

Recognition of Prior Learning Evidence Guidelines

To assist you in providing suitable evidence in your Recognition of Prior Learning (RPL) application, please use the guidelines provided below. Following the guidelines will assist your application to be processed more efficiently, and may also help you to obtain RPL from more units within the course.

Type of evidence that can be supplied

When applying for RPL you may submit the following as forms of evidence:

- Statements of results from previous courses (must be verified copies)
- Course / module / subject outlines indicating content
- Duty statements and work responsibilities
- Testimonials from clients
- Examples of exercise programs developed for clients with a range of goals (eg. weight loss, improved cardiovascular fitness, increased strength, sport specific etc)
- Examples of exercise programs developed for clients with special needs (eg. overweight, pregnancy, children, older adults, asthmatics, etc)
- Business plans, business registration, advertising, client information and organisational procedures developed for your business

Evidence not accepted

- Letters written by the applicant
- Reference letters stating which units of competency you have covered or are competent in (references can only state what roles you have or currently undertaken, as the referee is not able to assess you against units of competency)
- Resumes
- Uncertified course results (including internet print outs of course results)
- Faxed or emailed applications (evidence is no longer certified when sent electronically).
- Evidence based on projects or programs not yet completed
- Results for subjects that were not completed

Currency of evidence

All evidence submitted must be current within the last two years. If your qualifications were completed more than 2 years ago you will need to show how you apply the knowledge through current work or activities you perform.

Multiple forms of evidence

When providing evidence of work experience you must provide three examples of the application of the information, to demonstrate that you regularly apply the skills. For example, you would need to provide samples of exercise programs you have designed and instructed for at least 3 older adults to show you regularly work with this client group.

Please note, you don't need to supply multiple copies of academic results.

Modules of the course

Nutrition and Health Management

Covers the topics:

1. Basic nutrition
2. Nutrition and weight management
3. Nutrition for Sport

Content

Nutrition principles, body fat and nutrition, exercise for fat loss, managing overweight clients, eating disorders, sports nutrition

Evidence from coursework

Statements of attainment and module outlines from C4 or higher qualifications including units on nutrition, weight management and exercise nutrition.

Evidence from work experience

In each of the three areas of the module you will need to provide three reference letters from clients or managers confirming you have dealt with a client requiring advice in this area of nutrition, and accompany the reference with examples of the advice provided to the client.

Exercise Science and Client Screening

Covers the topics:

1. Anatomy and exercise physiology
2. Fitness evaluation techniques
3. Postural screening

Content

Applied anatomy, physiology, biomechanics, postural screening, fitness evaluation techniques and physiology of healing/injuries.

Evidence from coursework

Statements of attainment and module outlines from C4 or higher qualifications including units on:

- anatomy (musculoskeletal, cardiorespiratory, nervous and digestive systems)
- physiology (adaptations and responses to exercise, energy systems)
- kinesiology (covering exercise and movement analysis, energy systems for exercise)
- biomechanics is also desirable

Evidence from work experience

Exercise science cannot be covered from work experience, however fitness evaluation and postural screening can be. In each of these areas of the module you will need to provide three reference letters from clients or managers confirming you have conducted

fitness evaluations (needs to state which ones) on clients, and for posture three examples of postural screenings you have completed and the correctional exercises provided for these conditions.

Exercise Instruction and Advanced Conditioning

Covers the topics:

1. Communication and motivation of clients
2. Developing and instructing exercise programs
3. Using exercise equipment
4. Periodisation and sport specific training

Content

Advanced exercise planning and programming, exercise for common special requirements, motivational psychology, organising and conducting programs, leadership and instruction.

Resistance training principles, sports specific resistance training, functional training, using a wide range of resistance apparatus, weight training exercise technique, advanced exercise techniques

Evidence from coursework

Statements of attainment and module outlines from degree or higher qualifications including units on advance resistance training and periodisation

Evidence from work experience

Evidence for this module needs to include a minimum of three periodisation programs with reference letters from clients or managers confirming the clients specific goals. The programs must include advance programming techniques and exercise selection.

Specialty Training for Children and Older Adults

This module can be broken down into three parts

1. Children
2. Older adults
3. Special populations

Content

Fitness evaluation, exercise program consideration and design for older adults, children and adolescents and special populations.

Evidence from coursework

Statements of attainment and module outlines from degree or higher qualifications including units on older adults, children and adolescents, and special populations

Evidence from work experience

Evidence for this module needs to include a minimum of three reference letters and accompanying programs confirming the clients demographics and conditions. For children there must be at least one example of a child in each of the following age groups; 4-10, 10-14 and 14-18. For older adults the examples must include 3 different examples of older adults (55+) with contraindications such as; high blood pressure,

arthritis, joint replacements, etc. For the special populations section examples should include pre and post natal clients, and clients with long term chronic conditions.

Personal Training Business Essentials

This module can be broken down into two parts

1. General business
2. Personal training business

Content

Client interaction, occupational health and safety, team leadership, attending meeting, legal issues, business management, marketing, planning, conducting sessions, client management, various training modalities, professionalism, marketing strategies and promotions, selling skills, client management tools, business planning and financial management.

Evidence from coursework

Statements of attainment and course outlines from degree or higher qualifications including units on business management and operation. If you have not studied sports management then you may still gain a partial exemption and be required to complete a short course on running a personal training business.

Evidence from work experience

Evidence for this module can either be from a business you have owned or a senior management position you have held. If it is a business you have run we will require a detailed business plan, ABN registration, and evidence of marketing materials. If it is a senior management you have held then you will need to provide evidence of a reference letter and accompany this with your position description.

Evidence check list

- I have included evidence in all areas for which I am applying
- My evidence has been certified
- My evidence is current
- I have included my RPL payment
- I am aware that all evidence cannot be returned as must be kept on record at Fitnation