



Please read the information below and complete all sections of this form.

Recognition of Prior Learning (RPL)

ACFB provides a simple process in gaining Recognition of Prior Learning (RPL) for qualifications and/or experience that you may already have. This can then reduce the price and duration of your course making it even easier to study.

All applications for RPL are considered by ACFB's Course Coordinator and Principal and NO claims for RPL will be considered unless accompanied by the relevant documentation outlined below.

What evidence do I need?

Examples of supporting evidence will include:

- Academic Transcripts and Certificates. (Please DO NOT send your original documents)
- Examples of any industry experience
- An up-to-date resume detailing qualifications and experience relevant to this course
- A signed letter from your manager/employer stating that you have worked previously or are currently working within this industry, including your responsibilities within this role.

How does the RPL process work?

Step 1

Each student wishing to gain RPL for a Unit of Competency or Course must simply complete this form and send it in with all relevant evidence to support their claim for RPL, and must be accompanied with their Enrolment Form.

Personal Details

Title	First Name	Surname	Date of Birth	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Gender	Phone Number (Home)		Phone Number (Mobile)	
<input type="text"/>	<input type="text"/>		<input type="text"/>	
Address	City/ Suburb	State	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email	Course Intake Date	I have attached my Academic Transcripts and supporting evidence		
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Step 2

Once ACFB receives your completed RPL Form and supporting evidence, we will then map out any RPL that you may be entitled to which normally takes between 10-14 days. As soon as this is completed we then notify you of:

- The Units of Competency you have been successful in gaining RPL.
- The Units of Competence that have not been successful.
- And/or the Units of Competency(s) that additional evidence may be required for.

This additional evidence may include a practical demonstration, written assessment, additional documents or a combination of all.

Up until this stage, there is no charge!

Step 3

Once you agree to the RPL awarded, we can then get you started in your course.

Where do I send my RPL Forms?

Once you have completed all sections of this RPL form and attached all relevant documents, please send them to:

ACFB
Att: Course Coordinator
Suite 4/333 Mitcham Rd,
Mitcham, Victoria, 3132



Previous Qualifications

In the area below, please list all relevant qualifications that you feel would assist you in your claim for RPL.

Previous Experience

In the area below, please list all relevant experience that you feel would assist you in your claim for RPL.



How do I complete this form?

The table below and on the following pages outlines each unit associated with the Certificate IV in Fitness course.
Please write your relevant qualification(s) and/or experience next to the unit(s) you wish to gain RPL for.

Unit Code	Unit Title	Unit Description	Please write in your relevant qualification or experience
SRFFIT007B	Undertake relevant exercise planning and programming	Covers the knowledge and skills to plan and program advanced exercises for fitness industry clients.	
SRFFIT008B	Utilise a broad knowledge of exercise science in exercise planning, programming and instruction	Knowledge and skills required to utilise a broad knowledge of exercise science principles in fitness training.	
SRFFIT009B	Undertake postural appraisal of low risk clients	Undertake basic postural appraisals to evaluate client's posture, functional range of movement and muscle strength and weakness in preparation for the development of an exercise program.	
SRFFIT010B	Utilise a broad range of fitness equipment	Covers the knowledge and skills to use, maintain and demonstrate a broad range of fitness equipment.	
SRFFIT011B	Provide exercise for fitness industry clients with special requirements	Covers the knowledge and skills required to provide exercise for clients with common medical, injury or health conditions, after referral from and under the supervision of medical and allied health professionals and as part of a team of allied health and medical professionals.	
SRFFIT012B	Utilise an understanding of motivational psychology with fitness clients	Covers the knowledge and skills required to provide exercise for clients with common medical, injury or health conditions, after referral from and under the supervision of medical and allied health professionals and as part of a team of allied health and medical professionals.	
SRFFIT013B	Provide information and exercise related to nutrition and body composition	Covers the knowledge and skills to provide basic information about healthy eating and design exercise plans and programs to manage the body compositions in clients.	



Unit Code	Unit Title	Unit Description	Please write in your relevant qualification or experience
BSBCM402A	Develop work priorities	Covers the skills and knowledge required to plan own work schedules, monitor and obtain feedback on work performance and development.	
SRXGCS006A	Address client needs	Establish the client needs and work to address these needs in the workplace	
SRXGCST05A	Coordinate client service activities	Establish the need for an activity and provide effective and efficient coordination of the activity.	
SRXINU003A	Analyse participation patterns in specific markets of the leisure and recreation industry	Analyse participation patterns in specific markets of the leisure and recreation industry	
SRXINU004A	Promote compliance with laws and legal principles	Promote compliance with laws and legal principles that are specific to the health and fitness industry	
SRXOHS002B	Implement and monitor the organisation's Occupational Health and Safety policies, procedures and pro	Implement and monitor the organisation's Occupational Health and Safety policies, procedures and pro	
ICAITU006C	Operate computer packages	Defines the competency required to identify, select and correctly operate desktop applications for a range of purposes.	
SRXRIK001A	Undertake risk analysis of activities	Undertake risk analysis of fitness activities within a gymnasium and/or sporting complex/facility.	
SRXOGN001A	Conduct projects	Plan and prepare for a project, implement, administer, coordinate, finalise and review a project.	



Unit Code	Unit Title	Unit Description	Please write in your relevant qualification or experience
SRSSTC001A	Teach or develop basic skills of strength and conditioning	Knowledge and skills required to use skills to use drills, exercises and activities to teach or develop basic skills or strength and conditioning.	
SRSSTC002A	Plan and prepare a strength and conditioning program for a competitive athlete	This unit covers the knowledge and skills required to plan and prepare a strength and conditioning program for a competitive athlete.	
SRSSTC003A	Operate in accord with accepted strength and conditioning industry health and safety practices	This unit covers the knowledge and skills required to analyse the principles of strength and conditioning health and safety and their application to the strength and conditioning teaching/coaching environment.	
SRSSTC004A	Operate and maintain strength and conditioning facilities and equipment	This unit provides the coach or instructor with the basic knowledge and skills to maintain a facility and equipment commonly used in strength and conditioning and operate it to manufacturer's specifications.	
SRFCTC001A	Plan and deliver a circuit training class	Covers the knowledge and skills required to use skills to use drills, exercises and activities to teach or develop basic skills or strength and conditioning.	
SRXGCS001A	Create client relationships	Create client relationships	
SRXGCS002A	Deal with client feedback	Deal with client feedback	
SRFPTI001B	Plan and deliver personal training	Covers the knowledge and skills to be able to operate effectively as a personal trainer in the fitness industry.	
BSBCM301A	Exercise initiatives in a business environment	This unit covers the skills and knowledge required to exercise initiative and influence others in a business environment. It includes making decisions in accordance with organisational requirements.	