

## 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**  
**SCHOOL OF INTEGRATED BODY THERAPY GRADUATE**

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 upgrade my current qualification to (tick box):

- Certificate IV in Massage Therapy Practice (HLT40307)
- Diploma of Remedial Massage (HLT50307)
- Other Course title: \_\_\_\_\_

Complete this section providing information of courses/workshops you have completed.

Course/s Title	Year of qualification	Certificate/Diploma Number if available (found in bottom right corner)	Office use Verified (initial)
	/ /		
	/ /		
	/ /		
	/ /		
Workshop/s or Module/s Titles	Year of qualification	Certificate/Letter of Attendance or Academic Transcript	Office use Verified (initial)
	/ /		
	/ /		
	/ /		
	/ /		
	/ /		
	/ /		
	/ /		
	/ /		
	/ /		

Please provide any additional information which may assist your application for RPL, eg. qualifications from external courses/workshops, clinical practice, work experience, etc. Attach copies of non-SIBT qualifications/evidence to this form.

Date	Qualification / Evidence, etc.	Office use Verified (initial)

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

School of Integrated Body Therapy Head Office: 1 Callaghan Close, Charmhaven, Central Coast, NSW 2263  
 Ph: 61 2 4393 1200 Fax: 61 2 4393 3333 admin@massageschool.com.au www.massageschool.com.au

## 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