

RPL/RCC – Stage 1

Certificate IV in Massage HLT42021

Recognition of Prior Learning (RPL) & Recognition of Current Competence (RCC)

Do you have prior qualifications and/or experience gained through years of work in skilled and challenging jobs? Gaining recognition of these skills is sometimes not easy and can hold you back in progressing your career to the next step. If this is your situation, you can unlock your full potential by having your skills recognised by ACFB!

All applications for RPL/RCC are considered by ACFB's Program Manager. Please note, ALL applications for RPL/RCC MUST be accompanied by the requested performance evidence outlined within this document and will be submitted during Stage 2 of this process.

How does the RPL process work?

There are two (2) stages to the RPL/RCC process:

Stage 1

- Identify the units that you believe you have the required knowledge and skills, AND where you can provide the performance evidence required
- Pay particular attention to the example evidence you will need to submit if you were to apply for RPL/RCC for the unit. You will need to submit evidence to meet all the Performance Evidence listed for each unit
- Check the boxes on the left-hand side for each unit where you would like to move forward with the RPL/RCC process
- Email this completed form to rpl@acfb.edu.au
- Make payment of the non-refundable RPL/RCC processing fee of \$100 (please note, this fee will be deducted from your course fee after enrolment)
- ACFB will then send you an RPL/RCC document for each unit checked below

Stage 2

- Fill in the unit RPL/RCC documents sent to you, answering all short answer questions in detail related to your knowledge of the unit
- Submit each RPL/RCC unit document, along with all evidence requested to rpl@acfb.edu.au. Hard copy documents will not be accepted.
- Where RPL/RCC is requested for multiple units, place all evidence for a unit within a folder using the unit code as the title, then zip the folder and attach to the email
- ACFB will review your submitted documents and may request further evidence if required (this may also include practical demonstrations and oral questioning)
- You will then receive an RPL/RCC Summary outlining the units where you have successfully gained RPL/RCC and the amended course price (if applicable). Please note this amended price will include a fee per unit for the RPL/RCC process.
- An RPL/RCC application may take between 10-21 business days to process from when we receive your completed unit forms and supporting evidence.

First Name _____ Surname _____ Email _____ Phone Number _____

Previous Qualifications

In the area below, list all relevant qualifications and specific units completed that you believe would assist you in your claim for RPL/RCC. Ensure you include the year of completion.

Previous Experience

In the area below, list all relevant experience that you feel would assist you in your claim for RPL/RCC. Ensure you include the year the experience was completed.

Relaxation Massage Assessment	
HLTAAP002	Confirm physical health status
Unit Description:	This unit of competency describes the skills and knowledge required to obtain and interpret information about client health status and to check a client’s physical health. It requires a detailed knowledge of anatomy and physiology. This unit applies to individuals working directly with clients and who assist in the provision of health care services.
Required Evidence:	<p>The applicant must provide evidence of the following to gain RPL/RCC for this unit:</p> <ul style="list-style-type: none"> • May have completed a similar unit within a health course however there must be evidence of assessing clients (minimum 3) health status based on observations, physical assessments and interpretation of client tests or • Have worked within the health industry with clients where health information is analysed and services are planned for clients presenting with a variety of specific conditions • The applicant <u>must</u> have industry experience within a health service where direct client contact is involved, this may be within a student clinic during learning <p>Example of other Evidence</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or • Evidence of working within the health industry where you have completed the above tasks through letters from employers outlining job role and duties • Where work within the industry is primarily used as evidence, submission of client documents (at least 3 different people presenting with different conditions) with client identifiers blanked out, demonstrating the ability to work with clients with a variety of presenting conditions
HLTMSG010	Assess client massage needs
Unit Description:	This unit describes the performance outcomes, skills and knowledge required to gather client information, make a client assessment and determine massage treatment options. This unit applies to massage therapists providing therapeutic and relaxation massage treatments. It does not include remedial massage assessment techniques.
Required Evidence:	<p>The applicant must provide evidence of the following to gain RPL/RCC for this unit:</p> <ul style="list-style-type: none"> • Applicants may have completed a similar unit within a health course where they have conducted physical assessments on clients that involved medical history taking, palpation, observation, postural assessment (upper & lower body) and communicating clear information about services, treatment options and rationale, or

	<ul style="list-style-type: none"> • Have worked within the manual therapy industries where they have conducted physical assessments on clients that involve medical history taking, palpation, observation, postural assessment (upper & lower body) and communicating clear information about services, treatment options and rationale to clients, submission of 3 different client intake forms that includes the above information is required. - After submission of this form along with the above evidence, applicants will be required to complete a demonstration of a client intake that includes the above performance requirements. <p>Example of other Evidence</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or • Evidence of working within the health industry where you have completed the above tasks through letters from employers outlining job role and duties • Copy of membership of an Australian professional body that represents manual therapists
Relaxation Massage Treatment	
HLTMSG009	Develop massage practice
Unit Description:	This unit describes the performance outcomes, skills and knowledge required to establish the foundations of massage practice and its place in the Australian health care system, identify and provide appropriate information about massage to different audiences, develop own approach to massage practice and evaluate what makes a sustainable practice. This unit applies to massage therapists.
Required Evidence:	<p>The applicant must provide evidence of the following to gain RPL/RCC for this unit:</p> <ul style="list-style-type: none"> • The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit • Applicants may have completed a similar unit within a health course where they have sourced and used information from Commonwealth Government, State or Territory Government and from primary scientific research on the theory and practice of massage, or • Have worked within the manual therapy industries where they have sourced and used information from Commonwealth Government, State or Territory Government and from primary scientific research within massage practice, submission of the 3 pieces of evidence is required - Communication with 3 different clients/audiences using 3 different methods of communication, submission of the 3 communications is required with blacked out client identifiers <p>Example of other Evidence</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or • Evidence of working within the health industry where you have completed the above tasks through letters from employers outlining job role and duties • Copy of membership of an Australian professional body that represents manual therapists

HLTMSG011	Provide massage treatments
Unit Description:	This unit describes the performance outcomes, skills and knowledge required to gather client information, make a client assessment and determine massage treatment options. This unit applies to massage therapists providing therapeutic and relaxation massage treatments. It does not include remedial massage assessment techniques.
Required Evidence:	<p>The applicant must provide evidence of the following to gain RPL/RCC for this unit:</p> <ul style="list-style-type: none"> • The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit • Applicants may have completed a similar unit within a health course where they have completed relaxation massage on clients, or • Have worked within the manual therapy industries where they have completed relaxation massage on clients, submission of 2 different client intake forms that includes documented relaxation massage treatment. <p>- After submission of this form along with the above evidence, applicants will be required to complete a demonstration of a relaxation massage of 60 minutes hands-on treatment that includes a variety of massage techniques including; compressions, effleurage, friction techniques, gliding strokes, petrissage, rocking, tapotement.</p> <p>Example of other Evidence</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or • Evidence of working within the health industry where you have completed the above tasks through letters from employers outlining job role and duties • Copy of membership of an Australian professional body that represents manual therapists
HLTREF001	Provide reflexology for relaxation
Unit Description:	This unit describes the skills and knowledge required to gather client information, prepare equipment for reflexology, make observations of the feet and then select and use basic reflexology techniques and sequences based on information and observations. This unit applies to individuals who provide reflexology relaxation sessions either as part of their work as a dedicated reflexologist or in conjunction with other treatment modalities. It does not include reflexology for therapeutic purposes.
Required Evidence:	<p>The applicant must provide evidence of the following to gain RPL/RCC for this unit:</p> <ul style="list-style-type: none"> • The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. • Applicants may have completed a similar unit within a health course where they have provided relaxation reflexology or • Have worked within the manual therapy industries where reflexology has been provided as a treatment modality <ul style="list-style-type: none"> - Submission of client consultation forms including medical history forms for at least four (4) different people where relaxation reflexology was completed. The documents must provide evidence of competency to select reflexology techniques based on sound

	<p>assessment of the feet: evaluated and responded appropriately to skin and structural abnormalities, used techniques and sequences within scope of reflexology thumb and finger practice, work within a health industry where direct client consultation is completed.</p> <p>Note: All documents with client identifiers blanked out, demonstrating the ability to work with clients with a variety of presenting conditions clinic supervision by a person who meets the assessor requirements</p> <ul style="list-style-type: none"> • A demonstration of your ability to competently implement a reflexology for relaxation massage treatment within a full client consultation, including; interview, client questioning, physical assessment of the lower limb and foot, treatment planning, reflexology for relaxation massage treatment, evaluation, suggestions/recommendations, documentation (<i>organised after this document has been submitted</i>).
<p>Safe Practice Principles</p>	
<p>CHCLEG003</p>	<p>Manage legal and ethical compliance</p>
<p>Unit Description:</p>	<p>This unit describes the skills and knowledge required to research information about compliance and ethical practice responsibilities, and then develop and monitor policies and procedures to meet those responsibilities. This unit applies to people working in roles with managerial responsibility for legal and ethical compliance in small to medium sized organisations. There may or may not be a team of workers involved.</p>
<p>Required Evidence:</p>	<p>The applicant must provide evidence of the following to gain RPL/RCC for this unit:</p> <ul style="list-style-type: none"> • Applicants will have: <ul style="list-style-type: none"> - completed a similar unit within a health course where they have developed, implemented and reviewed policy and procedures for a business or - industry experience within a health service where they have developed, implemented and reviewed policy and procedures for a business or - industry experience in roles with managerial responsibility for legal and ethical compliance in small to medium sized organisations - experience with developing strategic responses to breaches of legal or ethical requirements • Submission of a policy and procedure handbook that you have developed for a business or within a previous course or business <p>Example of other Evidence</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or • Evidence of working within an industry where you have completed the above tasks through letters from employers outlining job role and duties

HLTINF004	Manage the prevention and control of infection
Unit Description:	This unit of competency describes the skills and knowledge required to develop, implement and monitor infection prevention and control systems and procedures in work contexts where health and personal care services are provided. This unit applies to people working in roles with managerial responsibilities for infection prevention and control in small to medium sized organisations. There may or may not be a team of workers involved.
Required Evidence:	<p>The applicant must provide evidence of the following to gain RPL/RCC for this unit:</p> <ul style="list-style-type: none"> • Applicants will have: <ul style="list-style-type: none"> - Applicants will have completed a similar unit within a health course where they have designed and implemented infection control policies and procedures within the work place and trained staff in the implementation of the PP's or - Evidence of the development and implementation of Policy and Procedures within a workplace (relevant to infection control policies and procedures regulation and guidelines Australian standards, government guidelines and manufacturer documentation) • Evidence of development and implementation of Policy and Procedures for a health practice including: <ul style="list-style-type: none"> - personal hygiene - use of personal protective equipment - handling and transport of potentially infectious material - limitation of contamination - cleaning and maintenance - hazard identification and risk control <p>Example of other Evidence</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or • Evidence of working within an industry where you have completed the above tasks through letters from employers outlining job role and duties
HLTWHS004	Manage work health and safety
Unit Description:	This unit describes the skills and knowledge required to research information about compliance and ethical practice responsibilities, and then develop and monitor policies and procedures to meet those responsibilities. This unit applies to community services or health workers who have defined responsibilities to work independently with clients within broad but established guidelines.

Required Evidence:	<ul style="list-style-type: none"> • Applicants will have: <ul style="list-style-type: none"> - Completed a similar unit within a course where they have developed, implemented and reviewed policy and procedures for a business or - Applications must have experience in implementing workplace policies and procedures, running WHS meetings and evaluating the PP's or - Experience in completing hazard identification and risk assessment of the work environment <p>Evidence documents <u>MUST</u> include, but not limited to:</p> <ul style="list-style-type: none"> • Evidence of the current completion of hazard identification and risk assessment activities and documentation/reports • Evidence of completed consultative meetings with staff relating to workplace policies and procedures and outcomes of workplace risk assessments • Evidence of developing WHS action plans • Evidence of coordinating workplace procedures for a simulated emergency situations <p>Example of other Evidence</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or • Evidence of working within an industry where you have completed the above tasks through letters from employers outlining job role and duties
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Communication in Healthcare	
CHCCOM006	Establish and manage client relationships
Unit Description:	This unit of competency describes the skills and knowledge required to establish and manage professional on-to-one relationships with clients in the context of providing an ongoing health service or intervention. This unit applies to community services or health workers who have defined responsibilities to work independently with clients within broad but established guidelines.
Required Evidence:	<p>The applicant must provide evidence of the following to gain RPL/RCC for this unit:</p> <ul style="list-style-type: none"> • Applicants will have: <ul style="list-style-type: none"> - completed a similar unit within a health course where they have established and managed client relationships or, - industry experience within a health service where direct client contact is involved, this can be within work placement from previous health courses • The evidence of the above will include: <ul style="list-style-type: none"> - Direct client consultation - Managing difficult or challenging behaviour <p>Example Evidence</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or • Evidence of working within the industry through letters from employers outlining job role and duties • Membership with a Professional Association
CHCDIV001	Work with diverse people
Unit Description:	This unit describes the skills and knowledge required to work respectfully with people from diverse social and cultural groups and situations, including Aboriginal and/or Torres Strait Islander people. This unit applies to community services or health workers who have defined responsibilities to work independently with clients within broad but established guidelines.
Required Evidence:	<p>The applicant must provide evidence of the following to gain RPL/RCC for this unit:</p> <ul style="list-style-type: none"> • Applicants will have: <ul style="list-style-type: none"> - completed a similar unit within a health course where they have worked with diverse groups of people or - industry experience within a health service where direct client contact is involved, this can be within work placement from previous health courses • All applicants will need to provide information related to their knowledge within all <u>blue</u> sections <p>Example Evidence</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or • Evidence of working within the industry through letters from employers outlining job role and duties

Relaxation Massage Consultations	
HLTMSG012	Apply relaxation massage clinical practice
Unit Description:	<p>This unit describes the performance outcomes, skills and knowledge required to undertake relaxation massage consultations in a clinical setting. This includes provision of relaxation massage treatments, as well as clinic preparation for consultation, client assessment and monitoring of client during treatment. It incorporates understanding of industry practices and professional development opportunities for massage therapists. This unit applies to massage therapists.</p>
Required Evidence:	<p>The applicant must provide evidence of the following to gain RPL/RCC for this unit:</p> <ul style="list-style-type: none"> • The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit • Applicants may have evidence of completing 80 hours of massage clinic work (this can include a combination of consultations, administration, reception work, professional development etc) with a minimum of 40 consultations within a previous massage qualification within the last 3 years, or • Have worked within the manual therapy industries within the last 3 years where they have completed 80 hours of massage clinic work including: <ul style="list-style-type: none"> - Evidence of 80 hours can include a combination of consultations, administration, reception work, professional development etc - A minimum of 40 client consultations to clients from different stages of life with varied presentations with submission of their client intake forms and treatment documentation (client identifiers must be blacked out). • After submission of this form along with the above evidence, applicants will be required to complete a demonstration of a full client consultation including the client intake, physical assessment, treatment planning, treatment, evaluation and documentation. • All applicants will need to provide information related to their knowledge within all <u>blue</u> sections <p>Example of other Evidence</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or • Evidence of working within the health industry where you have completed the above tasks through letters from employers outlining job role and duties • Copy of membership of an Australian professional body that represents manual therapists

CHCPRP005	Engage with health professionals and the health system
Unit Description:	This unit describes the skills and knowledge required to work within the health care system and engage effectively with other health professionals, including writing referral reports. This unit applies to individuals working in health or community services who work autonomously with clients in the provision of services.
Required Evidence:	<p>The applicant must provide evidence of the following to gain RPL/RCC for this unit:</p> <ul style="list-style-type: none"> • Applicants will have: <ul style="list-style-type: none"> - completed a similar unit within a health course where they have worked within the health care system and engage effectively with other health professionals, including writing referral reports or - industry experience within a health service where they have engage effectively with other health professionals, including writing referral reports or • Completed research and selected relevant information about the Australian health care system for use in own practice • Developed at least three (3) referral reports for different clients using appropriate language and terminology with client identifiers blacked out • Evidence of research completed regarding the Australian health care system for use in own practice, this may include; <ul style="list-style-type: none"> - Provider number for private health insurance - Work Cover information - Research &/or professional development completed <p>Example of other Evidence</p> <ul style="list-style-type: none"> • Relevant <u>certified</u> transcript & certificate with a similar unit of competency, including the unit outline/summary that demonstrates the same performance outcomes, or • Evidence of working within the health industry where you have completed the above tasks through letters from employers outlining job role and duties