

Application Kit for Recognition of Prior Learning (RPL)

Note: Information contained in this document is utilised in accordance with Auscare Training Organisation Privacy Policy
 CRICOS Provider Number: 04055H/ RTO Number: 52578

Note: Please return page 1 to page 2 to Auscare Training Organisation Perth Campus or email to enrolment@auscaregroup.com.au with supporting documents upon completion and the payment receipt.

| 1. Personal Details <i>(Please tick the box)</i> | | | |
|-----------------------------------------------------------------------------|------------------------------|------------------------------|-------------------------------------------------------------------------------------------|
| Title: | <input type="checkbox"/> Mr | <input type="checkbox"/> Mrs | <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other: |
| Given Name: | | Middle Name: | |
| Last Name: | | USI Number: | |
| Date of Birth: | | | |
| Email: | | | |
| Mobile Number: | | | |
| Homes Address: | | | |
| Agent Name: (if applicable) | | | |
| 2. Employment <i>(Please tick the box)</i> | | | |
| Are you currently employed: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| If Yes, in which occupation are you currently employed: | | | |
| Who is your current employer: | | | |
| Work Address: | | | |
| Telephone Work: | | | |
| Please provide a copy of your resume with details of the employment history | | | |
| 3. Further information | | | |
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| 4. Professional Referees | | | |
| Reference 1 | | | |
| Name: | | | |
| Position: | | | |
| Organisation: | | | |
| Address: | | | |
| Mobile Number: | | | |
| Email: | | | |
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| Reference 2 | |
| Name: | |
| Position: | |
| Organisation: | |
| Address: | |
| Mobile Number: | |
| Email: | |

| 5. Qualifications you are seeking recognition in | |
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| Health & Community <input type="checkbox"/> CHC33021 – Certificate III in Individual Support <input type="checkbox"/> CHC52021 – Diploma of Community Services <input type="checkbox"/> CHC62015 – Advanced Diploma of Community Sector Management | |
| Business & Management <input type="checkbox"/> BSB50420 – Diploma of Leadership and Management <input type="checkbox"/> BSB60420 – Advanced Diploma of Leadership and Management <input type="checkbox"/> BSB80120 – Graduate Diploma of Management (Learning) | |

Important to Note: You must attach full documentary evidence to support your application e.g. qualifications, resume, workplace documents, references, self-assessment forms and Third Party Reports.

| 6. Evidence | |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Description (e.g. resume, photos, awards etc.) | Office Use Only – Assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation |
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Declaration

I declare that the information and evidence provided in this application is true and correct and that all documents are genuine and my own work.

Applicant’s Signature: _____ Date: _____

What is Recognition of Prior Learning (RPL)?

RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the formal education and training system and includes work and life experience including paid and volunteer work and skills attained through leisure pursuits such as musical, mechanical or linguistic abilities.

RPL recognises any prior knowledge and experience and measures it against the qualification in which students are enrolled. The individual may not need to complete all of a training program if he or she already possesses some of the competencies taught in the program.

Why you should apply for RPL

If you apply for RPL and your application is successful, you could:

- reduce or eliminate the need for any training in skills and knowledge you already have
- save time by not needing to attend any or a reduced number of classes and completing unnecessary work
- save money because you will not have to buy textbooks and other learning material
- complete your qualification in a shorter time
- advance to a higher level qualification in a shorter time if desired.

Fees

An \$AUD application fee is applicable to start the process. The application fee must be provided with the completed application form and supporting evidence/documents. There is no refund of the application fee should the student be deemed an unsuccessful in RPL.

Where an applicant seeks and granted RPL prior to enrolment up to 4 weeks of their course commencement, the fee for that unit will generally be 50% of the normal unit fee unless gap training will be required (then fees calculation will be subject to the letter of offer). If the RPL application is submitted after course commencement date, RPL may be granted, however it does not qualify for a refund or fee adjustment.

How to prepare for your RPL assessment

In order for your skills to be formally recognised as part of a national qualification, Assessors must make sure that you (the candidate) have the required skills and knowledge to meet the industry standard as specified in the relevant Training Package.

You must be involved in the RPL process so that all the experience, skills and knowledge you have gained over time can be correctly identified and suitably demonstrated. This evidence is gathered and used in recognition of all or some of the units for the qualification you wish to gain.

All assessment requirements will be discussed with you in advance and you will be given the opportunity to ask questions and clarify requirements. Being prepared for the assessment process and knowing what you need to provide can save you valuable time and ensure that the RPL assessment is as simple and stress-free as possible.

Here are some tips to make the application process and interview easier for you.

1. Your Assessor will ask you to talk about your work roles and your employment history.

Bring a copy of your résumé. You might like to write down any work you have done in the past (paid or unpaid) and where this took place.

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2. If you have certificates from any training courses you have completed, bring along either certified copies or the originals to the interview with the Assessor and they can make a copy of them.
3. Bring along any other documentation that you think would support your claim that you have done this work over time.

The following is a list of some of the documents you can provide as examples of your work history:

- brief CV
- certificates/results of assessment
- any licences
- tickets held, eg forklift, crane
- photographs of work undertaken
- diaries/task sheets/job sheets/logbooks
- site training records
- site competencies held record
- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/supervisors
- industry awards
- any other documentation that may demonstrate your trade or industry experience or support your claim.

Depending on where you have worked and what the work may have included, you may or may not have documentary evidence. Do not be put off if you do not have documentary evidence, as the Assessor will work with you during the assessment process.

4. Think about who you would consider to be your workplace contact or referee.

Is your employer happy to support your aim to become qualified?

Would you feel comfortable if the Assessor contacted your current workplace or previous workplace/s to validate your skills and spoke to your supervisor/s or employer/s?

5. You will need to supply the contact details of work referees who can confirm your skills in the industry.

Think about who the best person to confirm your skill level would be.

Think about current or recent supervisors or employers who have observed your work and who would be able to confirm your previous work skills and experience. The Assessor will need to contact them.

6. You can speak with your Assessor about other ways you can show your skills for the trade or industry in which you are seeking recognition.

These could include letters from employers, records of any training courses or professional development sessions attended, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as there are no confidentiality issues – see below) or any other relevant documents.

Confidentiality issues

It is important that sensitive information is not included as part of your Supporting Documentation. You may need authorisation from your supervisor to use some of your evidence, so it is always best to check the privacy and confidentiality policies of the organisation. Client names should be deleted and financial figures or other personal details should be blacked out and made unidentifiable.

The four steps in the RPL assessment process

Once your training organisation has provided you with the information you need to apply for RPL, you need to follow these four steps in order to complete the process.

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| <p>Step 1 – Self-Evaluation</p> | <p>Before you decide to apply for RPL you need to assess your current competence for one or several units of competency.</p> <p>Complete the candidate information and self-evaluation forms provided with as much information of your previous work experience as you can.</p> <p>This will allow for an initial assessment of your experience and a check to see whether you can demonstrate the required skills and knowledge. You can discuss this with an RPL Assessor if you want.</p> <p>You must be able to provide evidence against the elements/performance criteria for the relevant unit/s of competency.</p> <p>It is not enough to simply state that you possess the skills and knowledge required. You must be able to demonstrate competence.</p> <p>This is your opportunity to provide as much proof as you can of the variety of experience you have had. You should supply examples of your work history if you have any. (See Tip 3 above.)</p> <p>Depending on the trade or industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL, as your Assessor will work with you throughout the RPL process.</p> <p>You will also need to supply the contact details of work referees who can confirm your skills in the industry.</p> <p>By asking your supervisor to complete their part of your self-evaluation, they will be providing valuable evidence confirming the work experience, skills and knowledge you have demonstrated in the performance of your work duties.</p> <p><Developer instructions – customise the above paragraph to suit or delete as applicable></p> <p>You will also be provided with a list of suggested evidence that you could use to demonstrate that you are competent in a particular unit or units of competency. This list is a</p> |
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| | <p>guide only. If you have other suitable evidence to support your claim for RPL then you are encouraged to share this with your Assessor.</p> <p>If you do not believe that you have any suitable evidence, then you should discuss your options with your Assessor.</p> <p>Once you have completed the self-evaluation and made the decision that you would like to continue with the RPL process, make an appointment for an interview and enrol for RPL.</p> <p>Note: <i>It is possible to gain RPL for an entire qualification.</i></p> |
| <p>Step 2 – Enrolment and interview with the Assessor</p> | <p>An interview with an Assessor who understands your industry will be organised for you. They will review – usually with you – the information and supporting documentation you have provided and match up your skills to the units/subjects in the qualification.</p> <p>During your RPL interview, your Assessor will discuss with you your self-evaluation and any evidence you have provided.</p> <p>It is at this point that you will be able to identify any previous work experience and discuss this with your Assessor.</p> <p>During this conversation, you will be required to answer questions relating to your work experience. This questioning forms part of the assessment, as it will identify your current knowledge and skills regarding the area of industry in which you are applying for recognition.</p> <p>If you are currently enrolled in a training course relating to this qualification, it is important that you let your Trainer know that you intend to apply for RPL, then nominate the units you have selected for RPL so that the required documentation can be processed and your application can go ahead.</p> <p>It is at this stage that a decision will be made whether you are able to proceed to the next step or whether you need to undergo gap training.</p> |
| <p>Step 3 – Practical demonstration of your skills</p> | <p>Your Assessor will organise with you and your employer to conduct a practical skills test at your workplace (if appropriate) or other suitable location.</p> <p>This is your opportunity to demonstrate your level of competence on a practical level. The assessment will focus on the skills required in the work activities which relate to the qualification in which you are applying for recognition.</p> <p>Your Assessor will identify the skills they want you to demonstrate by asking you to complete certain tasks.</p> |
| <p>Step 4 – Provision of further supporting evidence</p> | <p>Your Assessor will need to confirm your previous work experience with someone (such as your supervisor or employer) who can vouch for your skills over a period of time.</p> <p>They will contact the referees you have provided as part of the candidate information.</p> |

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| | Your Assessor may ask you to give your selected workplace contacts or previous employers the Third Party report to complete. Authentication of these reports by the Assessor would then be required. |
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After the assessment

After the assessment, your Assessor will advise you of the units of competency you have successfully completed. You will also be advised whether you have gained the full qualification or if gaps have been identified during the recognition process. If you do have skill gaps, these may be addressed through additional training.

If you have any questions during the RPL process, you should contact your Assessor.