

Karuna College of Massage Therapies

Application for Recognition of Prior Learning (RPL)/ Recognition of Current Competency (RCC) This must be current & from another Registered Training Organisation (RTO)

Name..... DOB.

Address.....

Phone..... Mobile Email

1. Please tick the modules for which you are seeking exemption

Certificate IV in Massage HLT40307 –

- Massage 1 (Swedish)• Massage 2 (Remedial)*•
- Massage 3 (Sports)*• Anatomy & Physiology 1•
- Student Clinic*• Anatomy & Physiology 2•
- Communication & Practice Management*..•

Diploma of Remedial Massage HLT50307 (pre-requisite: Cert IV in Massage or equivalent) – * Please contact the college for more information on competency/evidence requirements.*

- Massage 4 (Reflexology).....• Massage 5 (Trigger Point Therapy)•
- Massage 6 (Rehabilitation).....• Massage 7 (Posture, Stretching & Movement•
- Special Units: Symptomatology, Assessment and Treatment Plans*•
- 1. Corporate Massage & Women & Childrens Massage•
- 2. Massage for People with Disabilities & Special Needs•
- 3. Pregnancy Massage•

2. Please enter details of formal documentation from Educational & Training Organisations

If your qualifications are from another R.T.O. (Registered Training Organisation) no challenge exam will be required. If they are from a non RTO a challenge exam may be necessary

Subject	Organisation	Year of Completion

Please attach copies of Academic Transcripts, Course Outlines, Diplomas, Certificates, Degrees

*These copies must be certified by a Justice of the Peace, if this is not possible you must bring the original to the Karuna office for verification. A copy will be taken and certified by us.

3. Application for RPL where no formal documentation is current or available

You must fill out the competency form for Cert IV Modules.

(This form is attached over)

You must provide evidence of competency on this form and attach any relevant documentation.

You may be required to sit a challenge or practical exam if you cannot provide sufficient evidence

4. FEES: Your application must be accompanied by a non refundable application fee of \$80. There is no fee for RCC applications as long as certified documentation is attached. There is then a further RPL fee (a minimum of \$30 per module, depending on information supplied). If a challenge or practical exam is required the fee is \$80 per module.

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
- **Administration fee of \$80** – 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 a **non refundable application fee of \$80**.
3. Once this has been received the application will 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. The **RPL fee per module is a minimum fee of \$30** (depending on information supplied), if a practical/challenge exam is required the fee is **\$80 per module**.
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. 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.