

College of Neuro-Training

RPL EVIDENCE ASSESSMENT GUIDE **Diploma of Kinesiology HLT52415**

College of Neuro-Training
Recognition of prior learning evidence assessment guide –
Diploma of Kinesiology HLT52415

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DIPLOMA OF KINESIOLOGY HLT52415

If you have the exact same unit numbers, complete this page and return with the ‘RPL Application form’.

If you are applying for RPL on Vocational experience go to page 5 and complete the following evidence assessment pages relative to the units you wish to RPLs.

If you are applying for RPL on Vocational experience and also units of study (with matching numbers) complete this entire RPL evidence assessment guide at the appropriate pages.

13 CORE UNITS

- HLTKIN001 Develop kinesiology practice
- HLTKIN002 Conduct indicator muscle monitoring
- HLTKIN003 Perform Kinesiology Balances
- HLTKIN004 Provide Kinesiology Balances
- HLTKIN005 Monitor and evaluate client progress
- HLTAAP003 Analyse and respond to client health information (A&Phys)
- HLTHPS010 Interpret and use information about nutrition and diet (Nutn)
- CHCCOM006 Establish and manage client relationships Comm
- CHCDIV001 Work with diverse people Comm
- HLTWHS004 Manage work health and safety WHS
- CHCLEG003 Manage legal and ethical compliance Comm
- CHCPRP003 Reflect on and improve own professional practice Comm
- HLTAID003 Provide First Aid First Aid

6 ELECTIVE UNITS

- HLTINF004 Manage the prevention and control of infection Infection Control
- BSBSMS403 Market small business Business
- BSBSMS404 Undertake small business planning Business
- SIRXPDK003 Advise on health and nutritional products Retail/Nutrition
- CHCCS001 Address the needs of people with chronic disease Comm
- CHCAGE001 Facilitate the empowerment of older people Comm

Elective Units below are mutually recognized but not offered by the College of NT. If you have studied any of the units below you may use any of these as your 6 electives

- BSBSMB405 Monitor and manage small business operations
- BSBSMB406 Manage small business finances
- CHCMHS001 Work with people with mental health issues
- CHCPOL003 Research and apply evidence to practice
- CHCPRP001 Develop and maintain networks & collaborative relationships
- CHCDIS007 Facilitate the empowerment of people with disability

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RPL Evidence must be:

- * Reviewed by your campus trainer/RPL assessor before submitting to administration.
- * *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.
- * RPL Application *Signed* by the applicant
- * Application and Evidence Guide pdf and emailed to administration
- * *RPL Fee paid* in full. - \$50 for Mutual Recognition – exact unit numbers) or
- \$295

Refer to RPL Application Information document for direct payment or credit card payment details.

RPL on Practitioner or Training experience without unit numbers or primary evidence:

If you don't have primary evidence that you can submit to substantiate your claim, but consider that you could demonstrate your competence to RPL assessors, please make a note to that effect on the Evidence Form in sections where appropriate.

Secondary evidence includes:

- A letter with resume outlining your vocational experience and vocational currency
- 8 Kinesiology case studies, signed by the client outlining history taking notes, treatment plan, outcome and follow up consultation if you have worked five years or more in the Kinesiology industry. These case studies must be typed and signed/initialled by the client. Compile these case studies with a cover sheet labelled "*Practitioner Experience Case Studies*".
- If you have worked under 5 years as a full time Kinesiology practitioner attach 150 case studies (typed) and 8 of these signed by the client – (client may be anonymous but must be signed by the client). Labelled "*Practitioner Experience – Case Studies*". Show history taking, treatment plan outcome of session and follow up consultation plan. Out of the 150 clients you must have consulted 40 of these, three times.
- letters/reports from referee / managers or other workplace personnel
- examples of evaluations/recommendations
- verbal or written evidence such as job descriptions or workplace duties
- audio and/or video of sessions conducted
- documented session conduct
- resume experience, memberships, other training/studies
- Trainer experience/Mentor experience or participation
- Manager experience
- Work experience written and endorsed referrals
- Assessments and assignments completed with other providers
- Show current Kinesiology practice evidence, business card, letter head, signed authority from accountant that states you have practised in a Kinesiology vocation as your main source of income for more than 5 years.

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.

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.

This checklist must be attached with your RPL Application Form.

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KINESIOLOGY EVIDENCE

For applicants without exact unit numbers and RPLing on vocational experience

The RPL applicant must be able to demonstrate essential knowledge and skill required to effectively complete tasks outlined in elements and performance criteria of each unit, manage tasks and manage contingencies in the context of the work role or demonstrate vocational competencies or equivalent competencies.

The knowledge and or assessment requirements are outlined below.

This is what your RPL Officer/Assessor will base your RPL Application evidence on.

You must supply evidence for each section itemized.

Where you can supply evidence tick each box.

Or

Contact your trainer/assessor for support with this form.

RPL Assessor: Tick boxes ✓ if RPL evidence is satisfactory

HLTKIN001 Knowledge Evidence

- philosophies and principles of kinesiology:
 - historical development of kinesiology – its origin and the different modalities upon which kinesiology is based
 - central philosophies and principles, including the model of self responsibility
 - the kinesiology approach to client assessment
 - balancing techniques used in kinesiology
 - the role of muscle monitoring in providing neurological feedback from the client
 - concept of energetic balance

- types of imbalance commonly addressed through kinesiology:
 - muscle imbalances
 - physical pain
 - stress – physical, mental, emotional
 - structural deviations
 - energetic/vibrational imbalances
 - learning challenges
 - nutritional/biochemical imbalances
 - sensitivities
 - performance below desired levels

- key features of complementary therapies used in conjunction with kinesiology
 - naturopathy
 - reflexology
 - Traditional Chinese Medicine
 - remedial massage

- key features of allied health services and their relationship to kinesiology, including:
 - physiotherapy
 - chiropractic
 - osteopathy
 - counselling
 - place of kinesiology practice in the broader health care system
 - features and differences of allopathic and natural medicine approaches to health
 - professional kinesiology networks and industry bodies

- different models of professional kinesiology practice and their key features:
 - sole practitioners

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- employment opportunities in multi-modality centres
 - components of sustainable practice:
 - economic – opportunities and viability
 - environmental
 - human – personal health and professional development
 - social responsibility
 - factors for consideration in maintaining personal health for kinesiology practice, including:
 - the need to maintain own energetic awareness and balance
 - techniques for working with own breathing
 - legal and ethical considerations (national & state/territory) and how these are applied in individual practice:
 - children in the workplace
 - codes of conduct
 - continuing professional education
 - discrimination
 - dignity of risk
 - duty of care
 - human rights
 - informed consent
 - insurance requirements
 - mandatory reporting
 - practitioner/client boundaries
 - privacy, confidentiality and disclosure
 - records management
 - work role boundaries – responsibilities and limitations
 - work health and safety
-

RPL Assessment outcome

Date:

Name of Applicant

- RPL Assessment for this unit satisfactory**
- RPL Assessment for this unit not yet satisfactory**

Evidence yet to provide

Comments

RPL Assessor signature

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HLTKIN002

Knowledge Evidence

- relationship between client and self:
 - as one circuit
 - importance of neutrality of tester

- terminology of muscle monitoring in kinesiology:
 - indicator/indicator change or lock/unlock not weak/strong
 - hold not resist
 - firm monitoring not strength testing
- factors that affect establishment of the indicator muscle response, including:
 - circuit locating
 - witching/overload
 - central and governing meridians
 - hydration
 - neurological perspectives on the roles of conscious and subconscious aspects of muscle monitoring

- information from the practitioner’s perspective that informs muscle monitoring, including:
 - mechanics of muscles:
 - prime movers
 - synergist, antagonists and fixator muscles
 - neurological circuits controlling muscle function - spinal reflexes
 - control of muscle proprioception - muscle spindle cells
 - golgi tendon apparatus
 - emotional/mental connectivity of muscles
 - biochemical connectivity of muscles
 - muscle recruitment of synergist or other muscles
 - information from the client’s perspective that informs muscle monitoring:
 - sensing of change between lock, unlock and vice versa
 - role of mental/emotional resource created by thoughts and feelings
 - importance of own experience of muscle monitoring to inform practice and the role experience plays in achieving consistent results
 - differences between information from the practitioner and client perspectives
 - ways to educate clients for awareness of indicator muscle responses
 - kinesiology techniques to clear inhibited and over-facilitated muscles

RPL Assessment outcome

Date:

Name of Applicant

- RPL Assessment for this unit satisfactory**
- RPL Assessment for this unit not yet satisfactory**

Evidence yet to provide

Comments

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HLTKIN003

Performance Evidence

- performed the activities outlined in the performance criteria of this unit during a period of at least 200 hours of kinesiology client consultation work
- prepared for and managed kinesiology sessions for at least 40 different people, 10 of whom must be seen at least 3 times. Clients must include males and females from different stages of life with varied presentations
- selected and used kinesiology assessment procedures according to modality
 - collected and recorded information from the client’s perspective during consultations relating to:
 - client history:
 - medical
 - surgical
 - family
 - personal
 - cultural
 - lifestyle
 - nutrition
 - goals
 - expectations
 - presenting issues, chief complaints and symptoms:
 - location
 - quality
 - quantity and severity
 - timing
 - onset
 - frequency
 - duration
 - setting in which they occur
 - aggravating or relieving factors
 - stress factors
 - base line for comparison measurements - pain, energy levels, flexibility, postural stress
 - collected and recorded information from the practitioner’s perspective during consultations via all of the following:
 - muscle monitoring
 - static and dynamic postural observation
 - verbal and non-verbal communication congruency
 - weight, skin tone, hair lustre and other detected imbalances of the client and according to modality
 - lifestyle assessment
 - interacted effectively with clients:
 - clearly articulated information about services, treatment options and rationale
 - engaged clients in decision making

RPL Assessment outcome

Date:

Name of Applicant

- RPL Assessment for this unit satisfactory**
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Evidence yet to provide

Comments

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HLTKIN003

Knowledge Evidence

Includes the knowledge of:

- scope and limitations of kinesiology
- legal and ethical considerations (national and state/territory) for client assessment and treatment planning: *
 - codes of conduct
 - duty of care
 - informed consent
 - mandatory reporting
 - practitioner/client boundaries
 - privacy, confidentiality and disclosure
 - records management
 - work role boundaries:
 - working within scope of practice
 - presenting symptoms that require referral to a medical practitioner
 - work health and safety - * or in HLTKIN005
- anatomy & physiology - structure & physiological function of all anatomical systems & regions of the body
- factors and barriers that may impact on assessment, including:
 - physical
 - emotional
 - cognitive
 - cultural
- factors that affect individual health status, including:
 - age
 - gender
 - constitution
 - lifestyle
 - diet
 - medications
 - alcohol and drugs
 - allergies
 - personal and medical history
 - values and attitudes
 - balance of rest and activity
 - physical environment
 - social environment
- client information required for assessment and the scope and depth of information needed around:
 - presenting condition - signs and symptoms
 - past health history - medical, surgical, family, personal and social
 - nutritional factors
- whether other health professionals have been consulted for same presenting condition or other conditions and their remarks
- different ways that signs and symptoms of conditions present, including:
 - physical
 - emotional
 - cognitive
 - social
- kinesiology assessment techniques and considerations and how they are used, including:
 - muscle monitoring
 - techniques for assessment of:

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- gait
- posture
- motion
- gross motor skills
- comprehension
- hydration

- regional/specific assessments

- contraindications to kinesiology balancing and how to respond, including:
 - unwillingness to accept self-responsibility model
 - client expectation of testing for medically determined pathology parameters
 - presence of infectious diseases suggested by fever, nausea and lethargy without receipt of diagnosis from medical practitioner

- referral options for practitioners:
 - professional health services including complementary health modalities
 - community resources and support services

- indicators for referral, including:
 - client expectation of treatment for named medical disease or condition
 - undiagnosed pain
 - infection or infectious diseases
 - undiagnosed lumps and tissue changes
 - unexplained inflammation
 - unexplained thirst
 - oedema
 - mood swings
 - bleeding and bruising
 - nausea, vomiting or diarrhoea
 - fever
 - sudden loss of weight

- factors that may impact on muscle monitoring and assessment, including:
 - age
 - allergies
 - constitution
 - diet
 - energy capacity
 - environment – physical, social
 - gender
 - fragility
 - medications
 - nutritional status
 - fitness levels
 - lifestyle
 - personal and medical history
 - muscle monitoring pre-checks
 - use of alcohol or recreational drugs
 - values and attitudes

- the role and limitations of information and reports from other health professionals and how to establish whether the information can be used

- factors for consideration in developing a treatment plan:
 - knowledge of the effect kinesiology has or can have on a person
 - constitutional make up
 - interactions with other treatments
 - relevance of other medical information

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- pain levels
 - improvements from both client and practitioner perspectives
 - presenting issue status
 - protocols for treatment plans that support reliable evidence in a consistent, sequential, measured and detailed manner
-

RPL Assessment outcome

Date:

Name of Applicant

- RPL Assessment for this unit satisfactory
- RPL Assessment for this unit not yet satisfactory

Evidence yet to provide

Comments

RPL Assessor signature

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HLTKIN004

Performance Evidence

- performed the activities outlined in the performance criteria of this unit during a period of at least 200 hours of kinesiology client consultation work * also HLTkin005
- prepared for and managed full contextual balances according to modality procedures for at least 40 different people, 10 of whom must be seen at least 3 times. Clients must include males and females from different stages of life with varied presentations * also HLTkin005
- demonstrated accurate muscle monitoring including the starting point, range of test, and the testing direction of at least 70 muscles from the following list, on at least 2 occasions per muscle.
 - Muscles of the neck, shoulder, arm, trunk, hip and upper leg, lower leg and foot must be included:
 - anterior neck flexors (SCM)
 - anterior neck flexors (scalenes)
 - splenius capitis
 - splenius cervicis
 - levator scapulae
 - subscapularis
 - coracobrachialis
 - pectoralis major sternal
 - pectoralis major clavicular
 - pectoralis minor
 - subclavius
 - anterior serratus
 - supraspinatus
 - latissimus dorsi
 - upper trapezius
 - lower trapezius
 - middle trapezius
 - Anterior Deltoid
 - Deltoids
 - infraspinatus
 - teres minor
 - teres major
 - rhomboid - major
 - rhomboid minor
 - sternocleidomastoid
 - biceps brachii
 - triceps brachii
 - brachioradialis
 - pronator teres
 - supinator
 - extensor carpi radialis longus
 - extensor carpi ulnaris
 - flexor carpi radialis
 - flexor carpi ulnaris
 - extensor (communis) digitorum
 - extensor pollicis longus
 - flexor pollicis longus
 - flexor digitorum profundus
 - flexor digitorum superficialis
 - flexor pollicis brevis
 - adductor pollicis
 - opponens pollicis
 - opponens minimi digiti
 - lumbricales
 - palmaris longus
 - pronator quadratus

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- 47. rectus abdominis
 - 48. oblique abdominis - internal/external
 - 49. transverse abdominis
 - 50. pyramidalis
 - 51. diaphragm
 - 52. quadratus lumborum
 - 53. sacrospinalis
 - 54. vastus intermedius
 - 55. vastus lateralis
 - 56. vastus medialis
 - 57. rectus femoris
 - 58. sartorius
 - 59. tensor fascia lata
 - 60. psoas major
 - 61. iliacus
 - 62. adductor brevis
 - 63. adductor longus
 - 64. adductor magnus
 - 65. gluteus medius
 - 66. gluteus minimus
 - 67. gluteus maximus
 - 68. piriformis
 - 69. quadratus femoris
 - 70. bicep femoris
 - 71. semimembranosus
 - 72. semitendinosus
 - 73. gracilis
 - 74. popliteus
 - 75. gastrocnemius
 - 76. soleus
 - 77. peroneus tertius
 - 78. tibialis posterior
 - 79. tibialis anterior
 - 80. extensor hallucis longus
 - 81. extensor hallucis brevis
 - 82. flexor digitorum brevis
 - 83. flexor digitorum longus
 - 84. flexor hallucis brevis
 - 85. flexor hallucis longus
 - 86. abductor hallucis
 - 87. extensor digitorum brevis
 - 88. extensor digitorum longus
- used surrogate muscle balancing on at least 3 different muscles from 3 different regions of the body
 - performed each of the following balancing techniques on at least 2 occasions:
 - general kinesiology techniques, including:
 - pre-checks for balancing: hydration, central and governing meridians, switching/overload
 - stress statements, goals and affirmations, including reactive stress process
 - use of scan lists
 - age recession using muscle monitoring
 - balancing via a surrogate
 - polarity
 - specific muscle balancing techniques, including:
 - proprioception: spindle cell mechanism and golgi tendon apparatus
 - reflexes including:
 - spinal
 - neurolymphatic

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- neurovascular
- surrogate muscle balancing
- balancing unmonitorable muscles, tendons and ligaments
- muscle stretch
- repeated/sustained muscle imbalance
- reactive muscle patterns
- structural balancing techniques, including:
 - posture analysis balancing
 - balancing regions of the physical body including the neck, lower back, upper back, pelvis, neck and jaw
 - joints, including the knee, hip, shoulder and temporomandibular joints (TMJ)
 - gait reflexes
 - righting reflexes or cloacals
 - cranial imbalances
 - structural deviations
- neurological balancing techniques, including:
 - central and governing meridian circuit
 - neurological disorganisation
 - cross crawl integration
 - fight/flight survival responses
 - neurological integration
- emotional balancing techniques, including:
 - emotional stress release
 - emotional defusion techniques
 - using lists of emotions
 - visualisations/imagery
 - psychological reversals
 - addressing fears and phobias
- vibrational balancing techniques, including:
 - use of vibrational essences
 - use of colour and sound in balancing
 - balancing the human subtle energy systems including the acupuncture meridian system, chakras,
 - figure 8 energy flows and the aura
 - balancing meridians and acupressure points including the use of the law of 5 elements
- nutritional balancing techniques, including:
 - food sensitivity monitoring
 - food sensitivity/intolerance balancing
 - balancing biochemical factors including hydration, dysglycemic, absorption of nutrients, and bioavailability of nutrients
 - toxin elimination balancing
 - balancing to support detoxification
 - use of Riddler's and nutritional points in balancing
 - nutritional support and digestive disturbance balancing

RPL Assessment outcome

Date:

Name of Applicant

RPL Assessment for this unit satisfactory not yet satisfactory

Evidence yet to provide

Comments

RPL Assessor signature

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HLTKIN005

Performance Evidence

The RPL applicant must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- performed the activities outlined in the performance criteria of this unit during a period of at least 200 hours of kinesiology client consultation work
- prepared for and managed kinesiology sessions for at least 40 different people, 10 of whom must be seen at least 3 times. Clients must include males and females from different stages of life with varied presentations
- measured outcomes through client feedback and own assessment using baseline measurements and indicators of change

HLTKIN005

Knowledge Evidence

- expectations of treatments for different conditions and client groups, and factors that impact on those expectations:
 - client history
 - contraindications
 - compliance
 - interactions with other treatments
 - yellow and red flags
 - client general health
 - presenting condition
 - impact of reinforcement for the client
 - base line for comparison measurements according to modality procedure, including for:
 - pain
 - energy levels
 - flexibility
 - postural stress
 - sources of research and evidence that support kinesiology practice
 - principles underpinning continuation or variation of treatment
 - impact indicators including:
 - changes in awareness, knowledge and skills
 - changes in intended behaviour
 - changes in individual capacity, i.e. confidence, self esteem, social skills, problem solving skills, increased help-seeking behaviour, coping skills and self management
 - changes in relationships
 - client satisfaction indicators:
 - whether clients feels heard, understood, educated about the issue
 - achievement of goal/contextual issue
 - outcome indicators of improved:
 - mental wellbeing
 - physical wellbeing
 - emotional wellbeing
 - energetic wellbeing
-

RPL Assessment outcome

Date:

Name of Applicant

RPL Assessment for this unit satisfactory not yet satisfactory

Evidence yet to provide

Comments

RPL Assessor signature

ANATOMY and PHYSIOLOGY

HLTAAP003 Analyse and respond to client health information

HLTAAP003 Performance Evidence

The RPL Applicant must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- analysed the health information and planned services for least 6 different clients presenting with different conditions
- assessed client health status based on:
 - observations
 - physical assessments
 - interpretation of client tests

HLTAAP003 Knowledge Evidence

- This includes knowledge of:
 - role responsibilities and limitations for different members of the care team in relation to analysing health information and providing services
- concepts underpinning human anatomy and physiology, including:
 - levels of structural organisation of body systems
 - human life processes
 - homeostasis and the relationship between homeostatic imbalance and disease
- variations and abnormal findings of the structure and function of human body systems & their interactions:
 - cells, tissues and organs
 - cardiovascular system
 - respiratory system
 - musculo-skeletal system
 - endocrine system
 - digestive system
 - urinary system
 - reproductive system
 - integumentary system
 - lymphatic system
 - nervous system, including sensory systems – eye and ear
 - the special senses – smell, taste, vision, equilibrium and hearing
 - immune system
- anatomical and medical terminology:
 - when referring to the human body
 - when taking measurements in different body systems
- common disorders, problems and complaints associated with each body system and its components relevant to the services being provided
- analysis of abnormal findings from diagnostic procedures and physical assessment
- pathophysiology of diseases associated with each body system and the impact of disease on each body system and their related structures, especially in relation to potential impact of specific health procedures provided
- recognition of the signs and symptoms of common clinical conditions and the (provisional) diagnosis of same
- pharmacological processes and drug actions, indications and contraindications
- effects of biological maturation and ageing processes on body systems and their components and in relation to specific health procedures provided
- the impact of:
 - common environmental emergencies (diving, altitude, temperature)

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- overdose and poisoning
 - surgical insult
 - trauma (penetrating, blunt)

 - basic chemistry (molecules and compounds; chemical reaction, energy; acids and bases) and as related to metabolism, respiration, pH (respiratory and renal acidosis/alkalosis)
 - structure and function of cells, including:
 - basic understanding of cellular respiration/carbohydrate metabolism
 - cell/tissue requirements for survival
 - major types of cellular adaptation

 - transport systems:
 - active (primary) and passive (diffusion – simple, facilitated)
 - forces (hydrostatic and osmotic)
 - osmosis
-

RPL Assessment outcome

Date:

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RPL Assessment for this unit satisfactory

RPL Assessment for this unit not yet satisfactory

Evidence yet to provide

Comments

RPL Assessor signature

NUTRITION

HLTHPS010 Interpret and use information about nutrition and diet

HLTHPS010 Performance Evidence

The RPL applicant must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- used critical thinking skills to review and distil information about nutrition and diet
- used information about nutrition and diet within the scope of own job role in the provision of services to at least 3 different people

HLTHPS010 Knowledge Evidence

This includes knowledge of:

- legal and ethical requirements in relation to the provision of nutritional and diet information to clients:
 - roles, responsibilities and limitations of different people
 - conflicts of interest and ethical considerations
- source of information about nutrition and diet and ways to assess their credibility
- established evidence-based sources of information about nutrition and diet
- anatomy and physiology relating to diet, including:
 - structure of the digestive system
 - role of metabolism
 - digestive processes and activities, including:
 - ingestion
 - mechanical digestion
 - propulsion
 - chemical digestion
 - absorption
 - defecation
- primary components of *Australian dietary guidelines*, including those for older Australians, children and adolescents.
- foods and their key features as described in the *Australian dietary guidelines*, including diet related aspects of chronic disease:
 - diabetes
 - cardiovascular
 - obesity/eating disorders
- basic principles and practices of nutrition and healthy diet, including nutrients, their function, recommended dietary intake (RDI), toxicity and their food sources
- benefits of antioxidants, and food groups that provide good sources
- influences on food choices for individuals
- food labelling and interpretation
- role and implications of using food additives and preservatives
- health implications of food choices
- role of good nutrition in avoiding dietary diseases
- effects of various processing and cooking methods and food storage on nutrients
- commonly encountered food intolerances
- main types and characteristics of special diets that are part of contemporary Australian society:

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- diabetic
 - coeliac/gluten free/low gluten
 - low cholesterol
 - low fat
 - sugar free
 - vegetarian
 - vegan
 - diets specific to different cultures and religions
- the meaning of:
 - drug–food interactions
 - food allergy
 - food intolerance
 - alkaline and acidity charts
 - indicators of need for referral to specialist advice
-

RPL Assessment outcome

Date:

Name of Applicant

RPL Assessment for this unit satisfactory

RPL Assessment for this unit not yet satisfactory

Evidence yet to provide

Comments

RPL Assessor signature

ESTABLISH and MANAGE CLIENT RELATIONSHIPS

CHCCOM006 Establish and manage client relationships

CHCCOM006 Performance Evidence

The RPL applicant must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- established and managed client relationships and boundaries appropriately during the provision of services to 3 clients
- developed responses to 3 different situations involving difficult or challenging behaviour

CHCCOM006 Knowledge Evidence

This includes knowledge of:

- legal and ethical considerations for establishing and managing client relationships and how these are applied:
 - privacy, confidentiality and disclosure
 - human rights
 - work role boundaries including:
 - responsibilities and limitations
 - appropriate sexual, physical and emotional boundaries
 - use of enquiry only as appropriate and necessary
 - awareness of potential client transference
 - staying within area of expertise
- modes and techniques for effective communication, including:
 - active listening, questioning, clarifying, advising
 - empathy, trust and respect
 - appropriate verbal and non-verbal communication
 - use of communication aids
 - tone and presentation
- role of motivational interviewing during client interactions to facilitate:
 - client support
 - case taking
 - negotiation with client
 - education of client
 - information giving
- techniques for motivational interviewing:
 - attending skills, use of body language
 - paraphrasing
 - reflecting feelings
 - open and closed questioning or probing
 - summarising
 - reframing
 - exploring options
 - normalising statements
- barriers and influences on communication and ways to respond:
 - language
 - culture
 - religion

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- emotional state
 - disability
 - health
 - age
 - presence of children and/or spouse
- techniques for dealing with difficult communication situations:
 - managing emotions
 - defusing anger
 - clarifying the issues
 - maintaining composure and professional attitude
 - providing support
 - seeking assistance
 - types of information that may be provided to clients as relevant:
 - appointment details, directions
 - costs and payment options
 - client options, service information, referral details
 - general health and self care information
 - service provider credentials or information

RPL Assessment outcome

Date:

Name of Applicant

RPL Assessment for this unit satisfactory

RPL Assessment for this unit not yet satisfactory

Evidence yet to provide

Comments

RPL Assessor signature

WORK WITH DIVERSE PEOPLE

CHCDIV001 Work with diverse people

CHCDIV001

Performance Evidence

The RPL candidate must show evidence of the ability

- undertake a structured process to reflect on own perspectives on diversity
- recognise and respected the needs of people from diverse social and cultural backgrounds in at least 3 different situations:
 - select and used appropriate verbal and non verbal communication
 - recognise situations where misunderstandings may arise from diversity and formed appropriate responses

CHCDIV001

Knowledge Evidence

- concepts of cultural awareness, cultural safety and cultural competence and how these impact different work roles
- concepts and definitions of diversity
- own culture and the community attitudes, language, policies and structures of that culture and how they impact on different people and groups
- features of diversity in Australia and how this impacts different areas of work and life:
 - political
 - social
 - economic
 - cultural
- legal and ethical considerations (international, national, state/territory, local) for working with diversity, how these impact individual workers, and the consequences of breaches:
 - discrimination:
 - age
 - disability
 - racial
 - sex
 - human rights:
 - Universal declaration of human rights*
 - relationship between human needs and human rights
 - frameworks, approaches and instruments used in the workplace
- rights and responsibilities of workers, employers and clients, including appropriate action when rights are being infringed or responsibilities not being carried out
- key areas of diversity and their characteristics, including:
 - culture, race, ethnicity
 - disability
 - religious or spiritual beliefs
 - gender, including transgender
 - intersex
 - generational
 - sexual orientation/sexual identity - lesbian, gay, bisexual, heterosexual

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- key aspects, and the diversity, of Australia’s Aboriginal and/or Torres Strait Islander cultures, including:
 - social, political and economic issues affecting Aboriginal and/or Torres Strait Islander people
 - own culture, western systems and structures and how these impact on Aboriginal and/or Torres Strait Islander people and their engagement with services
 - potential needs of marginalised groups, including:
 - protective factors
 - physical, mental and emotional health issues/care needs
 - consideration of impacts of discrimination, trauma, exclusion and negative attitudes
 - resources that support individuals and organisations to embrace and respond to diversity
 - language and cultural interpreters
 - imagery
 - influences and changing practices in Australia and their impact on the diverse communities that make up Australian society
 - impact of diversity practices and experiences on personal behaviour, interpersonal relationships, perception and social expectations of others
-

RPL Assessment outcome

Date:

Name of Applicant

RPL Assessment for this unit satisfactory

RPL Assessment for this unit not yet satisfactory

Evidence yet to provide

Comments

RPL Assessor signature

WORK HEALTH SAFETY

HLTWHS004 Manage work health and safety

HLTWHS004 Performance Evidence

The RPL applicant must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be demonstrated evidence that the candidate has completed the following tasks at least once in line with state/territory WHS regulations, relevant codes of practice and workplace procedures:

- conducted a workplace risk assessment and recorded the results, including:
 - identification of hazards and potential hazards
 - risk assessment
 - evaluation of policy/procedure in line with state/territory legislation and industry guidelines
 - development of risk controls and measures
- conducted the following consultative activities with at least two workers:
 - information session about workplace policies and procedures, including demonstration of personal protective equipment (PPE) where required for the job role
 - consultative discussion regarding outcomes of a workplace risk assessment, including risk controls and measures developed as part of the risk assessment process
- monitored workplace compliance with WHS procedures
- developed a WHS action plan, including strategies for monitoring and review
- coordinated workplace procedures for a simulated emergency situation.

HLTWHS004 Knowledge Evidence

- state/territory legislation and how it impacts on workplace regulations, codes of practice and industry standards, including:
 - state/territory WHS authorities
 - rights and responsibilities of persons conducting a business or undertaking (PCBUs), officers and workers, including duty of care
 - legislative requirements for record-keeping and reporting
 - due diligence and general duty requirements
 - regulatory requirements relevant to the particular industry/type of work site
 - legislative requirements for consultation
 - hazardous manual tasks
 - infection control
- hazards common to the work environment and strategies for minimisation
- requirements for WHS policies, including:
 - hazard, incident and injury reporting
 - hazard identification, risk assessment and control
 - human resources policies and procedures
 - consultation and participation
 - incident investigation and record-keeping
 - quality system documentation
 - designated person/s for raising issues
 - workplace support services
 - use of personal protective equipment (PPE)
 - emergency procedures
- principles of hazard and risk management, including:
 - risk analysis
 - hazard identification procedures
 - hierarchy of control and its application
 - principles of risk assessment
 - examples of health and safety benchmarks
 - principles of safe design processes

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HLTWHS004

RPL Assessment outcome

Date:

Name of Applicant

RPL Assessment for this unit satisfactory

RPL Assessment for this unit not yet satisfactory

Evidence yet to provide

Comments RPL

Assessor signature

LEGAL AND ETHICAL COMPLIANCE

CHCLEG003 Manage legal and ethical compliance

CHCLEG003 Performance Evidence

There must be evidence that the RPL applicant has:

- determined the scope of legal and ethical compliance requirements and responsibilities, and developed policies and procedures for at least 1 workplace or business
- developed a strategic response to at least 3 different situations where legal or ethical requirements have been breached

Assessment Conditions

- The following Assessment conditions must be met for this unit:
- use of suitable facilities, equipment and resources, including:
- current legislation and regulations
- workplace policies and procedures
- modelling of industry operating conditions, including:
- use of real or simulated organisation for which the candidate develops policies and procedures
- integration of problem solving activities

CHCLEG003 Knowledge Evidence

The RPL applicant must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role. This includes knowledge of:

- legal responsibilities and liabilities of managers and others in different types of organisation
- legal and ethical frameworks (international, national state/territory, local), how these apply in the workplace, and the responsibilities of managers in the development and monitoring of policies and procedures, including those related to:
 - children in the workplace
 - codes of conduct
 - codes of practice
 - complaints management
 - continuing professional education
 - discrimination
 - dignity of risk
 - duty of care
 - human rights:
 - Universal declaration of human rights*
 - relationship between human needs and human rights
 - frameworks, approaches and instruments used in the workplace
 - informed consent
 - mandatory reporting
 - practice standards
 - practitioner/client boundaries
 - privacy, confidentiality and disclosure
 - policy frameworks
 - records management
 - rights and responsibilities of workers, employers and clients
 - industrial relations legislation and requirements relevant to organisation

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- specific requirements in the area of work, including:
 - key practices that are prohibited by law
 - auditing and inspection regimes
 - main consequences of non-compliance
 - need to apply for licences and associated mandatory training and certification requirements
 - statutory reporting requirements
 - business insurances required including public liability and workers compensation
 - accreditation requirements
 - requirements to develop and implement plans, policies, codes of conduct or incorporate certain workplace practices

- work role boundaries – responsibilities and limitations of different people
- work health and safety

- sources of information and advice on compliance including:
 - local, state/territory or commonwealth government departments or regulatory agencies
 - industry associations
 - plain English documentation that explains legislation

- functions and operating procedures of regulatory authorities of particular relevance to the health and community service sectors
- methods of receiving updated information on requirements
- use of policies and procedures in managing compliance and ethical practice in both internal work practice and external service delivery
- formats for policies and procedures and what they should include
- techniques for monitoring compliance

RPL Assessment outcome

Date:

Name of Applicant

RPL Assessment for this unit satisfactory

RPL Assessment for this unit not yet satisfactory

Evidence yet to provide

Comments

RPL Assessor signature

REFLECT ON & IMPROVE OWN PROFESSIONAL PRACTICE

CHCPRP003 Reflect on and improve own professional practice

CHCPRP003 Performance Evidence

The RPL candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- undertaken a structured process to reflect on and improve own practice and created 1 personal development plan that includes:
 - goals
 - timeframes
 - ways of measuring progress

CHCPRP003 Knowledge Evidence

This includes knowledge of:

- legal and ethical considerations for reviewing and improving own practice, including:
 - codes of practice
 - duty of care
 - rights and responsibilities of workers and employers
 - work role boundaries – responsibilities and limitations
- models and processes of professional reflection
- professional development opportunities, including:
 - industry networking
 - professional associations
 - training requirements and options
 - informal and formal ways of learning and developing
- principles and techniques for:
 - creating a personal development plan
 - personal goal setting
 - setting realistic timeframes
 - measuring progress and performance
- types of work methods and practices which can improve performance
- learning styles and how they relate to different individuals

RPL Assessment outcome

Date:

Name of Applicant

RPL Assessment for this unit satisfactory

RPL Assessment for this unit not yet satisfactory

Evidence yet to provide

Comments

RPL Assessor signature

PROVIDE FIRST AID

Provide First Aid

HLTAID003

Must have equivalent unit or higher

for those with HLTF311A
WITH Additional CPR UPDATE

Performance Evidence

candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be evidence that the candidate has completed the following tasks in line with state/territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures:

Followed DRSABCD in line with ARC guidelines, including:

performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor

performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface

responded appropriately in the event of regurgitation or vomiting

managed the unconscious breathing casualty

followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions

followed the prompts of an Automated External Defibrillator (AED)

Responded to at least two simulated first aid scenarios contextualised to the candidate's workplace/community setting, including:

conducted a visual and verbal assessment of the casualty

demonstrated safe manual handling techniques

post-incident debrief and evaluation

provided an accurate verbal or written report of the incident

Applied first aid procedures for the following:

allergic reaction

anaphylaxis

bleeding control

choking and airway obstruction

envenomation, using pressure immobilisation

fractures, sprains and strains, using arm slings, roller bandages or other appropriate immobilisation techniques

respiratory distress, including asthma and shock

RPL Assessment outcome

Date:

Name of Applicant

RPL Assessment for this unit satisfactory

RPL Assessment for this unit not yet satisfactory **Evidence yet to provide**

Comments

RPL Assessor signature

6 ELECTIVE UNITS

MANAGE THE PREVENTION & CONTROL OF INFECTION

HLTINF004 Manage the prevention and control of infection

HLTINF004

Performance Evidence

There must be evidence that the candidate has:

- developed compliant infection prevention and control systems and procedures for at least 1 work environment:
 - accessed and analysed compliance and workplace information
 - developed and documented systems and procedures for:
 - hazard identification and risk control
 - personal hygiene
 - use of personal protective equipment
 - handling and transport of potentially infectious material
 - limitation of contamination
 - cleaning and maintenance
 - communicated responsibilities to relevant people
- monitored infection prevention and control systems and procedures for at least 1 work environment and responded to problems

HLTINF004

Knowledge Evidence

This includes knowledge of:

- key features of infection prevention and control regulation and guidelines and compliance requirements:
 - Australian standards
 - government guidelines
 - manufacturer documentation
- principles and processes of planning
- systems and procedures needed to meet compliance and quality requirements for infection prevention and control:
 - work processes and precautions
 - hazard identification and risk control
 - monitoring and evaluation
 - reporting processes and hierarchies
 - training requirements
- links between infection prevention and control systems and other management systems:
 - work health and safety
 - work organisation
 - human resource management
- for the specific work environment:
 - ways the infections are spread
 - types of hazards and risks
 - control methods
- sustainability considerations for development of infection prevention and control systems and procedures

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HLTINF004

RPL Assessment outcome

Date:

Name of Applicant

- RPL Assessment for this unit satisfactory**
- RPL Assessment for this unit not yet satisfactory**

Evidence yet to provide

Comments

RPL Assessor signature

MARKET SMALL BUSINESS

BSBSMB403 **Market small business**

BSBSMB403 **Performance Evidence**

Evidence of the ability to:

- determine objectives of the business plan, including marketing activity focus
- evaluate customer base
- understand what is ethically and culturally appropriate
- determine a marketing mix according to market and business needs, including:
 - ability to optimise sales and profit
 - ability to evaluate costs and benefits
 - determine customer needs and promotional activities
- determine marketing strategies, including briefing appropriate personnel on their responsibilities
- monitor and evaluate activities and performance, and correct performance gaps
- consult and communicate effectively with relevant people
- research and monitor ongoing changes and improvements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

BSBSMB403 **Knowledge Evidence**

To complete the unit requirements safely and effectively, the individual must:

- discuss industry market trends
- identify performance evaluation methods
- explain methods of analysing costs and benefits of marketing strategies
- summarise methods of developing marketing objectives and marketing mix
- outline methods of monitoring customer satisfaction
- identify relevant market analysis and research
- provide a detailed explanation of relevant marketing concepts and methods.

RPL Assessment outcome
Name of Applicant

Date:

- RPL Assessment for this unit satisfactory**
 - RPL Assessment for this unit not yet satisfactory**
- Evidence yet to provide**

Comments

RPL Assessor signature

UNDERTAKE SMALL BUSINESS PLANNING

BSBSMB404 Undertake small business planning

BSBSMB404

Performance Evidence

Evidence of the ability to:

- develop a business plan which provides for finance, marketing and provision of products/services to facilitate all business goals and objectives
- identify and plan all work health and safety (WHS) responsibilities
- develop risk management strategies including a contingency plan for non-conformance.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

BSBSMB404

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- discuss commonwealth, state/territory and local government legislative requirements and industry codes of practice relating to small business planning
- explain methods of evaluation
- summarise WHS responsibilities and procedures for identifying hazards relevant to the business
- outline planning processes
- describe preparation of a business plan
- identify principles of risk management relevant to business planning
- explain reasons for, and benefits of, business planning
- outline setting goals and objectives
- explain types of business planning – feasibility studies; strategic, operational, financial and marketing planning.

RPL Assessment outcome

Date:

Name of Applicant

- RPL Assessment for this unit satisfactory**
- RPL Assessment for this unit not yet satisfactory**

Evidence yet to provide

Comments

RPL Assessor signature

ADVISE ON HEALTH AND NUTRITIONAL PRODUCTS

SIRXPD003 Advise on health and nutritional product

SIRXRPK001A Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit organisational policies and procedures for:

- organisational policies and procedures for:
 - interactions with customers
 - product or service pricing
 - product service quality (from suppliers and to customers)
- basic key aspects of relevant industry codes of practice relevant to the sale of health and nutritional products and services :
 - advertising (Therapeutic Goods Administration)
 - stock procurement and stock dispensing
 - Complementary Healthcare Council of Australia (CHC) guidelines
- organisational health and nutritional product and service ranges:
 - benefits
 - use
 - key features.

SIRXRPK001A Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role and::

- access and interpret information on four different health and nutritional products and services
- respond to four different customer inquiries for health and nutritional information that individually or cumulatively require provision of information on all of the following:
 - key features and benefits of health and nutritional product range
 - key features and benefits of health and nutrition services offered
 - product and service pricing
 - storage requirements and shelf life
 - complementary products or services

SIRXPD003

RPL Assessment outcome

Date:

Name of Applicant

- RPL Assessment for this unit satisfactory**
- RPL Assessment for this unit not yet satisfactory**

Evidence yet to provide

Comments

RPL Assessor signature

ADDRESS THE NEEDS OF PEOPLE WITH CHRONIC DISEASE

CHCCS001 **Address the needs of people with chronic disease**

CHCCS001 **Performance Evidence**

The RPL candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- determined and addressed the needs of at least 3 people presenting with different types of chronic disease and lifestyle situations

CHCCS001 **Knowledge Evidence**

This includes knowledge of:

- broad context for chronic disease:
 - World Health Organisation and other models of chronic disease management
 - continuum of chronic disease
 - life variables that have an impact on health and well being
 - impacts of chronic disease:
 - social
 - emotional
 - physical
 - psychological
 - financial
- strategies to address and manage chronic disease in the relevant work context:
 - prevention
 - treatment types
 - principles and practice of client focused practice
 - maintenance of positive life roles
 - stages of change, to establish readiness for attitudinal and behavioural change
- ways to communicate appropriately and effectively with a person with a chronic disease
- roles and responsibilities of different people in chronic disease management and their contribution to coordinated service delivery

RPL Assessment outcome

Date:

Name of Applicant

RPL Assessment for this unit satisfactory not yet satisfactory

Evidence yet to provide

Comments

RPL Assessor signature

FACILITATE THE EMPOWERMENT OF OLDER PEOPLE

CHCAGE001 Facilitate the empowerment of older people

CHCAGE001 Performance Evidence

There must be evidence that the candidate has:

- responded to the goals and aspirations of at least 2 older people, 1 in a simulated environment and 1 in the workplace:
 - employing flexible, adaptable and person-centred approaches to empower the individual
 - recognising and responding appropriately to situations of risk or potential risk
- used oral communication skills to maintain positive and respectful relationships

CHCAGE001

Knowledge Evidence

This includes knowledge of:

- structure and profile of the aged care sector:
 - residential aged care sector
 - home and community support sector
 - current best practice service delivery models
 - relevant agencies and referral networks for support services
- key issues facing older people, including:
 - stereotypical attitudes and myths
 - the impact of social devaluation on an individual's quality of life
- implications for work in the sector, including:
 - concepts of positive, active and healthy ageing
 - rights-based approaches
 - person-centered practice
 - consumer directed care
 - palliative approach
 - empowerment and disempowerment
 - re-ablement and effective re-ablement strategies
- the ageing process and related physiological and psychological changes, including sexuality and gender issues
- strategies that the older person may adopt to promote healthy lifestyle practices
- legal and ethical considerations for working with older people, including:
 - codes of practice
 - discrimination
 - dignity of risk
 - duty of care
 - human rights
 - privacy, confidentiality and disclosure
 - work role boundaries – responsibilities and limitations
 - work health and safety

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- indicators of abuse and/or neglect, including:
 - physical
 - sexual
 - psychological
 - financial

- reporting requirements for suspected abuse situations

- the impact of own attitudes on working with older people

RPL Assessment outcome

Date:

Name of Applicant

RPL Assessment for this unit satisfactory

RPL Assessment for this unit not yet satisfactory

Evidence yet to provide

Comments

RPL Assessor signature

College of Neuro-Training

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Elective Units below are mutually recognized but not offered by the College of NT. If you have studied any of the units below you may use any of these as your 6 electives

- BSBSMB405 Monitor and manage small business operations
- MBSBSMB406 Manage small business finances
- CHCMHS001 Work with people with mental health issues
- CHCPOL003 Research and apply evidence to practice
- CHCPRP001 Develop and maintain networks & collaborative relationships
- CHCDIS007 Facilitate the empowerment of people with disability