

FORM – APPLICATION FOR RECOGNITION OF PRIOR LEARNING

You should read the information below and course outline / assessment plan 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.

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

- *Through life experiences*
- *Through experience on-the-job*
- *Through non formal training*

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 / Assessment Plan.

Step 2 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 coaching a team or working with a community group.*
- *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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ASSESSING COMPETENCY

The ultimate decision as to your competency will be made by an assessor. 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.

APPLICATION

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

- After completing this application form, you may 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*

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APPLICATION FOR RPL

PERSONAL DETAILS

Surname: _____

Given names: _____

Student Number: _____

Date of Birth: _____

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
The following link provides detailed information on units of competency:	http://www.ntis.gov.au/Default.aspx?/trainingpackage/SIT07

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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: _____

Business: _____

Address: _____

Contact: _____

Type _____ of _____ Work:

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

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Please list any studies you have undertaken since leaving school.

YEARS	LEVEL OF STUDY (Degree, Certificate, Diploma, Apprenticeship, etc)	DETAILS OF STUDIES (eg: title of trade name of course)	RESULTS

Signature: _____ Date: _____

Remember:
 Thorough completion of this form will help in your assessment for Recognition of Prior Learning

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