



# Personal Training Academy

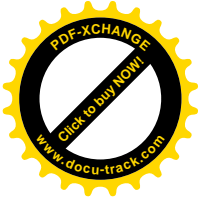


**Certificate III & Certificate IV in  
Fitness SRF 30206 & SRF 40206**

## **RPL Kit A Recognition Guide**

To prepare your Recognition Submission just follow the  
“How Do I Do This?” steps listed on Page 3 of this RPL Kit.  
Don't forget to complete the Recognition Assessment Cover Sheet,  
which you will find on the final page of this booklet.

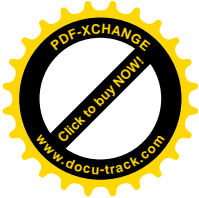
If you are planning to attend a face-to-face course in the event that your Recognition submission is unsuccessful then please ensure that your submission is received by Personal Training Academy at least 5 business days before the first day of the course beginning.



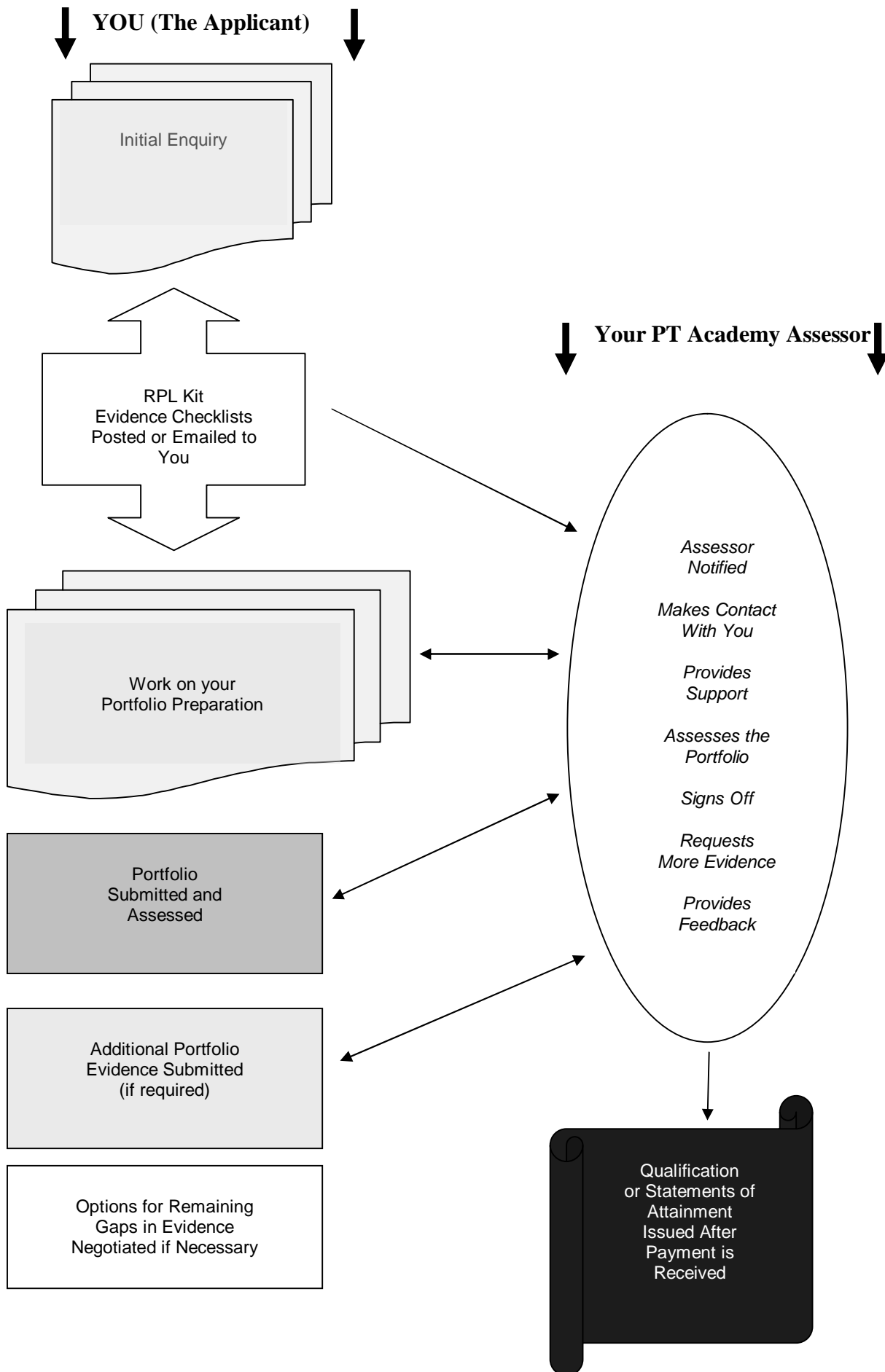
When you are ready, please submit this completed RPL Kit  
and your Portfolio of Evidence to:

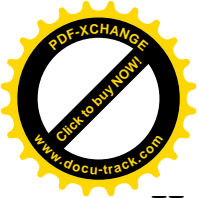
**Personal Training Academy**  
**Suite 07B 999 Nepean Hwy**  
**Moorabbin Vic 3015**

If you have questions please call our office and request assistance from one of our  
assessors on **(03) 9553 1818**



## Flow Chart of the Recognition Process with PT Academy





## How Do I Do This?

PT Academy has developed this RPL Kit to make applying for (and hopefully receiving) Recognition as easy as possible. To make your Recognition Submission complete the following steps.

### Step 1: Plan Your Recognition Submission:

- q Review the **Welcome Message** on **Page 5**.
- q Read the **Frequently Asked Questions** on **Page 6**. You may find this helpful in clarifying any relevant issues that are unclear.
- q Look at the **Course Structure** on **Page 9** so that you are familiar with the names of the Units of Competency included in this course. You will see that the course is divided into four Competency Fields. You can apply for Recognition for either:
  - The full Certificate III In Fitness (all 24 Units of Competency).
  - The full Certificate IV In Fitness (all 21 Units of Competency).
  - Your selection among the Competency Fields.
  - Your selection of individual Units of Competency.
- q Peruse the **Unit Descriptions** on **Pages 11-13** so you are familiar with the names of the Elements of Competency for the courses. As you read it you may be able to identify evidence to submit in addition to that suggested in this RPL Kit.

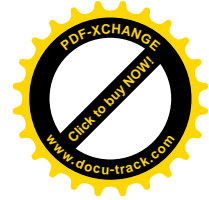
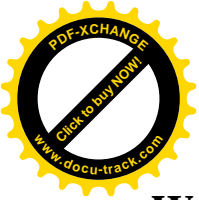
### Step 2: Make Your Recognition Submission:

- q For the Units of Competency in which you are seeking Recognition, complete the **Detailed Evidence Checklists** on **Pages 10-13** for the listed items that you will be including in your Recognition submission.
- q Fully complete the **Recognition Submission Cover Sheet** on **Page 7**.
- q Review the checklist on this page and double-check that you have completed the **Recognition Submission Cover Sheet** on **Page 7**.
- q **Mail or Email this completed RPL Kit and your Portfolio of Evidence to:**

**PT ACADEMY, Suite G. 07B 999 Nepean Hwy, Moorabbin, Vic, 3189.**

Note that nothing you submit can be returned to you, so **do not submit any originals**. We also suggest that you take a copy of everything before making your submission. Due to their length, PT ACADEMY cannot receive Recognition submissions by fax.

**Within 5-10 days of making your submission PT ACADEMY will contact you with the result of your submission. Your payment can be organised after your application is approved.**



## Welcome Message

This kit is designed to help you put together evidence through a **recognition process** to achieve the qualification of **Certificate III and/or Certificate IV in Fitness**. This is a formal process that is based on a portfolio of evidence submitted by you, the candidate.

You are going to work through the requirements of the qualification and gather:

- ü evidence of prior training and qualifications - **Recognition of Prior Learning (RPL)** and Credit Exemption for some units of competency in this qualification; and
- ü evidence of current competence -**Recognition of Current Competence (RCC)** evidence of current competency in any elements that you have already studied or formally qualified in.

### **“Recognition” pathway**

This is a “recognition” pathway based on compilation of evidence. The process is designed for applicants with prior experience as gym instructors, personal trainers or suitably qualified professionals with a broad range of experience in working in gyms and the fitness industry in general. You may be eligible for some but not all of the units that make up the qualification. So it is possible you are mixing the recognition process with some formal learning.

### **You build a portfolio of evidence**

The **Cert III & IV in Fitness** requires evidence of delivering practical fitness advice in a gym, personal training environment or one on one, and a sound knowledge of nutrition and human anatomy. The process draws extensively on your experience and capacity to collect a broad range of evidence. This includes in needs analysis, postural assessments, fitness assessments, program design, on the job delivery, nutrition guidelines, workplace and individual delivery. Note there are separate tables covering Certificate III & Certificate IV.

### **Quality portfolio preparation takes time**

We appreciate that evidence gathering and portfolio preparation takes some time. However, it is in your interests to get things organised as quickly as possible.

### **Look for projects that meet the requirements for multiple units of competency**

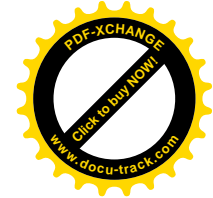
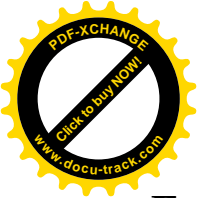
It is better to have evidence that can demonstrate a broad range of experience in the entire design and delivery of fitness programming with a broad understanding of the underlying principles of human design and movement.

### **Authenticity**

You need supporting evidence to authenticate that the products and processes you are submitting are indeed your work. E-mails will not be accepted from third parties as evidence. **Signed third party letters are needed if written evidence is used to support your portfolio.**

### **Recent evidence is preferred**

The assessor is looking for currency of competence, so use recent experience as evidence. As a rule of thumb, evidence from the last two years is preferable and do not go back more than five years.



## **Frequently Asked Questions**

### **Can the Recognition assessment be conducted over the telephone?**

No. The assessment of your recognition application depends entirely upon the quality of the documentation you provide, which must be retained for auditing purposes. Consequently, the PT ACADEMY assessors can only make a reliable assessment of your evidence after they receive it.

### **What will the Assessor be looking for in the assessment of the portfolio?**

The assessor will take an integrated and holistic approach to assessment and is looking for:

- Evidence of the specific evidence requirements for each unit of competency.
- Evidence of valid, current experience and education that aligns to the units of competency, the performance criteria and evidence guide which can be authenticated as the work of the candidate.
- Demonstrate broad knowledge of anatomy & physiology, nutrition, fitness programming, fitness assessment, exercise delivery, equity principles and OH & S legislation as it applies in a gym or personal training work environment.
- Demonstration of required knowledge of fitness programs and exercise delivery.
- Evidence of the application of required skills and key competencies.

### **Does everyone succeed in their Recognition application?**

No. Only those with experience as personal trainers, gym instructors or others who can demonstrate experience in developing and delivering exercise programs that relate to the units of competency listed on page 10-13 will receive Recognition. If you decide that it will not be possible or time-efficient for you to submit the evidence required to support a Recognition assessment then please contact PT ACADEMY on (03) 9553 1818 and we will make alternative arrangements for you to complete your course.

### **What sort of evidence should I provide?**

PT ACADEMY has developed this RPL Kit to help you provide appropriate evidence across each unit of competency. To help you, an **Evidence Checklist** is provided on page 9. You should tick off the items you include in your portfolio of evidence.

### **Do I need to submit everything in every checklist in order to receive Recognition?**

Recognition applications sometimes succeed although the candidate is unable to supply every item specified in the checklists. This is because the PT ACADEMY Assessor is able to identify evidence from other parts of the candidate's submission which cover the items that are not included. This is something that the PT ACADEMY Assessor will only be able to reliably determine after they receive your submission. If the PT ACADEMY Assessor determines that additional evidence is required in order for you to succeed with your application you will be contacted by PT ACADEMY and given an opportunity to submit this additional evidence.

### **What if I don't achieve all competencies by the end of the portfolio appraisal?**

On submission of your portfolio, you will receive feedback from the assessor. If there are gaps in evidence or a question arising about the quality, authenticity or currency of the evidence, you will be contacted and given the opportunity to resubmit further evidence. You will have an agreed time from when you enrolled in the RPL process to complete all assessments with reasonable adjustments depending on your circumstances.

### **When do I pay for my Recognition Assessment?**

Payment is not required until after the assessor signs off on the units of competency for which Recognition has been achieved. After payment is received the Statements of Attainment indicating partial completion or the full qualification for the Certificate III and/or IV in Fitness will be mailed to you.



Course code: SRF30206 / SRF40206

Course name: Certificate III in Fitness (Gym Instructor) & Certificate IV in Fitness (Personal Trainer)

Family name .....

Given names .....

Address .....

.....

Contact phone numbers/e mail .....

What is the highest level of education you have completed?

Secondary School year 10	<input type="checkbox"/>
Secondary School year 11	<input type="checkbox"/>
Secondary School year 12	<input type="checkbox"/>
TAFE Certificate	<input type="checkbox"/>
TAFE Diploma	<input type="checkbox"/>
University undergraduate degree	<input type="checkbox"/>
University Postgraduate degree	<input type="checkbox"/>

Name of institution .....

Name of qualification .....

(Attach a photocopy)

**Privacy Statement**

Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered by the Victorian Government who are the registering authority The requirements of the registering authority may require the release of your personal information for the purposes of audit.

Under the National Privacy Principles you can access personal information held on you and you may request corrections to information that is incorrect or out of date.

Student signature .....

Date .....



**Indicate any other education or training you have completed**

Year(s)	Institution	Course Name	Skills gained

**Attach photocopies of evidence of training and education. If insufficient space attached additional pages to the application**

**Indicate any life experience that may be relevant (things you have done in your life which have given you skills relevant to this course e.g. running a business, being a member of a sports club or committee, etc).**

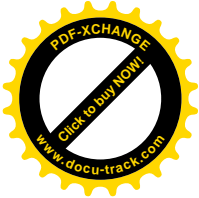
Year(s)	Organisation	Role	Skills gained

**Attach photocopies of evidence of life experience. If insufficient space attached additional pages to the application.**

**Indicate any employment experience that may be relevant.**

Year(s)	Employer	Role	Skills gained

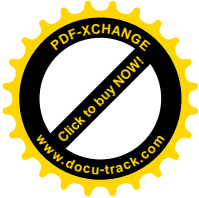
**Attach photocopies of evidence of employment (e.g. letter from your employer). If insufficient space attached additional pages to the application.**



## Evidence Checklist

This is a general checklist of indicative evidence demonstrating your overall training and assessment experience and skills. **Please tick each box relevant to the evidence you are submitting.**

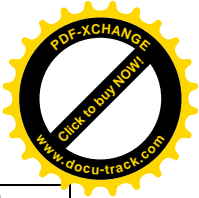
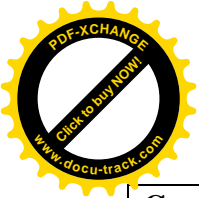
- Curriculum Vitae (Resume) outlining your work history (mandatory).
- Authenticated copies of qualifications relevant to conducting training or assessment.
- Third party report/s or reference/s from an employer or colleague identifying your training and/or exercise delivery skills, preferably from a gym. **Note:** e-mails are not acceptable reports or references for your qualifications. These must be signed letters.
- Fitness programs and assessments you have conducted and developed for gym based clients.
- Nutrition and anatomy advice you have provided as part of a fitness program using industry/enterprise standards.
- Completed projects, reports or other work records that document your training and/or exercise delivery experience (e.g. Fitness programs, skin fold tests, fitness assessments, needs analysis, fitness diaries, etc.).
- Other evidence showing that you have facilitated fitness training of groups, teams and/or individuals in the gyms or in other capacities (e.g. one-on-one or team coaching)
- Client testimonials and/or evaluation feedbacks (again signed letters).
- Formal peer or supervisor evaluations or self-evaluation of your involvement in the fitness industry.



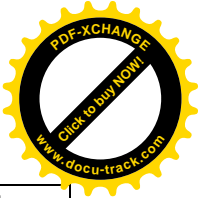
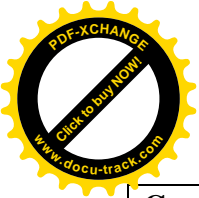
## Course Structure

Self-assessment – match your skills, as listed in the previous sections, with the course learning outcomes listed below.

Course Learning Outcomes	My skills from education, training, life and employment
<b>Cert III (Gym Instructor) SRF30206</b>	
BSBCMN302A Organise personal work priorities and development	•
BSBFLM303A Contribute to effective workplace relations	•
ICAITU006C Operate computing packages	•
SRXFAD002A Provide advanced first aid response	•
SRXGCS00A Meet client needs and expectations	•
SRXGCST03A Process client complaints	•
SRXINU002A Apply sport and recreation law	•
SRXOHS001B Follow defined OH&S policy and procedures	•
SRXRIK001A Undertake risk analysis of activities	•
SRFFIT001B Provide orientation to clients prior to undertaking a fitness program	•
SRFFIT003B Undertake client induction and screening	•
SRFFIT004B Develop basic fitness programs	•
SRFFIT005B Apply basic exercise science to exercise instruction	•
SRFFIT006B Use and maintain core fitness industry equipment	•
SRFFIT014A Provide advice to clients on the application of basic anatomy and physiology to fitness programs	•

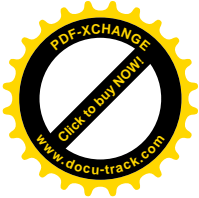


Course Learning Outcomes	My skills from education, training, life and employment
SRFFIT015A Provide nutrition advice to clients in accordance with recommended guidelines	•
SRXGRO003A Provide leadership to groups	•
SRFGYM001B Instruct fitness activity skills to a client using fitness equipment	•
SRFSP002A Develop and apply an awareness of specific populations to exercise delivery	•
SRFGYM002B Customise gym instructional skills to include specific areas of expertise current in the fitness industry	•
HLTCOM4A Communicate effectively with clients/patients	•
SRFETP001A Plan and instruct an endurance training program	•
SRXGRO001A Facilitate a Group	•
SRXGRO003A Provide leadership to groups	•
<b>Cert IV (Personal Trainer) SRF40206</b>	•
BSBCM402A Develop work priorities	•
SRXGCS006A Address client needs	•
SRXGCST05A Co-ordinate client service activities	•
SRXINU003A Analyse participation patterns in specific markets of the leisure and recreation industry	•
SRXINU004A Promote compliance with laws and legal principles	•
SRXOGN001A Conduct projects	•



<b>Course Learning Outcomes</b>	<b>My skills from education, training, life and employment</b>
SRXOHS002B Implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs	•
SRXRIK001A Undertake risk analysis of activities	•
SRFFIT007B Undertake relevant exercise planning and programming	•
SRFFIT008B Utilise a broad knowledge of exercise science in exercise planning	•
SRFFIT009B Undertake postural appraisal of low risk clients	•
SRFFIT010B Utilise a broad range of fitness equipment	•
SRFFIT011B Provide exercise for fitness industry clients with special requirements	•
SRFFIT012B Utilise an understanding of motivational psychology with fitness clients	•
SRFFIT013B Provide information and exercise related to nutrition and body composition	•
SRFPTI001B Plan and deliver personal training	•
SRFOLD001B Plan and deliver exercise for older adults	•
SRFCHA001A Plan and deliver exercise for children and young adolescents	•
SRFAHN001A Make referrals and work collaboratively with allied health professionals where appropriate	•
BSBSBM403A Promote the business	•





**RECOGNITION ASSESSMENT – Assessor’s Notes**

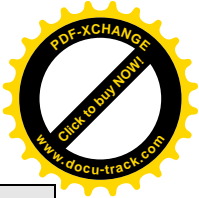
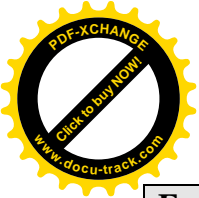
**This page is for Office Use Only**

**ASSESSOR’S ADDITIONAL NOTES:**



### RECOGNITION ASSESSMENT – Summary Page

<b>This page is for Office Use Only</b>			
<b>ASSESSOR:</b>			
<b>Outcome:</b>	<b>RPL Granted for Certificate III in Fitness Unit(s)</b>		
	BSBCM302A		SRFFIT005B
	BSBFLMN303A		SRFFIT006B
	ICAITU006C		SRFFIT014A
	SRXFAD002A		SRFFIT015A
	SRXGCSO04A		SRFGYM001B
	SRXGCST03A		SRFSPP002A
	SRXINU002A		SRXGRO003A
	SRXOHS001B		SRFGYM002B
	SRXRIK001A		HLTCOM4A
	SRFFIT001B		SRFETP001A
	SRFFIT003B		SRXGRO001A
	SRFFIT004B		SRXGRO001A
<b>Outcome:</b>	<b>RPL Granted for Certificate IV in Fitness Unit(s)</b>		
	BSBCM402A		SRFFIT008B
	ICAITU006c		SRFFIT009B
	SRXGCSO06A		SRFFIT010B
	SRXGCST05A		SRFFIT011B
	SRXINU003A		SRFFIT012B
	SRXINU004A		SRFFIT013B
	SRXOGN001A		SRFPTI001B
	SRXOHS002B		SRFCHA001A
	SRXRIK001A		SRFOLD001B
	SRFFIT007B		SRXGRO002A
SRFETP001A			



<b>Further Comments:</b>	
<b>Feedback and candidate action plans:</b>	Advised: ..... Outcome: .....
<b>Further training:</b>	
<b>Additional information or Appeals:</b>	
<b>Assessor Signature.....Date.....</b>	