

RECOGNITION OF PRIOR LEARNING

Attached please find an application form for Recognition of Prior Learning.

What is Recognition of Prior Learning

Recognition of Prior Learning (or RPL) is the acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience. The RTO will measure this against the course in which you wish to enrol. A student possessing some of the skills and/or knowledge taught in the course may be granted credit for a module, course or qualification.

SIBT Policy in regard to RPL

The School's policy to recognise prior learning follow these general principles:

- The procedures used to assess RPL are equitable, consistent, valid and reliable.
- Assessment and recognition processes are conducted in a quality assurance framework measures against industry standards.
- The School recognises the AQF qualifications and Statement of Attainments issued by any other RTO.
- In order for the applicant to receive RPL the assessor must be confident the applicant is competent against industry standards or outcomes specified in Australian Qualifications Framework accredited courses.
- Criteria measured in the process include the quality, level and currency of the learning.

Procedure

1. Applicant to complete and submit the enclosed Application Form prior to enrolment along with applicable RPL assessment fee. It is requested application for RPL is received 4 weeks prior to course or module commencement. (Applications may be received up until the first class however delays may be experienced and students must attend all classes until RPL has been processed). RPL may not be accepted or assessed after the course has commenced.
Copies of certificates/evidence must be attached to the application.
2. Application will be assessed by School administration.
3. If necessary, the applicant will be contacted or a meeting arranged to discuss the application or if further evidence is necessary.
4. Result of application will be advised in writing or at a face to face meeting.

Appeal

Should an applicant be unsatisfied with the results of the assessment they may appeal in writing stating the reason they do not agree with the decision. The application may then be reviewed and the applicant then advised of outcome.

Privacy

Information provided on the application will be used only for assessing RPL.

Assessment of Learning

In some circumstances it may be necessary for the applicant's knowledge and skill to be assessed through practical demonstration with oral questioning, interview or written test or other means to ensure competency.

Thank you for your interest in training with SIBT and we look forward to welcoming you to the School.

Regards,

SIBT Management

RPL Assessment Fees

Non enrolled student (has never paid SIBT enrolment fee or completed an SIBT course/module) - \$100

Enrolled Student (has paid enrolment fee, hasn't commenced training with SIBT) - \$80

Enrolled Student (has paid enrolment fee, is currently or has completed a course/module-\$50

1-2 Day Seminar/Module (SIBT enrolled student application received prior to course/seminar/module commencement) - \$55

1-2 Day Seminar/Module (SIBT enrolled student application received within a week of actual seminar/module commencement) - \$80

1-2 Day Seminar/Module (application received after course/module/seminar commencement) - \$100

The School may not accept or assess RPL applications at any time and/or after a course/module has commenced without giving reason.

The school cannot guarantee that RPL applications will be successful.

SCHOOL OF INTEGRATED BODY THERAPY - RECOGNITION OF PRIOR LEARNING

Mr / Mrs / Ms / Dr	First Name:	Last Name:	Preferred Name:
Address:		State:	P/Code:
Phone: Home:	Mobile:	Work:	
Date of Birth: / /	Email:		

I would like to complete the following qualification:

- Certificate IV in Massage Therapy Practice (HLT40307) Diploma of Remedial Massage (HLT50307)
 Other Course Title: _____

I wish to apply for RPL for the following modules and/or Units of Competency:

- Certificate IV in Massage Therapy Practice (HLT40307) Diploma of Remedial Massage (HLT50307)

TICK INDIVIDUAL MODULES BELOW

MODULE	TICK
CERT IV MASSAGE THERAPY PRACTICE (HLT40307) - Pt 1	
Massage Part 1 (Therapeutic)	
Anatomy & Physiology Part 1	
Practitioner Development	
Supervised Student Clinic Part 1	
CERT IV MASSAGE THERAPY PRACTICE (HLT40307) Pt 2	
Massage Part 2 (Remedial)	
Anatomy & Physiology Part 2	
Safe Practices	
Client Care Part 1	
Supervised Student Clinic Part 2	

MODULE	TICK
DIPLOMA OF REMEDIAL MASSAGE (HLT50307)	
Sports Massage	
Trigger Point Therapy	
Lymphatic Massage	
Myofascial Release Therapy 1	
Pregnancy Massage	
Oncology Massage	
Client Care Part 2	
Professional Expertise	
Business Studies	
The Law and Work Practices	
Supervised Student Clinic Part 3	

IF YOU HAVE COMPLETED ANY UNITS IN THE FOLLOWING HEALTH TRAINING PACKAGE, TICK THE UNITS BELOW:

UNIT	CERT IV MASSAGE THERAPY PRACTICE (HLT40307)	TICK
BSBCMN204A	Work effectively with others	
HLTCOM404B	Communicate effectively with clients	
HLTCOM405B	Administer a practice	
HLTCOM406B	Make referrals to other health care professionals	
HLTCOM408B	Use specific health terminology to communicate	
HLTFA301B	Apply first aid	
HLTHIR301A	Communicate and work effectively in health	
HLTOHS300A	Contribute to OHS processes	
HLTIN301A	Comply with infection control policies / procedures	
HLTAP401A	Confirm physical health status	
HLTREM401B	Work within a massage framework	
HLTREM406B	Provide massage treatment	
HLTREM407B	Plan massage treatment	
HLTREM408B	Apply massage assessment framework	
HLTREM409B	Perform massage health assessment	

UNIT	DIPLOMA OF REMEDIAL MASSAGE (HLT50307)	TICK
HLTCOM502B	Develop professional expertise	
HLTCOM503B	Manage a practice	
CHCORG28A	Reflect and improve upon professional practice	
HLTHIR506B	Implement/monitor compl. with legal/ethical req's	
HLTAP501A	Analyse health information	
HLTHIR501A	Maintain an effective health work environment	
HLTREM502B	Provide remedial massage treatment	
HLTREM503B	Plan remedial massage treatment strategy	
HLTREM504B	Apply remedial massage assessment framework	
HLTREM505B	Perform remedial massage health assessment	
HLTREM510A	Provide specialised remedial massage treatments	
HLTHIR404B	Work effectively with Aboriginal /Torres Strait Isl.	
HLTHIR403B	Work effectively with culturally diverse clients	
HLTREM512A	Provide remedial massage treatments -corporate	
HLTREM513A	Provide remedial massage treatment to athletes	
CHCDIS3C	Provide services to people with disabilities	
CHCAC3C	Orientation to aged care work	
HLTCOM510A	Provide services to clients chronic diseases/condns	
HLTCOM509A	Provide services for people - life challenging illness	
HLTREM511A	Provide remedial massage treatment women/child.	

I have an Academic Transcript for the units I have ticked yes no

I have enclosed the RPL assessment fee of \$ _____ (Cheques made payable to School of Integrated Body Therapy)

RPL Assessment Fees - Please tick

- Non enrolled student (has never paid SIBT enrolment fee or completed an SIBT course/module) - \$100
 Enrolled Student (has paid enrolment fee, hasn't commenced training with SIBT) - \$80
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Provide details of relevant training. Attach copy/s of qualification/s or evidence of training to this application:

Course / Workshop Title	Institute attended / Issued by NTIS Number (if applicable)	Qualification issued in which Country	Qualification Date Qualification Number (if applicable)	Office use Verified (initial)
		<input type="checkbox"/> Australia <input type="checkbox"/> Other, please advise: _____	/ /	
		<input type="checkbox"/> Australia <input type="checkbox"/> Other, please advise: _____	/ /	
		<input type="checkbox"/> Australia <input type="checkbox"/> Other, please advise: _____	/ /	
		<input type="checkbox"/> Australia <input type="checkbox"/> Other, please advise: _____	/ /	
		<input type="checkbox"/> Australia <input type="checkbox"/> Other, please advise: _____	/ /	
		<input type="checkbox"/> Australia <input type="checkbox"/> Other, please advise: _____	/ /	

Provide any additional information which may assist your application for RPL, eg. Academic transcripts, course outlines, clinical practice, work experience, etc. Attach any additional evidence to application.

Date	Additional Information	Office use Verified (initial)

EVIDENCE GUIDE

The following is a guide for the types of evidence that may be provided for RPL. You may be required to provide several types of evidence for each unit of competency to satisfy requirements.

EVIDENCE	EXAMPLE
Accredited training program qualification	Certificate Diploma Statement of Attainment Transcript of Units of Competency
Training courses or workshops	Documents that confirm attendance at a formal course of study, ie. certificate, diploma, letter of attendance, course outline
Work history and training	Curriculum vitae, job descriptions, performance appraisals, written statements or references from employees, certificate of attendance at work related training courses
Third Party Report	Reports from a manager, supervisor, colleague, professional practitioner, client confirming applicant's level of knowledge and ability to apply skills in the workplace
Workplace documents	Workplace documents that have been created by the applicant that are relevant to their claim, eg. reports, business plans, policies, diary/log books
Business ownership	Evidence to show applicant has been running their own successful business, eg. detailed business or marketing plan, tax return/BAS statement/P&L statement, letter from accountant, association membership, insurance, business name registration, ABN, marketing material such as website, brochure
Practical Demonstration	Direct observation by the assessor of the applicant performing the tasks in the workplace or simulated workplace environment