

AIK LTD RECOGNITION OF COURSE ACCREDITED WITH OTHER INDUSTRY ASSOCIATIONS GUIDELINES AND APPLICATION

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 the course accreditation process can often be lengthy and time consuming for course providers. For many course providers it is not feasible, either financially or in terms of effort to go through the process with multiple associations. We recognise that this may hinder students in their choice of industry recognition with a Kinesiology Association. Subsequently the AIK Ltd has decided to offer course providers that have already undergone a thorough accreditation process with either the Australian Kinesiology Association Inc (AKA Inc) or the Australian Traditional Medicine Society (ATMS), the opportunity to apply for streamlined course accreditation with the AIK Ltd.

Essentially this means that course providers will only need to pay a small administration fee and complete a streamlined application form in order to have their courses recognised for AIK Ltd membership hours and CPE points. Course providers will not need to provide course materials for accreditation purposes as these have already been approved by the existing association. However, they will need to provide access in the unlikely event of an AIK Ltd member or a student lodging a complaint about the conduct of that course. All courses applied for must currently be accredited by either of the above two industry associations to be eligible for this dual recognition process. Any courses not recognised by any of these associations will need to complete a standard course accreditation application. 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) by email to: aikcab@aik.org.au.**
- **Payment for the accreditation process should be submitted with the application – a cost of \$90 is associated with the application to cover administrative costs.**

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

AIK Ltd Payment Details:

Name of Account: Australian Institute of Kinesiologists Limited

BSB: 124 068

Account Number: 12431709

Amounts: A\$90.00

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 INDUSTRY ASSOCIATED RECOGNITION ACCREDITATION SUBMISSION REQUIREMENTS

Following the accreditation requirements check list, please supply the following information to the AIK Ltd Course Accreditation Board (AICAB). 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 AICAB Consultant will provide assistance, if required.

AIK LTD COURSE INDUSTRY ASSOCIATED RECOGNITION ACCREDITATION APPLICATION FORM

Training Organisation _____

Contact Name _____

Address _____

Telephone _____

Email _____

Website _____

Requirement 1

Course Type

Please select which course type/s 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

Association Recognition

Please select which association your courses are currently accredited with:

- Australian Kinesiology Association Inc (AKA Inc)
- Australian Traditional Medicine Society (ATMS)

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: (See Appendix #1)

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.*

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

Requirement 6

Course Materials Access – Only required in the event of the AIK Ltd receiving a member or student 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 7

Agreement to AIK Ltd terms and conditions for Industry Associated Recognition (IAR)

I agree to resubmit my course application to the AIK Ltd, if for any reason my recognition and accreditation with the AKA Inc and/or ATMS lapses. I agree that the applicant has the option to apply and submitted to the AIK Ltd via the AIK Ltd Accreditation Application protocol.

I agree to inform the AIK Ltd immediately, if my recognition and accreditation with AKA Inc and/or ATMS lapses, and understand that the course associated industry recognition with the AIK Ltd will become invalid.

Requirement 8

Signature

Authorised Signature of person responsible for the course application

Name _____ Signature _____

Position _____

Preferred contact details

Requirement 9

Application Process Checklist

- Forward Application Form (pdf file) to AIK Ltd via email to aikcab@aik.org.au including the payment receipt for your application.
- AIK Ltd to provide invoice for payment of accreditation and evaluation fee.
- Once the completed application form and payment 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, recognition will be awarded and your information will be listed on the AIK Ltd website. You will also 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 INDUSTRY ASSOCIATED RECOGNITION accreditation with the AIK Ltd completed and the payment receipt emailed to aikcab@aik.org.au .

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 (HLTAID11) / 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
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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 Indemnity \$2M per occurrence ○ 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

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