



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

Address

City/ Suburb

State Postcode

Course Intake Date

Comments

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

Date of Birth

Gender

Phone Number (Home)

Phone Number (Mobile)

Email

I have attached my Academic Transcripts and supporting evidence Yes No



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 Massage Therapy Practice 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
BSBCMN204A	Work effectively with others	This unit covers the skills and knowledge required to work in a group environment such as promoting team commitment and cooperation and supporting team members	
HLTCOM404B	Communicate effectively with clients	This unit covers the skills required by practitioners to establish and maintain effective communication with the client throughout all interactions and provide basic counseling as required and as appropriate to facilitate the treatment or health service being provided	
HLTCOM405B	Administer a Practice	This unit of competency describes the skills and knowledge required to provide administration for a clinical health practice according to the size and scale of the business	
HLTCOM406B	Make referrals to other Health care Professionals when appropriate	This unit of competency describes the skills and knowledge required to arrange referrals to other health care professionals when required	
HLTCOM408B	Use Specific/Medical terminology to Communicate effectively	This unit covers the skills required to understand and respond to instructions, carry out routine tasks and communicate with a range of internal and external clients in a health care practice, using appropriate	
HLTFA301B	Apply First Aid	This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance	
HLTAP401A	Confirm Physical Health Status	This unit of competency describes a detailed level of knowledge of anatomy and physiology required to confirm physical health status	



Unit Code	Unit Title	Unit Description	Please write in your relevant qualification or experience
HLTHIR301A	Communicate and work effectively in the Health Industry:	This unit of competency describes the skills and knowledge required to work effectively in a health setting with clients, staff, visitors, suppliers and others to meet established work requirements	
HLTOHS300A	Contribute to OH&S Process Policies:	This unit specifies the workplace performance required by an employee to contribute to OHS processes where there is responsibility for own work outputs and possibly limited responsibility for the work output of others	
HLTIN301A	Comply with Infection control Policies and Procedures:	This unit of competency describes the skills and knowledge required for workers to comply with infection control policies and procedures. All procedures must be carried out in accordance with current infection control guidelines, Australian and New Zealand Standards for maintaining infection control and the policies and procedures of the organisation	
HLTREM401B	Work within a Massage Framework:	This unit of competency describes the skills and knowledge required to work effectively within a massage framework	
HLTREM406B	Provide Massage Treatment:	This unit of competency describes the skills and knowledge required to administer client basic massage treatment according to the philosophy and practices of a massage therapy framework	
HLTREM407B	Plan the Massage Treatment:	This unit of competency describes the skills and knowledge required to prepare clients for basic massage and negotiate treatment with them	
HLTREM408B	Apply Massage Assessment Framework:	This unit of competency describes the skills and knowledge required to interpret information gathered in the health assessment and make and review accurate assessment for basic massage treatment	
HLTREM409B	Perform Massage Health Assessment	This unit of competency describes the skills and knowledge required to observe the condition of the client and gather information relevant to the case in order to provide a basic massage	