

EVIDENCE OF COMPETENCY – Diploma of Equine Smart Bowen Therapy - PART B

Applicants Name	
Address	
Home Phone no.	
Work phone no	
Mobile phone no	
Fax no.	
Email address	
Web site	

SMART BOWEN PTY LTD

P.O. Box 198

Lancefield

Victoria 3435

Phone (03) 5429 2010 Fax (03) 5429 2022

Please complete the following check-list as accurately as you can as this will assist you and Smart Bowen Pty Ltd in the process of RPL. Return the completed “Evidence of Competency” forms along with your application and the appropriate evidence to the address above.

Please do not e-mail these documents, they must be in hard copy.

The task initially appears somewhat daunting, however if you read the ‘Element’ and the ‘Performance Criteria’ it is not as bad as it first seems. You will find that some of these elements and the performance criteria are covered several times within the Competency Units. If you work through the document you may find that you already have a statement of attainment for some of the units. If you have a statement of attainment with the matching title there is no need to tick the boxes, just submit notarised copies of your certificate or statement of attainment (i.e. Senior First Aid covers the Unit HLTF301A Apply First Aid

If you have some other form of acknowledgement from your previous studies or your work place, check them off against the list so that it simplifies the RPL process. Where you have these pieces of evidence you will probably find that they covered the unit well, they do not have to match perfectly. Do not despair if there appears to be gap between what you have evidence for, and what is required, as this will show us what units of study you may be required to complete to achieve your final goal.

In the “EVIDENCE SUBMITTED” column please indicate what evidence you have supplied so that it can be cross-matched easily by our staff. **REMEMBER** that your previous work experience can assist you in gaining RPL’s, and statutory declarations can be used as evidence to support your claims. Please complete the enclosed Statutory Declaration and sign it stating that all of the information you have supplied in the application is true and correct.

Send in as much evidence as you can to support you application.

Have you studied the following units before? If yes, when and where? – Complete the following chart

Unit Number	Unit Name	Have you studied this unit of competency?	YES	NO	When?	Where?
HLTFA301B	Apply first aid					
HLTCOM5A	Administer a Practice					
HLTCOM6A	Make referrals to other health care professionals when appropriate.					
HLTIN301A	Comply with infection control policy and procedures					
RUV1101A	Prepare for animal care work					
RUV2107A	Provide basic first aid for animals					
RUV2102A	Follow OHS procedures in an animal care environment					
VPAU216	Apply occupational health and safety procedures in an equine environment					
VPAU217	Handle horses safely					

Unit Number	Unit Name	Have you studied this unit of competency?	YES	NO	When?	Where?
VPAU218	Apply the principles of basic anatomy and physiology to horses					
VPAU219	Assess horses for health and first aid needs					
VPAU220	Recognise breeds, behaviour traits, confirmation, and movement of horses					
VPAU221	Work within an Equine Bowen Therapy framework					
VPAU222	Provide the Equine Bowen therapy health assessment					
VPAU223	Plan the equine Bowen therapy treatment strategy					
VPAU224	Provide the Equine Bowen Therapy treatment					
VPAU225	Apply skills in advanced equine Bowen therapy treatments					

Indicate which Units of Study you wish to apply for Credit Transfer or Recognition of Prior Learning

Unit Number	Unit Name	What recognition are you applying for in this unit of competency ?	Credit Transfer (CT)	Recognition of Prior Learning (RPL)
HLTFA301B	Apply first aid			Not applicable
HLTCOM5A	Administer a Practice			
HLTCOM6A	Make referrals to other health care professionals when appropriate.			
HLTIN301A	Comply with infection control policy and procedures			
RUV1101A	Prepare for animal care work			
RUV2107A	Provide basic first aid for animals			
RUV2102A	Follow OHS procedures in an animal care environment			
VPAU216	Apply occupational health and safety procedures in an equine environment			
VPAU217	Handle horses safely			

Unit Number	Unit Name	What recognition are you applying for in this unit of competency ?	Credit Transfer (CT)	Recognition of Current Competency (RCC)
VPAU218	Apply the principles of basic anatomy and physiology to horses			
VPAU219	Assess horses for health and first aid needs			
VPAU220	Recognise breeds, behaviour traits, confirmation, and movement of horses			
VPAU221	Work within an Equine Bowen Therapy framework			
VPAU222	Provide the Equine Bowen therapy health assessment			
VPAU223	Plan the equine Bowen therapy treatment strategy			
VPAU224	Provide the Equine Bowen Therapy treatment			
VPAU225	Apply skills in advanced equine Bowen therapy treatments			

UNIT HLTIN301A**Comply with infection control policies and procedures in health work****Unit Descriptor**

This unit of competency describes the skills and knowledge required for workers to comply with infection control policies and procedures. All procedures must be carried out in accordance with current infection control guidelines, Australian and New Zealand Standards for maintaining infection control and the policies and procedures of the organisation

This unit acknowledges the importance of complying with an effective infection control strategy that ensures the safety of the client (or end-user of health-related products/services), maintains personal protection and prevents the transmission of infections from person to person

All tasks must be carried out in accordance with State or Territory legislative requirements that affect work practices of the organisation and/or worker

Questions	Answers		What is your evidence?	Result
	Yes	No		
<p>Do you have infection control guidelines to follow in your clinic?</p> <p>Do you have policies and procedures for the <i>precautions</i> to prevent the spread of infection in your clinical practice including the <i>additional precautions</i> that could be used when standard precautions alone may not be sufficient to prevent transmission of infection?</p> <p>Does it describe how to minimise contamination of materials, equipment and instruments by aerosols and splatter?</p>				
<p>Does your policies and procedures manual describe how to:</p> <ul style="list-style-type: none"> • identify infection risks and implement an appropriate response and a standard for documentation and reporting activities and tasks that put clients and/or other workers at risk? • how to respond appropriately to situations that pose an infection risk, and how to follow procedures for risk control and risk containment for specific risks? • how to follow protocols for care following exposure to blood or other body fluids as required? 				

Questions	Answers		What is your evidence?	Result
	Yes	No		
<ul style="list-style-type: none"> how to place appropriate signs when and where appropriate for the removal of spills in accordance with the policies and procedures of the organisation? 				
<p>Do you have documentation on personal hygiene describing how:</p> <ul style="list-style-type: none"> To implement hand care procedures and to maintain hand hygiene by washing hands following established hand-washing procedures before and after client contact and/or after any activity likely to cause contamination? to cover cuts and abrasions with water-proof dressings and change as necessary? 				
<p>Does your policies and procedures manual describe”:</p> <ul style="list-style-type: none"> how to wear personal <i>protective clothing and equipment</i> that complies with Australian/New Zealand Standards, and is appropriate for the intended use, and there is a need to change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each client contact? 				
<p>Do you have policies and procedures to limit contamination such as:</p> <ul style="list-style-type: none"> how to demarcate and maintain clean and contaminated zones in all aspects of health care work, and to confine records, materials and medicaments to a well designated clean zone? how to confine contaminated instruments and equipment to a well-designated contaminated zone? 				

Questions	Answers		What is your evidence?	Result
	Yes	No		
<p>Do you have policies and procedures for the handling, packaging, labelling, storing, transporting and disposing of clinical and other waste?</p>				
<p>Do you have policies and procedures for cleaning environmental surfaces such as:</p> <ul style="list-style-type: none"> • the wearing of personal protective clothing and equipment during cleaning procedures • the cleaning of all work surfaces with a neutral detergent and warm water solution before and after each session or when visible soiled? • how to decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilisation protocols? • to replace surface covers where applicable (linen on your treatment table) • to maintain and store cleaning equipment? 				

HLTCOM405B Administer a practice

This unit of competency describes the skills and knowledge required to provide administration for a clinical health practice according to the size and scale of the business.

Questions	Answers		What is your evidence?	Result
	Yes	No		
<p>When you established and to maintain your practice, do you:</p> <p>a. Have a policies and procedures manual which identifies routine administration tasks?</p> <p>b. And how they are to be performed?</p>				
<p>Do you have a system:</p> <p>a. for financial documentation and to record all the transaction</p> <p>b. If you do have one, what system do you use?</p>				
<p>Have you identified and recorded practice management strategies such as:</p> <p>a. a business plan?</p> <p>b. If yes, does it identify a marketing strategy?</p> <p>c. Do you have a stock control system if you are selling product from your clinical practice?</p>				
<p>Do you have a personnel management strategy in place?</p> <p>a. Does it cover a human resources strategy?</p>				

Questions	Answers		What is your evidence?	Result
	Yes	No		
<p>Do you have a personnel management strategy in place?</p> <p>b. Do you use a system for payroll and employee records?</p> <p>c. If yes, what system do you use?</p>				

Make referrals to other health care professionals when appropriate. (HLTCOM6A)

This unit describes the skills required to arrange referrals to other health care professionals

Questions	Answers Yes No		What is your evidence?	Result
<p>Do you formulate a referral plan for client/patients:</p> <ul style="list-style-type: none"> • after you determine the <i>need for referral to other health care professionals /services?</i> • communicate the need for referral to the client/patient including the financial aspects of the referral? 				
<p>To interact with other health care professionals you need to:</p> <ul style="list-style-type: none"> • be able to identify a range of complementary health care professionals and services for the client • consult a range of Complementary health care professionals and support services to determine the most appropriate source for referral for the client? • relate effectively and knowledgeably with other health care professionals? 				
<p>When arranging a referral to an appropriate source for clients do you:</p> <ul style="list-style-type: none"> • arrange the contact to the health care professional and/or service to whom clients are to be referred, and transfer of copies of client/patient records to the appropriate referral source ? • do you include the client in referral communications and provide them with written referrals and record referrals in your case notes? • do you brief the appropriate health professional/service on reason for the referral? 				

RUV1101A Prepare for animal care work

Unit Descriptor

This unit of competency covers the process of preparing to work in the animal care industry.

It requires the ability to observe safe work practices, communicate with others and contribute to a productive work environment. Preparing to work with animals requires knowledge of communication procedures, systems and technology and industry expectations of conduct, presentation and work performance. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimized. The work functions within this unit require the demonstration of knowledge by recall in a narrow range of areas. One would be expected to perform a sequence of routine tasks under clear direction, demonstrate basic practice skills, and receive and pass on messages or information. All tasks would be conducted under strict and direct supervision.

Questions	Answers		What is your evidence?	Result
	Yes	No		
<p>When observing safe work practices do you:</p> <ul style="list-style-type: none"> • use personal protective clothing and equipment according to best practice standards when completing work tasks? • check the safety of treatment tables, tools and equipment before use? • ensure that correct manual handling techniques are used in your business? • ensure that supervisors are immediately informed verbally when there is an emergency if appropriate? • have safety procedures involved in the handling of hazardous substances are followed as required. • have safety procedures to protect the health and safety of people in the workplace are followed. 				
<p>When communicating with others do you:</p> <ul style="list-style-type: none"> • ensure that instructions and notices are interpreted and observed by others? 				

Questions	Answers		What is your evidence?	Result
	Yes	No		
<ul style="list-style-type: none"> • How do you ensure that simple messages from clients are taken and passed on to supervisors? • How do you ensure that communication is conducted in a courteous manner? 				
<p>Do you contribute to a productive work environment by:</p> <ul style="list-style-type: none"> • monitoring work practices contribute positively to quality, productivity and conditions, and promote cooperation and good relationships in the work environment • monitor that Bowen Therapy industry expectations of conduct and presentation are determined and observed • showing how information on working in the industry including employment terms and conditions is collected. • monitor that work practices are consistent with workplace standards relating to anti-discrimination and workplace harassment? 				

RUV2107A Provide basic first aid for animals**Unit Descriptor**

This unit of competency covers the process of providing essential first aid for animals by recognising and responding to an emergency using basic life support measures. The first aider is not expected to deal with complex casualties or incidents, but to provide an initial response where first aid is required.

Providing basic first aid for animals requires the ability to respond positively to emergencies in line with practised actions and demonstrate basic first aid casualty management principles. It also requires knowledge of the use of safe work practices, the animal emergency network, and first aid casualty management principles and zoonotic diseases.

In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimized.

The work functions within this unit require the demonstration of basic operational knowledge in a moderate range of areas and the application of a defined range of skills. One would be expected to apply known solutions to a limited range of predictable problems.

Questions	Answers		What is your evidence?	Result
	Yes	No		
<p>When you assess an emergency situation do you?</p> <ul style="list-style-type: none"> • know how to recognize Emergency situations? • know how to identify physical hazards to self, bystanders, the public and the animal? • take appropriate action to minimize the immediate risk to self, bystanders, the public and the animal? • to assess the physical condition and vital signs of the animal? 				
<p>When applying basic first aid and basic care how do you:</p> <ul style="list-style-type: none"> • ensure that the animal is reassured in a caring manner and made comfortable using available resources? 				

Questions	Answers		What is your evidence?	Result
	Yes	No		
<ul style="list-style-type: none"> • ensure that the animal is handled safely and humanely to minimize pain and further injuries? • provide Basic first aid care in accordance with established animal first aid procedures? • seek First aid assistance from others as appropriate and required? • ensure that Occupational health and safety (OHS) procedures and personal protective equipment (PPE) are used at all times when handling animals? 				

RUV2102A Follow OHS procedures in an animal care environment

This unit of competency covers the process of following organisational occupational health and safety (OHS) policies and procedures in an animal care environment. It requires the ability to follow workplace procedures in hazard identification and risk control, observe safe practices during work operations and participate in arrangements for maintaining the health and safety of the workplace. Following OHS policies and procedures requires knowledge of employee and employer responsibilities under the OHS Act; organisational procedures relating to hazards, fires, emergencies, accidents, evacuations and risk control; and OHS signs and symbols relevant to an area of work.

Questions	Answers		What is your evidence?	Result
	Yes	No		
<p>When following organisational procedures for hazard identification and risk control as per your Policies and Procedures do you:</p> <ul style="list-style-type: none"> ensure that hazards in the workplace are recognized and reported to designated personnel after being assessed? ensure that workplace procedures and work instructions for controlling risks are followed accurately? have checking mechanisms in place to ensure safe work practices including OHS are followed accurately? have in place ensure risks to self, bystanders, the public and animals are recognised and action is taken to eliminate or reduce them? have checking mechanisms do you have in place to ensure safety training is undertaken as directed. 				
<p>Do you observe safe practices during work operations by:</p> <ul style="list-style-type: none"> having personal protective clothing and equipment available for use, and maintained and that is it stored appropriately? ensure that basic safety checks on all equipment are undertaken before operation according to organizational procedures? ensure that hazards associated with the handling of hazardous substances are identified and reported to supervisor in accordance with organisational procedures? 				

Questions	Answers		What is your evidence?	Result
	Yes	No		
<p>Ensure that work is carried out in safe manner by:</p> <ul style="list-style-type: none"> defining procedures are followed to ensure personal safety and are recorded in the businesses policies and procedures manual. ensure that work carried out in a manner that ensures the safety of self, others and animals? ensuring that clinical waste is disposed of in line with industry standards and legislative requirements? 				
<p>Participate in maintaining a safe workplace by having:</p> <ul style="list-style-type: none"> individuals give input into the ongoing monitoring of and reporting on all aspects of workplace safety in your business? in single person business raise OHS issues with yourself and in accordance with organizational procedures and relevant OHS legislation? development of effective solutions to control the level of risk associated with organizational activities. 				

VPAU216 Apply occupational health and safety procedures in an equine environment

This unit specifies the workplace performance required to ensure occupational health and safety for humans and animals in the equine and larger animal workplaces encountered in the Equine Bowen Therapy industry. These include stables, stock yards, paddocks, racecourses, training tracks, beaches, arenas, ovals, farms and public areas. The unit is based on the Generic Competency A from the Work Safe Australia National Guidelines for integrating occupational health and safety competencies for this unit.

Questions	Answers		What is your evidence?	Result
	Yes	No		
<p>Do you contribute to arrangements for the management of occupational health and safety by:</p> <ul style="list-style-type: none"> • knowing and implementing Occupational health and safety standards for the Equine Bowen Therapy workplace? • raising OHS issues with designated personnel in accordance with workplace procedures? 				
<p>Do you implement workplace procedures for hazard identification and emergencies by:</p> <ul style="list-style-type: none"> • identifying Hazards in the Equine Bowen work area and reported to designated personnel according to workplace procedures? • ensuring workplace procedures and work instructions for controlling risks are followed accurately? • ensuring workplace procedures for dealing with accidents, fires and emergencies are followed? 				

Questions	Answers		What is your evidence?	Result
	Yes	No		
<p>Do you follow the OH & S Policies and procedures for the safe handling of horses and other large animals by:</p> <ul style="list-style-type: none"> • ensuring the work space is clear of all hazards? • establishing that an emergency exit route is available when working within the yard, stable or other confined space? • ensuring that all horse and/or large animal handling equipment is in a good, safe condition before use? 				

VPAU217 Handle horses safely

This unit deals with competencies relating to the identification and safe catching, controlling and handling of horses for the purposes of a Bowen Therapy health assessment, treatment, or transporting, training and working.

All horses must be treated with due respect and integrity, their treatment complying with any regulations or legislation pertaining to working with animals e.g. State Veterinary ACTs, the “Cruelty to Animals ACT” or “Animal Welfare ACT”, etc.

Questions	Answers		What is your evidence?	Result
	Yes	No		
<p>Can you catch a specific horse in a safe and controlled manner by:</p> <ul style="list-style-type: none"> • using the features of a horse to correctly identify horses? • considering your knowledge of the behavior and level of education of a particular animal before attempting to safely catching it? • considering what would be the appropriate gear for catching and handling the individual horse? • ensuring that horses are caught safely and controlled in an appropriate manner? 				
<p>When assisting with the transportation of horses how do you:</p> <ul style="list-style-type: none"> • check for safety, suitability and compliance with road transport regulations of the towing vehicle and horse float? • know how to check that the vehicle and float are correctly positioned for loading and unloading? • correctly prepare horses for transport, in accordance with instructions and within the nominated time frame? 				

Questions	Answers		What is your evidence?	Result
	Yes	No		
<ul style="list-style-type: none"> • safely loaded or unloaded for transport, in accordance with instructions? • ensure procedures for dealing with difficult situations in loading and unloading are used? • ensure incidents, equipment defects, procedural problems and animal behavior in transportation are correctly reported? 				
<p>Can you respond to behavior patterns and communication traits in horses by:</p> <ul style="list-style-type: none"> • monitoring the senses of a horse? • observing the communication traits of horses and respond appropriately as an Equine Bowen Therapist? • using the behaviour patterns of horses to enable you as the Equine Bowen Therapist to take appropriate action? 				

VPAU218 Apply the principles of basic anatomy and physiology to horses

This unit is concerned with understanding and applying knowledge of basic anatomy and physiology of horses but relevant to other large animals when treating with Smart Bowen Therapy.

All horses must be treated with due respect and integrity, their treatment complying with any regulations or legislation pertaining to working with animals e.g. State Veterinary ACTs, the “Cruelty to Animals ACT” or “Animal Welfare ACT”, etc.

Questions	Answers Yes No		What is your evidence?	Result
<p>Using the knowledge of basic anatomy, physiology and conformation of horses can you:</p> <ul style="list-style-type: none"> • correctly identify conformation and basic points of the horse or other large animals? • correctly identify conformation faults in the horse? • determine through palpation, the health of the cell, tissue and structure and their function? • adapt the application of Bowen therapy technique to the different horse breed? 				
<p>Do you select the Bowen Therapy technique appropriate to the anatomy and physiology of the equine breed by:</p> <ul style="list-style-type: none"> • analysing key aspects of the anatomy and physiology in relationship to Bowen therapy? 				

Questions	Answers		What is your evidence?	Result
	Yes	No		
<ul style="list-style-type: none"> • using a variety of methods to assess the health status of the animal? • What means would you use? 				

VPAU219 Assess horses for health and first aid needs

This unit involves the management of health and well being of horses and the early assessment of injury and application of first aid where necessary, prior to veterinary assessment and treatment.

The competency requires knowledge of some basic anatomy and physiology of horses and appropriate first aid procedures relating to accidents and injuries. Competencies attained in this unit apply to horses of all breeds.

All horses must be treated with due respect and integrity, their treatment complying with any regulations or legislation pertaining to working with animals e.g. State Veterinary ACTs, the “Cruelty to Animals ACT” or “Animal Welfare ACT”, etc.

Questions	Answers		What is your evidence?	Result
	Yes	No		
<p>Can you assess and respond to injuries in horses by:</p> <ul style="list-style-type: none"> • following First aid policy and procedures, with respect to obligations to owners, state regulations, legislation and duty of care? • calm horses and restrain them if necessary prior to first aid assessment? • following a policy and system of referral for injury treatment and emergency care? • applying known First aid procedures and principles relating to injuries or accidents, pertaining to horses? 				
<p>When you assess the health and fitness of horses do you:</p> <ul style="list-style-type: none"> • implement pre and post work assessment of animal for injuries / distress / health and fitness? 				

Questions	Answers		What is your evidence?	Result
	Yes	No		
<p>When you assess the health and fitness of horses do you:</p> <ul style="list-style-type: none"> • know if the <i>Pharmaceutical or therapeutic treatment</i> complies with industry regulation? • know the rules relating to prohibited substances and alternative treatments applied? • have procedures for dealing with difficult situations in loading and unloading? • have a reporting procedure for incidents, equipment defects, procedural problems and animal behavior in transportation? 				

VPAU220 Recognise breeds, behaviour traits, confirmation, and movement of horses

This unit is concerned with understanding and applying knowledge of the equine industry terminology, conformation, identification and the normal and abnormal behaviour of horses.

All horses must be treated with due respect and integrity, their treatment complying with any regulations or legislation pertaining to working with animals e.g. State Veterinary ACTs, the “Cruelty to Animals ACT” or “Animal Welfare ACT”, etc.

Questions	Answers		What is your evidence?	Result
	Yes	No		
<p>Can you assess the pedigree, the characteristics and fitness of horses and use equine industry terminology to describe:</p> <ul style="list-style-type: none"> • how to identified behavioural characteristics of a horse? • the physical characteristics of a horse? • how physical conditions of a horse are determined using veterinary terminology? • identify performance characteristics of a horse? • identify and evaluate the fitness characteristics of a horse? • using appropriate industry terminology identify the Pedigree of a horse? 				
<p>Can you identify individual horses:</p> <ul style="list-style-type: none"> • using a variety of criteria is used to select a specific horse? • And describe different breeds of horses to the owner / trainer / rider? • By the variety of brands and branding methods are used as significant points of recognition. 				

Questions	Answers		What is your evidence?	Result
	Yes	No		
<p>Can you evaluate components of horse conformation and conformation faults by:</p> <ul style="list-style-type: none"> • identifying the components of the basic horse conformation in the assessment process? • explaining terms of conformation and conformation faults to owner / rider / trainer? • identifying accurately common horse conformation and conformation faults and abnormalities? • identifying the common injuries that may be the result of conformation faults? • utilizing the principles of the biomechanics of movement of the horses to determine problems? 				
<p>Can you describe the distinguishing and different types of behaviour exhibited by a horse using equine industry terminology by:</p> <ul style="list-style-type: none"> • using a range of equine industry terms that are used to identify different behaviours exhibited by a group of horses? • determining the social hierarchy or pecking order in a group of horses? • identifying the sensory and/or tactile processes the horse uses to be aware of its surroundings? 				

Questions	Answers		What is your evidence?	Result
	Yes	No		
<p>Research of the basic bio-mechanics of movement of the horse has enabled you to demonstrate and describe:</p> <ul style="list-style-type: none"> • the basic bio-mechanics of horse movement • factors that influence flexibility, endurance and speed of a variety of horses in a practical manner with a group of horses. 				