



recognition of prior learning (rpl)

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## APPLICATION KIT

Certificate IV in Kinesiology (HLT42807)  
and / or  
Certificate of Solution Oriented Neuro-Training

Sydney | Melbourne | Canberra | Brisbane | Adelaide | Perth  
Wollongong (NSW) | Warragul (VIC) | South West WA

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## RECOGNITION OF PRIOR LEARNING

### What is Recognition of Prior Learning?

Recognition of Prior Learning (RPL) is the acknowledgement of the skills and knowledge a person has acquired through previous training, work or life experience, which may be used to grant status or credit in a subject or module.

Each part of this course is aligned with the units of competence outlined in Certificate IV of Kinesiology and has a set of learning outcomes that must be achieved to attain competence. The process of RPL involves matching what is already known and can be demonstrated with the performance outcomes of the elements of the course. In other words, if what you have learned previously is relevant to the course, you may be exempt from completing parts of the course.

### How is RPL assessed?

In making an application for RPL you need to be able to supply evidence to the College of Neuro-Training to demonstrate that you have already acquired the knowledge and skills listed. You may be able to get recognition for relevant, formal education as well as documented work experiences.

In assessing an application for RPL the College of Neuro-Training will take into account the relevance and currency of the evidence supplied.

### Who can apply?

You should apply for RPL if you think that your prior learning and/or experience means you can provide evidence to show that you are already competent. This applies to:

- students who have studied with Neuro-Training (and/or Educating Alternatives (EA))
- students who have completed the Certificate IV of Kinesiology Common Units as part of another qualification

More information including some sample scenarios can be found in *Section 3 RPL Eligibility* of this kit.

### How do I apply?

Read through the following sections and fill in the appropriate forms, attach copies of all documentation and return to College of Neuro-Training with the application fee.

### What happens next?

The review process takes about 4 - 8 weeks depending on the complexity of the application.

The College RPL Panel will make an assessment of your application based upon the information that you supply. The College will ensure that your experience and qualifications are both recent and relevant.

The RPL Co-ordinator may contact you for more information, or to clarify information contained within your application.

You will be notified of the result of your application in writing. This will include an academic transcript showing the areas where RPL has been granted and notification of any additional study requirements and associated fees. Where all requirements have been met and no additional study is required, the qualification will be issued.

## NEW QUALIFICATION INFORMATION

### The Qualification

In 2007 the federal government's national vocational training scheme, the Australian Qualification Framework, introduced a new qualification under the Health Package called Certificate IV in Kinesiology (HLT42807) which consists of 5 specialised units and 10 common units. These are:

<b>Specialised Units</b>	
HLTKIN401A	Work within a kinesiology framework
HLTKIN402A	Plan the kinesiology session
HLTKIN403A	Apply kinesiology assessment framework
HLTKIN404A	Perform the kinesiology health assessment
HLTKIN405A	Provide kinesiology balances
<b>Common Units</b>	
BSBCM204A	Work effectively with others
HLTCOM404B	Communicate effectively with clients
HLTCOM405B	Administer a practice
HLTCOM406B	Make referrals to other health care professionals when appropriate
HLTCOM408B	Use specific health terminology to communicate effectively
HLTFA301B	Apply first aid
HLTHIR301A	Communicate and work effectively in health
HLTOHS300A	Contribute to OHS processes
HLTIN301A	Comply with infection control policies and procedures in health work
HLTAP401A	Confirm physical health status

### Qualification Specifics for Certificate IV in Kinesiology

The College of Neuro-Training offers the Certificate IV in Kinesiology (HLT42807) structured over 9 integrated modules comprised of a combination of face-to-face training and self-paced training including based (on-line) training. The modules are assessed via in-course assessments (practical, oral & written), assignments (self-study workbooks i.e. at home) and on-line written assessments. More information can be found in the Course Guide, accompanying this document. (*Note: You should read the Course Guide prior to completing this application.*)

#### Modules

- Module 1: Art of Solution Oriented Neuro-Training\*
- Module 2: Principles of Recuperation\*\*
- Module 3: Blueprint One
- Module 4: Innate Intelligence
- Module 5: Integration
- Module 6: Client Care
- Module 7: Anatomy & Physiology 1<sup>‡</sup>
- Module 8: Anatomy & Physiology 2<sup>‡</sup>
- Module 9: Practice Management

\* 2 days of this module were formerly known as The Beginning of Understanding Kinesiology

\*\* 2 days of this module were formerly known as Healing Principles

<sup>‡</sup> Modules 7 and 8 are delivered online by our Training Partner Premier College.

## College of Neuro-Training

### recognition of prior learning

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### Certificate of Solution Oriented Neuro-Training

The Certificate of Solution Oriented Neuro-Training (SONT) is an internationally recognised qualification with industry accreditation by the Australian Kinesiology Association (AKA). Successful completion of the first 5 modules of the Certificate IV in Kinesiology (HLT42807) including assessments automatically qualifies the student for the Certificate of Solution Oriented Neuro-Training. This certificate can also be studied as an independent qualification.

### Common Units

The College of Neuro-Training delivers the common units in Modules 7 and 8 online via our Training Partner Premier College. Module 9 is delivered in a self-study format. If you have completed the common units through other studies there are two options:

#### **Mutual Recognition**

This is where as an RTO we recognise training from another RTO. The requirement here is that common unit codes match those listed in Certificate IV in Kinesiology (HLT42807) and you have an academic transcript showing this.

To gain mutual recognition for these studies you simply need to supply a certified\* copy of the transcript to our office. There is no RPL applicable to this and as such no fee.

*\* see Evidence Guide below*

#### **Recognition of Prior Learning (RPL)**

Where you have codes that don't match those listed in Certificate IV in Kinesiology (HLT42807) but believe you have completed these units as part of another course you can submit evidence of these studies for Recognition of Prior Learning. This process requires us to validate these studies with our Training Partner Premier College. They will conduct the assessment of these studies and determine if they meet the criteria required by the Certificate IV in Kinesiology (HLT42807) common units.

The application fee is an additional \$150 and then \$50 per module applied for.

## RPL ELIGIBILITY

The conditions under which students may be granted RPL are listed in the following sections.

### Certificate of Solution Oriented Kinesiology

Students who have completed any or all of the Certificate of Solution Oriented Kinesiology workshops and/or assessments can apply for RPL. These workshops include:

- The Beginning of Understanding Kinesiology / Art of Solution Oriented Neuro-Training
- Healing Principles / Principles of Recuperation
- Blueprint 1
- Innate Intelligence
- Integration

If you have completed any or all of the above, detail your studies in the following form.

⇒ Complete *EVIDENCE FORM: PART A: For NT/EA Students*

### Home Study

This covers students who have completed some or all of the Neuro-Training / Educating Alternatives Home Study Program which covered expansion of information for The Beginning of Understanding Kinesiology, Healing Principles and Blueprint 1.

⇒ Complete *EVIDENCE FORM: PART A: For NT/EA Students*

### Teacher Training

This covers students who have completed some or all of the Neuro-Training / Educating Alternatives Teacher Training Program.

⇒ Complete *EVIDENCE FORM: PART A: For NT/EA Students*

### Common Units

Where you have codes that don't match those listed in Certificate IV in Kinesiology (HLT42807) but believe you have completed these units as part of another course you can submit evidence of these studies for Recognition of Prior Learning. College of Neuro-Training will manage this process via our Training Partner Premier College.

⇒ Complete *EVIDENCE FORM: PART B: For Common Units*

### Practitioner Experience

Students who have relevant practitioner experience for part of the qualification, particularly the Client Care Module, should detail their information in the following form.

⇒ Complete *EVIDENCE FORM: PART C: Practitioner Information*

### Government Recognised Kinesiology Qualification with another Organisation

Students who have completed a government recognised Kinesiology qualification with another organisation may be eligible for RPL consideration.

⇒ Complete *EVIDENCE FORM: PART D: Government Recognised Kinesiology Studies*

## EVIDENCE GUIDELINES

When completing the attached Evidence Forms, organise your supporting documentation in the same order it appears on the form. For each course completed with Neuro-Training / Educating Alternatives attach copies of your certificates.

For all courses you have completed with organisations other than Neuro-Training (and/or Educating Alternatives), ensure that you provide sufficient information for us to be able to verify and assess the information for RPL. Please include:

- contact details of organisations, associations and individuals (telephone numbers, email address etc).
- full curriculum details of any units / course attended
- RTO Provider Number (where appropriate)
- any other information that may be necessary to verify your Prior Learning or support your RPL application

### Primary evidence

Preference will be given to *primary evidence* provided. Examples are:

- certified\* copies of awards/statements of results (e.g. Certificate / Diploma / Degree) for courses other than those delivered by NT / EA.
- copies of certificates or qualification letter for courses delivered by NT / EA
- certified\* copy of academic record or transcript
- documentation related to completed assessments
- certified\* documentation of attendance at assessed workshops
- supporting evidence from the Australian Kinesiology Association (or similar organisation) of existing competencies and skills
- official course outline or course descriptions showing course topics and hours involved for courses other than those delivered by NT / EA
- certified\* proof of any name change (e.g. marriage certificate) if different from that on the certificate
- evidence of operating in a clinic (e.g. CV, business registration, business flyers, cards, brochures, testimonials)

\**Certified*: all photocopies must be certified a true copy by a Justice of the Peace; certification by any other professional is *not acceptable* under AQTF regulations.

If you don't have primary evidence that you can submit to substantiate your claim, but consider that you could demonstrate your competence to assessors, please make a note to that effect on the Evidence Form.

**Secondary evidence** includes:

- letters/reports from referee
- examples of evaluations/recommendations
- verbal or written evidence
- audio and/or video of sessions conducted
- documented session conduct

*Note*: These are a guide only and applicants should not be limited to the suggestions above.

It is your responsibility to make it as easy as possible for the assessor to verify your evidence and thereby grant the Recognition of Prior Learning in as short a time as possible. It is not the responsibility of the RPL Application Co-ordinator to establish the relationship of the evidence to the course/experience where RPL is sought. If the relationship is not established by the applicant, RPL may not be granted.

## HOW TO APPLY

### Step 1

Read through the attached Evidence Form(s) and identify the areas for which you are seeking RPL and place a tick (✓) in the relevant boxes. **All** relevant information must be completed or the form may be returned to you.

### Step 2

Compile your supporting documentation for your application for RPL. You are required to provide evidence to support each module for which RPL is sought. See the evidence guidelines listed above.

All applications must be accompanied by the following:

- A completed RPL Application Form (attached)
- Completed Checklist (as it relates to your application i.e. only complete the relevant sections)
- Completed relevant Evidence Form(s)
- All examples of evidence as per the guidelines above, ensuring that they are labelled as specified on the form(s) and certified where required.

*Note:* While it is important that you supply adequate supporting documentation in your application you should not send large quantities of paperwork. Please do not send previously completed written assignments/study notes etc.

Please **do not** send your application in presentation folders or plastic sleeves.

### Step 3

Mail applications to:

RPL Application Co-ordinator  
College of Neuro-Training  
PO Box 2049  
Tarrawanna NSW 2518

*Note:* Faxed or emailed applications will not be accepted; all applications must be made in hard copy form.