



**SYDNEY CAMPUS**

**Australasian College of Kinesiology Mastery**  
as the **Sydney Campus of**  
**International College of Professional Kinesiology Practice (Australia) Pty Ltd**  
trading as **ICPKP Australasia (ICPKPA) RTO No: 90826**  
Suite 2, 139 Alexander Street, Crows Nest, NSW, 2065  
Phone: 02 9438 383 Fax: 02 8588 1233

## **RECOGNITION OF PRIOR LEARNING (RPL) CREDIT TRANSFER (CT)**

### **Competencies:**

**Certificate IV in Kinesiology (HLT42807)**

**Diploma of Kinesiology (HLT51507)**

Australasian College of Kinesiology Mastery (ACKM) - Sydney Campus ICPKPA  
Suites 1 & 2, Willoughby Rd,  
Crows Nest, NSW, 2065  
Ph: (02) 9438 3833  
Fax: (02) 8588 1233  
Em: [info@ackm.edu.au](mailto:info@ackm.edu.au)

*Mail all applications to the Curriculum Manager, ACKM. Do not fax or email your application. If you have included workbooks that are to be returned, please include a self addressed envelope with postage sufficient to cover the return. Check with your campus for details of submission fees.*

## WHAT YOU NEED TO KNOW FIRST.

### What is RPL?

Recognition of Prior Learning (RPL) is the acknowledgement of the evidence of competency relating to skills and knowledge applied to a unit of competency or module of learning. These skills and knowledge may have been acquired through previous training, work or life experience. Evidence is assessed against the elements of learning and performance criteria for the units of competency that make up the qualification package.

You may also have completed units whose codes don't exactly match the unit codes in the qualification package you want to complete. In this case, you can submit evidence of training (Academic Transcript) together with details of the curriculum of the units studied.

**You must be an enrolled student in order to initiate the RPL process.** When the process is successfully completed, the outcome will be added to your file and an Academic Transcript and / or Statement of Attainment will be issued by ACKM & ICPKPA.

### How to apply

If you are thinking of applying, then you believe you are already competent! However, you must supply evidence of your experience as defined by each unit's performance criteria. Go through the application forms and begin gathering your evidence. Tick the boxes of the units for which your application applies.

After submission, the process may take up to 8 weeks, depending on the amount of evidence and complexity of the application. Fees apply for each unit being assessed. Where evidence overlaps units, appropriate copies need to be provided for each unit. Evidence cannot carry over to another unit.

### Fees

\$50 submission fee per each competency submitted **plus:**

CT – Credit Transfer: no additional fee

RPL – Recognition of Prior Learning: an addition \$50 fee per competency submitted. This fee may vary depending on the work involved in verifying the RPL submission.

### Evidence guidelines

Your evidence should be clearly documented so that the assessor is able to follow your application. Contact details for past employers, organisations, registered training institutions (please include registration number), institutions and associations should be provided. Full curriculum details of units, classes and courses attended should also be included. Please provide any other evidence or contact details to support your application. Extra time required for processing may attract additional fees.

Under the Australasian Qualification Training Framework (AQTF) guidelines, all documentation must be certified. That means you need to take the original papers to a courthouse or justice of the peace who will verify that you are the person entitled to the document and that the photocopy is taken from the original. Uncertified photocopied documentation will not be accepted.

If there are gaps in your experience, you may need to satisfy the competency requirements by practical demonstration, oral and or written assessments. A competency conversation may also be carried out if the assessor thinks your experience needs to be clarified.

Your evidence must be reliable, valid and current. "Currency" is evidence no older than 18 months / 2 years. It is your responsibility to make the application process as simple as possible for the assessor. If you are not able to do this, your application may be declined or additional fees incurred. Please do not submit your evidence in bound folders or individual plastic pockets.

**NOTE: An individual cover sheet provided on the next page must be completed for each individual unit you are applying for a CT/RPL. The Evidence Summary Form for CT or RPL needs only to be completed once for your submission.**



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**Cover Sheet - RECOGNISED PRIOR LEARNING / CREDIT TRANSFER**

Please attach this form to all applications for Recognised Prior Learning or Credit Transfer

Tick qualification  Certificate IV in Kinesiology (HLT42807)  Diploma of Kinesiology (HLT51507)

Submitted by: \_\_\_\_\_ Student I.D. \_\_\_\_\_

Date: \_\_\_\_\_

Unit code and title: \_\_\_\_\_

Postal address: \_\_\_\_\_

Contact information: \_\_\_\_\_

**Statement by student:** I declare that the information and evidence provided in this application applies to me and is true and correct.

Signed by student: \_\_\_\_\_

***This application will not be processed until this declaration is signed by the applicant.***

Application processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

- Evidence sufficient
- Evidence insufficient to cover the following elements / performance criteria

Outcome: Based on the assessment criteria associated with evidence supplied in this application, an assessment has been recorded as

**COMPETENT THROUGH CT / RPL**  **INSUFFICIENT EVIDENCE**

**EVIDENCE FORM 1 - COMPETENCY SOUGHT THROUGH CREDIT TRANSFER**

("Paper to paper" evidence where a Statement of Attainment is supplied showing the same unit codes listed below.)

**COMMON UNITS** Certificate IV in Kinesiology (HLT42807)

Common Units			Completed	Provider/Institution	Evidence
<input type="checkbox"/>	BSBCMN204A	Work effectively with others			
<input type="checkbox"/>	HLTCOM404B	Communicate effectively with clients			
<input type="checkbox"/>	HLTAP401A	Confirm the physical health status			
<input type="checkbox"/>	HLTCOM405B	Administer a practice			
<input type="checkbox"/>	HLTCOM406B	Make referrals to other health care professionals			
<input type="checkbox"/>	HLTCOM408B	Use specific health terminology to communicate effectively			
<input type="checkbox"/>	HLTFA301A	Apply first aid			
<input type="checkbox"/>	HLTHIR301A	Communication and work effectively in health			
<input type="checkbox"/>	HLTOHS300A	Contribute to OHS processes			
<input type="checkbox"/>	HLTIN301A	Comply with infection control policies and procedures in health			

**Qualification Code:**

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**COMMON UNITS** Diploma of Kinesiology (HLT51507)

Common Units			Completed	Provider/Institution	Evidence
<input type="checkbox"/>	CHCORG28A	Reflect and improve upon professional practice			
<input type="checkbox"/>	HLTAP501A	Analyse health information			
<input type="checkbox"/>	HLTCOM502B	Develop professional expertise			
<input type="checkbox"/>	HLTCOM503B	Manage a practice			
<input type="checkbox"/>	HLTHIR506B	Implement and monitor compliance with legal and ethical requirements			

<input type="checkbox"/>	HLTNUT610A	Provide basic dietary advice			
<input type="checkbox"/>	HLTSHU509B	Maintain personal health and awareness as professional responsibility			

**Three elective units must be completed for Diploma of Kinesiology**

These must be compatible with the kinesiology qualification being sought. For example, a completed unit in an engineering qualification would probably not be compatible.

Elective Units			Completed	Provider/Institution	Evidence
<input type="checkbox"/>	HLTIR501A	Maintain an Effective Health Work Environment			
<input type="checkbox"/>	CHCCS6B	Assess and deliver services to clients with complex needs			
<input type="checkbox"/>	CHCAC3C	Introduction to Aged Care			

**Qualification Code:**

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**Completed:** Please state the date of completion of each unit (as per Statement of Attainment

**Provider:** Please give the name of the Registered Training Organisation (and campus if applicable) issuing the Statement of Attainment. )

Statements of Attainment must have the name of the Registered Training Organisation together with its registration number.

**Evidence:** Tick if evidence is supplied. Statement of Attainment from a Registered Training Organisation or similar. Please provide a copy certified as true evidence of the original.

**Qualification Code:**

State the name and code of the qualification you have already completed e.g. Certificate IV in Massage (HLT40302)

**NOTE:** A certified copy of a qualification is not sufficient evidence. It must be accompanied by a certified Statement of Attainment and Academic Transcript.

**EVIDENCE FORM 2 - COMPETENCY SOUGHT THROUGH RPL EVIDENCE**

**COMMON UNITS** Certificate IV in Kinesiology (HLT42807)

Common Units			Completed	Provider/Institution	Evidence
<input type="checkbox"/>	BSBCMN204A	Work effectively with others			
<input type="checkbox"/>	HLTCOM404B	Communicate effectively with clients			
<input type="checkbox"/>	HLTAP401A	Confirm the physical health status			
<input type="checkbox"/>	HLTCOM405B	Administer a practice			
<input type="checkbox"/>	HLTCOM406B	Make referrals to other health care professionals			
<input type="checkbox"/>	HLTCOM408B	Use specific health terminology to communicate effectively			
<input type="checkbox"/>	HLTFA301A	Apply first aid			
<input type="checkbox"/>	HLTHIR301A	Communication and work effectively in health			
<input type="checkbox"/>	HLTOHS300A	Contribute to OHS processes			
<input type="checkbox"/>	HLTIN301A	Comply with infection control policies and procedures in health			

**Qualification Name and Code:**

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**COMMON UNITS - COMPETENCY SOUGHT THROUGH RPL EVIDENCE**

Diploma of Kinesiology (HLT51507)

Common Units			Completed	Provider/Institution	Evidence
<input type="checkbox"/>	CHCORG28A	Reflect and improve upon professional practice			
<input type="checkbox"/>	HLTAP501A	Analyse health information			
<input type="checkbox"/>	HLTCOM502B	Develop professional expertise			
<input type="checkbox"/>	HLTCOM503B	Manage a practice			
<input type="checkbox"/>	HLTHIR506B	Implement and monitor compliance with legal and ethical requirements			
<input type="checkbox"/>	HLTNUT610A	Provide basic dietary advice			

<input type="checkbox"/>	HLTSHU509B	Maintain personal health and awareness as professional responsibility			
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**Qualification Name and Code:**

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**ELECTIVE UNITS - COMPETENCY SOUGHT THROUGH RPL EVIDENCE**

Diploma of Kinesiology (HLT51507)

Elective Units		Completed	Provider/Institution	Evidence
<input type="checkbox"/>	HLTIR501A	Maintain an Effective Health Work Environment		
<input type="checkbox"/>	CHCCS6B	Assess and deliver services to clients with complex needs		
<input type="checkbox"/>	CHCAC3C	Introduction to Aged Care		

**Qualification Name and Code:**

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**Completed:** Please state the date of completion of evidence.

**Institution:** Please give the name of the organisation / employer providing the evidence.

**Evidence:** *Examples of primary evidence:*

Certified copies of awards, statements, certificates, diplomas, degrees, etc

Assessment documentation

Industry evidence

Official course outlines and qualification curricula

Proof of name change, marriage certificate if name different

Evidence of clinic operation (files, brochures, business cards, testimonials, business registration, curriculum vitae)

*Secondary evidence:*

Reference signed by previous employer(s)

Job description from previous employment

Video

Samples of work

Statutory Declaration giving details of evidence

Academic Transcript or History from school or college

Relevant evidence to show competency information against performance criteria of unit

Competency conversation (arrange with assessor as necessary)

**Qualification Code:**

State the name and code of the qualification you have completed e.g.

Certificate IV in Massage (HLT40302)

### EVIDENCE FORM 3

#### SPECIALISED UNITS

Please check the performance criteria of each unit. Usually, kinesiology certificates of competency for kinesiology classes are not enough evidence to match the performance criteria of these units. If you think you have sufficient evidence, you may need to provide manuals and curriculum evidence to show where you have been assessed for the unit's competency requirements.

Specialised Units			Completed	Provider/Institution	Evidence
<input type="checkbox"/>	HLTKIN401A	Work within a kinesiology framework			
<input type="checkbox"/>	HLTKIN402A	Plan the kinesiology session			
<input type="checkbox"/>	HLTKIN403A	Apply kinesiology assessment framework			
<input type="checkbox"/>	HLTKIN404A	Perform the kinesiology health assessment			
<input type="checkbox"/>	HLTKIN405A	Provide kinesiology balances			
<input type="checkbox"/>	HLTKIN506A	Perform the advanced kinesiology health assess			
<input type="checkbox"/>	HLTKIN507A	Plan advanced kinesiology session			
<input type="checkbox"/>	HLTKIN508A	Apply advanced kinesiology assessment framework			
<input type="checkbox"/>	HLTKIN509A	Monitor and evaluate kinesiology balances			

#### Qualification Codes:

- Certificate IV in Kinesiology (HLT42807) HLTKIN401A - HLTKIN405A
- Diploma of Kinesiology (HLT51507) HLTKIN506A - HLTKIN509A

**Completed:** Please state the date of completion of the unit (as per Statement of Attainment)

**Provider:** Please give the name of the Registered Training Organisation (and campus if applicable) issuing the Statement of Attainment

**Evidence:** Statement of Attainment from a Registered Training Organisation or similar. Please provide a copy certified as true evidence of the original.

Certified copies of kinesiology certificates of competency.

Kinesiology manuals, workbooks, assessments and similar documentation to show competency outcomes for unit's performance criteria.

