

Course Submission Process

1. Read Course Submission Form Criteria

Summary of Course Criteria sections

Read the Course Submission Criteria sections:

1. **Course Author**
2. **Letters of Permission**
3. **Copyright and Plagerism**
4. **Kinesiology Component**
5. **Descriptions of any theory other than Kinesiology theory**
6. **Category of the Course**
7. **Hours of Course**
8. **Assistance**

Course Author

A Course must be submitted by a current Level 2 or higher practitioner member of the AKA.

This applies whether:

- a. The course author is submitting the course;** If an Australian course author is not yet a current Level 2 or higher level practitioner member of the AKA, they must undertake to become at least a Level 2 or higher member by the end of the second year after the course has been ratified. Failure to do so will cause removal from the accredited courses list.
- b. The course is being submitted on behalf of the course author;** If the course author doesn't have the required level of membership or is an overseas course author then they require a representative who has the required level of membership. An Australian Course Author must undertake to become at least a Level 2 or higher member by the end of the second year after the course has been ratified. Failure to do so will cause removal from the accredited courses list.
- c. An overseas course author** needs to be a professional member of similar association in their country.

Course Submission Process

1. Course Submission Form Criteria continued

<p>Letters of Permission</p>	<p>What will you need to supply?</p> <ul style="list-style-type: none"> a. A declaration stating that training will be completed by the end of the second year after the course has been ratified. This needs to be signed and included with the course submission. b. A written letter of permission from the course author for the person who will represent them if applicable. c. If someone else's work forms part of the course then a written letter of permission from the author is required to use their work.
<p>Copyright and Plagiarism</p>	<ul style="list-style-type: none"> • The course manual and submission will be checked carefully for any breaches of copyright and plagiarism. • Course Authors need to ensure that their material complies with all the current Australian and International laws regarding copyright. • Where using other people's materials in a lawful manner, the original sources must be acknowledged and attributed to the author or author's thereof. <p>What will you need to supply? A signed declaration stating that the work has not breached copyright or plagiarism laws is part of the course submission</p> <p>Definition: Plagiarism is taking someone else's work and passing it off as your own.</p>

Course Submission Process

1. Course Submission Form Criteria continued

<p>Kinesiology Component</p>	<p>The Kinesiology component must comprise a minimum of 70% of the content of the course and details included in the manual.</p> <p>The manual may also include but is not limited to topics such as:</p> <ul style="list-style-type: none"> • Anatomy and Physiology • Kinesiology Theory • Energetic Theory • Practical Skill development • Communications • Nutrition • Spiritual Theory • Meridians <p>In the course submission form the total kinesiology hours and hours from other topics is to be listed.</p>
<p>Descriptions of any theory other than kinesiology theory</p>	<p>Reference any material other than kinesiology theory used in the course. Whether it is written in the course manual and/or taught as principles and/or techniques in the course and used in the manual.</p> <p>The manual may also include but is not limited to topics such as:</p> <ul style="list-style-type: none"> • Educational Development • Homoeopathic Principles • Massage • Nutrition • Neuro Linguistic Programming • Physiology • Psychological theory • Vision Improvement • Past Life Theory /Other times/ Generations <p>Give the name of the author, the title of the book or the journal and the page reference and a written explanation for why the material is being used in the course.</p>

Course Submission Process

1. Course Submission Form Criteria continued

<p>Category of the Course</p>	<p>There are 4 Course Categories:</p> <p>Categories A, B and C are used in a course submission. Category D is for CPE Classes for Additional Skills Training.</p> <ul style="list-style-type: none"> • Category A - a beginning course. There are no pre-requisites. The Category A Checklist needs to be completed as part of the submission • Category B - an intermediate course and has a Category A course as a prerequisite • Category C - an advanced course and has a Category A or B course as a pre-requisite • Category D – CPE Classes for Additional Skills Training. Classes that extend students knowledge; personal and professional development; additional skills training relative to the profession. Category D has its own course submission form. As it does not need assessments it is only used for CPE points.
<p>Hours of Course</p>	<p>Face- to- face hours</p> <ul style="list-style-type: none"> • Must reconcile with the hours in the Session Plan • The face-to-face hours do not include break times; morning and afternoon tea or lunch. <p>Non Face-face hours: includes</p> <ul style="list-style-type: none"> • Workbook, Assignments, Case Studies, Online training / correspondence courses. • Currently non face-to-face studies are allotted 66% of time listed. This means that a student who is applying for membership registration will be given 66 hours of a course listed as 100 hours unless the AKACAB deems the course to be worth more. <p>AKACAB have the right to accredit a course with full distance learning or correspondence hours if the course content warrants this.</p>
<p>Assistance</p>	<p>If you find that you need assistance contact the AKA Office for the name of a Course Submission Consultant. The consultant will assist you in preparing your submission and there will be a fee involved.</p>

Course Submission Process

2. Downloads

The CAB will only accept submissions that use the templates supplied

Information Sheets (IS)

To assist course authors in writing their submission there are a number of Information Sheets (IS) available:

Information Sheets to assist course submission:

- [IS1](#) Accurate Muscle Monitoring
- [IS2](#) Pauselock, Stacking and Circuit Retaining Move
- [IS3](#) Glossary of terms and definitions
- [IS4](#) Sample Session Plan
- [IS5](#) Sample Assessment and Delivery Table
- [IS6](#) Copyright

Templates (T):

1. Submission Forms
2. Session Plan

Templates: Forms to be used in the course submission:

T1.1 Course Submission Form: a summary of where the relevant information can be found in the manuals in regards to:

- Course authors details
- Category of the course
- Muscle Monitoring information
- Kinesiology theory used
- Other theory used

[T1.2 Submission Form Category A Checklist](#)

[T1.3 Category D \(CPE courses\) Submission Form](#)

[T1.4 Submission Form for NON Kinesiology Courses](#)

T2. Session Plan: where the details of how the course will be delivered are written. It covers:

- Breakdown of course hours
- Topics covered
- How they are delivered
- Materials used
- Learning Outcomes and how they will be assessed

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<p>Templates: Assessment</p> <p>1. The Assessment and Delivery Table</p> <p>2. Assessment Forms</p>	<p>The AKA requires that all learning outcomes be competency assessed. For each learning outcome the requirement is to have 2 methods of assessment.</p> <p>T3 The Assessment and Delivery Table: is a summary listing the learning outcomes and how they will be assessed.</p> <p>T4.1– T4.5 Assessment Forms: are the details of</p> <ul style="list-style-type: none"> • The assessment that will be given to the student with all instructions of how the assessment is to be conducted and what is required to achieve proficiency • The assessments that will be given to the students and a copy with the answers to be supplied. <p>T4.1 Practical demonstrations</p> <p>T4.2 Oral questions</p> <p>T4.3 Written questions</p> <p>T4.4 Assignment</p> <p>T4.5 Workbook/Case Studies</p>
<p>Templates:</p> <p>1. Attendance Records</p> <p>2. Instructors and Examiners</p>	<p>T5 Attendance Record: a record sheet to verify that the course has been presented to twenty (20) students of which 15 must be first time attendees to the course over a minimum of three (3) classes.</p> <p>NOTE: If at the time of submission it has not been taught to 20 students but all other criteria have been met the course will become pre-accredited until verification by means of class lists with contact numbers for students and dates of classes taught has been supplied.</p> <p>T6 Instructors and Examiners – a list of qualified instructors and examiners/assessors.</p>

Course Submission Process

3. Upload Completed Application

What documents need to be supplied

All requirements of the course submission must be completed and supplied electronically to the AKACAB. The course manual and all of the required information is to be submitted in English.

All materials and manuals become the property of the AKA for the purposes of reference and review and will remain strictly confidential and will be stored in a secure locked storage system.

T = template which can be downloaded and must be supplied

Course Submission Documents to be supplied are:

1. [T1.1](#) - The Course Submission Form or [T1.3](#) Category D Course or [T1.4](#) Non Kinesiology Course
2. [T1.2](#) – Category A Form if applicable
3. CV of Course Author
4. Any letters of permission if applicable
5. The Course Manual in pdf.
6. A copy of any handouts used in the course
7. [T2](#) - Session Plans
8. [T3](#) -Delivery Table and assessments
9. [T4](#) – The appropriate assessments
10. [T5](#) - A copy of the Attendance
11. Proficiency Certificates
12. [T6](#) - List of Instructors and Examiners

Uploading Options

Email the submission and all requirements to the AKACAB cab@aka.asn.au and send a notification email to the AKA Office enquiries@aka.asn.au

If the total documents are too big for email either send a USB via registered post to the AKA Office or place them in a Dropbox Folder with permission to download. All documents will be stored according to the Australian Privacy compliant guidelines.

Course Submission Process

4. Approval Process

<p>Ratification of a Course</p>	<p>The purpose of the AKACAB is to verify that the course is compliant with the AKA Course Guidelines and the AKA Code of Ethics and Code of Practice and are of a comparable standard to courses offered in comparative professional disciplines.</p> <p>If a course meets all criteria the AKACAB sends a recommendation for ratification to the AKA Management Committee. The AKA Management Committee reserves the right to refuse the accreditation of any material submitted which is deemed to be in conflict with the AKA Code of Ethics and Code of Practice and does not meet the AKA Course Guidelines.</p> <p>Once ratified the AKACAB sends a letter informing the course author/representative that the course has been accredited and it is placed on the accredited courses list.</p> <p>If a course does not meet all criteria the AKACAB will ask for any clarification or documentation that may be necessary. The submission is placed on hold until all relevant information is supplied.</p>
<p>Course Updates and Changes</p>	<p>It is the responsibility of the course author to keep the AKACAB informed of any changes to the original course submission. Such as:</p> <ul style="list-style-type: none"> • Additions to course materials • Alterations of the course that substantially change the nature of the material taught. These changes need to be assessed and approved by the AKACAB for the course to remain accredited. • The way in which it is taught • Change in hours taken to teach the course • Updated lists of Instructors and Examiners. This information is passed onto the PRB as only students taught by registered instructors will have their hours recognised.
<p>Resubmission Requirements</p>	<p>Courses need to be resubmitted for reevaluation on a five-year cyclical basis.</p> <p>If there are no changes or up to 10% change a Statutory Declaration can be submitted.</p> <p>If there is more than a 10% change, a new submission is required using the current submission criteria requirements at that time.</p>