

RPL Application

Induction:

Purpose

National Courses PTY LTD has created this form to make a Recognition process available to all participants. It has been created for people that have the experience on the unit of competency (ticket) they seek to acquire and have sufficient evidence to prove so.

Definition

Recognition of Prior Learning and Recognition of Competency means we offer participants the opportunity to demonstrate skills and knowledge through overwhelming evidence gathered such as formal or informal training, work experience and third party reports. RPL is an assessment process.

Evidence

Examples of likely RPL or Credit Transfer:

- Nationally Recognised, OHS qualifications that are outdated
- VOC's &/or training records
- Video Submissions
- Industry subject matter

Guide

The RPL process is made up of three steps

- Step 1:** **Induction (pg1)** - Complete an induction with the student informing them of the purpose, definition and process of the RPL procedure and what is required.
- Step 2:** **Interview (pg2)** - Complete an interview with the student about their background and previous experience and evidence they are capable of supplying, the trainer will make a decision on the information they provide him/her if they are eligible to move onto step 3.
- Step 3:** **Application (pg3&4)** - Complete the application and provide all the relevant evidence. The trainer will then make a decision based on the information the student has provided. You have the right to appeal the trainer's decision, please refer to the complaints and appeals process in the student handbook.

Interview:

Applicant's Personal Details	
Name	
Employed by	
Full Name of Course/s you are applying for: (for e.g. RIIMPO320E - Conduct civil construction excavator operations)	
Unit Codes:	Unit Title/s:

Related Work Experience

Current or previous work activities that support your Application for Recognition of Prior Learning.

Organisation	Year/s and Months Experience	Work Related Activities	Type/Details of Equipment

Assessors Recommendation to Proceed with RPL Application:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Assessor Name:			
Signature:	_____	Date:	

Application:

Qualification	Yes	No	Evidence supplied
Component 1			
Completion of all the RTO's Forms and paperwork including theory assessment/s.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For component one you must complete the theory assessment and the enrolment form that has been provided to you by the trainer.			
Component 2			
Resume (must be relevant to units being assessed and have 2 referrals), or referral (written) from management on site on company letterhead or company email.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For component two you must provide an update resume with contactable references to the trainer.			
Component 3			
Select ONE of the following;			
<ul style="list-style-type: none"> • Video evidence (refer to 1 below) • Training & assessment records (refer to 2 below) • Industry subject Matter (refer to 3 below) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For component Three you must select one of the three avenues listed above. An overview of each avenue is listed below:			

1 – Video Evidence: Complete the practical assessment and provide the evidence to your trainer via a video or facetime call.

If at any time the machine, work area or any part of the assessment is deemed unsafe before or during the assessment the assessor will cease the assessment immediately and deem the student not competent.

2 – Training and/or assessment records: If the student has expired qualifications, VOC's, or any other training and/or assessment records they may be deemed suffice at the trainers discretion.

3 – Industry Subject Matter:

Someone that is deemed an expert for the relevant unit that holds the unit themselves can assess the student as an “industry subject matter” along with an approved trainer of National Courses PTY LTD. Please refer to “industry subject matter form”

For everything above You must also ensure the records are current. If the records are older than 24 months the student MUST also demonstrate currency. This could be done through evidence of employment history, email from their supervisor with a company letter head etc.

Office Use Only

Assessors Decision: (must explain in detail why the RPL was given)

Assessor Name:			
Signature:	_____	Date:	