

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 Principal 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

Each student wishing to gain RPL for a Unit of Competency or Course must simply complete this form and send it in with all relevant evidence to support their claim for RPL, and must be accompanied with their Enrolment Form.

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 Form 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 form sent to you, pay your deposit 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

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.

How do I complete this form?

The table below and on the following pages outlines each unit associated with the Certificate III in Fitness course. Please write your relevant qualification(s) and/or experience next to the unit(s) you wish to gain RPL for.

Unit Code	Unit Title	Unit Description & Examples	Please write in your relevant qualification or experience
SISFFIT001	Provide health screening and fitness orientation	<p>This unit describes the performance outcomes, skills and knowledge required to identify client fitness requirements, administer a pre-exercise health screening questionnaire and advise clients of appropriate fitness programs, services and facilities. This involves using industry endorsed risk stratification procedures when determining the provision of suitable advice regarding services and referral requirements. This unit applies to fitness instructors who work in a variety of fitness locations such as fitness, leisure and community centres. These individuals typically work independently with some level of autonomy in a controlled environment. Work is performed according to relevant legislation and organisational policies and procedures.</p> <p>Example Evidence - Relevant transcript & certificate, Example health screening form showing, PB, HR, Girth, Skinfold, Height & Weight, BMI & Body fat percentage.</p>	
SISFFIT002	Recognise and apply exercise considerations for specific populations	<p>This unit describes the performance outcomes, skills and knowledge required to recognise exercise considerations common to specific population groups. It requires the ability to understand anatomical and physiological considerations and apply that understanding to client exercise participation aimed at improving health-related components of fitness. This unit applies to fitness instructors working within the industry endorsed scope of practice when providing advice regarding fitness services and referral requirements for clients from the following specific population groups:</p> <ul style="list-style-type: none"> • children • women • older adults • clients with a disability • culturally and linguistically diverse (CALD) groups. <p>Example Evidence - Relevant transcript & certificate, Resume & Letter from employer (with references) showing evidence of working with clients with special population needs.</p>	

Unit Code	Unit Title	Unit Description	Please write in your relevant qualification or experience
SISFFIT003	Instruct fitness programs	<p>This unit describes the performance outcomes, knowledge and skills required to plan, instruct and evaluate a variety of fitness programs and circuit sessions aimed at the health-related components of fitness. It involves programming and instruction of cardiovascular, resistance and flexibility programs for low or moderate risk clients who have completed industry endorsed pre-exercise screening and risk stratification procedures. This unit applies to fitness instructors who work in a variety of fitness locations such as fitness, leisure and community centres. These individuals typically work independently with some level of autonomy in a controlled environment. Work is performed according to relevant legislation and organisational policies and procedures.</p> <p>Example Evidence - Relevant transcript & certificate, Resume & Letter from employer (with references) stating your roles and responsibilities within fitness facility, Example of programs previously written.</p>	
SISFFIT004	Incorporate anatomy and physiology principles into fitness programming	<p>This unit describes the performance outcomes, skills and knowledge required to incorporate an understanding of the human body structure and physiology into fitness instruction, programming and provision of fitness advice. This unit applies to fitness instructors who work in a variety of fitness locations such as fitness, leisure and community centres. These individuals typically work independently with some level of autonomy in a controlled environment. Work is performed according to relevant legislation and organisational policies and procedures.</p> <p>Example Evidence - Relevant transcript & certificate, Evidence of use of anatomy & physiology, Resume & Letter (with references) from employer stating your roles and responsibilities.</p>	
SISFFIT005	Provide healthy eating information	<p>This unit describes the performance outcomes, skills and knowledge required to provide healthy eating information and support healthy attitudes to eating and body composition. This is undertaken in accordance with recommended guidelines within industry endorsed scope of practice.</p> <p>Example Evidence - Relevant transcript & certificate, Evidence of nutritional questioning and recommendations previously given to clients.</p>	

Unit Code	Unit Title	Unit Description	Please write in your relevant qualification or experience
SISFFIT006	Conduct fitness appraisals	<p>This unit describes the performance outcomes, skills and knowledge required to plan and conduct fitness appraisals, related to the health-related components of fitness. It requires the ability to determine positive behavioural change strategies in preparation for an exercise program and use fitness appraisal equipment according to manufacturer guidelines. This occurs after the completion of an industry endorsed risk stratification process and the subsequent referral of clients where required. This unit applies to fitness instructors who work in a variety of fitness locations such as fitness, leisure and community centres. These individuals typically work independently with some level of autonomy in a controlled environment. Work is performed according to relevant legislation and organisational policies and procedures.</p> <p>Example Evidence - Relevant transcript & certificate, Resume & Letter from employer outlining health & fitness testing as part of your role, Example of health & fitness screening on clients including goal setting questions.</p>	
SISFFIT007	Instruct group exercise sessions	<p>This unit describes the performance outcomes, skills and knowledge required to plan, instruct, monitor and evaluate group exercise sessions, with or without music. It requires the ability to plan the selection, sequencing and progression of exercises and appropriate music to ensure safe participation in activities. This unit applies to fitness instructors who work in a variety of fitness locations such as fitness, leisure and community centres. These individuals typically work independently with some level of autonomy in a controlled environment. Work is performed according to relevant legislation and organisational policies and procedures.</p> <p>Example Evidence - Relevant transcript & certificate, Example of group exercise sessions you have written and run in the past.</p>	

Unit Code	Unit Title	Unit Description	Please write in your relevant qualification or experience
SISFFIT014	Instruct exercise to older clients	<p>This unit describes the performance outcomes, skills and knowledge required to plan, instruct and evaluate exercise for male clients aged forty five and over, and female clients aged fifty five and over. It requires the ability to provide instruction of exercise programs aimed at improving health and fitness for older clients, with consideration of aspects of healthy ageing. It also covers promotion of incidental physical activity to clients to minimise the risk of developing sedentary lifestyle behaviours. It involves using industry endorsed risk stratification procedures when determining the provision of suitable advice and referral requirements.</p> <p>This unit applies to fitness instructors who work in a variety of fitness locations such as fitness, leisure and community centres. These individuals typically work independently with some level of autonomy in a controlled environment.</p> <p>Example Evidence - Relevant transcript & certificate, Resume & Letter (with references) from employer stating your roles and responsibilities, Example of programs written and used for mature clients.</p>	
SISXIND001	Work effectively in sport, fitness and recreation environments	<p>This unit describes the performance outcomes, skills and knowledge required to work effectively in a sport, recreation or fitness environment. The unit requires the ability to use industry knowledge to support the completion of day-to-day work activities. This unit applies to key personnel working in customer service roles in gyms, aquatic centres, community centres or indoor activity centres. It also applies to individuals working as instructors, trainers or guides and volunteers in indoor and outdoor settings with a range of client groups. These individuals work under supervision and according to relevant legislation and organisational policies and procedures.</p> <p>Example Evidence - Relevant transcript & certificate, Evidence of use of anatomy & physiology, Resume & Letter (with references) from employer stating your roles and responsibilities.</p>	

Unit Code	Unit Title	Unit Description	Please write in your relevant qualification or experience
SISXCCS001	Provide quality service	<p>This unit describes the performance outcomes, skills and knowledge required to address needs and expectations of clients and colleagues, promote programs, services and facilities, and respond to conflict and client complaints. This unit applies to individuals working in a range of customer service roles in the sport, fitness or recreation industries. This includes individuals working in gyms, aquatic centres, community centres or indoor activity centres, as well as to those working as instructors, trainers or guides and volunteers in indoor and outdoor settings.</p> <p>Example Evidence - Relevant transcript & certificate, Resume & Letter from employer (with references) stating your roles and responsibilities within fitness facility.</p>	
SISXFAC001	Maintain equipment for activities	<p>This unit describes the performance outcomes, skills and knowledge required to conduct routine maintenance and minor repairs on equipment. This unit applies to those who undertake equipment maintenance for a specific sport or activity, or general equipment maintenance as part of sport, fitness or recreation facility operations. These individuals work under supervision and according to relevant legislation and organisational policies and procedures.</p> <p>Example Evidence - Relevant transcript & certificate, Resume & Letter (with references) from employer stating your roles and responsibilities.</p>	
SISXFAC002	Maintain sport, fitness and recreation facilities	<p>This unit describes the performance outcomes, skills and knowledge required to maintain facilities within a sport, fitness and recreation context. This unit applies to activity or administration assistants who work under direct supervision in a range of roles and settings in the sport, fitness and recreation industry. This includes providing support in the provision of grounds and facilities maintenance; routine housekeeping; or administrative assistance in locations such as fitness centres, aquatic centres, or outdoor sporting grounds or complexes. Work is performed according to relevant legislation and organisation policies and procedures.</p> <p>Example Evidence - Relevant transcript & certificate, Resume & Letter (with references) from employer stating your roles and responsibilities.</p>	

Unit Code	Unit Title	Unit Description	Please write in your relevant qualification or experience
HLTWHS001	Participate in workplace health and safety	<p>This unit describes the skills and knowledge required for workers to participate in safe work practices to ensure their own health and safety, and that of others. The unit applies to all workers who require knowledge of workplace health and safety (WHS) to carry out their own work, either under direct supervision or with some individual responsibility.</p> <p>Example Evidence - Relevant transcript & certificate, Resume & Letter (with references) from employer stating your roles and responsibilities.</p>	
HLTFA301B	Apply first aid	<p>This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance</p> <p>Example Evidence - Relevant transcript & certificate, Valid first aid certificate (must not expire within 6 months of enrolment)</p>	
BSBRK401	Identify risk and apply risk management processes	<p>This unit describes the skills and knowledge required to identify risks and to apply established risk management processes to a defined area of operations that are within the responsibilities and obligations of the role. It applies to individuals with</p> <p>a broad knowledge of risk analysis or project management who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.</p> <p>Example Evidence - Relevant transcript & certificate, Resume & Letter (with references) from employer stating your roles and responsibilities.</p>	

Unit Code	Unit Title	Unit Description	Please write in your relevant qualification or experience
SISFFIT011	Instruct approved community fitness programs	<p>This unit describes the performance outcomes, skills and knowledge required to instruct an approved community fitness program designed to promote wellbeing and increase physical activity levels in community groups. Program evaluation is the responsibility of the approving authority. This unit applies to fitness and recreation program instructors who work with a range of clients in a variety of locations including aquatic, recreation, leisure, fitness, gym and community centres.</p> <p>Example Evidence - Relevant transcript & certificate, Resume & Letter from employer outlining health & fitness testing as part of your role, Example of group exercise sessions you have written and run in the past.</p>	