This RPL Application kit is for:

Recognition of Prior Learning – Course Competencies
Recognition of Prior Learning - Course Competencies by direct credit transfer
or
Recognition of Prior Learning – Workplacement
RPL – Applicant’s Guide

What is Recognition of Prior Learning (RPL)?

RPL is a process to obtain formal recognition of competencies, skills and knowledge you have acquired through:

- Previous informal training/education (at a registered training organisation (RTO), training facility or work place)
- Work experience (paid or unpaid work)
- Life experience (voluntary work etc)

What is Credit Transfer?

Direct credit transfer is a form of RPL that recognises the specific units of competency that have previously been achieved from another training provider. Where the precise unit codes on your transcript match those being delivered no further evidence will be required to be granted RPL.

Who May Apply?

RPL is intended for students who may have already undertaken study, work or training that is directly relevant to the competencies of the VET course they are studying. This may include students who:

- have re-entered the education system after study at TAFE, work or other training
- have transferred from another School who may have studied a similar course
- are undertaking part-time employment while studying at school
- work in family businesses or community organisation on an informal basis.

What are the circumstances for which a student may apply?

(i) Students who are currently employed (or who have worked within the past 12 months) in the industry related to the VET course being studied may apply for exemption from all or part of the work placement component.

In this case, students will need to weigh the advantages of exemption against giving up the opportunity to enrich their application of classroom learning in a different work environment.

(ii) Students who have undertaken previous relevant study or can demonstrate recent relevant experience may apply for an exemption from study and assessment for those competencies (either by direct credit transfer or RPL)

For those completing a HSC Framework Course and wish to sit the HSC examination will need to consider the effect of any exemption on the HSC performance.

Where the requirements of the HSC can also be met, (Indicative hours & the requirements for work placement) Recognised Prior Learning can also be provide Unit credit for the HSC or the Preliminary Course.
The RPL Process

Step 1
Contact is made with your VET Teacher to arrange an initial interview.

Step 2
- Obtain a copy of the course outline
- Identify the specific units of competency that you believe you have the necessary skills & experience and would like to apply for RPL or alternatively direct credit transfer.

Step 3
At the initial interview, be prepared to talk about your current job role, responsibilities and employment history. To assist you in the development of your application, please ensure that you bring the following along with you:
- Resume/Curriculum vitae
- Position description (if available – if not please detail your duties etc)
- Any work place documentation from the last few years relating to the type of work performed
- Certified copies of certificates from "in-house" training
- Certified copies of licences or formal training you may have undertaken
Your teacher should be able to identify the types of supporting evidence that will assist your application.

Step 3
You will be required to complete the specific RPL Application Form and include verified copies of all required supporting evidence. Submit your application to the VET Coordinator at the School.

Step 4
You will be advised in writing whether your application is successful or otherwise. You may be asked to provide further information, attend a further interview (question process), and undertake workplace assessment/observation or a challenge/skills test. Please be aware you may be required to undertake some or all of these depending on the evidence you provide and responses to the questions.

Assessment Outcome
You will be provided with a Result of Assessment within 21 days of the RPL application being assessed. You have a right to appeal if you believe your assessment is incorrect, please refer to the document, VET - A Guide for students.

Evidence:
There are a number of criteria underpinning an assessment of current competence or decision-making in the RPL process. These include:
- Currency – are your skills current; do you still use these skills regularly in this employment; is your evidence recent?
- Relevance – is the evidence you collected relevant to the course you’re claiming; are your previously acquired skills relevant to your current workplace?
- Authenticity/Validity – Can you prove that you actually have these skills and knowledge; can you obtain verification of these skills?
- Quality – are you able to perform these skills to industry standards; is there sufficient evidence to prove you are competent?

Types of evidence
There are numerous types of evidence you can provide to successfully gain RPL. Four such categories are:
1. Direct evidence – questions undertaken with our assessor, observations in the workplace by our assessor.
2. Indirect evidence – statements by your employer regarding your work performance (written or verbal); samples of work; performance appraisals
3. Personal statements – details outlining the functions you undertake and work activities
4. Supplementary evidence – any further information you provide

Please be aware that if the evidence you supply is not sufficient or current you may be asked to undertake a skills assessment to prove you have the skills and knowledge to gain the RPL.
RPL Direct credit transfer application form

Use this form if you have already achieved the actual units of competency from the course through another institution

This form must accompany your verified transcripts

Student information

Surname:  First name:

BOS No:  Date of birth:

Address:

School:

Phone: (home)  Phone (mobile)

Qualification/Program code:  Qualification/Program name:
  e.g. BSB50101  e.g. Diploma of Business

I hereby certify that the information provided and the documentation attached are true and correct

Signed:  Date:

Student information

Evidence Supplied: (Please list the evidence that you have supplied. Attach all evidence listed on this form)

[Blank lines for evidence]

School use only

VET Contact name:  Phone:

Date received from student:  Date returned by assessor:
Direct Credit Transfer Assessment

Application must be registered with VET Co-ordinator before processing

Credit Transfer result:
Approved: ☐  Not approved ☐  Student feedback given: ☐ Yes ☐ No

For the following units

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<th>Unit code</th>
<th>Unit of Competency</th>
<th>HSC Hour Credit (if applicable)</th>
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Comments

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Assessor name: ___________________________  Date: ___________________

Signature: ______________________________

Student signature: ______________________  Date: ___________________
RPL Application Form (Course Competencies)

Use this form where you do not hold the specific units of competency

This form must accompany your RPL evidence for EACH Unit of Competency. (A separate RPL form must be completed for each Unit of Competency).

Refer to RPL Student Information Guide for assistance to complete this form.

Student information

Surname:  
First name:  
Student no:  
Date of birth:  
Address:  
School:  
Phone: (home)  
Phone (mobile)  
Qualification/Program code:  
Qualification/Program name:  
e.g. BSB50101  
e.g. Diploma of Business

I hereby certify that the information provided and the documentation attached are true and correct

Signed:  
Date:  

Course/Module/Unit of Competency Code:  
e.g. BSBCM203A

Course/Module/Unit of Competency Name:  
e.g. Communicate in the Workplace

Student information

Evidence Supplied: (Please list the evidence that you have supplied. Attach all evidence listed on this form)

School use only

VET Contact name:  
Phone:  
Date received from student:  
Date returned by assessor:  

RPL Document – August 2012
RPL Assessment

This application must be registered with VET Co-ord before processing

Unit of Competency Code: __________________________________________
e.g. BSBCM203A

Unit of Competency Name: _______________________________________
e.g. Communicate in the Workplace

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<th>Evidence</th>
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RPL Application:

Approved ☐ Yes ☐ Not approved ☐ ☐ Student feedback given: ☐ Yes ☐ No

Assessor name: ___________________________ Date: __________

Signature: ___________________________ Date: __________

Student signature: ___________________________ Date: __________

A copy of this application and the outcome should be lodged with the RTO Office.
RPL Application for Workplacement

This section will provide your VET teacher with an overview of the experience you have gained in the workplace. This experience needs to be current, i.e. undertaken during the year(s) of Preliminary and/or HSC study. Your experience can include full-time or part-time paid work and may also include any voluntary or unpaid work.

Family Name: ______________________________________ ________________________________
Given Name: _______________________________________ _______________________________
School:  __________________________________________ ____________________________
Year:   ___________________________________________ ___________________________
VET course for which RPL is requested:______________________________________________________
Name of teacher: __________________________________ ____________________________________

Present Work:
Current Employer   ____________________________________________________________
Current Position   ________________________________ ____________________________
Date commenced:   _________________________________ ___________________________
Av. Hrs. worked each week: ________________________ ____________________________________
Duties:    ________________________________________ __________________
______________________________________________________________________________________
______________________________________________________________________________________

Previous Work:
Previous Employer:  _______________________________ ___________________________________
Previous Position:  _______________________________ ___________________________________
Date commenced:   _______________________Date finished:________________________________
Av. Hrs. worked each week: ________________________ ____________________________________
Duties:    ________________________________________ __________________
______________________________________________________________________________________
______________________________________________________________________________________
RPL APPLICATION FOR WORK PLACEMENT - EMPLOYER STATEMENT

Student and Workplace Details

Student Name: _______________________________________________________

School: ________________________________________ _______________

Company Name: ___________________________________ ____________________

Address: _______________________________________ ________________

Telephone: _____________________________________ __________________

Dear Employer

The above-named student is undertaking a Vocational Education and Training (VET) course at school for which work placement in industry is a mandatory requirement. Where students are employed in part-time work in a relevant industry, this can be recognised as prior learning and meet the requirement for work placement. You are asked to complete the following details and sign below in order to help the student gain this recognition.

1. Date when employment commenced: ______________________________________________________

2. Is the student currently employed with your organisation? Yes/No

If not, when did the employment cease? __________________________________________________________

3. Average hours worked each week: ______________________________________________________

4. List the skills and duties that the student competently performs or performed while employed.

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Signed: ________________________________ Date: ________________________________

Print Name: ________________________________

Position: ________________________________
RPL APPLICATION FOR WORK PLACEMENT

TEACHER STATEMENT

Student Name:  ____________________________________ _______________________

Course:  _________________________________________ __________________

I certify that the above-named student has met the requirements for recognition of student's employment for Work Placement purposes as detailed in the board of Studies ACE Manual (Section 11)

Checklist:  
- The minimum length of total hours of employment is greater than the minimum hours required of work placement.

- The employment is being undertaken during the duration of the course.

- The workplace supervisor has provided evidence of the range of syllabus learning outcomes and diversity of experiences that have been addressed during the student's employment.

- The principal purpose of the employment function is related to the industry area of the course.

Signed:________________________________________ Date:___________________________

Print Name:__________________________________________

Position: _________________________________________ __

The teacher’s statement is to be attached to the student’s application and employer statement and kept in the school’s RTO records.