



Application Form

Hello and welcome to the B Transformed College for Health and Fitness Professionals, a Registered Training Organisation (RTO) that issues nationally accredited qualifications in fitness. We strive to provide you with the highest standards in training and encourage you to use all the resources available to have a rewarding learning experience. Our staff is fully qualified and have a wide variety of experience to support you in your study. We will accept you into the College and ultimately recommend you to employer/s or clients based on your passion, attitude, professional standards and your serious commitment to your study and a long-term career in fitness. We are very passionate about health and fitness at B transformed and love working with individuals of all backgrounds and cultures and helping them achieve their goals. We are excited to take you on this journey and develop your skills to achieve the goals you are chasing.

Kind Regards,
Katie Murrell and the B Transformed Team

Courses and Study Options Available

Courses

SIS30315 Certificate III in Fitness – Gym Instructor and Group Fitness Instructor
12 week course 40 hours/week (*including face to face time and home study*) Monday, Wednesday, Friday

SIS40215 Certificate IV in Fitness – Personal Trainer, Older adult's trainer, Children Trainer
10 week course 40 hours/week (*including face to face time and home study*) Tuesday, Thursday

Unit outline is detailed on page 2 of this application.

Study

We offer flexibility with delivery of both courses. You can choose one of the following whichever suites your situation. Face to face in the college, as a correspondence student or a mix of both if you work or study part time.



SIS30315 Certificate III in Fitness

Unit Code	Unit Description
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
SISFFIT007	Instruct group exercise sessions
SISFFIT011	Instruct approved community fitness programs
SISFFIT014	Instruct exercise to older clients
SISXCAI006	Facilitate groups
SISXCCS001	Provide quality service
SISXFAC001	Maintain equipment for activities
SISXIND001	Work effectively in sport, fitness, and recreation environments
BSBRSK401	Identify risk and apply risk management processes
HLTWHS001	Participate in workplace health and safety
HLTAID003	Provide First Aid (outsourced)

SIS40215 Certificate IV in Fitness

Unit Code	Unit Description
SISFFIT013	Instruct exercise to young people aged 13-17 years
SISFFIT015	Collaborate with medical and allied health professionals in fitness context
SISFFIT016	Provide motivation to positively influence exercise behaviour
SISFFIT017	Instruct long-term exercise programs
SISFFIT018	Promote functional movement capacity
SISFFIT019	Incorporate exercise science principles into fitness programming
SISFFIT020	Instruct exercise programs for body composition goals
SISFFIT021	Instruct personal training programs
SISFFIT023	Instruct group personal training programs
SISFFIT025	Recognise the dangers of providing nutrition advice to clients
SISFFIT026	Support healthy eating through the Eat for Health Program
SISXRES001	Conduct sustainable work practices in open spaces
BSBSMB401	Establish legal and risk management requirements of small business
BSBSMB403	Market the small business
BSBSMB404	Undertake small business planning
SISFFIT012	Instruct movement programs to children aged 5 to 12 years
SISFFIT024	Instruct endurance programs
SISXDIS001	Facilitate inclusion for people with a disability
HLTWHS003	Maintain work health and safety
SISXIND005	Coordinate work teams or groups

Read through the acceptance criteria and tick the appropriate box. Fill in the following application form and return to B Transformed in person, by fax, post or via email. The B Transformed College staff will arrange an interview with you. Assistance with filling in all relevant paperwork will be provided if required.

B Transformed College Acceptance Criteria	Yes	NO
<p>Have a desire to learn everyday: have an open mind and be open to new concepts and ideas. <i>Ongoing learning is the key to a superb, up to date Fitness Professional</i></p>		
<p>Punctuality: You must arrive 10 minutes early before any session so you are ready to start on time. <i>You will never be late for a client therefore you will never be late to a session</i></p>		
<p>Mobile Phones, iPods, mp3 players: are not permitted in lectures, keep your mobile phone turned off throughout every session – this includes sending text messages <i>Respect for other people and the B Transformed College mentors is very important</i></p>		
<p>Attendance: to graduate from the B Transformed College you must attend and participate in every session that you are required to attend. A 90% attendance is required. <i>Commitment to your responsibilities is an important trait of a Fitness Professional</i></p>		
<p>Presentation: for lectures neat and tidy appearance. College dress shirt will be supplied to all students to wear. Black slacks, trousers, shorts or skirt are to be worn with enclosed shoes. For all practical session appropriate gym attire is to be worn. Minimal jewellery is preferred. <i>A Fitness Professional must dress accordingly at all times</i></p>		
<p>No Alcohol/Drugs: alcohol and drugs are not permitted and students must not be under the influence of either during college hours. If you are you will be asked to leave.</p>		
<p>No Smoking: smoking is not permitted in or around the building at B Transformed. It is an offence to smoke within 4 metres of any part of an entrance to buildings</p>		
<p>Non-discrimination: treat all people with respect no matter what cultural background, race, age, sex ethnicity or socio-economic status <i>As a Fitness Professional you treat all people the same</i></p>		
<p>Swearing and bullying: will not be accepted at all at B Transformed.</p>		
<p>Respect: treat all people with respect no matter what the circumstances. When asking questions always ask in a polite manner and be open minded with the answer received. This also means keeping everything you have used tidy and clean and working with your mentors to clean up.</p>		
<p>Are your committed to graduating from the B Transformed College for Health and Fitness Professionals and ready to transform the health and fitness of the world</p>		
<p>Do you have a passion and committed to transform into your new career as a Fitness Professional</p>		



Privacy Notice

Under the *Data Provision Requirements 2012*, B Transformed 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 this enrolment form and your training activity data) may be used or disclosed by B Transformed for statistical, regulatory and research purposes. B Transformed may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Student Declaration and Consent

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

I have read and understand all of the B Transformed College of Health and Fitness Professionals acceptance criteria. I am aware that I will require an interview with the B Transformed College Lecturer prior to final acceptance into the college.

I am committed to my new career in fitness and I want to be a part of positively changing the health and fitness of the world.

Applicants Name: _____

Applicants Signature: _____

Date: _____

Parent/Guardian Signature (if under the age of 18): _____

Date: _____

Contact Number: _____

Address: _____



Please proceed now with filling out the following College Application Form. Once completed please send application and acceptance criteria to:

Mail:

B Transformed College for Health and Fitness Professionals
PO Box 1623
Bundaberg Qld 4670

In person:

B Transformed
47 Bourbong St
Bundaberg, Qld

Email:

julie@btransformed.com.au

Fax:

(07) 41536876

If you have any questions or need help filling out this form please contact B Transformed on (07) 41543223.



College Application Form

Personal Details (all spaces are compulsory)		
Given Name:	Family Name:	
* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.		
Gender: (circle only one) Male / Female / Other	Date of Birth:	
Email address:	LUI No:	Concession?: Y / N
Mobile No:	Work No:	
Postal Address:	Suburb:	
Physical Address:		
Shirt Size:	<i>(this is required to order your B Transformed College shirt)</i>	
In which country were you born? Australia / Other (if other, please specify)		
Do you speak a language other than English at home? Y / N (if yes, please specify)		
Are you of Aboriginal or Torres Strait Islander origin?		
Do you consider yourself to have a disability, impairment or long-term condition? Y / N		
<p>If you indicated the presence of a disability, impairment or long-term condition, please tick the area(s) in the following list: (You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Medical Condition <input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Other <p>If you have ticked yes to any of the above, please explain:</p>		

Are you still enrolled in secondary or senior secondary education? Y / N
High School Level Completed?
Year of Highest School level completed?
Have you successfully completed any of the below? Please tick <ul style="list-style-type: none"> <input type="checkbox"/> Bachelor degree or higher degree <input type="checkbox"/> Advanced diploma or associate degree <input type="checkbox"/> Diploma (or associate diploma) <input type="checkbox"/> Certificate IV (or advanced certificate/technician) <input type="checkbox"/> Certificate III (or trade certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate 1 <input type="checkbox"/> Other education (including certificate or overseas qualifications not listed above)
Current employment history of the following categories, which best describes your current employment status? (tick one only) For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week). <ul style="list-style-type: none"> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Self-employed-not employing others <input type="checkbox"/> Self-employed-employing others <input type="checkbox"/> Employed-unpaid worker in a family business <input type="checkbox"/> Unemployed-seeking full-time work <input type="checkbox"/> Unemployed-seeking part-time work <input type="checkbox"/> Not employed-not seeking employment
Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Circle one only) <ul style="list-style-type: none"> <input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course or study <input type="checkbox"/> For personal interest or self development
<p>Unique Student Identifier (USI)</p> <p>From 1 January 2015, B Transformed can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at http://www.usi.gov.au/create-your-USI/ on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.</p> <p>USI NUMBER: _____</p>



Emergency Contact Details	
Name:	Phone Number:
Relationship to you:	
Referee Details	
Name:	Name:
Contact Number:	Contact Number:
Relationship to you:	Relationship to you:
How did you hear about us?	
Advertising Website Friend Other - please state:	
Please tell us in your words why you want a career in the Health and Fitness Industry and to help change people's lives:	
Declaration	
<i>I hereby declare that the information contained in this document is true and correct. I understand it is an offence to give false information.</i>	
Signature of applicant:	Date:
Parent/Guardian Name and Signature (if under 18):	

Office use only	Date starting:	Enrolled course/s:
BT Student no:		USI no:
Accounts department - received and entered		Ordered – USB and Lanyard / Folder
Deposit paid \$		Shirt
Date		Textbook

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

Hearing/deaf

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

Physical

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

Intellectual

In general, the term ‘intellectual disability’ is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

Learning

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

Mental illness

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person’s usual pattern and level of functioning.

Acquired brain impairment

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

Vision

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

Medical condition

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn’s disease, cystic fibrosis, asthma or diabetes.

Other

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.