit code that matches the task
	All of the task	Some of the task	None of the task	
Example:	X			Doc # 2: Bachelor of Health Science Unit Transcript (Unit EXC203)

<p>Demonstrate a knowledge of the following:</p> <ul style="list-style-type: none"> - anatomical terminology (superior, inferior etc) - planes of movement - movement terminology and joint actions (flexion, extension etc) during exercise - body structures and organisation (cells, tissues and types of tissues, organs, organisms) - functions of muscles during movement (agonist, prime mover, antagonist, synergist/stabiliser) - types of muscle contractions during exercise (concentric, eccentric, isokinetic, isometric) - body system (cardiovascular, musculoskeletal, nervous, digestive, respiratory) responses and their role during exercise - energy systems and recovery - thermoregulation - postural alignment (spinal curves, muscle balance, joint alignment) 				
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<p>Demonstrate a knowledge of the structure and function of body systems, including;</p> <ul style="list-style-type: none"> - muscular system <ul style="list-style-type: none"> - types and classifications - global and local muscular systems - major muscle groups - contractibility and activation - skeletal system <ul style="list-style-type: none"> - types of bones - major bones - bony landmarks - major joints - nervous system <ul style="list-style-type: none"> - nerves and nerve impulses - reflex arcs and relationship to stretching - role in different types of training - cardiovascular system <ul style="list-style-type: none"> - heart and blood vessel anatomy - circulation pathways - role of blood - oxygen demands of fitness activities - relationships between exercise intensity and circulatory and respiratory responses - respiratory system <ul style="list-style-type: none"> - mechanics of breathing - respiratory volumes and relationship to fitness levels and exercise - energy systems. pathways, substrates and how they relate to relevant recovery options - thermoregulation 				
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<p>Incorporate knowledge of the above body systems when planning and instructing client sessions that;</p> <ul style="list-style-type: none"> - cater for beginner, intermediate and advanced participants - involve low and high impact - address bone strength, muscular endurance, muscle strength <p><i>(A minimum of 5 different client sessions that collectively address the above mentioned circumstances is required as evidence)</i></p>				
<p>Identify how anatomical structures and body systems respond to physical activity</p>				
<p>Apply anatomical terminology to injury prevention techniques, fitness instruction and programming</p>				
<p>Source and access information on anatomy and physiology and use it in your own day to day professional practice</p>				
<p>Maintain and update your own knowledge of anatomy and physiology to improve your professional practice</p>				

Section 5	Exercise Programming & Instruction		
Candidate's name			Date completed
<p>Units of competency:</p> <p>Are you applying for RPL for any units in this section? Please indicate:</p> <p><input type="checkbox"/> SISFFIT003 Instruct fitness programs</p> <p><input type="checkbox"/> SISFFIT024 Instruct endurance programs</p> <p>(The full content of each unit can be viewed at www.training.gov.au)</p>		<p>Suggested documents/evidence to support your ability to perform the tasks listed for this section include:</p> <ul style="list-style-type: none"> - List similar units from a qualification transcript and provide a copy of the transcript and unit description - Copies of client fitness programs that demonstrate the use of a variety of resistance exercises and equipment (fixed and free weights, body weight, machines) - Copies of client cardiovascular endurance fitness programs that demonstrate the use of a variety of cardiovascular training methods and equipment (such as interval, continuous, Fartlek, circuits, treadmill, stationary bike) - Copies of circuit programs designed for beginners, intermediate and advanced participants - Copies of programs expanding over a period of time that incorporate modifications to programs and client progress notes - Client/Customer feedback or testimonials relating to resistance, circuit and cardiovascular programs you have designed - Copies of client pre- exercise screening, health and fitness testing that you have completed - Copies of referral and feedback to Allied Health or medical professionals - Copies of WHS and/or Risk Assessments completed by the candidate that relate to equipment used in fitness sessions - Copies of accident/incident/emergency reports completed by the candidate - Professional Development course certificates related to fitness programming and instruction - Position description that outlines the types of fitness programs undertaken in your job role - Registration with Fitness Australia/ Physical Activity Australia/ESSA 	

Task/Competency	I can perform/have performed:			Evidence/documentation provided to support claim: Include the number and name the document you are providing for easy reference. If using a course unit transcript as evidence, please list the relevant unit code that matches the task
	All of the task	Some of the task	None of the task	
<i>Example:</i>	X			<i>Doc # 4: Copies of completed client fitness programs</i>
<p>Identify, consider and confirm client fitness requirements, including;</p> <ul style="list-style-type: none"> - Client needs, expectations and preferences - Outcomes of pre-exercise screening - Referral requirements - Barriers to participation - Factors affecting program design - Contraindications and precautions to participation 				
<p>Plan, document, implement and evaluate fitness programs that meet the needs of the clients across <u>all</u> of the following health and fitness related goals:</p> <ul style="list-style-type: none"> - Body composition (weight loss, hypertrophy etc) - Muscle endurance - Muscle strength - Flexibility - Cardiovascular endurance <p><i>(A minimum of 5 different programs that collectively address the above mentioned circumstances is required as evidence)</i></p>				

<p>Demonstrate, explain and instruct <u>all</u> of the following exercises to clients:</p> <ul style="list-style-type: none"> - dynamic warm- up and cool- down exercises - body-weight and gym equipment-based resistance exercises, including; <ul style="list-style-type: none"> • squat • static lunge • push-up • triceps dips • prone back extension • shoulder press • abdominal crunches • bent over row • lateral raise • modified dead lift • prone hover - flexibility exercises and cool down activities (static and dynamic stretches) - injury prevention strategies 				
<p>Plan, implement and evaluate training programs that meet specific needs and goals of individuals, groups or teams for:</p> <ul style="list-style-type: none"> - Endurance <p><i>(A minimum of 5 endurance training programs are requires as evidence)</i></p>				
<p>Demonstrate, explain and instruct the following exercises to clients:</p> <ul style="list-style-type: none"> - cardiovascular exercises, including; <ul style="list-style-type: none"> • aerobic training • interval training • fartlek training • anaerobic threshold training • lactate tolerance training • circuit training • gym training <p><i>(A minimum of 4 of the above exercise types are required as evidence)</i></p>				

<p>Use the following industry standard equipment;</p> <ul style="list-style-type: none"> - resistance equipment (including free weights) - cardiovascular equipment (stationary bike, treadmill, rowing ergo, elliptical) - machines - proprioception and stability training equipment 				
<p>Plan, document, implement and evaluate circuit training sessions that include the following components:</p> <ul style="list-style-type: none"> - a preparation phase - a conditioning phase - recovery phase - adaptation - rest intervals - planning: <ul style="list-style-type: none"> • required equipment and equipment layout (floorplan arrangement) • number of participants <p><i>(A minimum of 3 different circuit sessions that collectively address <u>all</u> of the above is required as evidence)</i></p>				
<p>Demonstrate knowledge of the following principles of program design:</p> <ul style="list-style-type: none"> - FITT - Overload - Progression - Specificity - Individualisation - Adaptation - Maintenance 				

<p>Develop fitness program plans that demonstrate the ability to apply the following concepts to meet client needs;</p> <ul style="list-style-type: none"> - Type of training (resistance, cardiovascular, flexibility) - Resistance program variables (sets, reps, intensity, rest periods) - Training methods (circuits, supersets, pre- fatigue sets, matrices, interval training) - Total training volume calculations 				
<p>Ability to perform the following when conducting/instructing exercise sessions:</p> <ul style="list-style-type: none"> - Provide clear verbal instruction, confirm client understanding and respond to questions - Demonstrate exercises, techniques and safe use of equipment to clients - Monitor exercise intensity, techniques and progression (using RPE, heart rate response, loads lifted, completed sets and reps, technique observation, talk test) - Identify signs of exercise intolerance and modify as required - Monitor temperature regulation and prevent adverse reactions to environmental conditions - Use communication and motivational techniques to support/encourage clients - Complete session documentation and client progress notes <p><i>(A minimum of 8 hours of fitness instruction, comprising at least 8 different client contact sessions is required as evidence)</i></p>				
<p>Regularly evaluate programs with clients, implement and document changes as required</p>				

<p>Modify programs for the following reasons;</p> <ul style="list-style-type: none"> - technical requirements - changing needs due to fitness adaptations - changing goals - client needs, objectives, likes and dislikes - technical difficulty adjustments of exercises <p><i>(A minimum of 3 of the above is required as evidence)</i></p>				
<p>Demonstrate knowledge of the following:</p> <ul style="list-style-type: none"> - benefits of fitness sessions and circuit sessions - effects of different exercises on the CV, muscular, nervous and skeletal systems and adaptations that occur - potentially harmful exercise practices to avoid 				
<p>Access and utilise legislative and regulatory requirements regarding work health and safety and duty of care when undertaking fitness programs</p>				
<p>Demonstrate an understanding of the following legislation, regulations, policies and procedures when conducting fitness sessions:</p> <ul style="list-style-type: none"> - pre-session screening - overcrowding - ventilation and/or climate control - hygiene - participant to instructor ratio, client supervision - emergency and risk management - incident reporting - standards of personal presentation - participant's clothing and footwear - use, care and maintenance of equipment 				

Section 6	Exercise Instruction for Specific Groups		
Candidate's name			Date completed
<p>Units of competency:</p> <p>Are you applying for RPL for any units in this section? Please indicate:</p> <p><input type="checkbox"/> SISFFIT002 Recognise and apply exercise considerations for specific populations</p> <p><input type="checkbox"/> SISFFIT014 Instruct exercise to older clients</p> <p>(The full content of each unit can be viewed at www.training.gov.au)</p>		<p>Suggested documents/evidence to support your ability to perform the tasks listed for this section include:</p> <ul style="list-style-type: none"> - List similar units from a qualification transcript and provide a copy of the transcript and unit description - Copies of pre-screening testing for children, adolescents, women, older adults, clients with disabilities and those from CALD backgrounds who require modifications to general programs - Copies of client referrals to allied health professionals completed by candidate for older adults, children, women, clients with a disability and those from CALD backgrounds - Copies of fitness programs designed and implemented to meet the needs of children, adolescents, women, older adults, clients with disabilities and those from CALD backgrounds who required modifications to general programs - Copies of fitness programs designed and implemented to meet the needs of children, adolescents, women, older adults, clients with disabilities and those from CALD backgrounds who required modifications to general programs in response to feedback from allied health / medical professionals - Copies of emails/letters or other communication conducted with allied and medical health professionals regarding client exercise guidelines - Professional development courses relating to working with older adults, specific populations or cultural groups - Client/Customer feedback or testimonials from the groups identified in this topic e.g. older clients, those from CALD background relating to how you developed appropriate exercise programs - Registration with Fitness Australia/ Physical Activity Australia/ESSA 	

Task/Competency	I can perform/have performed:			Evidence/documentation provided to support claim: Include the number and name the document you are providing for easy reference. If using a course unit transcript as evidence, please list the relevant unit code that matches the task
	All of the task	Some of the task	None of the task	
<i>Example:</i>		X		<i>Doc # 5: Certificate of Older Adults short course (professional development)</i>
<p>Consider and confirm fitness requirements for older adult and specific population clients, including;</p> <ul style="list-style-type: none"> - Client needs, expectations and preferences - Outcomes of pre-exercise screening - Injuries or conditions that may be present for specific population clients - The need for conducting functional capacity and relevant fitness assessments - Referral requirements - Barriers to participation 				
<p>Perform pre-exercise screening to identify the risk level of clients across <u>all</u> of the following population groups:</p> <ul style="list-style-type: none"> - children and adolescents - women - older adults - clients with a disability - culturally and linguistically diverse (CALD) groups <p><i>(A minimum of 15 different client pre-exercise screening documents is required as evidence with at least one pre-exercise screening for each of the groups listed above. Evidence of 10 pre-exercise screenings is required for older adults)</i></p>				

<p>Demonstrate an understanding of the following:</p> <ul style="list-style-type: none"> - Referral and exercise implications for: <ul style="list-style-type: none"> - Low, moderate and higher risk clients - Clients with extreme or multiple risk factors - Industry guidelines and precautions to exercise relevant to each specific population group - signs and symptoms of exercise intolerance and appropriate management strategies - situations where cessation of exercise program is required - typical anatomical and physiological considerations for each of the specific population groups - benefits of exercise for specific population groups and risk associated with a sedentary lifestyle 				
<p>Prepare referral letters to relevant medical professionals (MP) or allied health professionals (AHP) for each of the following:</p> <ul style="list-style-type: none"> - children and adolescents - women - older adults (minimum of 2) - clients with a disability - culturally and linguistically diverse (CALD) groups <p><i>(A minimum of 1 referral is required as evidence from each of the above groups. Evidence of 10 referrals is required as a minimum for older adults)</i></p>				

<p>Demonstrate an understanding of the following MP/AHP roles in the referral process:</p> <ul style="list-style-type: none"> - accredited exercise physiologist - accredited practicing dietitian - chiropractor - continence nurse advisor - general practitioner - occupational therapist - osteopath - physiotherapist - podiatrist - psychologist - remedial massage therapist - sports doctor <p>sports physician</p>				
<p>Plan, document, implement and evaluate suitable exercise programs for clients from the specific population groups above, in response to guidance provided by MP/AHP.</p> <p><i>(A minimum of 5 clients is required as evidence, including 2 older adult clients)</i></p>				
<p>Plan, document, implement and evaluate suitable exercise programs for clients from the specific population groups above, that don't require guidance from a MP/AHP.</p> <p><i>(A minimum of 5 clients is required as evidence, including 3 older adult clients)</i></p>				

<p>Develop and conduct sessions that incorporate:</p> <ul style="list-style-type: none"> - appropriate selection and monitoring of a range of equipment appropriate for the client - demonstration, explanation, and clear instruction of exercises - strategies for injury prevention and to minimise the risk of falls (eg. balance and strength training) - suitable type of training methods and exercise order - session components that target the needs and goals of the individual - suitable duration, intensity, volume - ongoing clear and constructive feedback to clients and MP/AHPs - use of exercise adherence strategies - variations and structure suitable to the needs of the specific population client - provision of hydration and rest opportunities 				
<p>Regularly evaluate and discuss programs with clients and MP/AHPs and implement and document changes as required</p>				
<p>Make modifications to client exercise programs due to:</p> <ul style="list-style-type: none"> - The client's increase/decline in fitness levels - Change of client goals - Changing client needs, objectives, likes/dislikes - Need to adjust technical difficulty/requirements - Medical or allied health professional feedback <p><i>(Evidence of program modifications is required for at least 3 of the above reasons. Modifications to at least 1 older adults program must be provided)</i></p>				

<p>Access and utilise the following legislative and regulatory requirements when undertaking fitness programs for specific population clients:</p> <ul style="list-style-type: none"> - Child protection - Privacy - Anti-discrimination - Work health and safety - Duty of care 				
<p>Demonstrate an understanding of the following legislation, regulations, policies and procedures when conducting fitness sessions for specific population clients:</p> <ul style="list-style-type: none"> - industry endorsed risk management protocols, exercise implications and referral requirements - overcrowding - ventilation and/or climate control - hygiene - emergency - standards of personal presentation - participant's clothing and footwear - use, care and maintenance of equipment 				

Section 7		Provide First Aid		
Candidate's name		Date completed		
Units of competency: Are you applying for RPL for any units in this section? Please indicate: <input type="checkbox"/> HLTAID003 Provide First Aid (The full content of each unit can be viewed at www.training.gov.au)		Suggested documents/evidence to support your ability to perform the tasks listed for this section include: <ul style="list-style-type: none"> - List similar units from a qualification transcript and provide a copy of the transcript and unit description - Copies of incident/accident reports completed by the candidate in the workplace - Position description indicating employment in a medical/nursing/paramedic role - Testimonial from employer outlining tasks performed in a medical/nursing/paramedic role - Current medical practitioner or nursing registration 		
Task/Competency	I can perform/have performed:			Evidence/documentation provided to support claim:
	All of the task	Some of the task	None of the task	

<i>Example:</i>		X		<i>Doc # 6: Statement of Attainment for First Aid course (HLTAID003)</i>
<p>Follow DRSABCD in line with ARC guidelines, including:</p> <ul style="list-style-type: none"> - Perform at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor - Perform at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface - Follow single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions - Follow the prompts of an Automated External Defibrillator (AED) - Manage an unconscious breathing casualty - Respond appropriately in the event of regurgitation or vomiting 				
<p>Demonstrate the ability to respond to simulated first aid scenarios contextualised to the workplace/community setting, including:</p> <ul style="list-style-type: none"> - obtaining consent and display respectful behaviour towards casualty - conducting a visual and verbal assessment of the casualty - demonstrating safe manual handling techniques - conducting post-incident debrief and evaluation - provide an accurate verbal or written report of the incident <p><i>(A minimum of 2 scenarios is required as evidence)</i></p>				

<p>Demonstrate a knowledge of principles and procedures for management of all of the following:</p> <ul style="list-style-type: none"> - abdominal injuries - allergic reaction - anaphylaxis - basic care of a wound - bleeding control - burns - cardiac conditions, including chest pain - choking and airway obstruction - crush injuries - diabetes - dislocations - drowning - envenomation using pressure immobilisation - environmental impact, including hypothermia, hyperthermia, dehydration and heat stroke - eye and ear injuries - fractures, sprains, strains using arm bandages or other immobilisation techniques - febrile convulsions - head, neck and spinal injuries - minor skin injuries - needle stick injuries - poisoning and toxic substances - respiratory distress, including asthma - seizures, including epilepsy - shock - stroke - unconsciousness <p>Note: <i>(In addition to demonstrating knowledge of the above procedures, evidence must also demonstrate that the candidate can physically perform first aid procedures to manage the situations listed in bold)</i></p>				
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Candidate Self-Checklist

Please complete the checklist below to ensure you have included all requirements of the RPL Candidate Application.

I have included the following in my application:			Yes	No
Certificate III and IV RPL Enrolment Pack (including payment details for application fee)			<input type="checkbox"/>	<input type="checkbox"/>
Self Evaluation (Part 1)			<input type="checkbox"/>	<input type="checkbox"/>
Self Evaluation (Part 2)			<input type="checkbox"/>	<input type="checkbox"/>
Supporting Evidence Documents (please list below)			<input type="checkbox"/>	<input type="checkbox"/>
I have included the following supporting evidence documents in my application (please list):			Yes	No
Document Number	Document title/description	Provides evidence for which Section of Self Evaluation (Part 2)?	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
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			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
I have had all certificates and transcripts certified by a Justice of the Peace (where copies have been provided)			<input type="checkbox"/>	<input type="checkbox"/>