

Recognition of Prior Learning (RPL) Application Form

Purpose

The purpose of this document is to provide you with the instructions to complete your application for RPL.

Your assessor will explain the requirements to ensure that you fully understand the criteria that will be used to determine whether your application for RPL is granted.

Tips and Hints to Help You Prepare for RPL

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the RPL process stress-free for you.

Here are some tips and hints for you:

1. Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.
2. Bring your position description and any performance appraisals you may have had in the past.
3. Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goals to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
4. Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skills level.
5. Collect any certificates from in-house training or formal training you have done in the past.
6. You can speak with our assessors about other ways you can show your skills. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

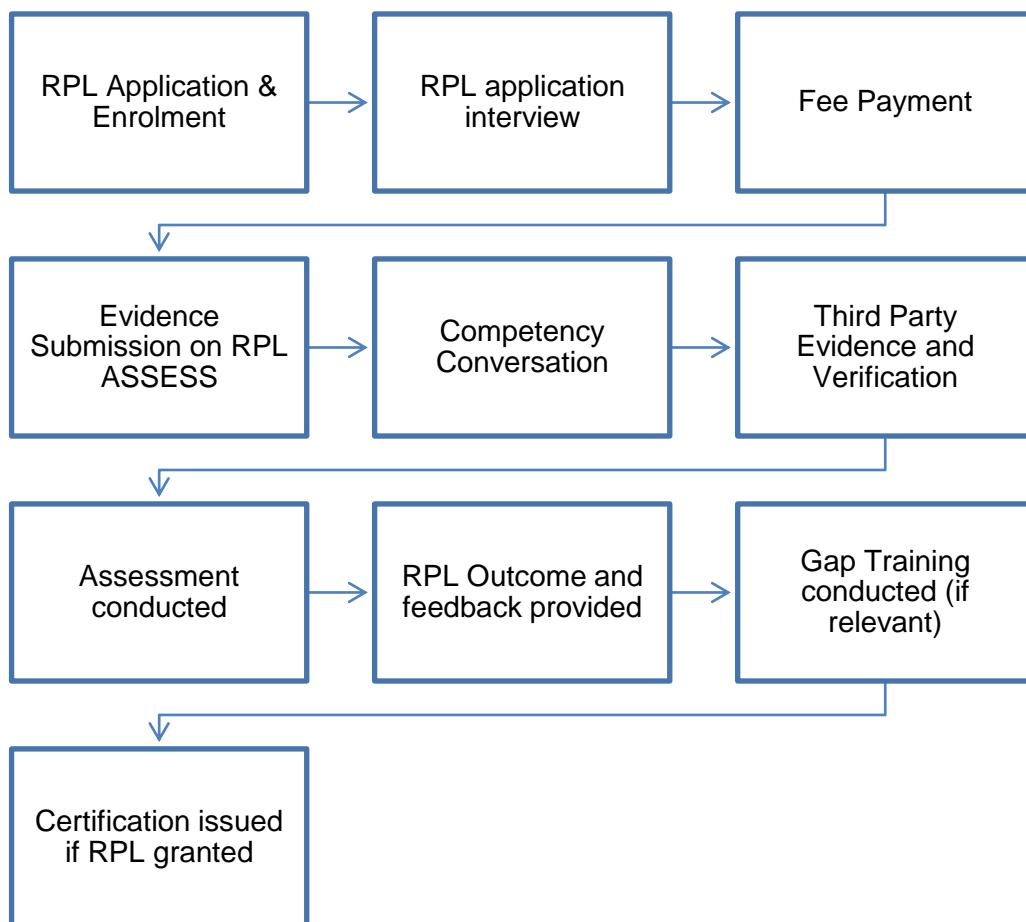
What is evidence?

Evidence is information that we collect that provides proof of your competency. The term 'evidence' applies to anything you produce to verify your skills, knowledge and experience. The evidence will be matched to the training package requirements of the unit/s.

The purpose of evidence is to show your RPL assessor that you have the skills and knowledge to meet the competency requirements and industry standards.



Overview of the RPL Process



Appeals

If you are not satisfied with the RPL assessment outcome, you may submit an appeal, as per the college Complaints, Grievances and Appeals policy and procedure.



Personal Details

Last name		Given Name/s	
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Mobile			Date of Birth (dd/mm/yyyy) / /
Email			

Course Details

Course Code		Start Date	/ /
Course Name			

Unit Details – please specify below the units of competency that you want to apply for RPL

Unit Code	Unit Name	Assessor Use Only	
		Progress to RPL Assess	Assessor Initials
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Initial Evidence Checklist

Please attach the following to this application:

- CV / Resume, including referees
- Certificates from previous courses – accredited and non-accredited
- Position Description for most recent positions

Applicant Declaration

I declare that:

- I want to apply for Recognition of Prior Learning for the units specified in this application
- I have attached the documents listed in the Evidence Checklist and that these are legitimate, true and correct
- I understand that the Assessor will verify my evidence submission for validity and this will include contacting my current and previous employers and referees
- I agree to pay the fees requested for this application and understand that the RPL process will not commence until payment is made
- I understand that travel and accommodation for an assessor to conduct on site assessments (if required) will incur an additional fee to the fee quoted
- I understand that I am not entitled to any refund of fees in the event that I do not meet the competency standards and my RPL application is not granted
- I understand that any gap training, if required, will incur an additional fee
- I understand that this is an assessment only process and that no training or learning guide will be provided
- I understand that I am responsible for providing all the evidence required to prove my competence and that the college is not responsible for searching or discovering any supporting evidence

Applicant Signature

Date



RPL Application Interview – ASSESSOR USE ONLY

Interview Discussion			
Assessor Name			
Interview Date		Interview Method	<input type="checkbox"/> Face to face <input type="checkbox"/> Phone <input type="checkbox"/> Web Meeting <input type="checkbox"/> Other _____
Please summarise your discussion below:			
Assessor Declaration			
I declare that:			
<ul style="list-style-type: none">▪ there is sufficient evidence to warrant the applicant progressing through to the next stage of the RPL process for the units specified in this application▪ I have completed the Assessor Only section for each unit in the Unit Details section of this application			
Assessor Signature			Date



Version Control

DATE	COMMENT/ACTION	VERSION
04/09/2023	Initial document - Transfer from ACTE to AUSTRALIA COLLEGE	v1.0

