

PART ONE – INTRODUCTION

What is Recognition of Prior Learning (RPL)?

The RPL process recognises the skills and knowledge you have gained through previous education, training programs, on-the-job training, professional development activities, work (paid and unpaid) and life experiences. Formal qualifications from a University, School, Professional awarding body or a Registered Training Organisation (RTO) containing content that is included in the qualification will be recognised. The RPL process identifies whether or not you are already competent in some (or all) of the competencies covered in your course. It is possible to apply for up to 50% of a pathway qualification or course.

Why apply for RPL?

To reduce your course load and the overall course time, to reduce costs associated with completing the course and to avoid repeating learning in areas where you already have skill.

Applying for RPL

When you apply for the course you want to study you should refer to the information on our website www.acbt.net/ or contact ACBT Marketing or Student Services for further advice. Applications for RPL must be lodged with the appropriate evidence including:

- Certified copies of academic transcripts and/or qualifications with approved English language translations (if applicable)
- Copies of unit outlines describing detailed contents of learning outcomes, assessments and other course materials. Such evidence must demonstrate equivalent academic rigour (quality, time frame, depth of study and content)
- Any other evidence demonstrating that your experience, skills, knowledge and qualifications meet the academic rigour required under the respective SLQF/AQF standards.
- Proof of minimum level of English competency matching relevant course entry guidelines.

How do I apply for RPL?

Step 1: Complete the attached RPL application form.

Step 2: Prepare evidence and organise it logically in your submission

Step 3: Submit your application and evidence.

Step 4: Obtain results of your application.

What are my responsibilities?

During the RPL process you must:

- ensure all information in your RPL application is true and correct to the best of your knowledge
- provide information a statutory declaration from previous employers to show evidence of work experience.

How is my privacy maintained?

As an RTO (under BOI) we undertake to keep all records in a secure and safe environment in accordance with regulatory and legislative requirements. However, your application may be assessed by a staff member who is external to ACBT and may be examined by regulatory authorities and Edith Cowan College/University as part of an audit, accountability and registration.

PART TWO – INFORMATION ABOUT THE PROCESS

How do I prepare a portfolio of evidence?

Gather evidence for the units for which you are seeking RPL. Compile your evidence in a portfolio that will be checked by a qualified assessor. In addition to looking at your evidence, the assessor may check your current knowledge by oral questioning, written questioning, skills testing or asking for supplementary evidence such as references or statements of performance from employers or others to verify your claims.

What types of evidence should I present?

The best evidence is relevant, relates directly to the unit and must be at the required standard. Current evidence demonstrates that your skills are up-to-date, authentic and that your claims are genuine. Letters from employers and others are helpful. The evidence should also show your skills are transferable to different situations. Examples of evidence include:

Resume and work history

- qualifications
- work history
- key responsibilities
- competence and achievements
- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/supervisors

Copies of qualifications

- certificates, diplomas or degrees
- results of workplace assessment
- courses completed at work
- any licences and tickets held e.g. forklift, crane, other

Documents of past achievement

- industry awards
- meritorious awards
- media articles

Work samples

- assessment tools and instruments you have developed
- reports, projects and written materials
- objects, drawings or photographs of work undertaken
- diaries/task sheets/job sheets/log books

Documents and records of workplace activities

- diaries, records and journals
- notes, emails, blogs and completed worksheets
- workplace agreements and contracts
- site training records and record of site competencies held
- supporting letters from community and volunteer groups to verify claims

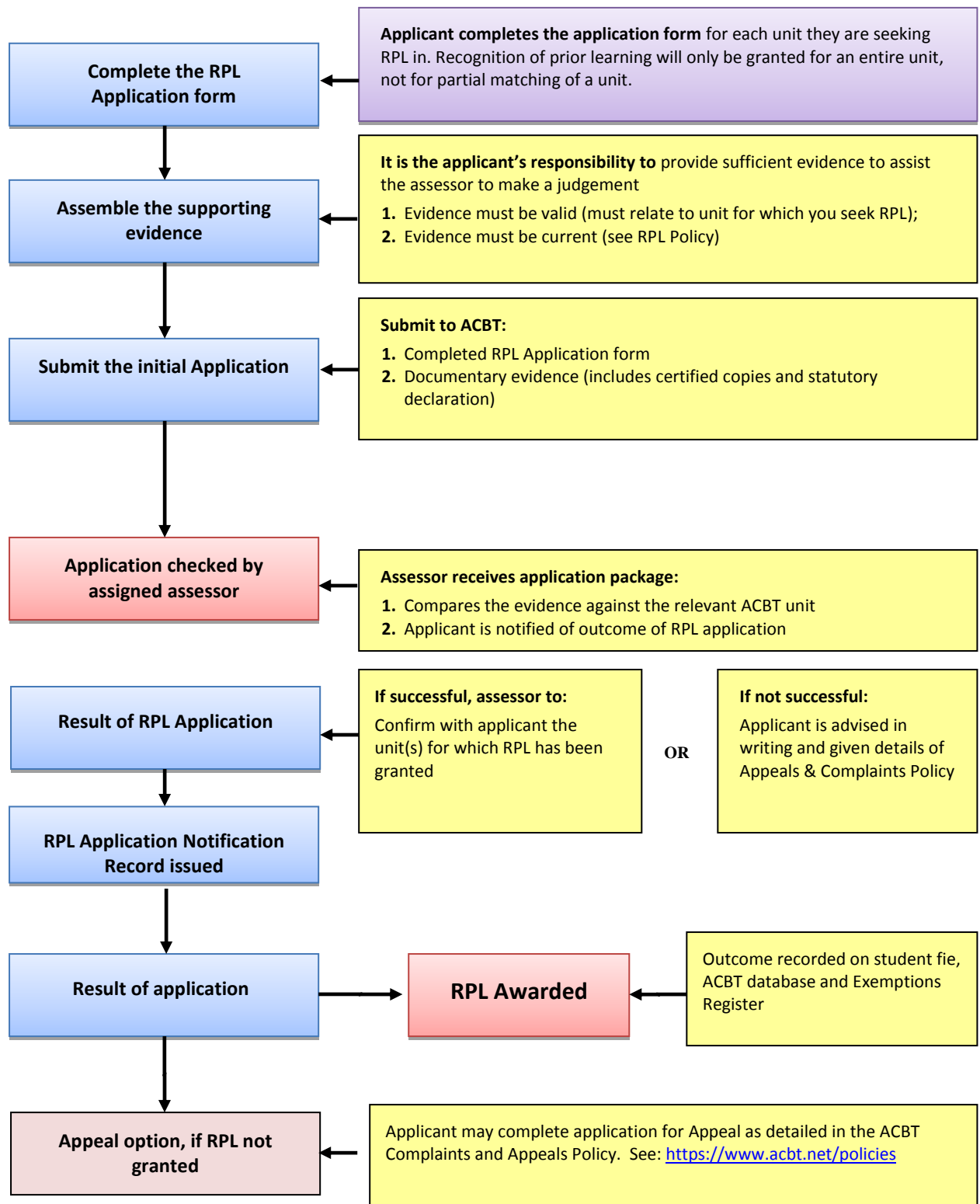
Are reasonable adjustments to the RPL process possible?

We recognise the need for reasonable adjustments within the RPL process to meet individual needs. If you wish to speak confidentially to someone about this, please contact the ACBT Principal.

Can I appeal the outcome of a recognition assessment?

If you feel that the process used to assess your application for recognition was unfair you can lodge an appeal in writing within fourteen working days of receiving the result of your RPL application. Your appeal must be sent to the ACBT Principal.

PART THREE – RPL PROCESS FLOW CHART:



PART FOUR – RPL APPLICATION FORM

Part A: Personal details

This information provides ACBT with the necessary details to process your application. It includes contact details and payment information. Please read this section carefully and ensure that you complete all of the required details

Family Name: _____ First Name: _____

Address: _____

Phone: _____ Mobile: _____

Email: _____

1. Course Details

Course: _____

For which Units are you seeking RPL?

Unit Code	Unit Name

Applicant declaration

I declare that, to the best of my knowledge, the information supplied in this application and the documentation supporting it is true and correct.

Signature: _____

Printed name: _____ Date: _____

Consent form

I, _____, authorise ACBT to collect, use and disclose my personal information, including information collected on the enrolment form for the following purposes, to the following organisations or people: for assessment by assessor, to ACBT for validation and the issuance of the qualification, to State/ government departments or agencies and to nominated Apprenticeship Centres for contractual reporting obligations or as otherwise authorised or required by law. I understand that this form and the information it contains may be used by the organisation to manage the personal information that it holds about me. I know I can gain access to my information and understand that my information may be disclosed to the organisations/people outlined above. I understand that if I sign this consent form I can withdraw my consent at any time. I am aware that if I do decide to withdraw my consent to the collections, uses or disclosures that I have authorised on this form, I need to notify ACBT in writing.

Signed (RPL candidate): _____ Date: _____



Recognition of Prior Learning (RPL) Pathway Application

PART FIVE – EVIDENCE SECTION FOR CANDIDATE

This section provides you with the opportunity to outline your skills/knowledge so they can be matched to the unit for which you are seeking RPL. You will need to:

- List the skills and knowledge that you believe you have
- Attach evidence of your competence
- Match your evidence to the relevant unit for which you are seeking RPL

An assessor will judge your evidence against learning outcomes, assessments and standards for the unit.

Formal Qualifications or Training:

Provide a list of formal courses or training sessions you have attended. Attach copies of Certificates, academic transcripts and details of course outline, content and dates of study:

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Informal Study Programs:

Provide a list of informal training sessions you have attended. If possible, attach copies of Certificates, details of course outline, content and dates of study:

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Relevant Work Experience:

List any relevant work you have performed. Give details of your employer, including a contact person and phone/email details. Include referees and information about dates and duration of employment:

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Relevant Life Experience:

List any community involvement, personal interests, hobbies or skills which may support your application:

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Personal Verification:

Please indicate the name, contact email and telephone number of person(s) who can substantiate claims made in your application:

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Attachments:

Please list what attachments you have added to this application:

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