



Australian Institute of Kinesiologists Ltd

Industry Body Representative for Kinesiology

AIK LTD RECOGNITION OF FOUNDATIONAL KINESIOLOGY COURSE/INSTRUCTOR FORM

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.

The AIK Ltd acknowledges that Foundational Kinesiology modalities have shaped, influenced and progressed Kinesiology. As such, it is important that foundational associations, schools and instructors are recognised by the AIK Ltd to enable members to utilise course attendance for both initial applications for membership and renewal CPE points. Subsequently the AIK Ltd has decided to offer accredited instructors and schools course recognition, provided they are registered with **you** as the authority body. We would like to ensure that only accredited instructors and courses are recognised to maintain the professional level of kinesiology. In order to achieve this we require this form to be completed by the authorising body for each modality.

Essentially this means that you as the authority for your Foundational Kinesiology course or program, can complete a streamlined form in order to have your schools and instructor's courses recognised for AIK Ltd membership hours and CPE points. Course providers will not need to provide course materials for recognition purposes. However, they will need to provide access in the unlikely event of an AIK Ltd member lodging a complaint about the conduct of that course. Once completed, schools and instructors will be able to advertise that the course is approved by the AIK Ltd. Any courses or instructors not formally recognised by **you** as the authority body will need to complete a standard course accreditation application with the AIK Ltd. It will be the responsibility of all persons answerable for submissions to keep in touch with the AIKCAB until their school, instructor or course is accredited.

The benefits of becoming an AIK Ltd Foundational Kinesiology recognised training facility are to connect with kinesiologists who are members of the AIK Ltd or wish to be; to be listed on the AIK Ltd website; advertise with the AIK Ltd (an advertisement fee for this will occur); able to support AIK Ltd membership by participating in the AIK Ltd Online Events Programs and importantly connect to our community.

- **The completed form is to be sent to (in PDF Format): president@aik.org.au.**

AIK LTD RECOGNITION OF FOUNDATIONAL KINESIOLOGY SUBMISSION REQUIREMENTS

Following the document requirements check list, please supply the following information to the AIK Ltd Course Accreditation Board (AIKCAB). The Board will endeavour to process your document as soon as possible. All information is to be provided in a standard typed format.

The AIKCAB Consultant or President will provide assistance, if required at aikcab@aik.org.au or president@aik.org.au.

AIK LTD FOUNDATION KINESIOLOGY AUTHORITY FORM

Foundational Kinesiology Organisation _____

Contact Name _____

Address _____

Telephone _____

Email _____

Website _____

Requirement 1

Kinesiology Type

Please select which Foundational Kinesiology type/s you are applying to for recognition:

- Touch for Health
- Three in One Concepts
- Learning Enhancement Acupressure Program (LEAP)
- International Institute of Applied Physiology (IIAP) Kinesiology
- International College of Professional Kinesiology Practice (ICPK)
- Educational Kinesiology (Edu K)
- Counselling Kinesiology
- Other _____

Requirement 2

Authority Level

Please select which level of authority your association has for this Foundational Kinesiology

Modality:

International Governing Body

Australian Governing Body

State Governing Body

Owner of Modality

Other _____

Requirement 3

Course Length

Please list the total length of the course in **hours** (assume 1 day = 8 hours) in the table below. Break down the total hours into contact or self-paced hours. Insert extra rows if necessary.

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.

Course Name	Contact hours	Self-paced hours	Total

Requirement 4

Course Hours Breakdown – for AIK Ltd Membership recognition:

Please complete the following table for each course applied for. Calculate the number of hours that are taught and assessed for each of the subject areas. If you have more courses 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.

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.

Course Name	Kinesiology	Anatomy and Physiology	Communication	Business	Nutrition	Other	Total

Requirement 5

Membership Level of course

Which level or levels of an AIK Ltd individual membership is this course/s suitable for? Please select from options below: (See Appendix One for further information to assist with this requirement)

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

Course Title	<i>AIK Ltd Membership Type</i>

Requirement 6

Approved Schools, Course Coordinators and Instructors/ Trainers/ Teachers

Please list the relevant Schools, Course Co-ordinators and Trainers/Instructors/Teachers below that are approved to deliver accredited courses. Please add extra rows if necessary. If the list is extensive and in a different format, please attach as an addendum to this form *or a link to the website with the authorised instructors listed.*

Name/s of Instructors/Teachers	School/ Organisation	Approved courses

Requirement 7

Course Materials Access – Only required in the event of a member complaint regarding the course

- I agree to provide access to course materials in the event of a participant making a formal complaint regarding conduct of the specified course to the AIK Ltd.

Requirement 8

Permission to act on behalf of this modality

- I acknowledge that I have the ownership rights and permissions to act on behalf of this modality as the formal association representative. All copyright and intellectual property requirements are also being met by the association or body I represent.

Requirement 9

Signature

Authorised Signature of person responsible for the modality application

Name _____ Signature _____

Preferred contact details

Requirement 10

Process Checklist

- Forward completed form (as a pdf file) to AIK Ltd via email to president@aik.org.au .
- Once the completed form has been received by AIKCAB; please allow up to 30 days for the administration process – if there are any questions the AIKCAB consultant or representative will contact the author requesting further information.
- Upon completion, recognition will be awarded and the relevant information will be listed on the AIK Ltd website. You will also receive a formal email of recognition.
- If your course or instructor list changes in any way, it is your responsibility to contact AIKCAB for the updated information/changes for our records will be incurred by the applicant.

Submission Checklist

- Application Form completed and submitted in full.
- Addendum attached if applicable.

APPENDIX ONE: AIK LTD MEMBERSHIP LEVELS

Note: International Students and Practitioners are able to apply for membership with the AIK Ltd – there requirements are slightly different to Australian based members. If you would like to view the AIK Ltd International Membership Application please email aikcab@aik.org.au.

Student Member

Core Kinesiology	A&P	Communication	Business Management	Nutrition	Total	Ongoing requirements
--	--	--	--	--	--	Provide First Aid (HLTAID011) / CPR

A member who is currently studying Kinesiology with an accredited AIK Ltd training organisation. This membership is not available for a person who has established Kinesiology qualifications such as a Certificate in Kinesiology. Student members are required to provide a current First Aid Certificate. This member is awarded support from the AIK Ltd, and a copy of the E-Indicator and E-News. This membership level is not entitled to vote.

Standard Member

Core Kinesiology	A&P	Communication	Business Management	Nutrition	Total	Ongoing requirements
150	20	10	10	10	200	<ul style="list-style-type: none"> • 5 CPE points at renewal • Provide First Aid (HLTAID011) /CPR • Insurance <ul style="list-style-type: none"> ○ minimum cover Professional Indemnity \$1M per occurrence ○ total minimum Public Liability cover \$10M • Working with Children / Blue Card or equivalent

A member who has completed Kinesiology qualifications and are in the process of operating a clinical practice and may be furthering their qualifications. This member is awarded support from the AIK Ltd,

free listing on the AIK Ltd Practitioner Directory, and a copy of the E-Indicator and E-News. This membership level is entitled to voting rights.

Registered Member

Core Kinesiology	A&P	Communication	Business Management	Nutrition	Total	Ongoing requirements
200	50	20	10	20	300	<ul style="list-style-type: none"> • 10 CPE points at renewal • Provide First Aid (HLTAID011) / CPR • Insurance <ul style="list-style-type: none"> ○ minimum cover Professional Indemnity \$1M per occurrence ○ total minimum Public Liability cover \$10M • Working with Children / Blue Card or equivalent

A member who has obtained a Cert IV in Kinesiology or equivalent (eg Modality Owners accredited courses). Please note AIK Ltd acknowledges that courses will have more hours than required or combination of hours required per the separate sectors. Must be operating a clinical practice. This membership level is entitled to hold a position on NE Board if elected. This member is awarded support from the AIK Ltd, free listing on the AIK Ltd Practitioner Directory, and a copy of the E-Indicator and E-News. This membership level is entitled to voting rights.

Registered Professional Member

Core Kinesiology	A&P	Communication	Business Management	Nutrition	Total	Ongoing requirements
650	100	40	25	35	850	<ul style="list-style-type: none"> • 20 CPE points at renewal • Provide First Aid (HLTAID011) / CPR • Insurance <ul style="list-style-type: none"> ○ minimum cover Professional

						<ul style="list-style-type: none"> Indemnity \$2M per occurrence <ul style="list-style-type: none"> ○ total minimum Public Liability cover \$10M • Working with Children / Blue Card or equivalent
--	--	--	--	--	--	--

A member who has obtained a Diploma in Kinesiology or equivalent (eg Modality Owners accredited courses). Please note AIK Ltd acknowledges that courses will have more hours than required or combination of hours required per the separate sectors. Must be operating a clinical practice. This membership level is entitled to hold a position on NE Board if elected. This member is awarded support from the AIK Ltd, free listing on the AIK Ltd Practitioner Directory, and a copy of the E-Indicator and E-News. This membership level is entitled to voting rights.

Registered Specialist Professional Member

Core Kinesiology	A&P	Communication	Business Management	Nutrition	Total	Ongoing requirements
1000	150	60	30	75	1315	<ul style="list-style-type: none"> • 20 CPE points at renewal • Provide First Aid (HLTAID011) / CPR • Insurance <ul style="list-style-type: none"> ○ minimum cover Professional Indemnity \$2M per occurrence ○ total minimum Public Liability cover \$10M • Working with Children / Blue Card or equivalent

A member who has obtained an Advanced Diploma in Kinesiology or equivalent (eg Modality Owners accredited courses). Please note AIK Ltd acknowledges that courses will have more hours than required or combination of hours required per the separate sectors. Must be operating a clinical

practice. This membership level is entitled to hold a position on NE Board if elected. This member is awarded support from the AIK Ltd, free listing on the AIK Ltd Practitioner Directory, and a copy of the E-Indicator and E-News. This membership level is entitled to voting rights.

Associate Fellow Member

Core Kinesiology	A&P	Communication	Business Management	Nutrition	Total	Ongoing requirements
1000	150	60	30	75	1315	<ul style="list-style-type: none"> • 20 CPE points at renewal • Provide First Aid (HLTAID011) / CPR • Insurance <ul style="list-style-type: none"> ○ minimum cover Professional Indemnity \$2M per occurrence ○ total minimum Public Liability cover \$10M • Working with Children / Blue Card or equivalent

A member who has obtained an Advanced Diploma in Kinesiology or equivalent (eg Modality Owners accredited courses). Please note AIK Ltd acknowledges that courses will have more hours than required or combination of hours required per the separate sectors. May be operating a clinical practice. This member must have held a Registered Professional Membership Level with the AIK Ltd for 5 continuous years as a minimum. They must have held at least one NE Board position for one full year at the level of President, Secretary or Treasurer. The member must have published a minimum of 3 articles published in the E-Indicator or its equivalent and have presented at AIK Ltd Conference. This membership level is entitled to hold a position on NE Board if elected. This member is awarded support from the AIK Ltd, free listing on the AIK Ltd Practitioner Directory, and a copy of the E-Indicator and E-News. This membership level is entitled to voting rights.

Fellow Member

The membership level is appointed by the National Executive Board of the AIK Ltd and must have been an Associate Fellow Member for 5 years. This membership level is entitled to hold a position on NE Board if elected. This member is awarded support from the AIK Ltd, free listing on the AIK Ltd Practitioner Directory, and a copy of the E-Indicator and E-News. This membership level is entitled to voting rights.

APPENDIX TWO: 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