

NB: RPL will only be granted when the assessor is satisfied that the student has met the requirements and competencies of the course/module which is applied for.

5. Checklist - Please check that you have attached the following to this application form. Not applicable for RCC applications.

- Application form – all question and sections filled out
- Copies of all; Academic Transcripts, Course Outlines, Diplomas, Certificates, Degrees (certified by a Justice of the Peace) if applicable
- Competency form filled out with evidence attached–Please mark the evidence clearly to what it relates to.
- Administration fee of \$80 per module – Payment by: cheque Money order Cash Eftpos Credit Card - Visa/ Mastercard/ Bankcard/ (Please circle one) Amount
- Card Name:Card Number _:_:_ _:_:_ _:_:_ _:_:_
- Exp ___/___ Signature

6. Student Declaration

I hereby declare that I have read and understood the Recognition of Prior Learning process provided by Karuna College of Massage Therapies and that all information provided by me in this application is true and correct to the best of my knowledge.

Name.....Signature.....Date.....

Recognition of Prior Learning (RPL) Policy

It is the policy of Karuna College of Massage Therapies to recognise qualifications issued by other RTOs. These will be recorded on the College’s Statements of Attainment as ‘By Mutual Recognition’. We also recognise work & life experience and study completed at non RTOs, regardless of how, when or where they were achieved. Assessment will be conducted by mapping the evidence supplied against the competencies necessary to obtain a qualification. Current ability to meet these standards has to be proven. Practical and challenge exams may be necessary to accomplish this. This process to assess the application for RPL may take several weeks and more than one meeting with the client. Karuna College will ensure that the evidence provided is: authentic, reliable, valid, and current.

Recognition of Prior Learning (RPL) Procedure

1. Students apply for RPL using the College’s RPL application form. This is available through our web site or on request from the office.
2. The application form must be accompanied by the documentation and evidence required and the administration fee of \$80 per module.
3. The application will then be assessed by the assessor based on the evidence supplied, comparing the formal and informal qualifications/evidence, the student has provided, against the learning outcomes and competencies.
4. The student will be advised in writing of the outcome of the application.
5. If unsuccessful an interview will then be organised to discuss the outcomes of the application.
6. You have the right to appeal the decision, using Karuna College appeals procedure. You will be provided with a copy of this on request.
7. More evidence may be requested by the assessor or a practical/challenge exam may be necessary, this will incur an extra cost of \$80per module.
8. If successful, the module will be recorded as ‘by prior standing’/ by mutual recognition and the student has no further obligation regarding this module.

What Evidence you may provide

Evidence is the proof that you have acquired relevant knowledge and skills required for each unit of competence. The following list indicates some of the forms of evidence that may be used to prove competence:

▪Qualifications

If you possess a relevant qualification, you must provide a certified copy (certified by a justice of the peace) or the original must be sighted by the assessor.

▪Statements / Results

Copies of Statements of Attainments, Academic records, (certified by a justice of the peace) or the original must be sighted by the assessor.

▪Workshop Records

If you have attended relevant workshops, short courses, seminars or staff development activities provide originals or certified copies of any documents of achievement or attendance.

▪Job Sheets or Logs

These documents could provide evidence that you have performed certain skills at specific times or over a period of time. They could provide evidence that you worked in a team or had a variety of roles or responsibilities.

▪Diaries / Journals

May provide evidence similar to job sheets or logs but is more of a personal or private nature - possibly related to pastime activities or after hours experiences. A journal may contain evidence of time management, operational planning, budgeting, reflections, etc.

▪ CV or Resume / Work History

If using a CV for evidence of positions held or experience, please ensure that the authenticity of the information can be validated. Job descriptions may provide evidence if supplied on original company letterhead or signed by the previous employer. A work history can summarise skills you have learnt or practice over period of time.

▪References

You can use these to verify anything you can't really document. References should be on company letter head, signed and dated and be verifiable.

▪Written Work

Any documents you created that demonstrate knowledge or skills you have, such as reports, designs, drawings, promotional material, correspondence, policies, procedures you wrote.

▪Project Work

Summaries of projects you planned, completed, or simply participated in. This may be in form of a written document, presentation, web based, CD-ROM or a portfolio.

▪ Photos / Video

Use to prove that you actually have carried out certain tasks or if you can't provide original pieces of work. A video sequence can demonstrate how you created something or how you applied manual or communication skills to achieve an outcome.

▪Emails

Copies of emails might demonstrate that you have specific communication skills or can verify that you carried out an activity for which you claim competence.

▪Any other example of evidence that supports your claims

Any evidence not listed above that supports your claim to demonstrate competence.

▪ Challenge Test

We may give you a challenge test which may cover oral questioning and practical demonstrations.

Karuna College of Massage Therapies

Student Name: **Date:**

Below is a list of the competencies required for an RPL for Certificate IV in Massage HLT40307 and Single modules.

Modules/Description	Competencies	Evidence
<p>Massage 1 – Swedish Massage You must be able to perform full body Swedish massage on a range of clients without supervision showing knowledge of the relevant competencies</p>	<p>HLTIN301A –Comply with infection control HLTREM401B - Work within Massage framework HLTREM406B - Provide Massage Treatment HLTOHS300A - Contribute to OHS processes</p>	
<p>Anatomy & Physiology 1 You must have knowledge of appropriate medical terminology, be able to locate & describe musculoskeletal structures relevant to a massage practitioner, demonstrate an understanding of how the human body maintains itself and operations of the various systems of the body.</p>	<p>HLTAP401A- Confirm Physical Health Status HLTCOM408B - Use specific health terminology to communicate effectively</p>	
<p>Anatomy & Physiology 2 You must have knowledge of appropriate medical terminology, be able to locate & describe musculoskeletal structures relevant to a massage practitioner, and demonstrate an understanding of how the human body maintains itself and operations of the various systems of the body.</p>	<p>HLTAP401A - Confirm Physical Health Status HLTCOM408B - Use specific health terminology to communicate effectively</p>	
<p>Student Clinic</p>	<p>Minimum 30 Hours Hands on clinical practice HLTAP401A - Confirm Physical Health Status HLTIN301A –Comply with infection</p>	

	<p>control HLTREM406B - Provide Massage Treatment HLTREM407B - Plan Massage Treatment</p>	
<p>Massage 2 – Remedial Massage Must have completed another massage module equivalent to remedial massage module showing knowledge of the relevant competencies.</p>	<p>HLTCOM406B - Make Referrals to other health care professionals where appropriate HLTAP401A - Confirm Physical Health Status HLTIN301A –Comply with infection control HLTREM406B - Provide Massage Treatment HLTREM407B - Plan Massage Treatment HLTREM408B - Apply Massage Assessment framework HLTREM409B - Perform Massage Health Assessment</p>	
<p>Massage 3 – Sports Massage Must have completed another massage module equivalent to sports massage module showing knowledge of the relevant competencies.</p>	<p>HLTREM406B - Provide Massage Treatment HLTREM407B - Plan Massage Treatment HLTREM408B - Apply Massage Assessment framework HLTREM409B - Perform Massage Health Assessment</p>	
<p>Communication & Practice Management</p>	<p>Must show knowledge relating to the following competencies. HLTHIR301A - Communicate & work effectively in the health industry - know the service system HLTOHS300A - Contribute to OHS processes – awareness of principles and practice of OH&S and hazard management. HLTCOM404B - Communicate effectively with clients HLTCOM405B - Administer a Practice – relevant to a massage practitioner. HLTCOM406B - Make Referrals to other health care professionals where appropriate HLTCOM408B - Use specific health terminology to communicate effectively with clients/health professionals</p>	