



## **COURSE SUBMISSION APPLICATION**

### **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 VETEC 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.

All submissions should be sent to: (in PDF format)

**AIKCAB PO Box 135, Monbulk VIC 3793**

**Email: [info@aik.org.au](mailto:info@aik.org.au)**

*"Strengthening Kinesiology through Innovation & Vision"*









**Requirement 5**

**Membership Level of course**

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

- Student
- Standard Member
- Registered Member
- Registered Professional Member
- Registered Specialist Professional Member

**Requirement 6**

**Pre-requisites for the Course**

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

---



---



---



---



---

**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





**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. 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 and academic statement 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.

*“Strengthening Kinesiology through Innovation & Vision”*



**Requirement 11**  
**Signature**

Authorised Signature of person responsible for the course application

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

Preferred contact details

---

**Requirement 12**  
**Course Application Costs**

**Application Fee** \$50  
**Evaluation and Accreditation Fee** TBA (This will be reviewed by AIKCAB and you will be informed)  
Please include the relevant fee with your initial application.

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.

Payment is to be made to the AIK Ltd, either by cheque or Direct Debit into AIK Ltd Bank Account:

**Account Name: Australian Institute of Kinesiologists Ltd;**  
**B.S.B.: 124-068 A/C No.: 12431709**

Evidence of the application payment needs to be attached to your application.

NOTE - Fees may be subject to change at any time according to the AIK Ltd National Executive Board  
**Updated – October, 2016**

**Requirement 13**  
**Application Process**

- ✓ Applied to AIK Ltd via email with attachments in PDF format with payment evidence
- ✓ You will receive an acknowledgment of receipt email from AIKCAB
- ✓ 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).
- ✓ 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.

*“Strengthening Kinesiology through Innovation & Vision”*