



## **COURSE SUBMISSION GUIDELINES**

### **MISSION STATEMENT**

The Australian Institute of Kinesiologists Ltd, hereafter known as The Institute, acknowledges the history of the development of Kinesiology in Australia and is devoted to its self-regulation, growth, development, protection, nurture, integrity, competence, and acknowledgement as a fully recognized professional partner in total health care.

### **COURSE ACCREDITATION BOARD**

The Institute 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 submitters
- Support all Kinesiology authors / Instructors in their endeavours to have their courses ASQA or equivalent approved.

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

- **The completed accreditation application form to be sent to (in PDF Format): [aikcab@aik.org.au](mailto:aikcab@aik.org.au).**
- **Course Materials to be sent to: [aikcab@aik.org.au](mailto:aikcab@aik.org.au) via secure dropbox link. Please refer to "Requirement 10" of this document.**

Upon receipt of the application form an invoice will be issued to you for payment of the course application / assessment fee. Please forward remittance to [aikcab@aik.org.au](mailto:aikcab@aik.org.au).

# COURSE ACCREDITATION SUBMISSION REQUIREMENTS

Following the accreditation requirements check list, please supply the following information to the AIK Course Accreditation Board (AIKCAB). The Board will endeavor 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. All information and documentation supplied remains the property of The Institute.

A Board Member of the AIKCAB will provide assistance, if required.

## AIK COURSE ACCREDITATION APPLICATION FORM

Training Organisation \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### **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 Certificate IV equivalent course
- Modality owner of a Diploma equivalent course
- Supplementary Course for Professional development
- Other \_\_\_\_\_

### **Requirement 2**

#### **Course Name**

Please list the title of course and where applicable course number

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**Requirement 3**  
**Course Details**

Please complete the following table for the course. For RTOs, list the unit number under description

Unit title	Unit description	Face hrs	Online hrs	Study hrs	Total hrs
Total Course Hrs					

**Requirement 4**  
**Assessment Plan**

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

Unit	Assessment Types *

Assessment type refers to the mode of assessment, e.g. theory test, practical demonstration, oral questions, research report etc.

**Subject Area Breakdown – Course Total Hours**

Kinesiology	Anatomy & Physiology	Communication	Business	Nutrition	Other	<u>Total</u>

**Requirement 5**

**Membership Level of course**

Which level of individual membership is this course suitable for? Please select from options below

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

**Requirement 6**

**Pre-requisites for the Course**

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

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**Requirement 7**

**Name of Person or Group Submitting Course and Responsible for it**

Please list the person or persons responsible for co-ordinating and overseeing the course

Name	Organisation	Qualifications	Date obtained

**Requirement 8**

**Instructors**

Please list instructor's names and relevant qualifications below

Instructor name	Units taught	Qualifications – kinesiology and teaching / training

**Please submit copies of all relevant qualifications with your submission.**

**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

- Educational Development
- Homeopathic Principals
- Chiropractic Theory
- Dentistry
- Physiotherapy
- Massage
- Neuro Linguistic Programming (NLP)
- Nutrition
- Physiology
- Psychological
- Vision Improvement
- Generations
- Other \_\_\_\_\_

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.

## **Requirement 10**

### **Course Materials**

Please provide a copy of the following items in PDF format that are utilised in your course (via secure dropbox link to [aikcab@aik.org.au](mailto:aikcab@aik.org.au). Pls also include this application form.) . Please ensure all legal and ethical requirements are met in terms of copyright and plagiarism.

References to original source 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, assessment, appeals, critical times etc.

## **Requirement 11**

### **Signature**

Authorised Signature of person responsible for the course application

Name \_\_\_\_\_ Signature \_\_\_\_\_

*Preferred contact details*

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## **Requirement 12**

### **Course Application Costs**

Application/Assessment Fee	\$ 50
Evaluation and Accreditation Fee	\$ 25 per unit/ module in courses \$ 200 for Diploma of Kinesiology (HLT52415) by RTO

- 1) Once the Application Form has been received an invoice will be forwarded to you for payment of the Application / Assessment Fee.
- 2) After the initial assessment another invoice will be raised for the evaluation and accreditation fee.

The application fee covers an initial assessment. The accreditation and evaluation fee covers the cost of assessing the application and accrediting the course. The cost of this fee will be determined after revision of the initial application.

*NOTE - Fees may be subject to change at any time according to the AIK Ltd National Executive Board.*

## **Requirement 13**

### **Application Process**

- ✓ Forward Application Form (pdf file) to AIK Ltd via email to [aikcab@aik.org.au](mailto:aikcab@aik.org.au).
- ✓ AIK Ltd to provide invoice for payment of initial assessment fee.
- ✓ Forwarded course materials (pdf file) to AIKCAB via secure dropbox link to [aikcab@aik.org.au](mailto:aikcab@aik.org.au).
- ✓ Please allow 30 days minimum for evaluation and you will receive an email with the specific evaluation and accreditation fee. (The AIKCAB will scale each application to ensure that the course application process is fair and equitable for the applicant).
- ✓ AIK Ltd to issue invoice for evaluation / accreditation fee.
- ✓ Once the evaluation and accreditation fee evidence has been received by AIKCAB please allow 30 days for the accreditation process – if there are any questions AIKCAB will contact you requesting further information.
- ✓ 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 with a \$50 fee for the updated information/changes for our records and to ensure support of the member.