

**ONFIT TRAINING COLLEGE**  
**RPL APPLICATION KIT**  
RPL: Cert III / IV / Dip (please circle)

**Office Use Only**  
RPL Application Processed  
Date: \_\_\_\_\_  
Signed: \_\_\_\_\_

This information is required for Onfit Training College to be able to process a RPL application:

**Client Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Suburb:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**RPL application date:** \_\_\_\_\_

**Supporting documents supplied:** \_\_\_\_\_

Please list the documents included with this application

*Please attach supporting documents and enrolment form*

**Course start date:** \_\_\_\_\_

**Deposit paid:** \_\_\_\_\_

**RPL application fee:** \$495

**Course fee:** \_\_\_\_\_

This section is to be completed by the OnFit Training College RPL Officer

**RPL Fee adjustment:** \$ \_\_\_\_\_

**Adjusted balance due:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Comments regarding this RPL:**

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## HOW DO I APPLY FOR RECOGNITION OF PRIOR LEARNING OR RECOGNITION OF CURRENT COMPETENCY?

Onfit Training College prides itself on a high standard of student competency. Our RPL process is reflective of our student benchmarking and expectations to ensure all fitness professionals training with Onfit Training College meet the industry expectation and the professional outcomes anticipated of Onfit Training College students.

To assist you with your application we have put together a RPL Kit that outlines what you will need to do to ensure your application is reflective of your competency to work at the level you are applying for in the Fitness Industry.

### WHAT STEPS DO I NEED TO FOLLOW?

- Speak to an Onfit Training College Careers Advisor if you feel you need help with any stage of this process.
- Complete an Onfit Training College Enrolment Form identifying the course you wish to complete.
- Complete the RPL Application Form on page 1.
- Map what documentation you have against the Onfit Training College mapping table.
- Gather your supporting documentation.
- List on the application what supporting documents you will be supplying.
- Provide a copy of supporting documents (original certificates and academic transcripts must be sighted by an Onfit Training College staff member or a copy MUST be verified by a JP or a Commissioner of Declarations).
- Attach the supporting documents with this application form.
- To submit your application you will need to provide Onfit Training College with:
  - Your application form,
  - Your enrolment form,
  - Your supporting documentation along with the ORIGINAL copy of your supporting documents, and
  - \$495 application fee.
- Remember to supply verified copies of your certificates and academic transcripts to Onfit Training College.

### WHAT CAN I USE AS SUPPORTING DOCUMENTS FOR MY APPLICATION?

Always remember that an application for RPL or RCC is aimed to identify that you are competent for units within the qualifications you wish to complete. Onfit Training College therefore looks for documents that can help us to identify your competency to work in the fitness industry. We accept however that the list is not limited to the following:

- A Statement of Attainment from another provider identifying you have completed and are competent in the unit.
- A university degree including your academic transcript identifying completion and competency as identified in the mapping table (if you are unsure please ask our staff to help you with this as there are a number of university courses

that may be applicable. You may be asked to supply additional documentation in some situations).

- Coaching qualifications including a course outline of units covered, the time allowed for each unit and competency.
- Other qualifications, including units of competency, identified in the mapping table.
- Practical experience can be supported by providing a cluster of documents such as:
  - Reference letters identifying what areas you have worked with, how long you have worked in that capacity, and how competent you are,
  - A résumé outlining your past work history relevant to the application, including who, where and contact details,
  - A Statutory Declaration witnessed by a JP, stating the current areas you work in and how long you have worked in that capacity,
  - 3 current references that can support your application for competency,
  - Video footage of yourself completing the task and demonstrating competency,
  - Papers or research you have completed or had published,
  - Responding to a set of selection criteria,
  - You may be interviewed by a qualified assessor,
  - You may need to complete written tasks,
  - You may also be asked to complete a practical assessment.

### **ONCE SUBMITTED HOW LONG WILL IT TAKE AND WHAT DO I DO?**

Once your application has been submitted it will be reviewed by the Onfit Training College RPL Officer (this usually takes a week). The decision is recorded on the RPL Application Form and at this point the RPL Officer will calculate and adjust any course fees depending on the number of units being approved for RPL. Your RPL Application and Enrolment Form will be passed to your Careers Advisor, who will contact you immediately to finalise your enrolment process.

### **WHAT DO I DO IF I AM NOT HAPPY WITH THE OUTCOME?**

You can contact the Onfit Training College RPL Officer and organise an interview time. At this interview your application will be reviewed and any further supporting information can be provided. You may wish as an alternative to demonstrate your competency to one of our qualified assessors as an addition to the supporting documents you have provided. Discuss the options with the Onfit Training College RPL Officer to establish the best way to ensure a fair outcome. Remember an Onfit Training College qualification is highly regarded in the industry and we make every attempt to ensure all our students meet this benchmark to be of the highest quality in their chosen profession.

## RECOGNITION OF PRIOR LEARNING

### QUESTIONNAIRE

Please indicate below relevant fitness industry placement:

Job position/ experience	Date started	Date finished	Job tasks

Please indicate relevant education completed:

Education/workshops	Date started	Date finished	Learning outcomes

**Please give evidence of your knowledge and / or experience in the following fitness industry specific skills:**

Industry specific details	Evidence details	Dates
<b>Health &amp; fitness consultation</b>		
<b>Physical fitness testing</b>		
<b>Cardiovascular program design and conduction</b>		
<b>Resistance program and conduction</b>		
<b>Sports specific training</b>		
<b>Nutritional questionnaire</b>		
<b>Group activities</b>		
<b>Programming for children</b>		
<b>Programming for older adults</b>		
<b>Stretch routine</b>		

## WHAT IS THE CONTENT OF A CERTIFICATE III IN FITNESS?

**STUDENT:** \_\_\_\_\_

The following guide identifies the competencies in the Certificate III in Fitness. If you have completed these or similar content elsewhere, or in previous years, please enter the mapped qualification in the column provided.

Units of Competency	All 24 units of competency are to be either RPL, RCC, or completed through Onfit Training College before an Onfit Training College Certificate III can be issued.	
√   Code	<b>Title</b>	<b>Mapped Qualification</b>

### Exercise Science

SRFFIT001B	Provide orientation to clients prior to undertaking a fitness program	
SRFFIT014A	Provide advice to clients on the application of basic anatomy and physiology to fitness programs	

### Gym Instruction

SRFFIT003B	Undertake client induction and screening	
SRFFIT004B	Develop fitness programs	
SRFFIT005B	Apply basic exercise science to exercise instruction	
SRFFIT006B	Use and maintain core fitness industry equipment	
SRFGYM001B	Instruct fitness activity skills to a client using fitness equipment	
SRFGYM002B	Customise gym instructional skills to include specific areas of expertise current in the fitness industry	

### Nutrition

SRFFIT015A	Provide nutrition advice to clients in accordance with recommended guidelines	
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### Special Populations Awareness

SRFSP002A	Develop and apply an awareness of specific populations to exercise delivery	
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### General Workplace Skills

BSBCMN302A	Organise personal work priorities and development	
BSBFLM303A	Contribute to effective workplace relationships	
ICAITU006C	Operate computing packages	
SRXFAD002A	Provide advanced First Aid response	
SRXGCST04A	Meet client needs and expectations	
SRXGCST03A	Process client complaints	

SRXINU002A	Apply sport and recreation law	
SRXOHS001B	Follow defined OH&S policies and procedures	
SRXRIK001A	Undertake risk analysis activities	

**Recreational Programming**

SRXGRO003A	Provide leadership to groups	
SRXCAI004B	Plan a session or program for participants	
SRXCAI005B	Conduct a sport and recreation session for participants	
SRXCAI006B	Organise a sport and recreation program	
SRXCAI007B	Conduct a sport and recreation program	

**Group Fitness**

The following guide identifies additional competencies in the Certificate III in Fitness:

SRFGEX001A	Plan and instruct a group exercise class	
SRFGEX002A	Customise group exercise skills to include specific group fitness activities in the fitness industry	

**Water Based Exercise**

SRFAQA02B	Instruct water based fitness classes for moderate risk clients and those with specific fitness goals	
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**SUMMARY: RPL /RCC FOR CERT III IN FITNESS. STUDENT: \_\_\_\_\_**

<p>RPL granted for:</p> <p>_____</p> <p>_____</p> <p>RCC granted for:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>More information requested for:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Remaining units to be undertaken:</p> <p>_____</p> <p>_____</p> <p>_____</p>
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## WHAT IS THE CONTENT OF A CERTIFICATE IV IN FITNESS?

STUDENT: \_\_\_\_\_

The following guide identifies the competencies in the Certificate IV in Fitness. If you have completed these or similar content elsewhere, or in previous years, please enter the mapped qualification in the column provided.

Units of Competency	All 22 units of competency are to be either RPL, RCC, or completed through Onfit Training College before an Onfit Training college Certificate IV can be issued.	
√ Code	Title	Mapped Qualifications

### General Workplace Skills 2

BSBCMN402A	Develop work priorities	
ICAITU006C	Operate computing packages	
SRXGCSO06A	Address client needs	
SRXGCST05A	Coordinate client service activities	
SRXINU003A	Analyse participation patterns in specific markets of the leisure and recreation industry	
SRXINU004A	Promote compliance with laws and legal principles	
SRXOHS002B	Implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs	
SRXOGN001A	Conduct projects	
SRXRIK001A	Undertake risk analysis activities	

### Exercise Science 2

SRFFIT007B	Undertake relevant exercise planning and programming	
SRFFIT008B	Utilise a broad knowledge of exercise science in exercise planning, programming and instruction	

### Postural Assessment

SRFFIT009B	Undertake postural appraisal of low risk clients	
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### Special Populations

SRFFIT011B	Provide exercise for fitness industry clients with special requirements	
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### Psychology and Fitness

SRFFIT012B	Utilise an understanding of motivational psychology with fitness clients	
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## Nutrition

SRFFIT013B	Provide information and exercise related to nutrition and body composition	
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## Personal Training

SRFFIT011B	Provide personal training for fitness industry clients of low risk	
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## Strength, Conditioning & Long Term Planning

SRSSTC001A	Teach or develop basic skills of strength and conditioning	
SRSSTC002A	Plan and prepare strength and conditioning program for a competitive athlete	
SRXCAI008B	Plan and prepare an individualized long-term training program	
SRXCA1009B	Conduct, monitor and adjust individualised long-term training programs	

## Fitness Equipment Use & Maintenance

SRFFIT010B	Utilize a broad range of fitness equipment	
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## Exercise For Children

SRFCHA001B	Plan and deliver exercise for children and young adults	
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**SUMMARY: RPL /RCC FOR CERT IV IN FITNESS. STUDENT: \_\_\_\_\_**

RPL granted for: _____ _____
RCC granted for: _____ _____
More Information requested for: _____ _____
Remaining units to be undertaken: _____ _____ _____

## WHAT CAN I USE TO RPL DIPLOMA IN FITNESS?

The following guide identifies the competencies in the Diploma in Fitness. If you have completed these or similar content elsewhere, or in previous years, please enter the mapped qualification in the column provided.

Units of Competency	All 28 units of competency are to be either RPL, RCC, or completed through Onfit Training College before a Diploma can be issued.	
Code	Title	Mapped Qualifications
BSBADM502A	Manage meetings	
BSBFLM404A	Lead work teams	
ICAITU126B	Use advanced features of computer applications	
SRXGCSS07A	Determine needs of client populations	
SRXINU004A	Promote compliance with laws and legal principals	
SRXINU005A	Manage culture and education to expand participation in a leisure and recreation service	
SRXOGN002A	Manage projects	
SRXOHS003B	Establish, maintain and evaluate the organisation's Occupational Health and Safety system	
SRXRIK002A	Manage an organisation's risk	
SRFAHN001A	Make referrals and work collaboratively with allied health professionals where appropriate	
SRFAHN002A	Receive and respond to rehabilitation referrals from allied health professionals	
SRFFIT016A	Apply information from postural appraisals to fitness programs for moderate risk clients	
SRFFIT017A	Provide nutrition information to clients with specific requirements in accordance with recommended guidelines	
SRFFSP008A	Plan and deliver exercise for clients with moderate risk of metabolic syndrome	
SRFFIT018A	Apply anatomy and physiology to fitness programs for moderate risk clients	
SRFFSP001A	Provide body composition management programming for moderate risk clients	
SRFFSP002A	Provide information about injury prevention and management to fitness clients	
SRFFSP003A	Plan and deliver exercise to promote physical and psychological well-being in low to moderate risk clients	
SRFFSP004A	Plan and deliver exercise for moderate risk children and young adolescents	
SRFFSP005A	Plan and deliver exercise for people with a disability	
SRFFSP006A	Plan and deliver exercise strategies for musculoskeletal rehabilitation	
SRFFSP007A	Plan and deliver exercise for moderate risk clients with cardio-respiratory considerations	
SRFFSP009A	Plan and deliver exercise for moderate risk clients with musculoskeletal needs	
SRFFSP010A	Plan and deliver exercise for low to moderate risk clients with neurological impairment	
SRXCAI011B	Plan and prepare for participants to meet the demands of high level participation	
SRXCAI012B	Conduct, monitor and adjust high performance	

SRSSTC005A	Teach or develop advanced skills of strength and conditioning	
SRSSTC006A	Plan and prepare a strength and conditioning program for a high performance athlete	

**SUMMARY: RPL /RCC FOR DIPLOMA IN FITNESS. STUDENT: \_\_\_\_\_**

<p>RPL granted for:</p> <p>_____</p> <p>_____</p> <p>RCC granted for:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>More Information requested for:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Remaining units to be undertaken:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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