



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

APPLICATION KIT

Activation Certificate
Certificate of Recuperation
Certificate of Solution Oriented Neuro-Training
Diploma of Neuro-Training

and /or

Diploma of Kinesiology (HLT52415)

Adelaide | Lilydale | Warragul | Richmond | Perth- Balcatta | South West WA | Allambie Heights | Lismore (Admin)| Wollongong & Southern Highlands | Cammeray

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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, module or unit/s.

Each part of this course is aligned with the units of competence outlined in Neuro-training studies and the Diploma of Kinesiology (HLT52415). The Diploma of Kinesiology 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 and been assessed as competent is relevant to the course, you may be exempt from completing parts of the course.

The knowledge and evidence guide supports the RPL assessment process.

Refer to and complete TWO forms.

The **RPL Application Form** and the **RPL Evidence Assessment Guide**.

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
- students who have completed the Certificate IV of Kinesiology or Diploma of Kinesiology (HLT51507) Common Units as part of another qualification

How do I apply?

Read through the following sections and fill in the appropriate forms, attach copies of all documentation and return to your nearest campus trainer for an RPL Interview then submit to the College of Neuro-Training via email, with the application fee.

What happens next?

The review process takes about 6 - 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 if it has not yet been clarified with your campus trainer.

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.

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QUALIFICATION INFORMATION NEURO-TRAINING

Certificate of Solution Oriented Neuro-Training 2015-2016

The Certificate of Solution Oriented Neuro-Training (SONT) is an internationally recognised qualification with industry accreditation by AIK (Australian Institute for Kinesiologists)

Successful completion of the first 6 modules including assessments automatically qualifies the student for the Certificate of Solution Oriented Neuro-Training.

The Certificate of Solution Oriented Neuro-Training (SONT) is a pre-requisite to the Diploma of Neuro-Training.

This also includes attendance in Activation classes:

Energy Lift

Clear Energy

Life Insight

Connecting the Flow

Diploma of Neuro-Training

Students who have completed any or all of the Neuro-Training workshops/modules and/or assessments can apply for RPL. These workshop/modules include:

- Functional Neuro-Training One and Two (Formerly Functional Neurology)
- Emotional Defences (Formerly Emotional Patterns)
- Yin Yang One (Formerly Yin Yang)
- Nutritional Alternatives
- Fears, Habits and Beliefs
- Context of Recuperation
- Woman's Wellness (Formerly Woman's Workshop)
- Blueprint Two
- Blueprint Synopsis
- Blueprint Three
- Model of Universal Principles
- The Nine Pillars
- Pain
- Neuro-Frequencies (Formerly Kinesiopathy)
- Clinical Applications

Please note there may be additional workbook assignments requirements if you studied prior to 2012

Note: Core and Elective Units in the Diploma of Kinesiology Qualification HLT52415

Diploma of Kinesiology - The College of Neuro-Training delivers the non-Kinesiology units in the Kinesiology qualification in Neuro-Trainings Module/s:-

D4 Workbook (assignments for Nutrition for unit HLTHPS010 Interpret and use information about nutrition and diet)

See the Diploma course guide for more information.

If you have completed the common units through other studies there are two options:

QUALIFICATION INFORMATION- DIPLOMA of KINESIOLOGY

The Qualification

The federal government's national vocational training scheme, the Australian Qualification Framework, introduced a new qualification under the Health Package called the Diploma of Kinesiology (HLT52415) consists of 13 core units and 6 elective units (of 12 electives). These 19 units are:

13 Core Units			
HLTKIN001	Develop kinesiology practice	Kinesiology	Core
HLTKIN002	Conduct indicator muscle monitoring	Kinesiology	Core
HLTKIN003	Perform Kinesiology Balances	Kinesiology	Core
HLTKIN004	Provide Kinesiology Balances	Kinesiology	Core
HLTKIN005	Monitor and evaluate client progress	Kinesiology	Core
HLTAAP003	Analyse and respond to client health information	A&Phys	Core
HLTHPS010	Interpret and use information about nutrition and diet	Nutrition	Core
CHCCOM006	Establish and manage client relationships	Communication	Core
CHCDIV001	Work with diverse people	Communication	Core
HLTWHS004	Manage work health and safety	WHS	Core
CHCLEG003	Manage legal and ethical compliance	Communication	Core
CHCPRP003	Reflect on and improve own professional practice	Communication	Core
HLTAID003	Provide First Aid	First Aid	Core
Elective Units			
HLTINF004	Manage the prevention and control of infection	Infection Control	Elective
BSBSMS403	Market small business	Business	Elective
BSBSMS404	Undertake small business planning	Business	Elective
SIRXRPK001A	Recommend health and nutritional products	Nutritional products Retail	Elective
CHCCS001	Address the needs of people with chronic disease	Communication	Elective
CHCAGE001	Facilitate the empowerment of older people	Communication	Elective
	<i>Other units Mutually recognized but not offered by the College of Neuro-Training +</i>		
BSBSMB405	Monitor and manage small business operations		Elective
MBSBSMB406	Manage small business finances		Elective
CHCMHS001	Work with people with mental health issues		Elective
CHCPOL003	Research and apply evidence to practice		Elective
CHCPRP001	Develop and maintain networks & collaborative relationships		Elective
CHCDIS007	Facilitate the empowerment of people with disability		Elective

+ You may have studied six other Diploma electives which may also be used in your application in place of the six electives we offer at the College of Neuro-Training.

Refer to the RPL Evidence Assessment Guide for the Diploma of Kinesiology HLT52415 for more detail

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Mutual Recognition

This is where as an RTO we recognise training from another RTO.

The unit codes you have previously studied must match those listed in the Diploma of Kinesiology (HLT52415).

You must submit with your RPL application an Academic transcript or certificate of attainment showing this evidence.

To gain mutual recognition for these studies supply a certified copy of the transcript to our office.

Refer to the RPL Evidence Assessment Guide for the Diploma of Kinesiology HLT52415 for specific unit information.

Recognition of Prior Learning (RPL)

Where you have codes that don't match those listed in the Diploma of Kinesiology (HLT52415) but you have completed these units as part of another course you can submit evidence of these studies for Recognition of Prior Learning.

Where you would like to apply your work and/or personal experience to a particular unit, refer to the Evidence Assessment Guide for specific unit information

For more information on either of these options, please contact your nearest campus trainer. If you do not yet have a trainer please contact administration on info@collegeofneuro-training.edu.au.

RPL ELIGIBILITY

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

Elective or Core Units

Where you have codes that don't match those listed in Diploma of Kinesiology (HLT52415) but you have completed these units *as part of another course* with another college you can submit evidence of these studies for Recognition of Prior Learning.

Refer to the RPL Evidence Assessment Guide for the Diploma of Kinesiology HLT52415 for specific unit information.

Practitioner Experience

If you have relevant practitioner experience for part of the qualification, particularly a Clinic Module, provide details using the RPL Evidence Assessment Guide form.

Refer to the RPL Evidence Assessment Guide for the Diploma of Kinesiology HLT52415 for specific unit information.

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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.

Refer to the RPL Evidence Assessment Guide for the Diploma of Kinesiology HLT52415 for specific unit information.

EVIDENCE GUIDELINES

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

For all courses you have completed with organisations other than Neuro-Training 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.
- copies of certificates or qualification letter for courses delivered by NT.
- 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 (AKA) or the Australian Institute of Kinesiologists (AIK), (or similar organisation) of existing competencies and skills (ATMS)
- official course outline or course descriptions showing course topics and hours involved for courses other than those delivered by NT
- 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 ASQA 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.

Refer to the RPL Evidence Assessment Guide for the Diploma of Kinesiology HLT52415 for specific information.

Secondary evidence includes:

- Résumé of your vocational experience that includes current industry involvement. It must show how you are utilizing your current industry experience
- letters/reports from referee
- examples of evaluations/recommendations
- verbal or written evidence
- audio and/or video of sessions conducted
- documented session conduct

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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 for you. 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
- Completed relevant RPL Evidence Guide for HLT52415 (i.e. only complete the relevant sections)
- Participated in an RPL Interview with your trainer or RPL assessor. 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 but do take these to your RPL assessor to view and sign off as evidence.

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

RPL applications will be accepted via electronic copy only. They must be authorized by your RPL assessor (usually your campus trainer), prior to being submitted to admin.

Step 3

Once your trainer has sighted a JP Copy hard copy of all documents email application and scanned documents to the college with payment.

Step 4

Pay the fee outline on the application form (\$100 for preview or \$495 for complete RPL Application)

E-Mail applications to:

info@collegeofneuro-training.edu.au or collegeofnt@gmail.com

Note: Faxed or mailed applications will not be accepted.

All applications must be made in electronic form.

All applications must also provide proof of fee paid for the RPL to be processed.

Allow 6-8 weeks for processing.