



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 Diploma of Remedial Massage 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
HLTCOM502C	Develop Professional Expertise	This unit of competency describes the skills and knowledge required to initiate and maintain continual development of professional skills and knowledge in complementary healthcare and contribute to the knowledge base of the specific healthcare practice	
HLTCOM503C	Manage a Practice	This unit of competency describes the skills and knowledge required to manage a clinical health practice according to the size and scale of the business	
CHCORG428B	Reflect and Improve upon Professional Practice	This unit describes the skills required to provide administration for a clinical health practice according to the size and scale of the business.	
HLTHIR506C	Implement Compliance with Legal and Ethical Requirements	This unit describes the skills and knowledge required to implement and monitor compliance with legal and ethical requirements relevant in the work area.	
HLTAP501B	Analyse Health Information	This unit of competency describes the application of in depth level of knowledge of anatomy and physiology required to analyse available health information in relation to specific services to be provided	
HLTHIR501B	Maintain an Effective Health work Environment	This unit of competency describes the skills and knowledge required to work maintain an effective work environment in a health setting by monitoring, coordinating and promoting the implementation of ethical, safe and effective work practices in line with established work requirements	
HLTREM502C	Provide Remedial Massage Treatment	This unit of competency describes the skills and knowledge required to administer client remedial massage treatment according to the philosophy and practices of a remedial massage framework	



Unit Code	Unit Title	Unit Description	Please write in your relevant qualification or experience
HLTREM503C	Plan Remedial Massage Treatment Strategy	This unit of competency describes the skills and knowledge required to prepare for remedial massage treatment of a clients and negotiate a treatment management plan with them	
HLTREM504C	Apply Remedial 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 an accurate assessment over the course of remedial massage treatment	
HLTREM505C	Perform Remedial 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 to enable correct assessment, planning and provision of a remedial massage	
HLTREM510B	Provide Specialised Remedial Massage Treatment	This unit of competency describes the skills and knowledge required to provide specialised remedial massage treatment for specific client groups and common conditions/disease states in accordance with the age, gender and mental health needs of the client. This unit requires a high level knowledge of remedial massage treatment.	
HLTREM511B	Provide Remedial Massage Treatment for Woman and Children	This unit of competency describes the skills and knowledge required to administer a remedial massage treatment specific to the needs of women and children	
HLTREM513B	Provide Remedial Massage Treatment to Athlete	This unit of competency describes the skills and knowledge required to administer remedial massage treatments for athletes. This unit is based upon SRSMAS009A Integrate massage techniques to support athletes	
HLTTCM503B	Traditional Chinese Medicine	This unit of competency describes the skills and knowledge required to administer client TCM remedial massage treatment according to the philosophy and practices of a TCM remedial massage therapeutic framework.	