



**HLT42015**  
**Certificate IV in Massage Therapy**

**Recognition of Prior Learning**  
**RPL Information**

**Queensland Health and Beauty College**

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## Overview of the RPL process

Recognition of Prior Learning is the way that the knowledge and skills that you have attained through your work and life experience are recognised, so that you can be issued a nationally recognised qualification.

It is a process of gathering evidence. Your assessor checks the evidence at each stage in the process and once they have sufficient evidence they can assess you as competent.

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## Elements of the RPL process

### Step 1 — Complete the RPL Application Form

#### i. RPL Application form and self-assessment

Complete and submit the RPL application form and self-assessment forms. You will also need to provide details of your work history for the past 3 years. Your resume should be attached to your application with the application fee.

### Step 2 — QHBC Student Services will:

- i. Confirm receipt of your application.
- ii. Notify you of preliminary RPL acceptance or gap training based on the application within 5 working days.
- iii. With your acceptance of this notification with the required deposit, QHBC will send you the RPL Tool.

### Step 3 - Gather and submit documentary evidence

- I. There is a list of suggested documentary evidence. List any other types of documentary evidence that you can provide. You may or may not have the documentary evidence available. This should not deter you from seeking a RPL as the Assessor will work with you during the RPL process, identify any gaps and then assist you.

**ii. Third party verification**

The most appropriate person to complete the third party verification form would be your current supervisor or manager. They need to be in a position to confirm your skills and experience from their own observations. A previous supervisor, manager or work colleague may also be appropriate.

Once the form is completed, submit this to your assessor. Your assessor will contact the third party to authenticate the evidence.

**iii. Qualifications**

You will need to submit certified copies of any qualifications and licenses. They may assist in providing evidence towards each unit of competency.

- ✓ Make copies of all the certificates that you hold, **including the transcripts of units.**
- ✓ Take the originals and the copies to **certify.**

**Step 4 — Conversation with Assessor**

- i. An assessor will review the information you have provided and begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer Training and Assessment related questions to identify your current skills.
- ii. Assess your portfolio, interviews you, give you feedback and makes the assessment decision.

**Step 5 — Outcome**

**A) RPL Granted and qualification or Statement of attainment issued.**

Once all of the elements above have been completed, your assessor will review the evidence and make a judgment as to whether it is sufficient to confirm your competency. At this stage if the evidence is sufficient, QHBC will be able to issue your certificate or Statement Of Attainment.

**B) Additional gap training required**

If there is evidence of gaps, your assessor will advise you on the next step.

This may be; gathering further documentary evidence; or Completing practical activities as instructed by your assessor.

## GATHERING EVIDENCE FOR RPL

The table below lists typical examples of evidence that may be able to be used in your RPL.

TYPES OF EVIDENCE	EXAMPLES OF EVIDENCE
<b>Direct evidence</b>	<ul style="list-style-type: none"> <li>▪ Workplace observation</li> <li>▪ Demonstration of skill</li> <li>▪ Samples of work</li> <li>▪ Resources developed by the applicant and verified by a third party</li> <li>▪ Materials or tools you work with</li> <li>▪ Referees report</li> <li>▪ Video</li> <li>▪ Audio</li> <li>▪ Photos</li> <li>▪ Published works such as operational manuals</li> </ul>
<b>Indirect evidence</b>	<ul style="list-style-type: none"> <li>▪ Industry Awards</li> <li>▪ Job specifications or position descriptions</li> <li>▪ CV or Resume</li> <li>▪ Rosters or Timesheets</li> <li>▪ Visual presentations (PPT's) or written speeches</li> <li>▪ Letters or memos from your workplace</li> <li>▪ Reference/or letters of support</li> <li>▪ Evidence of committee work</li> <li>▪ Reading lists</li> <li>▪ Workplace training records</li> </ul>
<b>Historical evidence</b>	<ul style="list-style-type: none"> <li>▪ Written references from past employers</li> <li>▪ Log books and other records of performance</li> <li>▪ Certificates or qualifications</li> <li>▪ Letters of support</li> <li>▪ Assignments, reports and documentation from previous courses undertaken</li> <li>▪ Past competency based assessments</li> <li>▪ Record of academic results</li> <li>▪ Course attendance record</li> <li>▪ Scrap books</li> <li>▪ Magazine or newspaper articles about your work</li> </ul>

### Evidence must be:

<b>Authentic</b>	The documentary evidence you are submitting is your own work.
<b>Valid</b>	Related to the specific competencies for the unit
<b>Sufficient</b>	Demonstrate complete competency against the information that underpins a competency statement
<b>Reliable</b>	How well you can consistently perform a given competency to the required standard
<b>Current</b>	Use recent project that it is still relevant to the skills and knowledge you have.

## HLT42015: Certificate IV in Massage Therapy

### Course Structure

Course Code	HLT420105 Certificate IV in Massage Therapy	
<b>Course Description</b>	<p>This qualification reflects the role of massage therapists who provide general health maintenance treatments. It does not reflect the role of a remedial massage therapist. Practitioners may be self-employed or work within a larger health service.</p> <p>To achieve this qualification, you must have completed at least 80 hours of work as detailed in the Assessment Requirements of units of competency.</p>	
<b>Course Structure: 13 Units 10 Core units and 3 Elective Units</b>		
<b>CORE UNITS</b>		
Field	Unit Code	Unit Title
<b>Diversity</b>	CHCDIV001	Work with diverse people
<b>Legislation and Ethics</b>	CHCLEG003	Manage legal and ethical compliance
<b>Safety and Hygiene</b>	HLTINF004	Manage the prevention and control of infection
	HLTWHS004	Manage work health and safety
<b>Physical Health Status</b>	HLTAAP002	Confirm physical health status
<b>Massage Practice</b>	HLTMSG001	Develop massage practice
<b>Massage Treatment</b>	HLTMSG002	Assess client massage needs
	HLTMSG004	Provide massage treatments
	CHCCOM006	Establish and manage client relationships
<b>First Aid</b>	HLTAID003	Provide first aid
<b>ELECTIVE UNITS ( 3 required ) :</b>		
<b>Reflexology</b>	HLTREF002	Provide reflexology for relaxation
<b>Business Planning</b>	BSBSMB404	Undertake small business planning
<b>Massage Treatment</b>	BSBMED303	Maintain patient records
<b>Health Professionals</b>	CHCPRP003	Reflect on and improve own professional practice

## Current Certificate IV and Critical Evidence

### HLT42015 Certificate IV in Massage Therapy

Course Descriptor	Critical Evidence
<b>CORE UNITS</b>	
<b>CHCDIV001</b> Work with diverse people	Core <ul style="list-style-type: none"> <li>• Undertaken a structured process to reflect on own perspectives on diversity</li> <li>• Recognised and respected the needs of people from diverse social and cultural backgrounds in at least 3 different situations:</li> <li>• Selected and used appropriate verbal and non verbal communication</li> <li>• Recognised situations where misunderstandings may arise from diversity and formed appropriate responses</li> </ul>
<b>CHCLEG003</b> Manage legal and ethical compliance	Core <ul style="list-style-type: none"> <li>• Determined the scope of legal and ethical compliance requirements and responsibilities, and developed policies and procedures for at least 1 workplace or business</li> <li>• Developed a strategic response to at least 3 different situations where legal or ethical requirements have been breached</li> </ul>
<b>HLTINF004</b> Manage the prevention and control of infection	Core <ul style="list-style-type: none"> <li>• Use of suitable facilities, equipment and resources, including:</li> <li>• facilities and equipment used in the candidate's place or intended place of work</li> <li>• Current infection prevention and control regulations and standards</li> <li>• Modelling of industry operating conditions, including presence of real or simulated risks and hazards to which the candidate responds</li> </ul>
<b>HLTWHS004</b> Manage work health and safety	Core <p>Completed the following tasks at least once in line with state/territory WHS regulations, relevant codes of practice and workplace procedures:</p> <ul style="list-style-type: none"> <li>• Conducted a workplace risk assessment and recorded the results, including:                             <ul style="list-style-type: none"> <li>▶ identification of hazards and potential hazards</li> <li>▶ risk assessment</li> <li>▶ evaluation of policy/procedure in line with state/territory legislation and industry guidelines</li> <li>▶ development of risk controls and measures</li> </ul> </li> <li>• Conducted the following consultative activities with at least two workers:                             <ul style="list-style-type: none"> <li>▶ information session about workplace policies and procedures, including demonstration of personal protective equipment (PPE) where required for the job role</li> <li>▶ consultative discussion regarding outcomes of a workplace risk assessment, including risk controls and measures developed as part of the risk</li> </ul> </li> </ul>

		<p>assessment process</p> <ul style="list-style-type: none"> <li>• Monitored workplace compliance with WHS procedures</li> <li>• Developed a WHS action plan, including strategies for monitoring and review</li> <li>• Coordinated workplace procedures for a simulated emergency situation.</li> </ul>
<p><b>HLTAAP002</b> Confirm physical health status</p>	Core	<p>Obtained, correctly interpreted and used anatomical and physiological client information to check the physical health status of at least 3 different people presenting with different conditions.</p>
<p><b>HLTMSG001</b> Develop massage practice</p>	Core	<ul style="list-style-type: none"> <li>• Used critical thinking skills to: <ul style="list-style-type: none"> <li>▸ review and reflect on information from a range of sources about massage practice</li> <li>▸ evaluate and articulate requirements for sustainable massage practice</li> </ul> </li> <li>• Communicated key messages about massage therapy to meet the information needs of at least 3 different individuals or groups</li> <li>• Developed goals for own practice that reflect the values and philosophies of massage therapy</li> </ul>
<p><b>HLTMSG002</b> Assess client massage needs</p>	Core	<ul style="list-style-type: none"> <li>• Performed the activities outlined in the performance criteria of this unit during a period of at least 80 hours of massage client consultation work</li> <li>• Prepared for and managed at least 40 massage assessments - clients must include males and females from different stages of life with varied presentations</li> <li>• Completed physical assessments using palpation, observation and active, passive and resisted ROM testing</li> <li>• Interacted effectively with clients: <ul style="list-style-type: none"> <li>▸ clearly articulated information about services, treatment options and rationale</li> <li>▸ engaged clients in decision making</li> </ul> </li> </ul>
<p><b>HLTMSG004</b> Provide massage treatments</p>	Core	<ul style="list-style-type: none"> <li>• performed the activities outlined in the performance criteria of this unit during a period of at least 80 hours of massage client consultation work</li> <li>• prepared for and managed at least 40 massage treatment sessions - clients must include males and females from different stages of life with varied presentations</li> <li>• used all of the following massage techniques: effleurage, frictions, kneading, longitudinal gliding strokes, petrissage, compressions, tapotement, vibrations.</li> </ul>

<p><b>CHCCOM006</b> Establish and manage client relationships</p>	<p>Core</p>	<ul style="list-style-type: none"> <li>Established and managed client relationships and boundaries appropriately during the provision of services to 3 clients</li> <li>Developed responses to 3 different situations involving difficult or challenging behaviour</li> </ul>
<p><b>HLTAID003</b> Provide first aid</p>	<p>Core</p>	<ul style="list-style-type: none"> <li>Completed the tasks in line with state/territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures:</li> </ul>
<p><b>ELECTIVE UNITS    Select 3 units</b></p>		
<p><b>HLTREF002</b> Provide reflexology for relaxation</p>	<p>Elective</p>	<ul style="list-style-type: none"> <li>Provided relaxation reflexology to at least 4 different people, selecting reflexology techniques based on sound assessment of the feet:</li> <li>Evaluated and responded appropriately to skin and structural abnormalities</li> <li>Used techniques and sequences within scope of reflexology thumb and finger practice</li> </ul>
<p><b>BSBSMB404</b> Undertake small business planning</p>	<p>Elective</p>	<ul style="list-style-type: none"> <li>Develop a business plan which provides for finance, marketing and provision of products or services to facilitate all business goals and objectives</li> <li>Identify and plan all work health and safety (WHS) and duty of care responsibilities</li> <li>Identify and assess internal and external risks to the business</li> <li>Develop risk management strategies including a contingency plan for non-conformance.</li> </ul>
<p><b>BSBMED303</b> Maintain patient records</p>	<p>Elective</p>	<ul style="list-style-type: none"> <li>Use a recordkeeping system to create, access, store and maintain accurate records, according to organisational and legislative requirements</li> <li>Identify and recommend improvements to recordkeeping system or own work practices</li> <li>Communicate with relevant people about patient records.</li> </ul>
<p><b>CHCPRP003</b> Reflect on and improve own professional practice</p>	<p>Elective</p>	<ul style="list-style-type: none"> <li>undertaken a structured process to reflect on and improve own practice and created 1 personal development plan that includes:                         <ul style="list-style-type: none"> <li>▶ goals</li> <li>▶ timeframes</li> <li>▶ ways of measuring progress</li> </ul> </li> </ul>