

RPL Form

Certificate IV in Massage Therapy HLT42015

Please read the information below and complete all sections of this form.

Recognition of Prior Learning (RPL)

ACFB provides a simple process in gaining Recognition of Prior Learning (RPL) for qualifications and/or experience that you may already have. This can then reduce the price and duration of your course making it even easier to study.

All applications for RPL are considered by ACFB's Course Coordinator and NO claims for RPL will be considered unless accompanied by the relevant documentation outlined below.

What evidence do I need?

Examples of supporting evidence will include:

- Academic Transcripts and Certificates. (DO NOT send your original documents)
- Examples of any industry experience
- An up-to-date resume detailing qualifications and experience relevant to this course
- A signed letter from your manager/employer stating that you have worked previously or are currently working within this industry, including your role responsibilities.

How does the RPL process work?

Step 1

To gain RPL for a Unit of Competency or Course please complete this form and also download and complete the relevant Unit RPL form for each Unit of Competency. Once completed, please send it in with all relevant evidence to support their claim for RPL.

Personal Details

Title	First Name	Surname	Date of Birth	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Gender	Phone Number (Home)		Phone Number (Mobile)	
<input type="text"/>	<input type="text"/>		<input type="text"/>	
Address	City/ Suburb		State	Postcode
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Email	Course Intake Date	I have attached my Academic Transcripts and supporting evidence		
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Step 2

Once ACFB receives your completed RPL Forms and supporting evidence, we will then map out any RPL you may be entitled to which usually takes between 10-14 business days. As soon as this is completed we then notify you of the following information prior to you enrolling:

- ✓ The units of competency you have been successful in gaining RPL.
- ✓ The units of competence that have not been successful.
- ✓ And/or the units of competency(s) that additional evidence may be required for.
- ✓ And the amended course price, including the cost of the RPL process

This additional evidence may include a practical demonstration, written assessment, additional documents or a combination of all.

Step 3

Once you agree to the RPL awarded, please sign, date and return the RPL Summary Form sent to you, pay your deposit or organise your payment option and we can get you started.

Where do I send my RPL Forms?

Once you have completed all sections of this RPL form and attached all relevant documents, please send them to:

ACFB
Att: Course Coordinator
Suite 4/333 Mitcham Rd,
Mitcham, Victoria, 3132

Select the units you wish to gain Recognition for:

In the area below, please select each unit you would like to apply for Recognition of Prior Learning (RPL) and then download the applicable RPL Form from our website and attach it to your application.

Select	Unit Code	Unit Title	Select	Unit Code	Unit Title
<input type="checkbox"/>	BSBSMB403	Market the small business	<input type="checkbox"/>	HLTMSG001	Develop massage practice
<input type="checkbox"/>	CHCCOM006	Establish and manage client relationships	<input type="checkbox"/>	HLTMSG002	Assess client massage needs
<input type="checkbox"/>	CHCDIV001	Work with diverse people	<input type="checkbox"/>	HLTMSG004	Provide massage treatment
<input type="checkbox"/>	CHCLEG003	Manage legal and ethical compliance	<input type="checkbox"/>	HLTAID003	Provide first aid
<input type="checkbox"/>	CHCPRP003	Reflect on and improve own professional practice	<input type="checkbox"/>	HLTREF002	Provide reflexology for relaxation
<input type="checkbox"/>	HLTAAP002	Confirm physical health status	<input type="checkbox"/>	HLTINF004	Manage the control of infection
			<input type="checkbox"/>	HLTWHS004	Manage work health and safety

Previous Qualifications

In the area below, please list all relevant qualifications that you feel would assist you in your claim for RPL.

Previous Experience

In the area below, please list all relevant experience that you feel would assist you in your claim for RPL.