

Overview

ALG supports course credit practices including the Recognition of Prior Learning (RPL), Recognition of Current Competence (RCC) and credit transfers through a standard process, which is fair, transparent and consistent.

ALG will recognise and provide credit transfers for current Australian Qualifications Framework (AQF) qualifications and statements of attainment issued by other registered training providers.

Course credit may be granted up to 100% of a qualification.

Please refer to the ALG Student Handbook for further details regarding course credit.

Fees

There is an initial **\$85 non-refundable application fee**. This fee will be processed upon receiving the application and is payable regardless of the outcome of your application. If the outcome of the application is successful, the initial application fee will cover the first module/UOC exempted. A further \$85 fee is applicable per module and/or UOC exempted thereafter which is payable in order to finalise the course credit process.

Course Credit Procedure

1. Download and complete Course Credit Application Form from www.schoolofmassage.com.au/studymassage/student-centre/.
2. Collate your evidence to support your application.
3. Submit the application and evidence via email to info@schoolofmassage.com.au. All evidence must be scanned as per scanning requirements below.
4. The initial application fee will be processed upon receiving your application as per your payment details on the application form.
5. Your application will then be assessed based on the evidence submitted. If the evidence submitted in the application is not deemed adequate in terms of authenticity, validity, reliability, currency or sufficiency, the assessor may request further evidence. Should an examination be required, a further administration fee will apply.
6. The student will be advised of the outcome of the application via email. The outcome will include a summary of relevant fees payable based on the number of modules/UOCs successfully exempted.
7. The student is required to pay outstanding fees in order to finalise the course credit process.
8. Student record will be updated according to the outcome of the application.
9. If the student does not agree with the outcome of the application, the student has the right to appeal using ALG's appeals process.

Document and Scanning Requirements

Please attach scanned copies of academic transcripts, course outlines, diplomas, degrees or other certifications. All documents must be in English. Translated documents must be from an authorised translation service

Requirements of scanned documents:

- Documents must be scanned from the original documents. Scans from a photocopy or a faxed copy are not acceptable
- Documents must be scanned in colour
- Applicants must ensure no portion of the document is missing (look out for page numbers)

- Documents must be scanned at the original size. If the document is larger than A4 then the document should be scanned in A4 sized portions without size reduction
- If the document has markings or text on both sides e.g. a registration number then both sides must be scanned
- File size of any single document should not exceed 3MB

The school reserves the right to view original versions of any scanned documents which accompany your application at any stage of the course credit process.

Tips for Application

- **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 undertaken
- 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: _____ Postcode: _____

Phone No: _____ Date of Birth: _____

Email: _____ Date of Application: _____

Study Mode: Campus Home Study

Student Type: Domestic International

Modules for which Course Credit is requested

Students need to specify the modules or units for which course credit is requested. You may request exemption for either:

- Equivalent 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 course credit for, please see the following appendix or visit our website for further details. :

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

Unique Student Identifier (USI)

If you're studying nationally recognised training in Australia from 1 January 2015, you will be required to have a Unique Student Identifier (USI) that links to an online account that contains all your training records and results you complete from 1 January 2015 onwards. The USI is needed before a qualification can be issued.

Do you have a Unique Student Identifier (USI)?

Yes - provide number

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NO or NOT SURE - If you do not have a USI or not sure, we will automatically verify this for you and obtain one on your behalf using the personal information you have provided and as per conditions of enrolment.

Signature & Acceptance of Course Conditions

By ticking the box, I _____, (name) confirm that I give ACSF consent to obtain my USI.

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
BSB: 062 032 Account: 1019 8588

Office Use Paid \$ _____ Date _____ Originals _____ Added to Summary Log:

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

Course Credit Module 1 ▶	Summary evidence provided ▶
	Include: hours of unit/module, course description

Course Credit Module 2 ▶	Summary evidence provided ▶
	Include: hours of unit/module, course description

Course Credit Module 3 ▶	Summary evidence provided ▶
	Include: hours of unit/module, course description

Course Credit Module 4 ▶	Summary evidence provided ▶
	Include: hours of unit/module, course description

Course Credit Module 5 ▶	Summary evidence provided ▶
	Include: hours of unit/module, course description

Course Credit Module 6 ▶	Summary evidence provided ▶
	Include: hours of unit/module, course description

Course Credit Module 7 ▶	Summary evidence provided ▶
	Include: hours of unit/module, course description

OTHER COMMENTS ▶

Section 3 Consideration for Course Credit 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 module. 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 course credit 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 course credit 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: _____

APPENDIX - Module List – Massage Programs

Certificate IV in Massage (HLT40312)

- Swedish Massage
- Remedial Massage
- Sports (Deep Tissue) Massage
- Elective Massage
- Practice Management, Law & Ethics **Please request separate details to apply for Course Credit for this module*
- SAFE Practices (WHS & Infection Control)
- Anatomy & Physiology
- Clinic Practical (65 Hours)

Diploma of Remedial Massage (HLT50307)

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

APPENDIX - Competency List – Massage Programs

Certificate IV in Massage (HLT40312)

Common Units

BSBWOR203B	Work effectively with others
HLTAP401B	Confirm physical health status
HLTCOM404C	Communicate effectively with clients
HLTCOM405D	Administer a practice
HLTCOM406C	Make referrals to other health care professionals when appropriate
HLTCO311A	Apply first aid
HLTHIR301C	Communicate and work effectively in health
HLTIN301C	Comply with infection control policies and procedures
HLTWHS300A	Contribute to OHS processes

Specialisation Units

HLTREM401D	Work within a massage framework
HLTREM406C	Provide massage treatment
HLTREM407C	Plan massage treatment
HLTREM408C	Apply massage assessment framework
HLTREM409C	Perform massage health assessment

Diploma of Remedial Massage (HLT50307)

Common Units

HLTCOM502C	Develop professional expertise
HLTCOM503D	Manage a practice
CHCORG428A	Reflect on and improve own professional practice
HLTAP501C	Analyse health information
HLTHIR506C	Implement and monitor compliance with legal and ethical requirements
HLTHIR501C	Maintain an effective health work environment

Specialisation Units

HLTREM502C	Provide remedial massage treatment
HLTREM503C	Plan remedial massage treatment strategy
HLTREM504C	Apply remedial massage assessment framework
HLTREM505C	Perform remedial massage health assessment
HLTREM510B	Provide specialised remedial massage treatments

Elective Units

3 electives are to be selected inline with specified Packaging Rules.

HLTREM511B	Provide remedial massage treatment for women and children
HLTREM512C	Provide remedial massage treatments within a corporate setting
HLTREM513C	Provide remedial massage treatment to athletes
CHCAC318B	Work effectively with older people
CHCICS301A	Provide support to meet personal care needs
HLTAP401B	Confirm physical health status
HLTCOM509B	Provide services for people with a life challenging illness
HLTCOM510B	Provide services to clients with chronic diseases or conditions
HLTHIR403C	Work effectively with culturally diverse clients and co-workers
HLTHIR404D	Work effectively with Aboriginal and/or Torres Strait Islander people
HLTSHU509C	Maintain personal health and awareness as a professional responsibility

For details of these units students should refer to training.gov.au