

RPL Application Form

You should read the information below and course outline / performance criteria (supplied) before completing this form.

If you are considering applying for recognition of prior learning in part of a course you will need to present evidence of this. This process involves completing this RPL application form, the appropriate RPL Assessor Kit (section B) and gathering evidence in support of your claim. The process will also involve an interview to further assess you.

You may have developed competency in these elements in a number of ways:

- *Through life experiences*
- *Through experience on-the-job*
- *Through training courses*

Gathering evidence can be a time consuming process, however, if you feel that parts of the course are 'going over old ground' so to speak, it is worth the effort to have your expertise recognised.

WHAT YOU NEED TO DO!

Step 1 Read the Course Outline and Performance Criteria for each competency that you believe you may gain RPL (available from course coordinator).

Step 2 Complete this RPL application form and contact College on 03 9642 1667 or info@danford.edu.au our RPL trainer will provide a brief explanation of the process and advice. Trainer will also supply the appropriate section of the RPL Assessor Kit (section B) which includes a section on 'self assessment', student should then complete the self assessment against the course learning outcomes (also to be supplied by course coordinator) and if they believe that RPL will be successful then they need to complete the remaining parts of application form and submit to college with applicable fee. Trainer will provide documents to student either personally or via the mail system.

You will need to gather as much evidence as possible that would support your claim in the areas that you consider you already have the appropriate skills in:

- *You may have gained a special skill from life experiences, such as working with a community group, leadership skills, etc.*
- *Another form of evidence is demonstration of your skills. You may want to organise for your assessor to be present when you are demonstrating a particular skill at work.*
- *Evidence can also be gathered from your current supervisor. Discussions or interviews can be arranged, with your supervisor present, to assess your competency in areas you consider you have substantial experience but no documentation to prove this is the case.*

Step 3 Present all your evidence attached to your application or at interview, if required.

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Next Review: 29 Oct 2019 Approved by: Vikas Wadhwa

ASSESSING COMPETENCY

An assessor will make the ultimate decision as to your competency. Evidence must match the performance criteria very clearly and satisfy the assessor that you genuinely have the skills and the knowledge you present for recognition.

RPL APPLICATION FORM

This form asks you to provide information about yourself and your request for recognition of previous learning and experience.

- After completing this application form and the RPL Assessor Kit (section B only – in particular the self assessment), you will be invited to attend a discussion about information from this application. This is to confirm or clarify your request for recognition and to make sure that all relevant learning experiences have been identified.
- Please attach to this application form anything that you believe could assist your claim, for example, documentation about:
 - *Statements of results from training courses*
 - *Detailed resume of work history and experience*
 - *Copies of assessments you passed as part of a course*
 - *Correspondence or external studies (course notes)*
 - *School involvement (eg: magazine)*
 - *School committees (minutes, reports, speeches)*
 - *Work experience and/or industry placement log books or references*
 - *Samples of work in other subjects relevant to this course*
 - *Certificates of attendance/achievement or participation*
 - *School reports and exam results*
 - *Statements / performance evaluations from past / present employers*

Note: refer to section B of RPL Assessor Kit for more information

PERSONAL DETAILS

Surname: _____

Given names: _____

Address: _____

COURSE INFORMATION

For which Course are you seeking RPL? _____

What are the names and codes of the competencies for which you are seeking complete or partial RPL?

CODE	NAME

WORK EXPERIENCE

Indicate in the space below any paid work experience, either full time or part time. Include any voluntary or unpaid work, or school work experience or industry placement. Start with the most recent information.

Business: _____

Address: _____

Contact: _____

Type of Work: _____

F/T P/T Dates employed: From: _____ to: _____

Business: _____

Address: _____

Contact: _____

Type of Work: _____

F/T P/T Dates employed: From: _____ to: _____

OTHER INTERESTS OR SKILLS

List any other things that may have helped you to gain skills relevant to this application. For example, working on school committees, work observation, sporting interests, and working in family business, etc. *(Attach additional sheet if required.)*

Have you been involved, or are you currently involved in any other course? *(Leadership Programs, Staff Development Programs)*. Please give details.

EDUCATION / TRAINING DETAILS

PART 1: List any relevant subjects you have undertaken during secondary education.

Subject	Year Level	Result	School

PART 2:

What is the highest level of formal schooling you achieved and when?

What were the subjects you studied?

Please list any studies you have undertaken since leaving school.

YEARS	LEVEL OF STUDY Degree, Certificate, Diploma, Apprenticeship, etc.	DETAILS OF STUDIES e.g.: title of trade name of course	RESULTS

I declare that the information contained in this application is true and correct and that all documents are genuine.

Signature: _____ Date: _____

Important to Note:

Detailed completion of this form will assist in your assessment for Recognition of Prior Learning. In support of your claim you will also need to complete the following relevant documents: Please see the course coordinator for the appropriate RPL Assessor Kit Section B.

Please Note: the fee to assess students for RPL for Certificate III to Diploma level is \$250 per unit of competency and for Advanced Diploma level is \$450 per unit of competency. There is no refund of the RPL fee should the student be deemed as unsuccessful in RPL. If recognition of previous learning is assessed as unfavourable, you will have the chance to appeal decision at little or no cost. Refer to the complaints and appeals policy and subsequent complaints and appeals application form.

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