



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.

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

AIKCAB PO Box 135, MONBULK VICTORIA 3793

Email: info@aik.org.au

“Strengthening Kinesiology through Innovation & Vision”



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 Certificate IV in Kinesiology Course
- 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

Requirement 2

Course Name

Please list the title of course and where applicable course number

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
- Registered Member
- Registered 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

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. 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

Requirement 12

Course Application Costs

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

Please include the application fee with your initial application. You will then be invoiced 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.

Payment is to be made to the AIK, either by cheque or Direct Debit into AIK BankAccount

Account Name: Australian Institute of Kinesiologists Ltd;

BSB: 124-068 Account Number: 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 National Executive Board

Requirement 13

Application Process

- ✓ Applied to AIK Ltd via email with attachments in PDF format with payment evidence
- ✓ You will receive an acknowledgement 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.