STUDENT HANDBOOK

"The best way to predict your future is to create it"

onfit.edu.au  1300 557 637
The Benefits of this Handbook

This handbook has been designed to provide you with information about our policies and procedures towards the qualification/course you are enrolling into.

It is your responsibility as a student to read this document before enrolling in a course or courses at Onfit Training College, and to sign an acceptance of these terms and conditions prior to course commencement.

It is important that this handbook is kept as a reference guide when you have a question. If you can’t find the information you need, please phone our friendly staff at Onfit Training College for assistance on 1300 557 637.

Online Fitness Pty Ltd trading as Onfit Training College is a Registered Training Organisation (RTO#32107). We deliver the following Nationally Accredited Qualifications:

- SIS30315 Certificate III in Fitness
- SIS40215 Certificate IV in Fitness
- SIS50215 Diploma of Fitness
- 10576NAT Certificate IV in Weight Management
- 10697NAT Diploma of Weight Management
- HLT43015 Certificate IV in Allied Health Assistance

Further details relating to Nationally Recognised Training can be found at https://training.gov.au.
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Welcome
Welcome to Onfit Training College and to a new and exciting change in your life! The Onfit Training College Team (and its partners) are thrilled to see you taking the first steps towards developing your skills in the Health, Wellness and Fitness Industries. By putting into practice, the skills that your fitness course provides, you will soon be confident and ready to join the profession you have chosen with a highly reputable qualification backing you.

We are committed to providing you with the most rewarding educational experience we can offer as you complete your qualification with us. We want to work with you to achieve your goals and welcome any feedback or comments from you as you complete your studies.

Please use this handbook to help you make your decision to choose Onfit Training College as your education provider and as an ongoing reference as you complete your studies with us.

Contact and Location
Contact Us
Email:
education@onfit.edu.au – for assistance with your study
admin@onfit.edu.au – for assistance with any administrative matter or technical support

Our website is www.onfit.edu.au which contains general information about our courses. You can also find information about us by visiting our social media pages: (click on the icons to access)

Phone: 1300 557 637

Postal address: 124 Phillip Cres, Barellan Point, QLD, 4306

Brisbane Campus (Head Office)
We are located at the Police Citizens Youth Club (PCYC) on Castlemaine St in Milton, Brisbane, which is a short walk from the Milton railway station. Please note: Mail cannot be received at this address. Please direct all mail to the postal address listed above. Parking is available on campus, or you can get information on bus and train timetables at: www.translink.com.au
Our Responsibilities

Marketing
Marketing and advertising of Onfit’s VET qualifications is ethical, accurate and consistent with Onfit’s scope of registration and in accordance with current Standards for NVR Registered Training Organisations.

Student Recruitment
Onfit Training College recruits students in an ethical, responsible and equitable manner. Our courses have been designed and targeted for all members of the community who are interested in pursuing a career in the health / fitness industry. In addition, our courses are accessible for anyone who has an interest in health and fitness.

Course Information
Students are provided with information relative to their curriculum, student services, complaints and appeals procedures, attendance, and assessment requirements.

Getting Started

Enquiry
One of our career advisors will provide you with details about course content, pricing and methods of payment. You will be sent information which includes—course overviews and this Student Handbook. Our team will be happy to answer any questions you may have.

Enrolment

Types of enrolment
Fee for Service
A ‘Fee for Service’ enrolment, is a ‘standard’ enrolment, in which fees are not subsidised by the Government. The fee charged covers your tuition, support & certificate issuance. Your Career Advisor will provide you with a quote for the course fees for any courses you are interested in and will provide you with information regarding the payment options available to you.

Government Funding
Onfit Training College is a Pre-Qualified Supplier (PQS), approved to deliver training and assessment which, for eligible students, is subsidised by the Queensland Government. Onfit Training College has been approved to deliver two qualifications which access government funding. The Certificate III in Fitness via the Certificate 3 Guarantee program and The Certificate IV in Allied Health Assistance via the Higher-Level Skills program. The cost to eligible students is heavily subsidised for these programs. Click here for more information on these programs and eligibility criteria. If you are a student enrolling through these programs, after confirming your eligibility, please ensure you have read, understood and agree to the following documents.

- Fact Sheet: Certificate 3 Guarantee
- Face Sheet: Higher Level Skills
- Student Handbook for Funded Enrolments

If you believe you are eligible to take part in either of these programs or are interested in learning more, your Career Advisor can assist with this process, prior to your enrolment.
Course entry questionnaire
Onfit provides a course entry questionnaire that is to be completed by all students as part of the enrolment process. This questionnaire allows Onfit’s team to determine any support needs you may have, in relation to language, literacy and numeracy, and to identify if the course level you are enrolling in, is appropriate.

Language, Literacy and Numeracy
If you have been identified as needing extra help, an e-Tutor will discuss how they can help you complete your course (for example, a written examination may be conducted verbally).

If you need more help than we can deliver, Onfit will provide a list of support services for you on request. For more information please refer to Student Support Services in this handbook, contact Education at education@onfit.edu.au or call 1300 557 637, Option 2.

Enrolment Form
When you are ready to enrol, you will be provided with an enrolment form by your Course Advisor. You are required to ensure you fully understand and agree to all aspects of your enrolment, before you enrol and commence your studies. If you’re unsure about anything relating to your enrolment, ensure that you ask your Course Advisor for clarification or contact Onfit Training College directly. Please complete all details on the enrolment form, this includes the terms and conditions which you are required to read, agree to and acknowledge. Once your enrolment form has been returned, your enrolment and payment of deposit will be processed, and your course access details will be provided so you can commence your studies (See ‘Commencing your Course’ for more details).

USI (Unique Student Identifier)
A USI is simply an ID number, issued through the government website www.usi.gov.au. This is an initiative set by the Federal Government to provide a centralised, life-long record of your training and education. All students studying in Australia will be required to have a USI from 1st January 2015. Your USI will be required at the time of enrolment and will need to be included on your enrolment form. You can apply for your USI here: https://www.usi.gov.au/students/create-usi

Note: Certificates will only be issued to you in the name associated with your USI and shown on your identification documents. When any document is in a former name, an official document (e.g. marriage certificate or change of name certificate) showing the change of name must be accompanied with the identification documents.

Photo ID
You are required to provide 1 x copy of photographic Identification, as part of your enrolment. Acceptable forms of ID include:
• Driver’s license
• Passport
• Proof of age card
Please send a copy of your ID, to your Course Advisor, when completing/sending through your enrolment forms.

Confirmation of Enrolment
Your enrolment will be confirmed on the receipt of your completed and signed enrolment form and payment of your course fee (or deposit and payment plan documentation).

Login
Once your documentation and payment has been processed, you will receive an enrolment email from our Admin team with your username and password, and instructions on how to access your course/s. The date you receive this email is the commencement date of your course.
Course Details

Course Delivery Options
Onfit offers the following course delivery options:

Certificate III and IV in Fitness
Online:
- Theory is delivered online
- 24/7 access
- Self-paced lessons
- All your assessments & resources in the one location
- 7-day support
- 12-month course access timeframe per certificate
- Work Placement occurs in industry
- Practical assessment occurs on campus or via video submission

Blended (Face-to-Face & Online):
- 20 weeks of classes (delivered 2 evenings x 3 hours per week – ask your career advisor for more details)
- 10 weeks of Certificate III and 10 weeks of Certificate IV in Fitness
- Large focus on the understanding of key concepts and training techniques through practical application
- Practical sessions delivered within a gym
- Gym membership at PCYC Lang Park for the course duration
- Experienced and qualified teachers and tutors

Plus
- 24/7 online course access
- Self-paced lessons to complement your face-to-face classes
- All your assessments & resources in the one location
- 7-day support, in addition to your face-to-face classroom lecturers
- 12-month course access timeframe per certificate

Optional Extra: Many students complete First Aid training prior to course commencement – as it is often a job requirement in other roles. As such, we have scheduled First Aid, as a session to be run outside of your normal weekly sessions. If you hold this qualification you do not need to attend this class. If you do not have this qualification at the time of studying your Certificate III in Fitness, you can attend this class through Onfit or with another Nationally Recognised Course Provider of your choice. For completion of the Certificate III in Fitness, you will require the HLTAID003 - Provide first aid Unit of Competency.

PCYC Membership & Gym Membership
As part of your enrolment into the Blended Class at PCYC Lang Park, you will receive a complementary PCYC Gym Membership for the duration of your On-Campus classes. You will also receive a complementary PCYC Membership for 12 months. You must adhere to the terms and conditions of these memberships, and complete all required induction procedures & paperwork, to receive these memberships and attend the practical components of your classes.

Additional Information for Face-to-Face students:
Onfit Training College reserves the right to cancel any face to face course if a minimum of 8 students are not enrolled prior to the cut-off date. Alternative dates, or study methods will be offered, should this occur, and refunds will be issued if these options are not suitable to the student.
# Overview of Certificate III & IV in Fitness Face-to-Face sessions

<table>
<thead>
<tr>
<th>Week</th>
<th>Contact Session</th>
<th>Content covered from Certificate III in Fitness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre - Start</td>
<td>0</td>
<td>Fitness Industry Legislation and Policies</td>
</tr>
<tr>
<td>Week One</td>
<td>1</td>
<td>Anatomy and Physiology</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Anatomy and Physiology</td>
</tr>
<tr>
<td>Week Two</td>
<td>3</td>
<td>Anatomy and Physiology</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Anatomy and Physiology</td>
</tr>
<tr>
<td>Week Three</td>
<td>5</td>
<td>The Health Screening and Referral Process</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Assessing Client Needs and Fitness Levels</td>
</tr>
<tr>
<td>Week Four</td>
<td>7</td>
<td>Developing Exercise Programs</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Instructing Exercise Programs</td>
</tr>
<tr>
<td>Week Five *</td>
<td>9</td>
<td>Conducting Fitness Program Reviews and Re-Assessments</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Providing Healthy Eating Information</td>
</tr>
<tr>
<td>Week Six</td>
<td>11</td>
<td>Exercise Considerations for Specific Populations</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Older Adults Fitness Training</td>
</tr>
<tr>
<td>Week Seven</td>
<td>13</td>
<td>Provide Quality Service</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>Gym Equipment Maintenance</td>
</tr>
<tr>
<td>Week Eight</td>
<td>15</td>
<td>Instructing Community and Group Exercise Sessions</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>Circuit Training</td>
</tr>
<tr>
<td>Week Nine</td>
<td>17</td>
<td>Workplace Skills</td>
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<tr>
<td></td>
<td>18</td>
<td>Programming Project</td>
</tr>
<tr>
<td>Week Ten</td>
<td>19</td>
<td>Practical Assessments – Fitness Foundations</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Practical Assessments – Group Exercise</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week</th>
<th>Contact Session</th>
<th>Content covered from Certificate IV in Fitness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week One</td>
<td>1</td>
<td>Operating a Small Fitness Business</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Operating a Small Fitness Business</td>
</tr>
<tr>
<td>Week Two</td>
<td>3</td>
<td>Exercise Science Principle in Fitness Programming</td>
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<td></td>
<td>4</td>
<td>Exercise Science Principle in Fitness Programming</td>
</tr>
<tr>
<td>Week Three</td>
<td>5</td>
<td>Exercise Science Principle in Fitness Programming</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Strength and Conditioning</td>
</tr>
<tr>
<td>Week Four</td>
<td>7</td>
<td>Strength and Conditioning</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Providing Nutritional Advice to Clients</td>
</tr>
<tr>
<td>Week Five</td>
<td>9</td>
<td>Motivational Psychology</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Skills of the Personal Trainer</td>
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<tr>
<td>Week Six</td>
<td>11</td>
<td>Skills of the Personal Trainer</td>
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<tr>
<td></td>
<td>12</td>
<td>Skills of the Personal Trainer</td>
</tr>
<tr>
<td>Week Seven</td>
<td>13</td>
<td>Skills of the Personal Trainer</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>Postural Appraisals</td>
</tr>
<tr>
<td>Week Eight</td>
<td>15</td>
<td>Working with Clients and Allied Health Professionals</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>Instructing Exercise to Young People</td>
</tr>
<tr>
<td>Week Nine</td>
<td>17</td>
<td>Conduct Sustainable Work Practices</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>Programming Project</td>
</tr>
<tr>
<td>Week Ten</td>
<td>19</td>
<td>Practical Skills</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Practical Assessments</td>
</tr>
</tbody>
</table>
Diploma of Fitness

Online:
- Theory is delivered online
- 24/7 access
- Self-paced lessons
- All your assessments & resources in the one location
- 7-day support
- Work Placement occurs in industry
- Practical assessment occurs via video submission
- 18-month course access timeframe per certificate

Certificate IV in Weight Management

Online:
- Theory is delivered online
- 24/7 access
- Self-paced lessons
- All your assessments & resources in the one location
- 7-day support
- Practical assessment occurs via video submission
- 12-month course access timeframe per certificate

Diploma of Weight Management

Online:
- Theory is delivered online
- 24/7 access
- Self-paced lessons
- All your assessments & resources in the one location
- 7-day support
- Practical assessment occurs via video submission
- 18-month course access timeframe per certificate

Certificate IV in Allied Health Assistance

Online / Blended:
- Theory is delivered online
- 24/7 access
- Self-paced lessons
- All your assessments & resources in the one location
- 7-day support
- Work Placement occurs in industry
- Practical assessment can occur on campus, in industry, via video submission
- 18-month course access timeframe

Online System Requirements

Once you have enrolled with Onfit Training College, you will be sent a Welcome E-mail with course credentials. Outlined below are a list of requirements to have the best possible learning experience:
- Desktop or Laptop computer
- Internet Access
- Google Chrome or Mozilla Firefox
- Adobe Reader
- Microsoft Word or similar program
Face-to-Face Requirements

- Suitable fitness attire
- Notebook and pen or laptop
- Food and drinks for breaks

It is recommended that you bring a laptop with you to scheduled Face-to-Face sessions. Management will not accept responsibility for the loss or damage to any personal belongings left unattended on premises.

Additional fees will apply if printing of course materials is requested (see ‘Fees and Payments’).

Course Requirements & Unit Outlines

SIS30315 Certificate III in Fitness
The Certificate III in Fitness includes 16 units of competency (9 core + 7 electives).

Entry Requirements
Entry to this qualification is open to individuals who have successfully completed Onfit’s course entry LLN questionnaire. There are no additional entry requirements for this qualification for ‘fee for service” students (students whose fees are not being subsidized by the government).

Course Outline

<table>
<thead>
<tr>
<th>CERTIFICATE III IN FITNESS – SIS30315</th>
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</thead>
<tbody>
<tr>
<td>UNIT CODE</td>
</tr>
<tr>
<td>SISFFIT001</td>
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<tr>
<td>SISFFIT002</td>
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<td>SISFFIT003</td>
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<tr>
<td>SISFFIT004</td>
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<tr>
<td>SISFFIT005</td>
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<tr>
<td>SISFFIT014</td>
</tr>
<tr>
<td>SISXCCS001</td>
</tr>
<tr>
<td>SISFFIT006</td>
</tr>
<tr>
<td>SISXFAC001</td>
</tr>
<tr>
<td>SISXIND001</td>
</tr>
<tr>
<td>BSBRSK401</td>
</tr>
<tr>
<td>HLTWHS001</td>
</tr>
<tr>
<td>SISFFIT007</td>
</tr>
<tr>
<td>SISFFIT010</td>
</tr>
<tr>
<td>SISFFIT011</td>
</tr>
<tr>
<td>*HLTAID003</td>
</tr>
</tbody>
</table>

*This unit of competency can be completed either with Onfit Training College on campus, at external locations by arrangement through Further Your Fitness, (in partnership with Onfit Training College) or via an external accredited provider. *The cost for this unit is not included in online courses.
SIS40215 Certificate IV in Fitness

The Certificate IV in Fitness includes 20 units (12 core + 8 electives). Entry to this qualification is open to individuals who hold a current first aid and CPR certificate and have been recognised as competent through a recognised training program or recognition process against the following units of competency.

Entry Requirements
Successful completion of Onfit’s course entry LLN questionnaire. A current first aid and CPR certificate, and completion of the following entry requirement units (from the Certificate III in Fitness).

- SISFFIT001 Provide health screening and fitness orientation
- SISFFIT002 Recognise and apply exercise considerations for specific populations
- SISFFIT003 Instruct fitness programs
- SISFFIT004 Incorporate anatomy and physiology principles into fitness programming
- SISFFIT005 Provide healthy eating information
- SISFFIT006 Conduct fitness appraisals
- SISFFIT014 Instruct exercise to older clients
- SISXCCS001 Provide quality service

*Evidence of equivalence of the units listed above, through other recognised training programs and/or experience (recognition of prior learning) can also fulfil this section of the entry requirements

Course Outline

<table>
<thead>
<tr>
<th>CERTIFICATE IV IN FITNESS – SIS40215</th>
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<tbody>
<tr>
<td><strong>UNIT CODE</strong></td>
</tr>
<tr>
<td>SISFFIT013</td>
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<tr>
<td>SISFFIT015</td>
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<tr>
<td>SISFFIT016</td>
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<tr>
<td>SISFFIT017</td>
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<td>SISFFIT018</td>
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<td>SISFFIT020</td>
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<td>SISFFIT021</td>
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<td>SISFFIT023</td>
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<td>SISFFIT025</td>
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<tr>
<td>SISFFIT026</td>
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<tr>
<td>SISXRES001</td>
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<tr>
<td>BSB401</td>
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<td>BSB403</td>
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<td>BSB404</td>
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<td>BSB405</td>
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<tr>
<td>SISSSTC301A</td>
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<tr>
<td>SISSSTC402A</td>
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<tr>
<td>SISXCA1005</td>
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<tr>
<td>SISXCCS003</td>
</tr>
</tbody>
</table>
SIS50215 Diploma of Fitness
The Diploma of Fitness includes 18 units of competency (5 core and 13 electives).

Entry Requirements
Entry to this qualification is open to individuals who:

- Have successfully completed Onfit’s course entry LLN questionnaire
- Hold a current first aid and CPR certificate
- Have achieved a Certificate IV in Fitness; and
- Have at least 1-year post qualification fitness industry experience in the application of the skills and knowledge of the Certificate IV in Fitness.

Course Outline

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>UNIT DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>SISFFIT027</td>
<td>Conduct health promotion activities</td>
</tr>
<tr>
<td>SISFFIT028</td>
<td>Apply evidence-based practice to exercise programs</td>
</tr>
<tr>
<td>SISFFIT029</td>
<td>Apply anatomy and physiology to advanced personal training</td>
</tr>
<tr>
<td>SISFFIT030</td>
<td>Instruct advanced exercise programs</td>
</tr>
<tr>
<td>SISFFIT0131</td>
<td>Implement injury prevention strategies</td>
</tr>
<tr>
<td>BSBFIM501</td>
<td>Manage budgets and financial plans</td>
</tr>
<tr>
<td>BSBHRM405</td>
<td>Support the recruitment, selection and induction of staff</td>
</tr>
<tr>
<td>BSBMGT502</td>
<td>Manage people performance</td>
</tr>
<tr>
<td>BSBMKG514</td>
<td>Implement and monitor marketing activities</td>
</tr>
<tr>
<td>BSBPMG522</td>
<td>Undertake project work</td>
</tr>
<tr>
<td>BSBRSK501</td>
<td>Manage Risk</td>
</tr>
<tr>
<td>CHCCOM002</td>
<td>Use communication to build relationships</td>
</tr>
<tr>
<td>CHCPRP003</td>
<td>Reflect on and improve own professional practice</td>
</tr>
<tr>
<td>HLTAID006**</td>
<td>Provide advanced first aid**</td>
</tr>
<tr>
<td>HLTPROP402C</td>
<td>Assess readiness for and effect behavior change</td>
</tr>
<tr>
<td>BSBSMB401</td>
<td>Establish legal and risk management requirements of small business</td>
</tr>
<tr>
<td>SISXCCS003</td>
<td>Address client Needs</td>
</tr>
<tr>
<td>SISXCCS001</td>
<td>Provide quality service</td>
</tr>
</tbody>
</table>

10576NAT Certificate IV in Weight Management
The Certificate IV in Weight Management includes 11 units of competency (11 core, no electives).

Entry Requirements
This course is available to candidates who:

- Successfully complete Onfit’s course entry LLN questionnaire
- Are 18 years or over a
- Have 3 years of experience in a customer service environment
- Able to use computers, to email, send and write word documents

Additional course requirement:
Before beginning module 4 of the Certificate IV in Weight Management, students must meet the requirements for working with adolescents (13 – 17) in the relevant Australian State/Territory. It is recommended that you apply for this at the time of enrolment to allow for processing of your application.
Course Outline

CERTIFICATE IV IN WEIGHT MANAGEMENT – 10576NAT

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>UNIT DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>WMTIND401A</td>
<td>Work effectively in the weight management industry</td>
</tr>
<tr>
<td>WMTPSY401A</td>
<td>Analyse and apply principles of psychology, mindset and behaviour modification to weight management</td>
</tr>
<tr>
<td>WMTDIT401A</td>
<td>Analyse and apply principles of nutritional science to meal planning</td>
</tr>
<tr>
<td>WMTFIT401A</td>
<td>Apply basic anatomy and physiology principles to exercise recommendations for weight management</td>
</tr>
<tr>
<td>WMTCO401A</td>
<td>Undertake an initial weight management consultation</td>
</tr>
<tr>
<td>WMTCO402A</td>
<td>Undertake regular weight management consultations</td>
</tr>
<tr>
<td>WMTCO403A</td>
<td>Design, plan and deliver weight management clinics for groups</td>
</tr>
<tr>
<td>WMTREL401A</td>
<td>Work collaboratively with networks</td>
</tr>
<tr>
<td>BSBCM401A</td>
<td>Make a presentation</td>
</tr>
<tr>
<td>BSBCUS402</td>
<td>Address customer needs</td>
</tr>
<tr>
<td>BSBSMB403</td>
<td>Market the small business</td>
</tr>
</tbody>
</table>

10698NAT Diploma of Weight Management
The Diploma of Weight Management includes 16 units of competency (16 core, no electives).

Entry Requirements
Entry to this qualification is open to individuals who:

- Have successfully completed Onfit’s course entry LLN questionnaire
- Are over 18 years of age
- Hold the 10576NAT Certificate IV in Weight Management (or its successor), or a qualification at least at AQF level 4 in a relevant field such as fitness or allied health;
- Have a minimum of three years’ employment or volunteer experience in working within a customer service environment; and
- Able to use computers, to email, send and write word documents and to use basic spreadsheets.

Additional course requirement:
Diploma of Weight Management students must also meet the requirements for working with adolescents (13 – 17) in the relevant Australian State/Territory, as outlined above. It is recommended that you apply for this at the time of enrolment to allow for processing of your application.


Course Outline
### DIPLOMA OF WEIGHT MANAGEMENT - 10698NAT

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>UNIT DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>WMTIND401A</td>
<td>Work effectively in the weight management industry</td>
</tr>
<tr>
<td>WMTPSY401A</td>
<td>Analyse and apply principles of psychology, mindset and behaviour modification to weight management</td>
</tr>
<tr>
<td>WMTDIT401A</td>
<td>Analyse and apply principles of nutritional science to meal planning</td>
</tr>
<tr>
<td>WMTFIT401A</td>
<td>Apply basic anatomy and physiology principles to exercise recommendations for weight management</td>
</tr>
<tr>
<td>HLTAAP001</td>
<td>Recognise healthy body systems</td>
</tr>
<tr>
<td>HLTAAP002</td>
<td>Confirm healthy body systems</td>
</tr>
<tr>
<td>BSBMED301</td>
<td>Interpret and apply medical terminology appropriately</td>
</tr>
<tr>
<td>CHCCOM006</td>
<td>Establish and manage client relationships</td>
</tr>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
</tr>
<tr>
<td>CHCPOL003</td>
<td>Research and apply findings to practice</td>
</tr>
<tr>
<td>CHCCRP003</td>
<td>Reflect on and improve own professional practice</td>
</tr>
<tr>
<td>DWMCHS001</td>
<td>Conduct health screening for advanced weight management programs</td>
</tr>
<tr>
<td>DWMDAW002</td>
<td>Develop advanced weight management programs</td>
</tr>
<tr>
<td>DWMMAW002</td>
<td>Deliver and monitor advanced weight management programs</td>
</tr>
<tr>
<td>CHCLEG003</td>
<td>Manage legal and ethical compliance</td>
</tr>
<tr>
<td>BSBRSK501</td>
<td>Manage Risk</td>
</tr>
</tbody>
</table>

### HLT43015 Certificate IV in Allied Health Assistance

The Certificate IV in Allied Health Assistance includes 16 units (7 core + 9 electives).

**Entry Requirements**

Entry to this qualification is open to individuals who have successfully completed Onfit's course entry LLN questionnaire.

There are no additional entry requirements for this qualification for “fee for service” students (students whose fees are not being subsidized by the government).

**Course Outline**

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>UNIT DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
</tr>
<tr>
<td>CHCCOM002</td>
<td>Use communication to build relationships</td>
</tr>
<tr>
<td>CHCCOM005</td>
<td>Communicate and work in health or community services</td>
</tr>
<tr>
<td>CHCLEG003</td>
<td>Manage legal and ethical compliance</td>
</tr>
<tr>
<td>HLTAAP001</td>
<td>Recognise healthy body systems</td>
</tr>
<tr>
<td>HLTWHS002</td>
<td>Follow safe work practices for direct client care</td>
</tr>
<tr>
<td>BSBMED301</td>
<td>Interpret and apply medical terminology appropriately</td>
</tr>
<tr>
<td>BSBCUS402</td>
<td>Address customer needs</td>
</tr>
<tr>
<td>CHCCCS001</td>
<td>Address the needs of people with chronic disease</td>
</tr>
<tr>
<td>BSBWOR204</td>
<td>Use business technology</td>
</tr>
<tr>
<td>BSBINM201</td>
<td>Process and maintain workplace information</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>HLTaha001</td>
<td>Assist with an allied health program</td>
</tr>
<tr>
<td>HLTaha009</td>
<td>Assist in the rehabilitation of clients</td>
</tr>
</tbody>
</table>

Plus, one block of two electives from the list below

**Physiotherapy Specialisation**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTaha003</td>
<td>Deliver and monitor a client specific physiotherapy program</td>
</tr>
<tr>
<td>HLTaha005</td>
<td>Support the delivery and monitoring of physiotherapy programs for mobility</td>
</tr>
</tbody>
</table>

**Community Rehabilitation Specialisation**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTaha004</td>
<td>Support client independence and community participation</td>
</tr>
<tr>
<td>HLTaha024</td>
<td>Work within a community rehabilitation environment</td>
</tr>
</tbody>
</table>

**Exercise Assistant**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SISFFIT003</td>
<td>Instruct fitness programs</td>
</tr>
<tr>
<td>SISFFIT019</td>
<td>Incorporate exercise science principles into fitness programming</td>
</tr>
</tbody>
</table>

**Additional Entry Requirement for Blended Fitness Classes at PCYC Lang Park**

To comply with PCYC policies, we are unable to accept enrolments into Blended Classes held at PCYC Lang Park, for students who are under 18 years of age, without permission being granted by PCYC. Your Career Advisors can assist in discussing this with the PCYC Management Team and requesting approval and we will not proceed with your enrolment, unless this has been arranged.

**Your course access & timeframes**

**Nationally Accredited Course Timelines**

When you enrol in more than one course, your timeframes are managed consecutively (one after the other). This is done to ensure you are completing your courses in the order that best supports your learning and ensures any pre-requisites held within courses are completed prior to course content relying on that knowledge.

If you are enrolled into both Nationally Accredited courses and professional development courses, you will be given access to your Nationally Accredited courses first. This encourages completion of qualifications as quickly as possible, increasing job opportunities. You will have access to one Nationally Accredited course at a time and on completion of your first course, your next course will be added to your profile. Course access timeframes are non-transferable.

In instances where you have enrolled in more than one qualification (e.g. Cert III and IV in Fitness + Cert IV in Weight Management) we will, by default give access to the lower level qualification first (in this example Cert III). If you have a specific wish to start with a qualification, other than the one we have given access to, you may request a variation in our standard course access process. Your request will be reviewed based on required prerequisites, overall timeframes and currency of knowledge requirements. Please contact our administrative department should you have any questions, or if you wish to apply for a variation.
Course Access Timeframes:

<table>
<thead>
<tr>
<th>Course</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitness Foundations (as part of the PT Direct Course)</td>
<td>8 months</td>
</tr>
<tr>
<td>Certificate III in Fitness</td>
<td>12 months</td>
</tr>
<tr>
<td>Certificate IV in Fitness</td>
<td>12 months</td>
</tr>
<tr>
<td>Diploma of Fitness</td>
<td>18 months</td>
</tr>
<tr>
<td>Certificate IV in Weight Management</td>
<td>12 months</td>
</tr>
<tr>
<td>Diploma of Weight Management</td>
<td>18 months</td>
</tr>
<tr>
<td>Certificate IV in Allied Health Assistance</td>
<td>18 months</td>
</tr>
</tbody>
</table>

Professional Development Courses
Professional Development & Non-accredited course access is managed concurrently (commencing together). Should you enrol into multiple professional development courses, you will be provided with access to all courses and timeframes at the one time.

<table>
<thead>
<tr>
<th>Course</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Professional Development short courses</td>
<td>6 months</td>
</tr>
<tr>
<td>Internationally Accredited Diploma of Strength and Conditioning</td>
<td>18 months</td>
</tr>
</tbody>
</table>

Should you require additional course access time, at any stage of your enrolment, you can apply for this via an extension or re-enrolment (see extensions on page 26).

Student Support Services
Onfit Training College has a commitment to making education accessible to all, focusing on the strengths and capabilities of each student to improve outcomes. Onfit Training College endeavours to assist students to work towards their study goals.
This includes students who:
- Have language, literacy and numeracy challenges
- Have physical challenges
- Are from non–English speaking backgrounds

You can address any education issues with an eTutor. The eTutor will assist where possible, and if further action is required, refer you to the appropriate agency / personnel.

The list of Organisations provided in this handbook, is a selection only and has contact phone numbers for Queensland based students. If you are studying outside of Queensland, you may need to research these organisations for contact details or ask us for assistance.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language &amp; Literacy Services</td>
<td>Your nearest TAFE Institute on 1300 308 233</td>
</tr>
<tr>
<td>Learning Disability</td>
<td>SPELD: 07 3391 7900</td>
</tr>
<tr>
<td></td>
<td>The Independent Living Centre: 1300 885 886</td>
</tr>
<tr>
<td></td>
<td>Brisbane Dyslexia Support: 0408 501 842</td>
</tr>
<tr>
<td>Hearing Impairment</td>
<td>Deaf Services Queensland: 07 3892 8500</td>
</tr>
<tr>
<td>Vision Impairment</td>
<td>Queensland Blind Association: 3848 8888</td>
</tr>
<tr>
<td></td>
<td>Vision Australia: 1300 847 466</td>
</tr>
</tbody>
</table>
## Circle of Support

Onfit have created a Circle of Support around you, the student. This means that the whole Onfit team is here to assist you in completing your studies.

There are many ways you can receive assistance from an eTutor:

- **Screen Share Sessions.** Share the screen with a Tutor and they can direct you to an area of the course or a specific resource you need help locating.
- **Skypetorials.** If you’re stuck on a lesson and need some further explanation or if you just prefer to see who you are speaking with you can schedule a Skype chat.
- **Phone calls (during office hours).** If you have a quick question, phone the Onfit office and press 2 for Education. If you are stuck on a few different questions, book a time to have a longer chat with an eTutor.
- **After-hours service.** This service is available until 7pm AEST during the week and on weekends between 9am – 5pm AEST by calling Onfit on 1300 557 637.
- **Email for help.** Email your question and any relevant screen shots to education@onfit.edu.au

## The Vocational Education System (VET)

Onfit Training College delivers qualifications in the VET (Vocational Education sector). Competency. As such we use Competency Based Training, the recognised standard for our sector. Competency Based Training (CBT) is an approach to training and assessment that focuses on allowing students to demonstrate their ability to do something. Used in the VET sector, CBT is used to develop concrete skills and is typically based on a standard of performance expected in the workplace and industry.

CBT programs deliver qualifications that are made up of Units of Competency. Each unit defines the skills and knowledge required to effectively perform a specific range of tasks in the workplace. Assessment is based upon the learning outcomes expected from each Unit of Competency.

### Assessment Terminology in Vocational Education (VET)

Unlike the traditional school system of grading assessments on a scale ranging from A to Fail, assessment of CBT determines if you have the required skills and knowledge… or not yet. Assessment is specifically conducted to determine if a student can deliver essential outcomes related to the performance criteria within each Unit of Competency. Basically, this means assessment is conducted to see whether a student has the required skills and knowledge to perform effectively in the workplace, or not.

If a student’s performance in a single assessment does not demonstrate the requirements the student is marked as ‘Not Yet Satisfactory’, while successful performance will result in the student being deemed ‘Satisfactory’. When a suite of assessments for a full unit of competency is completed, the grading will be either ‘Competent’ or ‘Not Yet Competent’ to indicate whether all assessment criteria for that unit have been completed to the required standard. Assessors will look for evidence against which to base their judgements of competency.
The ways to demonstrate to our qualified assessors that you can perform to the required standard and be classed as ‘Competent’ or ‘Meeting Requirements’, include:

- Being observed as you work/perform the tasks and activities
- Responses to verbal questioning
- Written responses to theory questions
- Responding to a role play or case study
- Conducting a project
- Submitting a written report
- Compiling a portfolio of work samples
- A combination of the above

**Training and Assessment Strategies**

Onfit Training College staff are appropriately qualified and have sufficient, relevant industry experience to train and assess the courses delivered. Our methodologies regarding training and assessment work towards ensuring our processes meet national assessment principles including Recognition of Prior Learning (RPL), Recognition of Current Competencies (RCC) and Credit Transfer (CT).

**Onfit’s Assessment Process**

When you enrol with Onfit, you will be provided with a Learner Guide which details the assessments that you will be required to complete during your course(s).

**Flexible Learning and Assessment**

Included in our training and assessment strategies are practices that promote flexibility in learning and assessment. This means we will work with you to provide options that are responsive to your individual needs, and that maximise learning outcomes and access to learning activities.

**Submitting Assessments**

You are expected to complete assessments for all units in your qualification. You will receive full and detailed instructions on the requirements for each assessment, within the assessment itself, including its context and purpose.

If you do not understand what is expected in each of the assessment tasks, please contact your trainer / assessor in person, by phone (1300 557 637) or by email education@onfit.edu.au for further information.

You can attempt each of your assessments 3 times. If you are deemed ‘NYS’ (not yet satisfactory) on any attempt, we recommend you discuss the assessment with an e-Tutor before making another attempt.

All assessments will be marked within 2-3 weeks of submission.

In addition to online assessments, you may be required to:

- complete the appropriate number of work placement hours for your course
- complete practical assessment
- complete the relevant first aid certificate for your course (if applicable)

**Resubmissions**

If you receive feedback to say your submission was ‘Not Yet Satisfactory’, you will need to provide more evidence to support your claim for competency. This may mean re-doing some of the theory questions or demonstrating a task again. If, after 3 resubmissions your work is still ‘Not Yet Satisfactory’ for that assessment, you will be required to talk any challenges through with an e-Tutor before being given an additional attempt at that assessment.

Contact Onfit Training College (1300 557 637 or education@onfit.edu.au) for more information. All staff & Onfit Training College will take every reasonable effort to help you succeed in your course.
Assessment Feedback
You will receive feedback regarding the outcome of each of your assessment items. To be deemed ‘Competent’ against a nationally accredited unit, you must meet the requirements for all elements that comprise that unit.

Recognition of Prior Learning (RPL)
Onfit Training College recognises that at times an applicant may be able to identify they are competent in one or more subjects for courses they wish to complete.

Recognition of Prior Learning (RPL) provides students with the opportunity to have existing competencies recognised and credited towards their selected course or qualification. These competencies may have been achieved through workplace experience or prior study.

Prior learning can include skills and knowledge gained through:
- paid work experience - full-time, part-time or casual in Australia or overseas
- voluntary work
- hobbies or leisure activities
- being coached or mentored (or coaching and mentoring others)
- attending and participating in seminars, conferences and workshops
- short courses
- private study and research
- any other life experiences that have given you competencies that match those in the relevant courses.

Onfit Training College provides a kit to guide students through this process. RPL can be undertaken in one of two ways.

1) Included as part of your enrolment. Enrolling in the full qualification, allows students to have instant access to the full course. Subjects that are not being assessed for RPL can be accessed and started, even while evidence is being gathered and RPL is being processed.

2) Prior to enrolment: Upon receipt of the application fee, RPL can be completed. The outcome will be given to the student, within 2-3 weeks. Any ‘Gap training’ (units that will need to be completed) will be identified. Enrolment into the Gap Training will then be needed, with pricing calculated on a per unit / module basis.

N.B. Please speak to a Career Advisor for more detail on the per unit / module pricing, as these fees vary depending on the course and payment option chosen.

Credit Transfer
If you have completed a formal qualification that has covered any of the same unit/s of study as one of our courses, then your successful result can be transferred to our course(s). This will eliminate the need for you to re-complete this requirement. This process is completed by matching competencies between qualifications and ensuring that their outcomes are equivalent. Onfit Training College may provide credit transfer for formal learning that a student has already undertaken. Onfit Training College will recognise the Australian Qualifications Framework (AQF) Qualifications and Statements of Attainment issued by other Registered Training Organisations.

Theory Assessment
Throughout your study you will have a range of assessments to complete, these can include but may not be limited to:
- Multiple Choice, Drop and Drag, True and False Online Quizzes (automatically marked online)
- Short Answer Online Quizzes (marked by an assessor)
- Assessment Booklets (marked by an assessor)
For more detailed information on your specific course assessments, please see your Learner Guide.

**Work Placement**
For many students work placement is the highlight of their course – as it gives you a chance to put all your new knowledge and skills into practice, doing what you love! We also find that many of our students receive job offers as a result of their work placement.

N.B. The Certificate IV and Diploma of Weight Management do not require work placement; however, video assessments will need to be completed. Fitness & Allied Health Assistance qualifications include mandatory work placement.

The Fitness and Health industries strongly supports the use of work placements in the health and fitness sector for the following reasons:
- to strengthen the individual’s experience of the workplace to support expectations of performance in the workplace
- to practice skills and apply knowledge within the workplace, which promotes stronger embedding of learning
- to provide exposure to real workplace situations and circumstances which cannot be replicated in a learning environment or simulation.

If you are a fitness student, you are required to locate a suitable fitness or health facility (course dependent) with qualified staff to complete the work placement requirements of your course. For Certificate III and IV in Fitness students, the supervisor must have at least the qualification level that they are supervising. E.g. Certificate IV in Fitness students must be supervised by a personal trainer with a minimum Certificate IV in Fitness qualification. Onfit staff can assist students if they have difficulty in finding a location.

*N.B. For face-to-face students, a limited number of placements may be possible at the course location you study at.

Allied Health Assistance students will complete their work placement hours with a practicing allied health professional (AHP). Onfit will assist you in gaining work placement and our assessors may coordinate times with the AHP to assess you or may assess you on campus. The specialisation you enrol in will dictate which AHP’s can supervise you.

A range of AHP’s can supervise the community rehabilitation hours, provided they work in this area. The physiotherapy specialisation will require either a physiotherapist or an occupational therapist as a supervisor.

There are no mandatory workplace hours for the Certificate or Diploma of Weight Management.

<table>
<thead>
<tr>
<th>Qualification Code</th>
<th>Qualification Title</th>
<th>Work Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIS30315</td>
<td>Certificate III in Fitness</td>
<td>30 hours</td>
</tr>
<tr>
<td>SIS40215</td>
<td>Certificate IV in Fitness</td>
<td>40 hours</td>
</tr>
<tr>
<td>SIS50215</td>
<td>Diploma of Fitness</td>
<td>50 hours</td>
</tr>
<tr>
<td>HLT43015</td>
<td>Certificate IV in Allied Health Assistance</td>
<td>120 hours</td>
</tr>
</tbody>
</table>

**Practical Assessments**
These assessments require you to apply your theory to workplace situations. You have two options:

1. Attend the relevant practical assessment sessions where an Onfit Assessor will assess you. Students have access to a fully equipped gymnasium (for fitness courses) during assessment hours (on campus assessments only) when accompanied by an Onfit staff member.
2. Provide film evidence of yourself carrying out the tasks, and an Onfit assessor will assess the film evidence. Details on what to provide and how to submit the assessment are provided within the course.

3. Be assessed in the work place by prior arrangement

Once you have successfully completed all tasks for a unit of competency, your result will be recorded as 'C' for competent. If you have been unable to demonstrate competency, you will receive a ‘NYC’ and further evidence will have to be submitted.

**First Aid Requirements**

In order to gain the Certificate III in Fitness qualification, you must supply a Statement of Attainment for the (Australian) First Aid and CPR unit of competency (Codes: HLTAID001 and HLTAID003) specified in the Certificate III Fitness Training Package.

In order to gain the Diploma of Fitness, you must supply the (Australian) Advanced First Aid unit of competency specified in the Diploma of Fitness Training Package.

First Aid, although not part of our Certificate IV in Allied Health Assistance course content is highly recommended as an additional course for students to complete to work in the health industry.

The cost of these courses is not included in your Onfit fees. You will need to complete the relevant course with an external provider and pay them directly for this course.

**Partnership with Further your Fitness (First Aid)**

Further your Fitness has partnered with Onfit Training College, to deliver the following units of competency:

- HLTAID003 - Provide first aid
- HLTAID001 - Provide cardiopulmonary resuscitation

Once a student meets all training and assessment requirements, Onfit Training College will issue the Statement of Attainment.

**Authenticity and Plagiarism**

When answering assessment questions, you will find content in your course and on websites that assist you in formulating your answers. It is important that you do not simply copy and paste that information. Copying and pasting shows us that you have been able to locate relevant information, but it does not demonstrate that you understand it. It is important that you take the time to formulate your answers into your own words so that you demonstrate your understanding of the content.

Referencing: When undertaking research assignments, you may include or ideas from other writers in your work. In these instances, you will be expected to reference. Referencing means acknowledging someone else’s work or ideas, which you have used as a source for your own answer in an assessment. To acknowledge the source correctly, it is important to ‘cite’ the particular point that you are using, by documenting the source. It is mandatory by law for all students to cite or acknowledge information that has come from other sources. Without appropriate referencing, students are in effect “stealing” the work of others - this is tantamount to academic fraud.

Collusion: In situations where work is being completed in a group setting, it is acceptable that as students you share ideas and give collective input, but each of you must formulate your answers in your own words and submit your individual answers to all questions, unless otherwise indicated by your Onfit assessor. In instances where approval has been given for you to submit a group project including specific work from individual group members, acknowledgement of each group member’s work must be cited in your submission.
Plagiarism: It is neither acceptable, nor permitted for you to lodge plagiarised work as your own for any assessments. Forms of plagiarism can include:

- turning in someone else’s work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quote into quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Most cases of plagiarism can be avoided however, by citing sources. By referencing your work, acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism. There are a number of websites that show you how to correctly reference your work, for example: https://www.usq.edu.au/library/referencing/apa-referencing-guide

If the action was not intended to deceive, you have committed the academic misdemeanor of failing to reference a source correctly.

In instances where plagiarism or cheating is identified in your work, we will notify you and you will be given the opportunity to explain your actions. If there is no indication or evidence that plagiarism was accidental or unintentional, plagiarism will be treated as cheating. You will have your enrolment in that subject withdrawn and a result of ‘Not Competent’ lodged for the unit(s) of competency the plagiarised work was submitted for.

You may apply in writing to the Director, requesting re-enrolment after withdrawal for unsatisfactory performance. The Director will make a final determination on your application. Re-admission is not an automatic entitlement.

If successful, your re-enrolment will incur the full fee for that unit of competency at the time of the finding, plus a $50 admin fee. The result you obtain under your new enrolment will be the result tabled for that unit of competency. Please note there may be more than 1 unit of competency in a subject.

Continuous Improvement
Onfit Training College embraces a continuous improvement strategy with all its courses developed in consultation with industry. As a result, there may be adaptations made available to students throughout their study to ensure they are getting the most current skill development to meet industry standards. Students are also encouraged to give feedback on the course which may assist us in making improvements to course content or the student experience.

Completion
You will be supplied with a Learner Guide which will help you understand the requirements of your course. You must complete each subject in the order they appear on your learning path before moving on to the next one. The order of subjects allows you to build your knowledge throughout the course.

Issuing Certificates
Once you have successfully completed all course requirements for your Nationally Recognised Qualification, Onfit Training College will issue you with an academic transcript, as well as the official qualification. If you have not completed all of the units of competency for the qualification, you will be issued with a Statement of Attainment for the units that you have successfully completed.
Onfit Training College reserves the right to withhold academic transcripts, statements of attainment or qualifications until all course fees are paid in full. Once all requirements are met, your qualification will be released within 3 weeks.

We recommend that you keep your certificate and transcript in a safe place, and do not give the original to your employer. If you require a certificate to be re-issued, you will need to supply one form of photographic identification. A fee of $25 applies for each certificate that is re-issued (or $50 if overseas) which will be supplied as a hard-copy document. An email copy can be sent free of charge if issued within the last three years. Any certificates issued outside of this timeframe will incur a $25 fee. If you require the certificate to be reissued because of a name change, you will need to supply evidence of this and update your USI information (e.g. change of name certificate or marriage certificate).

Student Feedback
You are welcome to provide feedback at any time to Onfit Training College. You are encouraged to bring any issues of concern that you have to the attention of appropriate staff as soon as possible. This allows us to address any immediate areas of concern, plus contributes to our commitment to continuous improvement.

Upon completion of your qualification, you will be asked (as a government requirement) to provide feedback on your course of study. This is an evaluation which requests feedback across a range of aspects including:

- Course content
- Course delivery
- Course assessment
- Training staff
- Facilities
- Resources

Student Code of Behaviour
Onfit Training College endeavours to provide a learning environment that is supportive of group and individual learning. Students are expected to take responsibility, in line with all current workplace practices and legislation, for their own learning and behaviour during both on and off-the-job training and assessment. This requires support from all students and it is therefore expected that you will:

- Respect the rights of other students.
- Be respectful of Onfit Training College staff and representatives.
- Comply with Onfit Training College policies. Discrimination, bullying behaviour or harassment of any form will not be tolerated.
- Follow guidance in relation to safety instructions and report any safety non-compliance to staff, as workplace health and safety is a priority for staff and students.
- Refrain from behaviour that is disruptive, childish, offensive or which may undermine Onfit’s or your professionalism.
- Achieve a successful result in every subject to meet the Onfit Training College academic benchmark.
- Be honest in providing Onfit Training College with information regarding any medical conditions and learning needs that may impact on you meeting Onfit Training College’ academic benchmarks.
- Spend an average of between 4 to 6 hours per week on your course to complete all requirements in the allocated time
- Represent Onfit Training College with professionalism and integrity when attending work placement.
- Be aware that smoking is not permitted inside the Onfit Training College premises. In compliance with legislation, students are not to smoke in front of the building.
- Not partake in the consumption of alcohol or drugs before or during a practical assessment.
Alcohol is not to be brought to or consumed on the campus. Any student found to be under the influence of alcohol or drugs will not be permitted to attend class or use any fitness equipment.

- Not willfully damage or thieve any item, private, public or belonging to Onfit Training College or partnering facilities as this is a serious offence.
- Submit only your own work (see plagiarism p22).

**Disciplinary Action**

For any breaches of behaviour or where individual behaviour impacts negatively on Onfit Training College, management has the right to action the following steps

1. Give a verbal warning – The appropriate staff member will speak to the student, identifying the issues that are of concern and this will be recorded on the student file.
2. If the behaviour continues - The student concerned may be asked to withdraw from the course (under these circumstances the student will not be eligible for a refund).

**Access to Records**

Onfit Training College ensures that all relevant records in relation to student enrolment and assessment are current and accurate, and that their integrity is maintained. Students may have access to their own records if prior arrangements with the college have been made.

Completed assessments are retained for a period of 6 months from the date of completion. Records of student results, qualifications and statements of attainment issued, are kept for 30 years. These records are secured by the college to ensure confidentiality.

Access by other people, apart from administration staff, is granted only when the student provides written permission, or for mandatory audits such as those carried out by government agencies. Access is also granted under the rights of the Privacy Act 1988.

Where training and assessment is conducted under a government-funded agreement or contract, Onfit abides by the record-keeping requirements of that agreement or contract.

**Fees and Payment Terms**

Fees quoted for Onfit Training College courses upon inquiry, are valid for a period of 14 days, unless specified otherwise. Onfit Training College reserves the right to vary fees, curriculum, assessments and dates without notice and liability.

Once funds are paid by a student for training (including deposits and all other fees payable), the training or fees paid are not transferrable to any other person or entity except by special arrangement – at the Director’s discretion.

**Course Fees**

The following options are available for payment of course fees:

- Payment in full (maximum of $1500 initial deposit and the remaining balance to be paid on course commencement)
- Zip money payment plan
- Payment of deposit and the balance on an Ezidebit payment plan

Students who choose the payment plan option are to ensure they have sufficient cleared funds in their nominated account. Onfit Training College may under certain provisions of the Privacy Act 1988 provide information about you to a credit reporting agency if requested.

Students on an agreed payment plan who require alterations to the original payment arrangements must do so in writing to admin@onfit.edu.au two business days prior to their next payment. Payment alterations incur a $10.00 service fee.

Students who are enrolled under the Certificate 3 Guarantee or Higher-Level Skills Qld
Government funding options, will be required to pay a mandatory co-contribution towards their study. For more information on these fees, speak to an Onfit Career Advisor or visit our website at https://onfit.edu.au/certificate-3-guarantee/ or https://onfit.edu.au/higher-level-skills/ to get up-to-date information on these fees.

**Extension to Course Time Fee**
If you find for some reason you require longer than the nominated year to complete your course, you can apply for an extension. The cost for this is:
- $180 – 1 month
- $495 – 3 months
- $695 – 6 months

Applications to extend the time on a course completion cannot exceed a total of 6 months. Contact the Admin team by emailing admin@onfit.edu.au to be sent an application form.

**Deferral**
You may apply in writing for deferral from your studies. Deferrals are usually only given for medical reasons. Deferral applications will incur a $25 administration fee per month for a deferment of up to six months. Recomencement will initiate access to your course for any time remaining that was unused prior to your deferment. Please note that upon return, you will be required to meet the training package requirements current at the time of your return and to recommence payment on any outstanding fees. This may mean a change to the units of competency that you study (if a change in the training package takes place during the period of deferral). Contact the Admin team by emailing admin@onfit.edu.au to be sent an application form.

In cases where a student is suffering from a medical condition and seeks to defer their enrolment, they must put their request in writing, and provide adequate supporting documentation. Upon application, the student’s enrolment may be deferred for a period no greater than 6 months. No refund of course fees will apply and the student will be liable for all payments due under an agreed payment plan (if applicable).

**Withdrawal from Course by Student**
A 7-day orientation period is given to all students enrolled in an accredited qualification. During this time, it is the student’s responsibility to access the course and ensure it is fit for purpose. Withdrawal requests received by students during the orientation period, will result in a full refund of course fees paid minus a withdrawal fee of $250 per certificate. This will be withheld to cover trainer and/or administration costs. This fee is payable in all circumstances including payment plan options when the fee has not yet been collected, and fees will still be deducted until the withdrawal fee has been paid. Withdrawal requests must be provided in writing, addressed to the administration team, via email at admin@onfit.edu.au. No refunds will apply to withdrawals after the orientation period, and the student will be liable for all payments as per their contract.

**Cancellation of Course by Onfit Training College**
Should Onfit Training College be unable to provide all units to meet the student’s course completion schedule, the following will apply:
- Course fees paid on any unavailable unit will be refunded and a Statement of Attainment will be issued for satisfactorily completed units.

Please also read the Refund Policy (p.28).

**Re-enrolment**
If your course expires before you complete, and you wish to re-enrol, a fee of $795 per qualification will apply for re-enrolment. You will receive a full 12 months from the date of re-enrolment to complete your qualification. Please contact the Admin team by emailing admin@onfit.edu.au to discuss your re-enrolment options.
NB. Any re-enrolments requested three years after the original commencement date will be required to complete a brand-new enrolment at the current price.

At regular intervals, the government revise the requirements of each training package in response to new industry standards. When this is the case, any re-enrolment must meet these new standards and additional fees may be required even if re-enrolling within the 3-year time line. Onfit reserves the right to adjust fees for re-enrolments, in these instances.

**Additional Fees**

All students have the opportunity to sit their assessments a total of 3 times. If deemed ‘Not Satisfactory’ after a 3rd attempt, a result of ‘Not Competent’ will be recorded and you will be required to re-sit the assessment. Before re-sitting the assessment, it is advised that you call Onfit and speak to a tutor to address any areas of concern. A fee of $50 may be imposed for the re-sit of assessments and accompanying tutorial.

Course materials can be provided via Dropbox at no additional charge. In extenuating circumstances, and at the discretion of the Director, a student may be approved to complete their course in hard copy. When this is the case, course fees plus an additional fee of $295 will be charged to cover the marking costs for manual marking.

In instances when assessment will still be completed online, but hard copy materials have been requested to assist with learning needs, course fees plus an additional fee of $30.00 will be charged to cover administrative and printing costs.

A current First Aid and CPR certificate (Codes: HLTAID001 and HLTAID003) is required to gain the Certificate III in Fitness qualification. If you are completing the Diploma of Fitness qualification, you will need an Advanced First Aid certificate (Code: HLTAID006). These are additional courses which you will need to undertake at a cost. You will be required to supply a statement of attainment to Onfit, if these units are completed with another nationally accredited provider. A Credit Transfer will be applied to First Aid/ CPR for current, nationally recognised training. A current First Aid and CPR certificate is also required for those wishing to commence Certificate IV in Fitness.

One-on-one tutorials are available for a fee of $50 for one hour of personal tuition. Times for one-on-one tutorials are negotiated between an eTutor and the student. The fee for the one-on-one tutorial must be paid before the session commences.

We also offer a service for urgent marking requests within 48 working hours for an assessment (limited to four assessments per student, per course), for a fee of $40 per assessment. You will be notified in writing of your results by email and you can also be provided with a formal letter outlining results on request.
Policies and Procedures
You must read and agree to all of Onfit Training College’s policies as a condition of enrolment.

Refund Policy
Students enrolled into a Nationally Accredited Qualification have a 7-day orientation period from the agreed course commencement date (being enrolment form completed and signed and submitted) in which to access the course and ensure that the course meets their requirements. There is no orientation period for any personal or professional development courses.

Privacy Policy
Onfit Training College abides by the privacy principles of the relevant and current Government Acts that regulate the collection, use and storage of personal information by private sector organisations. This policy outlines how personal information of individuals is managed by Onfit Training College.

Personal information includes:
• name
• address
• telephone/fax number
• email address
• postal address
• other information that may identify an individual e.g. a photograph
• other information about an individual whose identity can be ascertained from that
• information

Onfit Training College does not seek to collect personal information unless that information is necessary for one or more of its functions or activities;
Onfit Training College will seek to collect personal information about an individual from that individual;
Onfit Training College will collect personal information only by lawful and fair means and not in unreasonably intrusive ways;
Where Onfit Training College collects personal information from an individual, Onfit Training College will take reasonable steps to ensure that the individual is aware of:
• the identity of Onfit Training College and how to contact us;
• the fact that the individual can gain access to the information;
• the purposes for which the information is collected;
• the organisations or types of organisations to which Onfit Training College usually discloses information of that kind;
• any laws that require the particular information to be collected;
• the main consequences (if any) for the individual if all or part of the information is not provided.

Onfit Training College may use or disclose personal information when:
The intended use is related to the primary purpose of collection
The use or disclosure of the information is for a secondary purpose such as external auditing
The individual has consented to the use or disclosure
• The information is not sensitive information and is used for the secondary purpose of direct marketing

Where Onfit Training College holds personal information about an individual, it will provide the individual with access to that information on request by the individual or when Onfit Training College receives a written authorisation from the individual allowing another person access to their personal information.
NCVER

Under the Data Provision Requirements 2012, Onfit Training College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on your enrolment form), may be used or disclosed by Onfit Training College for statistical, administrative, regulatory and research purposes. Onfit Training College may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at www.ncver.edu.au).

Recovery Action

If you enter into a finance agreement and fall into arrears, for the first 45 days you will be given the opportunity to address your payments and bring them up to date. Failure to do so will be considered to be in breach of your finance agreement and will therefore be required to pay the outstanding balance in full within 15 days.

Failure to pay the outstanding balance will result in your default information (as permitted under the Privacy Act and other relevant Laws) being provided to a Debt Collection Agency for recovery and legal action. A cost of 22% (plus GST) will be incurred for any balances referred on.

If no payment arrangements are made with the Debt Collection Agency to pay the outstanding balance, your default information (as permitted under the Privacy Act and other relevant Laws) will be provided to a Default Reporting Agency to list the default debt against your credit file.

Student Complaints and Appeals Policy

Onfit Training College actively encourages feedback and dialogue with our students and trainers as part of its continuous improvement philosophy. Students have the right to complain if they feel that they have been unfairly treated in some way.

Complaints are welcomed as a means of ensuring that we identify and overcome problems faced by students and provide an opportunity to improve our business and/or the delivery of our training programs.
We have established an equitable and transparent process for encouraging and dealing with feedback, complaints, grievances and appeals. Our policy is governed by the following values and principles:

- All students will have a clear opportunity to express their view on their learning experience, whether positive or negative.
- The process will be transparent and no student will receive any disadvantage by expressing their views.
- High-risk complaints, including allegations of sexual harassment, discrimination and bullying will be directed to the company’s Director.
- Student feedback will be dealt with in a timely, confidential and open manner and students will be kept informed of all progress. All complaints will be acknowledged within two working days of receipt. Onfit aims to address any complaints within fourteen days, however if a complaint is complex, it may take longer.
- All feedback will be analysed and trends built into the company’s continuous improvement process so that all students benefit from the learning of the feedback.

**Complaints**

Students can submit a complaint in writing to Onfit Training College relating to any concern they may have. We will investigate, assess the situation and take appropriate action. Complaints should be emailed to the Director at admin@onfit.edu.au or by post to: 124 Phillip Crescent, Barellan Point, QLD 4306

- Complaints will be investigated openly and as quickly as possible to resolve the issue.
- Onfit Training College will do everything possible to address complaints in an unbiased and professional manner. If the complaint is related to training, we will arrange a meeting with the trainer and student to discuss the issue and seek resolution.
- Students are given the opportunity to escalate the complaint if they feel it has not been adequately addressed.
- In the event of a complaint against Onfit Training College trainers and/or assessors involving an alleged breach of civil law, the matter should be reported to the Director of Onfit Training College so that the appropriate action may be taken. If the issue is not resolved to the satisfaction of the complainant, the matter will be referred to the appropriate authority.
- Please note: Students have the right to access advice and support from independent external agencies / persons at any point of the complaint and appeals process. Use of external services will be at the student’s costs unless otherwise authorised.

**Appeals**

A student may also appeal a decision made by Onfit Training College in regard to an assessment outcome. Please note that assessment appeals must be raised within two weeks of receiving your results. If you feel you have been unfairly judged and assessed on a specified task, project or assessment, you may have the assessment reviewed by submitting a request in writing.

- You must provide supporting evidence or explanations as to why you feel the assessment is unfair and why you should be given further opportunity to be assessed.
- The assessment will be moderated by another Trainer and Assessor, and you will be advised of the outcome.
- You can escalate the appeal to Onfit Training College Management if you feel the outcome is still unsatisfactory.
- If still unsuccessful, you may request the assistance of an independent mediator at your own expense to reach an equitable and reasonable solution.

If you go through the complaints and appeals process and still feel that your complaint or appeal has not been satisfactorily addressed, you can contact the Office of Fair Trading to register details of your complaint: https://www.qld.gov.au/law/fair-trading
Access and Equity Policy
The purpose of this policy is to facilitate equitable access to all programs for clients irrespective of their gender, culture, linguistic background, race, location, socio-economic background or disability. This includes support within reason and which is practical for students with a literacy and/or numeracy impairment through:

- Assistance or modification of training programs such as a slower pace in teaching, extra tutorial sessions, a learning buddy, or a peer note taker.
- Assistance or modification of assessment activities such as extended assessment time, verbal assessments, extra tutorials prior to assessment, extra opportunities for practice and the opportunity to re-sit assessments.

Onfit Training College incorporates the principles of equity into all programs. Every client who meets the entry requirements (if applicable) as prescribed by the appropriate training package will be accepted into any training and/or assessment program. Our admission procedures are free of discrimination, and if an individual does not meet entry requirements, all attempts are made to assist them to identify alternative courses of action.

Onfit Training College uses the following strategies to implement this policy:
Students are asked to self-identify through the enrolment process and by the completion of a Language, Literacy and Numeracy activity

- If they have a literacy or numeracy impairment
- If English is a second language spoken at home
- If assistance or modification is required to complete the training program they have registered for

Onfit Training College staff are required to:

- Make contact with students who have self-identified that they have a special need and discuss special arrangements and requirements
- Maintain confidentiality regarding the student’s special needs and requirements
- Use appropriate language
- Modify activities to support the learning process of the student within the training and fully accommodate student needs if appropriate to do so
- Modify assessments to accommodate student needs and requirements if appropriate to do so

Legislative Compliance
Onfit Training College undertakes to observe all relevant State and Commonwealth legislative and regulatory requirements including those relating to:

- Occupational Health and Safety
- Anti-Discrimination
- Equal Employment and Opportunity
- Workplace Harassment, Victimisation and Bullying
- Confidentiality and Privacy
- Vocational Education and Training
- Protection of the rights of children and young people

These requirements have been incorporated into our products and services and are disseminated to staff, trainers and assessors and faculty members through regular training, our Code of Conduct, and our organisational policies and procedures.

All staff at Onfit Training College have a responsibility to ensure compliance in these areas.
National Registration
Onfit Training College supports and encourages students working as a Gym Instructor, Personal Trainer, Weight Management Practitioner or Allied Health Assistant, to maintain national registration with a nationally recognised peak body.

Fitness Registration
Physical Activity Australia, FitRec & Fitness Australia offer FREE membership for students while studying, and paid membership thereafter. This membership includes insurance cover. Onfit Training College strongly supports this initiative and encourages students to take advantage of this membership offer.

PHYSICAL ACTIVITY AUSTRALIA
Physical Activity Australia continues to provide registration for fitness personnel throughout Australia who have achieved the required competencies for the delivery of safe and effective programs and services to the community. Registration provides access to a range of benefits including low cost insurance and on-going professional development opportunities.

A cost-effective insurance program is offered to fitness and leisure centres and personal training businesses throughout Australia by Physical Activity Australia in association with JLT and SportsCover Australia. This service has been introduced to assist businesses to continue to offer effective programs to the broader community.

Contact Physical Activity Australia: 1300 784 467 or www.physicalactivityaustralia.org.au

FITNESS AUSTRALIA
The Fitness Australia registration scheme is based on the National Fitness Industry Training Package, a set of nationally endorsed standards and qualifications for recognising and assessing the skills of people in the fitness industry. The qualifications are aligned with the federal government’s Australian Qualifications Framework and the Training Package is endorsed by the National Training Quality Council. Fitness Australia actively contributes to the development and review of these standards.

A cost-effective insurance program is offered to fitness and leisure centres and personal training businesses throughout Australia by Fitness Australia in association with Guild Insurance. This service has been introduced to assist businesses to continue to offer effective programs to the broader community.

Contact Fitness Australia: 1300 211 311 or www.fitness.org.au

FITREC
FITREC is about seeing fitness professionals recognised for their efforts, encouraged in their development and supported in their careers.
As a new registering body in the fitness landscape, FITREC have a different approach to registration.

Their positioning statement is:
“Funding professional development is hard enough without having to pick up points from ‘approved’ providers along the way, so scrap the currency of points. Do the learning that fires you up and wear it on your FITREC profile like a badge of honour.

All courses, workshops, seminars, etc. can be added to your profile. Those that we assign a Level A or B to will add to your FITREC rating. FITREC have negotiated Industry Insurance at excellent rates for personal Trainers through Marsh Insurance. This is EXCLUSIVE to Personal Trainers and Instructors with FITREC Recognition.
Allied Health Assistance & Weight Management Registration

INTERNATIONAL INSTITUTE FOR COMPLEMENTARY THERAPIES

Unlike many associations who dictate what therapists must do, IICT innovates and creates services and provides resources based on what members identify they need. The focus for IICT starts with 'why' rather than on 'what' they do. Because IICT operates outside the structure of associations, they are truly responsive to industry needs and use that flexibility to deliver outstanding products to their members. Community, and collaboration is the starting point and that makes IICT unique from the outset.

IICT is the best fit for therapists who offer many modalities without the need of joining associations for each modality practiced. IICT is also the largest modality list in all the world (1,200+ and counting), so you can be sure that if you practice it, we cover it.

Student membership can be taken for just $1 for a year and costs remain very affordable for graduates.


Onfit Alumni

On completion of your studies, please know that as part of our Onfit Alumni, we consider you part of the Onfit family for life. Our team is here to answer any questions as you enter the industry, or continue on with your Onfit education in Fitness, Weight Management or Allied Health, so please don’t hesitate to give us a call on 1300 557 637 or send us an email at education@onfit.edu.au.

We also have short courses on offer to assist with professional development and to enhance your career.