

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 IV 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
SISFFIT015	Collaborate with medical and allied health professionals in a fitness context	<p>This unit describes the performance outcomes, skills and knowledge required to identify situations and conditions requiring guidance from, or the need to work with, medical or allied health professionals. This unit requires the ability to undertake referrals, and interpret and implement instructions from medical or allied health professionals to ensure appropriate exercise planning and delivery within industry endorsed scope of practice. This unit applies to personal trainers who require guidance from an appropriate medical or allied health professional following industry endorsed pre-exercise screening and risk stratification, or resulting from professional judgement.</p> <p><b>Example Evidence</b> - Relevant transcript &amp; certificate, Resume &amp; Letter from employer (with references) stating your responsibilities including working with medical &amp; allied health professionals, An example referral letter you have used (with details blocked out).</p>	
SISFFIT016	Apply motivational psychology to provide guidance on exercise behaviour and change to meet health and fitness goals	<p>This unit describes the performance outcomes, skills and knowledge required to promote exercise and incorporate behaviour change strategies into fitness instruction, programming and provision of fitness advice. This unit applies to personal trainers who work in controlled and uncontrolled environments. These individuals typically work independently with some level of autonomy. Work is performed according to relevant legislation and organisational policies and procedures.</p> <p><b>Example Evidence</b> - Relevant transcript &amp; certificate, Resume &amp; Letter from employer (with references) stating your responsibilities including experience motivating clients to achieve goals.</p>	
SISFFIT017	Instruct long-term exercise programs	<p>This unit describes the performance outcomes, knowledge and skills required to plan, instruct and evaluate long-term exercise programs for clients. It requires the ability to apply the principles of training and program design to achieve goals in relation to health and skill-related components of fitness. It applies to the use of a variety of training techniques and cardiovascular, free weights and contemporary training equipment, in client programs. This unit does not cover exercise prescription or instruction of uncontrolled movements. The personal trainer must only implement instruction and monitoring of power exercises that are controlled and only in situations where the client is prepared. This unit does not apply to the use of Olympic lifts.</p> <p><b>Example Evidence</b> - Relevant transcript &amp; certificate, Resume &amp; Letter from employer (with references) stating your responsibilities, Example gym programs showing progression of exercises with long term clients showing progression of exercises.</p>	

Unit Code	Unit Title	Unit Description	Please write in your relevant qualification or experience
SISFFIT018	Promote functional movement capacity	<p>This unit describes the performance outcomes, skills and knowledge required to assess client movement and exercise capacity and develop an appropriate exercise program. It requires the use of functional movement knowledge in day-to-day professional practice to encourage healthy posture, effective movement patterns and safe exercise technique for clients. This unit applies to personal trainers who offer exercise programs to improve functional movement for general populations, including older adults and young people. These clients are those with no unstable health conditions, pain or injury as identified through industry endorsed pre-exercise screening and risk stratification protocols.</p> <p><b>Example Evidence</b> - Relevant transcript &amp; certificate, Resume &amp; Letter from employer (with references) stating your responsibilities, Example of postural analysis previously completed (with details blocked out) - Static and Dynamic.</p>	
SISFFIT019	Incorporate exercise science principles into fitness programming	<p>This unit describes the performance outcomes, skills and knowledge required to incorporate an understanding of exercise science principles into fitness instruction, programming and provision of fitness advice.</p> <p>This unit applies to the use of physiological and mechanical principles in training to improve the health- and skill-related components of fitness of clients who have recently completed industry endorsed pre-exercise screening and risk stratification procedures.</p> <p><b>Example Evidence</b> - Relevant transcript &amp; certificate, Example documentation outlining your knowledge of anatomy and biomechanical knowledge.</p>	
SISFFIT020	Instruct exercise programs for body composition goals	<p>This unit describes the performance outcomes, skills and knowledge required to design exercise plans and programs to change and maintain desired and realistic body composition of clients. It applies to exercise programs aimed at health-related components of fitness, with particular attention to body composition. This unit does not directly apply to provision of healthy eating information regarding body composition goals, however it does cover the calculation of energy expenditure to enable planning and instruction of appropriate programs to achieve identified goals. This unit applies to the planning of programs for clients who have completed industry endorsed pre-exercise screening and risk stratification procedures.</p> <p><b>Example Evidence</b> - Relevant transcript &amp; certificate, Resume &amp; Letter from employer (with references) &amp;/or documentation stating that you worked with people wanting to lose body fat % or increase muscle mass.</p>	

Unit Code	Unit Title	Unit Description	Please write in your relevant qualification or experience
SISFFIT021	Instruct personal training programs	<p>This unit describes the performance outcomes, skills and knowledge required to plan, instruct and evaluate personal training programs for a variety of clients in both controlled and uncontrolled environments. It requires the ability to plan individualised programs for clients who have completed industry endorsed pre-exercise screening and risk stratification procedures.</p> <p><b>Example Evidence</b> - Relevant transcript &amp; certificate, Resume &amp; Letter from employer (with references) stating your responsibilities involving personal training, Example personal training session program.</p>	
SISFFIT023	Instruct group personal training programs	<p>This unit describes the performance outcomes, skills and knowledge required to plan, instruct and evaluate group personal training programs for a variety of clients in both controlled and uncontrolled environments. It requires the ability to plan individualised programs for clients who have completed industry endorsed pre-exercise screening and risk stratification procedures. It requires the ability to instruct personal training sessions and programs to a group of people, whilst taking into account individual goals, programming requirements, personality and fitness level. The personal trainer ensures that the supervision ratio to client adheres to organisation policies and procedures.</p> <p><b>Example Evidence</b> - Relevant transcript &amp; certificate, Resume &amp; Letter from employer (with references) stating your responsibilities involving personal training, Example personal training session program.</p>	

Unit Code	Unit Title	Unit Description	Please write in your relevant qualification or experience
ICTICT203	Operate application software packages	<p>This unit describes the skills and knowledge required to identify, select and operate three commercial software packages, including a word-processing and a spreadsheet application package.</p> <p><b>Example Evidence</b> - Relevant transcript &amp; certificate, Resume &amp; Letter from employer (with references) stating your responsibilities.</p>	
SISFFIT024	Instruct endurance programs	<p>This unit describes the performance outcomes, skills and knowledge required to plan, instruct and evaluate endurance training programs for clients who have completed industry endorsed pre-exercise screening and risk stratification procedures. It requires the ability to identify and analyse specific client needs, instruct specialised endurance tests, and organise and implement a range of endurance training methods to achieve identified goals.</p> <p><b>Example Evidence</b> - Relevant transcript &amp; certificate, Resume &amp; Letter from employer (with references) stating your responsibilities including working with clients with endurance training goals, Example personal training session program.</p>	
BSBSMB403A	Market the small business	<p>This unit describes the performance outcomes, skills and knowledge required to develop and implement marketing strategies, and to monitor and improve market performance. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p> <p><b>Example Evidence</b> - Relevant transcript &amp; certificate, Example of marketing material you have created within your job.</p>	

Unit Code	Unit Title	Unit Description	Please write in your relevant qualification or experience
BSBSMB404A	Undertake small business planning	<p>This unit describes the performance outcomes, skills and knowledge required to research and develop an integrated business plan for achieving business goals and objectives. Specific legal requirements apply to the management of a small business.</p> <p><b>Example Evidence</b> - Relevant transcript &amp; certificate, Example of a business plan you have create for your job.</p>	
BSBSMB405A	Monitor and manage small business operations	<p>This unit describes the performance outcomes, skills and knowledge required to operate a small business and to implement a business plan. The strategies involve monitoring, managing and reviewing operational procedures. Specific legal requirements apply to the management of a small business.</p> <p><b>Example Evidence</b> - Relevant transcript &amp; certificate, Example of a business plan you have create for your job.</p>	
BSBSMB406	Manage small business finances	<p>This unit describes the skills and knowledge required to implement and review financial management strategies on a regular basis.</p> <p><b>Example Evidence</b> - Relevant transcript &amp; certificate, Resume &amp; Letter from employer (with references) stating your responsibilities, Example budget, profit and loss of a small business.</p>	

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SISFFIT013	Instruct exercise to young people aged 13 to 17 years	<p>This unit describes the performance outcomes, skills and knowledge required to plan, instruct and evaluate exercise for young people aged thirteen to seventeen years. It requires the ability to supervise young people using fitness facilities and relevant equipment to promote functional capacity and fitness. It involves using industry endorsed risk management protocols when determining the provision of suitable exercise services. This may include guidance from relevant medical or allied health professionals.</p> <p><b>Example Evidence</b> - Relevant transcript &amp; certificate, Resume &amp; Letter from employer (with references) stating your responsibilities involving personal training, Example personal training session program.</p>	
SISSTC301A	Instruct strength and conditioning techniques	<p>This unit describes the performance outcomes, knowledge and skills required to use drills, exercises and activities to instruct strength and conditioning techniques to individual athletes or groups of athletes according to their sport-specific needs, or those undertaking fitness programs to achieve personal fitness goals.</p> <p><b>Example Evidence</b> - Relevant transcript &amp; certificate, Resume &amp; Letter from employer stating you have worked with athletes, Example strength and conditioning program.</p>	
SISSTC402A	Develop strength and conditioning programs	<p>This unit describes the performance outcomes, knowledge and skills required to develop, implement and evaluate a strength and conditioning program. It focuses on the skills needed to develop a program which meets the needs of individual athletes or groups of athletes according to their sport-specific needs or those undertaking fitness programs to achieve personal fitness goals.</p> <p><b>Example Evidence</b> - Relevant transcript &amp; certificate, Resume &amp; Letter from employer (with references) stating that you have worked with athletes, Example strength and conditioning program.</p>	



Unit Code	Unit Title	Unit Description	Please write in your relevant qualification or experience
SISFFIT025	Recognise the dangers of providing nutrition advice to clients	<p>This unit describes the performance outcomes, skills and knowledge required to identify when the provision of nutritional advice is beyond the scope of practice of a personal trainer. It requires the ability to recognise the dangers of providing nutrition advice in a fitness setting and when a client requires referral to an Accredited Practising Dietitian, Accredited Sports Dietitian or General Practitioner.</p> <p>This unit covers recognition of appropriate information sources to apply to the provision of food advice, and when the provision of such advice is unethical and beyond the scope of practice.</p> <p><b>Example Evidence</b> - Relevant transcript &amp; certificate, Resume &amp; Letter from employer (with references).</p>	
SISFFIT026	Support healthy eating through the Eat for Health Program	<p>This unit describes the performance outcomes, skills and knowledge required to use the Eat for Health Program to support clients who do not have special dietary needs. It covers assisting clients to adapt the Australian Dietary Guidelines to suit their lifestyles and food choice influences using the Eat for Health Program as a guide.</p> <p>This unit requires the ability to provide healthy eating information and assist clients within industry endorsed scope of practice following completion of industry endorsed pre-exercise screening.</p> <p><b>Example Evidence</b> - Relevant transcript &amp; certificate, Resume &amp; Letter from employer (with references).</p>	
SISXRES001	Conduct sustainable work practices in open spaces	<p>This unit describes the performance outcomes, skills and knowledge required to plan and conduct work in open spaces while upholding sustainable practices. This unit requires the ability to conduct research of the current land condition, capability, uses and practices, and develop and implement strategies to achieve sustainable practices for outdoor programs and activities.</p> <p><b>Example Evidence</b> - Relevant transcript &amp; certificate, Resume &amp; Letter from employer (with references)</p>	