

RPL

RECOGNITION OF PRIOR LEARNING STUDENT APPLICATION KIT

Student name: _____ Application Due Date _____

Qualification: _____

Client Service Officer Name: _____ Phone: _____

Assessor Name: _____ Mobile: _____



Part A. Information for the Student

What is Recognition of Prior Learning?

Recognition of Prior Learning is also known as RPL. It is a form of assessment that acknowledges skills and knowledge (known within the VET system as 'competencies') gained through:

- Formal training conducted by Industry or Education institutions
- Work experience
- Life experience

How can it help me?

RPL is about acknowledgement of what you already know and for the skills you have learnt previously. It can result in a full qualification, or a statement of attainment for partial completion of a qualification. Statements of attainment are awarded when an applicant is granted RPL for a particular unit of competency or units of competency. Both forms of certification are recognised nationally.

What do I need to do?

Depending upon the qualification you are seeking, you will need to identify and submit evidence which demonstrates that you have acquired the necessary knowledge and skills.

Types of evidence YOU can provide may include but is not limited to:

- A current resume/cv
- References from current and previous employers outlining your responsibilities and skills
- Statements of Attainments for completed units of competency, Certificates for qualifications e.g. Trade Certificate, other Certificates e.g. from TAFE or other RTO's
- Industry Awards
- Letters and testimonials from clients and customers
- Evaluations from Supervisors
- Actual examples of your work through photos and or documents that demonstrate your abilities and skills
- Photographic/video evidence (Special requirements apply)
- A demonstration of your skill and knowledge witnessed by your assessor
- Any other documentation that may demonstrate industry experience
- Your Job/Position description for current/past place of employment
- Consider the possibilities of a work place contact. Are you in a workplace that is supporting your goal to get qualified?

- Think about who else can confirm your skill level. Think about current or recent supervisors who have seen you work in the past two years and will be able to confirm your skills in regard to the qualification you are seeking

Part A. Information for the Student

***By applying for RPL you are agreeing to supply relevant evidence to support your application.
Please read the below instructions carefully and we allow 20 working days***

1. Read Part A – Essential information for RPL Students
2. Complete Part B – Application for RPL of Units of Competency

Step 1:

- a. Write in the Unit of Competency code and name for each unit you wish to apply for. (Unit selectors are available from our Administration team or your trainer)
- b. Consider the evidence types you can attach, please gather your evidence and supply photocopies. (All evidence is retained , so please do not supply originals)
- c. All documents supplied must have your name/date and evidence code clearly written in the top right hand corner of each document .(Please staple together and batch per evidence type ie A,B C etc)
- d. Tick the appropriate evidence type column
- e. Initial the 'attached' column to confirm your evidence is attached to this application

Step 2:

- a. Attach a current CV/resume of complete the 'Work History' section

Step 3:

- a. Determine 2 workplace referees who will substantiate your workplace competence for the units you are applying for. Your assessor will phone and interview your referees. Please ensure you advise your referee

Step 4:

Please use the attached template as a cover sheet for your different evidence types you are Submitting. NOTE: If submitting photo/video that matrix on the last page of this application must be Completed.

Submission:

- ✓ Please supply your completed application and attached batched evidence to our Administration officer or trainer.
- ✓ Your trainer will review the evidence you have supplied and then arrange a time to contact you to discuss your evidence and the RPL results. In some cases your trainer may need some more evidence to confirm your competency
- ✓ Your trainer/assessor will discuss what additional information or gap training may be required.
- ✓ Your trainer/assessor will confirm the assessment and RPL result and advise the outcome to you.
- ✓ Please sign the declaration on page 17

Part B. Application for RPL of Units of Competency

What Units of Competency are you applying for recognition for?

This step involves identifying what evidence you may have and aligning it to the units of competency you have chosen from the Qualification you are enrolled in.

Your client services officer or assessor will assist you with the essential and elective units available within your qualification.

You should only select units for RPL where you have gained prior skills and knowledge through your working history or experience. If you are still learning new skills, then RPL may not be an appropriate assessment pathway. If unsure, discuss with your assessor. Once you have chosen the units, your assessor will discuss the requirements of the units with you.

Think about the types of evidence you could supply?

- A current resume/cv with job titles, employer names and employment dates
- Written References from current and previous employers outlining your responsibilities and skills
- Statements of Attainments for completed units of competency, Certificates for qualifications
- Trade Certificate, other Certificates e.g. from TAFE or other RTO's
- Industry Awards
- Letters and testimonials from clients and customers
- Evaluations from Supervisors
- Actual examples of your work through photos and or documents that demonstrate your abilities and skills
- A demonstration of your skill and knowledge witnessed by your assessor
- Any other documentation that may demonstrate industry experience
- Your Job/Position description for current/past place of employment

Gather this together and think about how this evidence relates to the units you have selected, how many pieces of evidence you are supplying and what evidence type they relate to. 1 piece of evidence may relate to more than 1 evidence type. i.e., your CV/resume will should relate to all units applied for.

STEP 1: STUDENT TO COMPLETE - EVIDENCE MATRIX

Unit Ref.	Unit Code	Unit Title	EVIDENCE TYPE AND CODES (YES or NIL)						Attached	
			Resume / CV	Written Reference	Certificates/Qualifications Statements of results etc	Photos / Video	Workplace Documents	Other - please write in what you have supplied	Student initials	RTO Officer Initials
			A	B	C	F	G	H		
Example	ABC 123456	Provide an example	YES	Nil	YES	Nil	YES	YES - Position description, award, and performance evaluation.		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

STEP 2: : WORK HISTORY **NOTE: IF YOU HAVE ATTACHED A RESUME/CV – LEAVE THIS SECTION BLANK**

Date Range	Employer	Location	Role title	Key Duties
<i>EXAMPLE: March 2013 – July 2015</i>	<i>Example Company PTY LTD</i>	<i>Exemptown QLD</i>	<i>Example Operator</i>	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Receiving examples</i> <input type="checkbox"/> <i>Loading examples</i> <input type="checkbox"/> <i>Selecting examples</i> <input type="checkbox"/> <i>Storing examples</i> <input type="checkbox"/> <i>Recording details of examples</i>

Step 3: WORKPLACE REFEREES

Please provide 2 workplace referees whom you give your permission for us to contact.

REFEREE 1	
Referee Name:	Referee's Company Name:
Referee Position:	Referee's Phone Number:

REFEREE 2	
Referee Name:	Referee's Company Name:
Referee Position:	Referee's Company Name:

STEP 4: COVER SHEET TEMPLATE:

Instructions: print off this template as a cover sheet for each type of evidence you are submitting, tick the appropriate 'evidence type' box and add any additional comments to help explain how your evidence supports the units. Staple your evidence to each template. Every document you attach must have your name, signature and date provided in the top right hand corner.

COVER SHEET TEMPLATE:	
Student Name:	<i>The attached documents support my RPL application and I verify that this evidence is my own work or directly relates to my skills and experience gained.</i>
Date:	Signature

EVIDENCE TYPE			
Tick Attached	Code	Description	Comments
	A	Resume / CV	
	B	Written Reference	
	C	Certificates/Qualifications Statements of results etc (Major staff must sight the original version or a JP signed copy may be mailed/emailed.	
	F	Photos / Video (all photos' must be signed and dated with related unit code , videos may be emailed or provided on USB with explanatory note as per photo's)	
	G	Workplace Documents	
	H	Other - please write in comments section what you have supplied and what unit/s this relates to	

Step 5: Photo graphic evidence summary: *Only complete this section if you are submitting photographic/video evidence and can substantiate against a unit of competency*

Instructions: All photos must be numbered must referenced to the unit of competency you are applying for. You must provide a brief description of the skill being undertaken, date and location. Photos with yourself included are preferred

Only complete this section if you are submitting photographic/video evidence and can substantiate against a unit of competency

PHOTO/VIDEO EVIDENCE							
Photo/Video number	Electronic supplied via USB or drobox (tick)	Hardcopy attached (tick)	Date of photo/video	Location of photo video	Task undertaken in photo	Unit/s of Competency you are submitting photo/video for	Assessor Comments

**PHOTO/VIDEO
EVIDENCE**

Photo/Video number	Electronic supplied via USB or drobox (tick)	Hardcopy attached (tick)	Date of photo/video	Location of photo video	Task undertaken in photo	Unit/s of Competency you are submitting photo/video for	Assessor comments

Step 6: Any other comments to support your application (you may attach additional information also):

Declaration

I declare that I have worked in the Industry that I am applying for recognition for all evidence contained/attached including photo/video to this application is genuine and a true reflection of my own work experience. I have performed all tasks in all of the units of competency applied for in this application.

Candidate Signature: _____ **Date** _____
