

Overview

It is the policy of the NSW School of Massage to assess the previously unrecognised skills and knowledge an individual has achieved either within or outside the formal education and training system. This assessment will be conducted against the requirements of the qualification sought, in respect of both entry requirements and outcomes to be achieved.

Cost

There is an **\$85 non-refundable administration fee** for your application per subject or module. This fee is payable regardless of the outcome of your application and is due to start the course credit process.

Documents

Please attach certified copies of academic transcripts, course outlines, diplomas, degrees or other certification. If it is not possible to gain certification by a Justice of the Peace, students must bring a photocopy with the original to the School for verification by administration staff.

Tip and Hints for application

- All documents must be in English
- If translated documents, they must be from an authorised translation service
- Details must be provided** – not just Certificates or transcripts. Unless you provide certificates from another registered training organisation, Certificates do not contain the detail needed to assess your training. Please provide detailed content of the studies you have done
- Details need to include hours of study for each unit and date/year studied
- Current competency – if you have studied more than 5+ years ago, please provide evidence of current competency i.e. you have been working in that field and your skills are still current.
- Allow a minimum of 10 working days needed to review documents
- Review the competency list provided – and outline where your training covers these areas.

Section 1 Personal Details

Surname: _____ First Name: _____

Address: _____

Phone No: _____ Date of Birth: _____

Email: _____ Date of Application: _____

Subject or modules which RPL is requested

Students need to specify the subject or modules which RPL is requested. You may request exemption for either:

- Equivalent subject modules the School offers OR
- Equivalent Units of Competency (from the AQF)

If you are unfamiliar with the Schools modules or Units of Competency to seek RPL for, please see the following appendix or visit our website for further details. :

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Fee & Payment

FEE Due:	Number of Units	_____	x \$85 each	TOTAL =	_____
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Select Credit Card : Visa, MasterCard Name card : _____

Card Number: L L L L - L L L L - L L L L - L L L L Expiry: L L / L L

Signature : _____

When making direct deposit add your Full Name as the reference.

Account name : Australian Learning Group Pty Ltd

Account: 1019 8588

BSB: 062 032

Office Use Payment _____ Originals _____ Date _____

**Section 2 – SUBJECT Exemption
Formal Documentation from Educational and Training Institutions**

RPL Subject 1 ▶	Summary evidence provided ▶
	Include: hours of unit/module, course description

RPL Subject 2 ▶	Summary evidence provided ▶
	Include: hours of unit/module, course description

RPL Subject 3 ▶	Summary evidence provided ▶
	Include: hours of unit/module, course description

RPL Subject 4 ▶	Summary evidence provided ▶
	Include: hours of unit/module, course description

RPL Subject 5 ▶	Summary evidence provided ▶
	Include: hours of unit/module, course description

RPL Subject 6 ▶	Summary evidence provided ▶
	Include: hours of unit/module, course description

RPL Subject 7 ▶	Summary evidence provided ▶
	Include: hours of unit/module, course description

OTHER COMMENTS ▶

Section 3 Consideration for RPL where no formal documentation is available

Please write on a separate A4 page, a letter outlining your experience, skills or any achievements that may gain recognition of prior learning for the relevant subject. You must attach your letter to this form. The letter should also be accompanied by any evidence which may support your application. All evidence must be accompanied by a Statutory Declaration witnessed by a relevant person.

The School assessors will need to be satisfied that this vocational experience is equivalent to the learning and assessment required by the course itself.

Section 4 Statement from an Employer or Referee

Business Name: _____

Business Address: _____

Name of Referee: _____

Referee Phone No: _____ Position: _____

List of competencies, skills and duties which student performed whilst under your employment or supervision which would support their claim for recognition of prior learning. Please include length of time in your employment:

Signed: _____ Date: _____

The School assessors will need to be satisfied that this vocational experience is equivalent to the learning and assessment required by the course itself.

Section 5 Student Declaration

I hereby declare that all information provided by me in this application is true and accurate to the best of my knowledge. I understand that the determination of recognition of prior learning is at the discretion of the NSW School of Massage and that I will be notified in writing of the outcome of this application. If recognition is not granted, I understand that I may appeal the decision using the School's Appeal Process, a copy of which shall be provided to me on request.

Signed: _____

Print Name: _____ Date: _____

Recognition of Prior Learning (RPL) Policy

It is the policy of the NSW School of Massage to assess the previously unrecognised skills and knowledge an individual has achieved either within or outside the formal education and training system. This assessment will be conducted against the requirements of the qualification sought, in respect of both entry requirements and outcomes to be achieved.

Competencies achieved and currently held by individuals will be recognised regardless of how, when or where they were achieved so long as they reflect the candidate's current ability to perform the aspect of work covered by that competency.

In order to recognise prior learning the School will:

- Compare the informal or non-formal learning the individual has achieved against the learning outcomes or performance criteria of the course or qualification for which the student is using as a basis for seeking entry or the award of credit, and
- Ask the student to present appropriate evidence to support the claim of prior learning.

The processes used to assess RPL applications may take several (not mutually exclusive) forms. The requirements will be set by the trainer in consultation with the School and will be dependent on the evidence produced by the student and the requirements of the course. The following forms may be acceptable:

- participation in exactly the same or modified versions of the assessment the student would be required to complete as part of the full course
- assessment based on a portfolio of evidence
- direct observation of demonstration of skill or competence
- certification
- references from past employers
- testimonials of learning, skill or competence
- combinations of any of the above.

In determining whether a candidate has presented sufficient evidence, the School will ensure that the evidence of prior learning is:

- authentic (the candidate's own work)
- valid (directly related to the current version of the relevant endorsed units of competency)
- reliable (shows that the candidate consistently meets the unit(s) of competency)
- current (reflects the candidate's current capacity to perform the aspect of the work covered by the units)
- sufficient (covers the full range of criteria in the relevant units of competency)

All applications must be made prior to the commencement of any module or subject. Recognition is not given for subjects currently or previously undertaken by the student.

RPL Procedure

1. Students apply for RPL in writing, using the School's Recognition of Prior Learning Application Form. The application must be accompanied by comprehensive evidence to support the student's claim and assist with the process of assessment.
2. The application must be accompanied by an administration fee per school subject. The administration fee is currently set at \$85 per subject.
3. Typically a full exemption for a subject is required i.e. partial subject exemptions are not given for majority of subjects.
4. The assessor will then assess the application based on the evidence submitted. The assessor may request further evidence such as a demonstration or the sitting of the relevant examination if the evidence submitted in the application is not deemed adequate in terms of authenticity, validity, reliability, currency or sufficiency. Should an examination be required, a further administration fee of \$75 will apply plus the cost of the examination.
5. The student will be advised in writing of the outcome of the RPL application. If unsuccessful, the student has the right to appeal using the appeals process.
6. If successful, the competencies will be recorded 'by advanced standing' on the student record together with details of the evidence gathered.
7. If successful, the student has no further commitment, assessment or financial requirement of the subject for which RPL has been given.

Mutual Recognition

Under the Australian Quality Training Framework Standards for Registered Training Organisations, the School will honour its obligation to recognise and accept Statements of Attainment and qualifications issued by any other RTO.

Competencies that have been awarded by other RTO's will be recorded on the School's Statements of Attainment as 'By Mutual Recognition'.

APPENDIX - Subject List – Massage Programs

Certificate IV of Massage

- Swedish Massage
- Remedial Massage
- Sports (Deep Tissue) Massage
- Elective Massage
- Practice Management * *Please request separate details for RPL for this unit*
- SAFE Practices (Infection Control & OHS)
- Anatomy & Physiology
- Clinic Practical (65 Hours)

Diploma of Massage

- Advanced Remedial
- Elective Massage x 2
- Professional Development * *Please request separate details for RPL for this unit*
- Advanced Anatomy & Physiology
- Clinic Practical (50 Hours)

APPENDIX - Competency List – Massage Programs

HLT40302 Certificate IV in Massage

Common Units

BSBCMN204A	Work effectively with others
HLTCOM404B	Communicate effectively with clients/patients
HLTCOM405A	Administer a practice
HLTHIR301A	Communicate and work effectively in health
HLTCOM408B	Use specific/medical terminology to communicate
HLTCOM406B	Make referrals to other health care professionals when appropriate
HLTFA301B	Apply basic first aid
HLTOHS300A	Contribute to OHS processes in health industry
HLTIN301A	Comply with infection control policies & procedures in health work
HLTAP401A	Confirm Physical health status

Specialisation Units

HLTREM401B	Work within a massage framework
HLTREM406B	Provide the massage treatment
HLTREM407B	Plan the massage treatment
HLTREM408B	Apply massage assessment framework
HLTREM409B	Perform massage health assessment

HLT50302

Diploma of Remedial Massage

Common Units

HLTCOM502B	Develop professional expertise
HLTCOM503B	Manage a practice
CHCORG28A	Reflect and improve upon professional practice
HLTAP501A	Analyse health information
HLTHIR506B	Implement and monitor compliance with legal and ethical requirements
HLTHIR501A	Maintain an effective health work environment

Specialisation Units

HLTREM502B	Provide Remedial Massage treatment
HLTREM503B	Plan the Remedial Massage treatment strategy
HLTREM504B	Apply Remedial Massage assessment framework
HLTREM505B	Perform Remedial Massage health assessment
HLTREM510A	Provide specialised massage treatment

Elective units

3 Electives are to be selected in line with specified Packaging Rules.

HLTREM513A	Provide remedial massage treatments to athletes
HLTREM512A	Provide remedial massage treatments within a corporate setting
CHCDIS3C	Provide services to people with a disability
CHCAC3C	Orientation to aged care work
HLTCOM510A	Provide services to clients with chronic disease
HLTCOM509A	Provide services to clients with a life challenging illness
HLTREM511A	Provide remedial massage for women and children
HLTHIR403B	Work effectively with culturally diverse patients, clients, customers and co-workers
HLTHIR404B	Work effectively with Aboriginal and TS people

For details of these units students should refer to the following National Training Information Service - <http://www.ntis.gov.au/>