

AIK LTD COURSE SUBMISSION GUIDELINES

COURSE ACCREDITATION BOARD (AIKCAB)

The Australian Institute of Kinesiologists Limited (AIK Ltd) has established a Kinesiology Course Accreditation Board known as the Australian Institute of Kinesiologists Ltd Course Accreditation Board (AIKCAB) to support this purpose.

The mission of the AIKCAB is to:

- Be self-regulatory
- Establish criteria for standards of professional accountability, competence and ethics
- Set the requirements for individual courses submitted for consideration for accreditation
- Examine and accredit successful submissions
- Be open to communication with course accreditation applicants
- Support all Kinesiology authors / Instructors in their endeavours to have their courses approved by ASQA.

It will be the responsibility of all persons answerable for submissions to keep in touch with the AIKCAB until their course is accredited.

Please ensure the following is included with your application:

- **The completed accreditation application form to be sent to (in PDF Format): aikcab@aik.org.au.**
- **Course Materials (including learning and assessment materials) to be sent to: aikcab@aik.org.au via secure AIK Ltd Dropbox link. Please refer to “Requirement 10” of this document.**
- **Payment for the accreditation process should be submitted with the application – refer to “Requirement 12” to calculate the correct amount.**

AIK Ltd Payment Details:

Name of Account: Australian Institute of Kinesiologists Limited

BSB: 124 068

Account Number: 12431709

Reference: Please use the name of your organisation as a reference for identification purposes.

Upon receipt of the application form an invoice/receipt will be issued to you for the payment of the course application fee. Please forward remittance evidence to aikcab@aik.org.au.

AIK LTD COURSE ACCREDITATION SUBMISSION REQUIREMENTS

Following the accreditation requirements check list, please supply the following information to the AIK Ltd Course Accreditation Board (AIKCAB). The Board will endeavour to process your accreditation application as soon as possible. The course manual and all of the required information is to be submitted in English. All information is to be provided in a standard typed format.

The AIKCAB Consultant will provide assistance, if required.

AIK LTD COURSE ACCREDITATION APPLICATION FORM

Training Organisation _____

Contact Name _____

Address _____

Telephone _____

Email _____

Website _____

Requirement 1

Course Type

1. Please select which course type you are applying to accredit:

- RTO provider of a nationally recognised Diploma of Kinesiology Course
- Modality owner of a Diploma equivalent course
- Modality owner of a Certificate IV equivalent or workshop course
- Supplementary Course for Continuing Professional Education (CPE)
- Other _____

Requirement 2

Course Name

Please list the title of course and where applicable course number (nationally accredited courses).

Requirement 3

Course Length

Please list the total length of the course in **hours** (assume 1 day = 8 hours) _____

Please list all modules or units in the table below. Break down the total hours into contact or self-paced hours. Insert extra rows if necessary. If your course is not broken down into units or modules, just list it on the first line.

Contact hours – includes all classes or assessments where the trainer has direct scheduled contact with the student/attendee. These may be either face to face or live online sessions where both the student/attendee and trainer are present and interacting.

Self-paced hours – includes study time, homework, case studies, assignments and assessments that the student completes in their own time away from the training environment. These may include both online and hard copy materials.

Unit/ Module title	Contact hours	Self-paced hours	Total
Total hours			

Please note: The total figure should align with the course length listed above.

Requirement 4

Course Hours Breakdown – for AIK Ltd Membership recognition:

Please complete the following table for each unit or module in your course. For each unit calculate the number of hours that are taught and assessed in that unit for each of the subject areas. If your course does not have any separate units or modules, just complete the first line for the total course. If you have more units than the space provided, please insert extra rows into the table.

To assist you in calculating the hours for each subject area correctly a summary is provided below and at the end of this form. Overall course total should align with length above.

Kinesiology Skills – must relate directly to Kinesiology.

Anatomy and Physiology Skills – must relate directly to teaching anatomy and physiology.

Communication Skills – must include the skills of how to communicate so that a Kinesiologist can gain information from their clients and provide information to ensure that the client/s understand the

process. Communication skills must teach students how to communicate effectively, not just assess it as they do a balance. It may include language styles, non-verbal language, active listening, effective questioning techniques etc. *Please refer to Appendix 1 at the end for a more comprehensive list.*

Business Skills – must include the skills necessary to conduct a kinesiology practice small business. This may include areas such as creating business plans, setting up a business, legal requirements for operation of a business, marketing strategies, managing and operating a business, monitoring business performance and financial management of a business. *This list is not comprehensive, please refer to Appendix 1 at the end for further details.*

Nutrition – this refers to nutritional information such as diets, supplements and the effects of nutritional substances on the body.

Other - please include any areas other than the above.

Unit/ Module Name	Kinesiology	Anatomy and Physiology	Communication	Business	Nutrition	Other	Total
Totals:							

Requirement 5

Assessment Process

For each unit or module, please complete the table below outlining your assessment plan:

Unit or Module	Assessment Plan

Please note: Assessment type refers to the mode of assessment, e.g., theory test, practical demonstration, oral questions, written questions or tasks, research report etc. Please include a copy of your assessments with your submission.

Requirement 6

Membership Level of course

Which level or levels of an AIK Ltd individual membership is this course suitable for? Please select from options below:

- Student
- International Student
- Standard
- Registered Member
- Registered Professional member
- Registered Specialist Professional member
- Associate
- Fellow

Requirement 7

Pre-requisites for the Course

Are there any pre-requisites required for entry into the course? If yes, please list these below:

Requirement 8

Course Coordinators and Instructors/ Trainers/ Teachers

Please list the relevant course Co-ordinators and Trainers/Instructors/Teachers below (and submit copies of their relevant qualifications, if they are not an AIK Ltd member). The AIKCAB recommends that all Trainers/Instructors/Teachers should be an AIK Ltd member, as it would be extremely beneficial to this process for the accreditation process and a benefit to your recognised/qualified Trainer/Instructor/Teacher.

Name/s	Units taught	Relevant Qualifications – Kinesiology and training

Requirement 9

Description of any theory other than Kinesiology Theory

Please select any theories that will be covered in the course other than kinesiology theory. For all areas selected, please provide relevant references and/ or research for any theories that are included in and taught as principals and techniques within the kinesiology course.

- Educational Development
- Homeopathic Principals
- Chiropractic Theory
- Dentistry
- Physiotherapy
- Massage
- Neuro Linguistic Programming (NLP)
- Nutrition
- Physiology
- Psychological
- Ayurveda/ Ayurvedic

- Osteopathy
- Other _____

Requirement 10

Course Materials Checklist

Please provide a copy of the following items in PDF format that are utilised in your course (via secure AIK Ltd Dropbox link to aikcab@aik.org.au). Please ensure all legal and ethical requirements are met in terms of copyright and plagiarism. References to original sources and acknowledgements should be used. All copyright and ownership rights of materials supplied will be acknowledged and no materials will be utilised by another training provider.

- List of compulsory and optional equipment
- All handouts and course material supplied to student
- Copies of all assessments in course
- List of all text books, posters, charts etc. with references
- Sample copy of certificate issued to student upon completion of the course
- Policy and process for provision of academic results and qualifications to students including timeframes and online access to results for students
- Policies and procedures pertaining to the operation of the course, i.e., enrolments, cooling off periods, assessment, appeals, critical times etc.

Requirement 11

Signature

Authorised Signature of person responsible for the course application

Name _____ Signature _____

Preferred contact details

Requirement 12

Course Application Costs

Evaluation and Accreditation Fee:

8 hours or less course	\$35	16 hours course	\$65
24-40 hours course	\$110	48-80 hours course	\$175
88 – 160 hours course	\$225	160+ hours course	\$300

Please note that 8 hours is equivalent to 1 day. Please include the relevant fee with your initial application. The accreditation and evaluation fee covers the cost of assessing the application and accrediting the course. The cost of this fee is determined by the length of the course.

Requirement 13

Application Process Checklist

- Forward Application Form (pdf file) to AIK Ltd via email to aikcab@aik.org.au including the payment for your application.
- AIK Ltd to provide invoice for payment of accreditation and evaluation fee.
- Forwarded course materials as per section 10 (pdf file) to AIKCAB via secure an AIK Ltd Dropbox link to aikcab@aik.org.au.
- Once the completed application form and course material have been received by AIKCAB; please allow up to 30 days for the accreditation process – if there are any questions the AIKCAB consultant or representative will contact the applicant requesting further information.
- Upon accreditation and recognition will be awarded and your information will be listed on the AIK Ltd website and you will receive a formal email of accreditation and recognition.
- If your course changes in any way, it is your responsibility to contact AIKCAB and a \$35 fee for the updated information/changes for our records will be incurred by the applicant.

Submission Checklist

- Application Form completed and submitted in full.
- Payment of accreditation to AIK Ltd completed and the payment receipt emailed to aikcab@aik.org.au .
- All course materials including assessments and policies submitted as per requirement 10 via secure AIK Ltd Dropbox link.

APPENDIX ONE: COURSE AREA OF CLARIFICATION

This appendix provides further clarification regarding the communication and business subject areas. Please refer to this if you are unsure whether your subject matter meets the requirements for these two areas. These lists are by no means exhaustive but provides a general idea of the types of concepts covered in these areas:

Communication:

This subject area reflects the training of learners in the knowledge and skills to communicate effectively with a kinesiology client. It should relate purely to actual communication skills and may include the following areas or similar:

- Basic counselling techniques and styles
- Effective communication strategies such as active listening, clarification, appropriate language and demeanour, observation
- Body language and non-verbal communication
- Written and verbal communication
- The client relationship – including developing the relationship, establishing rapport, legal and ethical issues
- Eliciting information through questioning, clarifying, advising and effective client forms
- Responding appropriately to a range of situations including difficult clients
- Recognising the limit of own counselling skills and referring where necessary
- Providing appropriate information and responding to questions
- Awareness of factors that influence communication e.g., cultural, personal
- Appropriate boundaries including confidentiality, privacy, respect, expertise, physical and personal boundaries

Business:

This subject area should reflect the business activities involved in successfully implementing and managing a kinesiology practice. Effectively setting up, monitoring and maintaining a business. This may include areas such as the following:

- Creating a business plan
- Setting up a business
- Legal requirements, e.g., setting up an ABN, registering a business name, consumer protection requirements and responsibilities, taxation requirements, etc.
- Marketing a business – plans and strategies, monitoring effectiveness of marketing, use of social media, truthfulness requirement in marketing (consumer protection), industry guidelines etc.
- Monitoring and managing a business
- Financial management of your business, e.g., financial plans, cash flow, collection of fees, expense management, use of specialist services such as accountants etc, relevant software – MYOB, XERO or excel etc., taxation, BAS, financial recording.
- Any other relevant areas that relate to the operation and management of a business