



*CONNECT*  
*ASIA PACIFIC*  
REGISTERED TRAINING ORGANISATION

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# **RECOGNITION OF PRIOR LEARNING (RPL)**

## **RPL PROCESS**

### **Information and Application Booklet**

Date Approved: 31/10/08

Approved By: RJC

Authorised By: RJC

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**Recognition of Prior Learning (RPL)**

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**Applicants Personal Details and Declaration**

Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Home Address \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact Telephone Number/s \_\_\_\_\_

Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

**APPLICANTS DECLARATION**

Occupation: \_\_\_\_\_

**I declare that the information I have provided in this booklet  
Is true and correct.**

**Signature of Applicant :** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CONNECT ASIA PACIFIC PTY LTD RECOGNISES THE QUALIFICATIONS AND  
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ORGANISATIONS**



## **Recognition of Prior Learning (RPL)**

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#### **Recognition Of Prior Learning Involves The Following:**

1. The recognition of prior learning shall focus on the competencies held as a result of formal and informal training, not how, when or where the training occurred.
2. The recognition of prior learning underpins a system of competency based training. It is essential that training providers have a demonstrable commitment to recognising the prior learning of adults.
3. The recognition of prior learning shall be available to all potential applicants.
4. The recognition of prior learning shall involve processes that are fair to all parties involved.
5. The recognition of prior learning shall involve the provision of adequate support to potential applicants.

#### **The process for recognising prior learning will provide for:**

1. Assessment or evidence of the accumulated learning experiences of an individual in relation to the required competency.
2. Applicants to provide evidence as to how their prior experiences relate to the required competencies of the selected course.
3. A range of techniques to assess accurately the competencies held.
4. Support mechanisms to encourage and facilitate applicant's use of the process.
5. Clear criteria for deciding whether or not to grant recognition and
6. A review phase.

### **Recognition Of Prior Learning**

#### **Skills Recognition What Is It?**

Recognition of Prior Learning (RPL) recognises what you already know and/or what you can already do. This knowledge and these skills may have been gained from other training programmes, life experiences, work experience or from any training provided at work. If what you have learned at work or elsewhere is relevant to this programme and can be substantiated, you may not have to re learn or re do those parts of the programme.



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##### **Why Apply? – Whats In It For Me?**

- It is important to apply for RPL if you think you already possess the knowledge, skills and abilities that might be relevant to this programme.
- You can work out whether your experience and knowledge is similar to that required by the programme.
- If you have already achieved some of the competencies of the programme, you may not have to do those units of learning again. This could mean you spend less time in structured training and more time in paid employment.
- It recognises that you are entering a programme with many skills – why start at the beginning if you don't have to?

##### **How It Works – What Happens?**

If you decide to apply for RPL you will be expected to complete the application form in this package. The application form will be explained to you in more detail during your orientation day. The application form needs to be filled out as thoroughly as possible as it will form the basis of your assessment for RPL.

##### **Further Information:**

Should you require further information or assistance please consult with the relevant subject coordinator.

##### **There are many ways to assess RPL as outlined below:**

##### **Practical Demonstrations (Skills Assessments)**

- On job demonstration
- Demonstration in training centre environment e.g. role play, simulation etc.
- Video of performance
- Production of items, photographs etc.

##### **Oral Assessment**

- Oral presentation to assessor or a panel
- Debate
- Interview/Discussion
- Production of a tape



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### **Written Assessment**

- Formal examination
- Short answers
- Multiple choice
- Essays

### **Projects**

- Case study
- Group project
- Group discussion

### **Further Documentation**

- Certificates
- Support letters
- Course outlines of previous courses/programmes



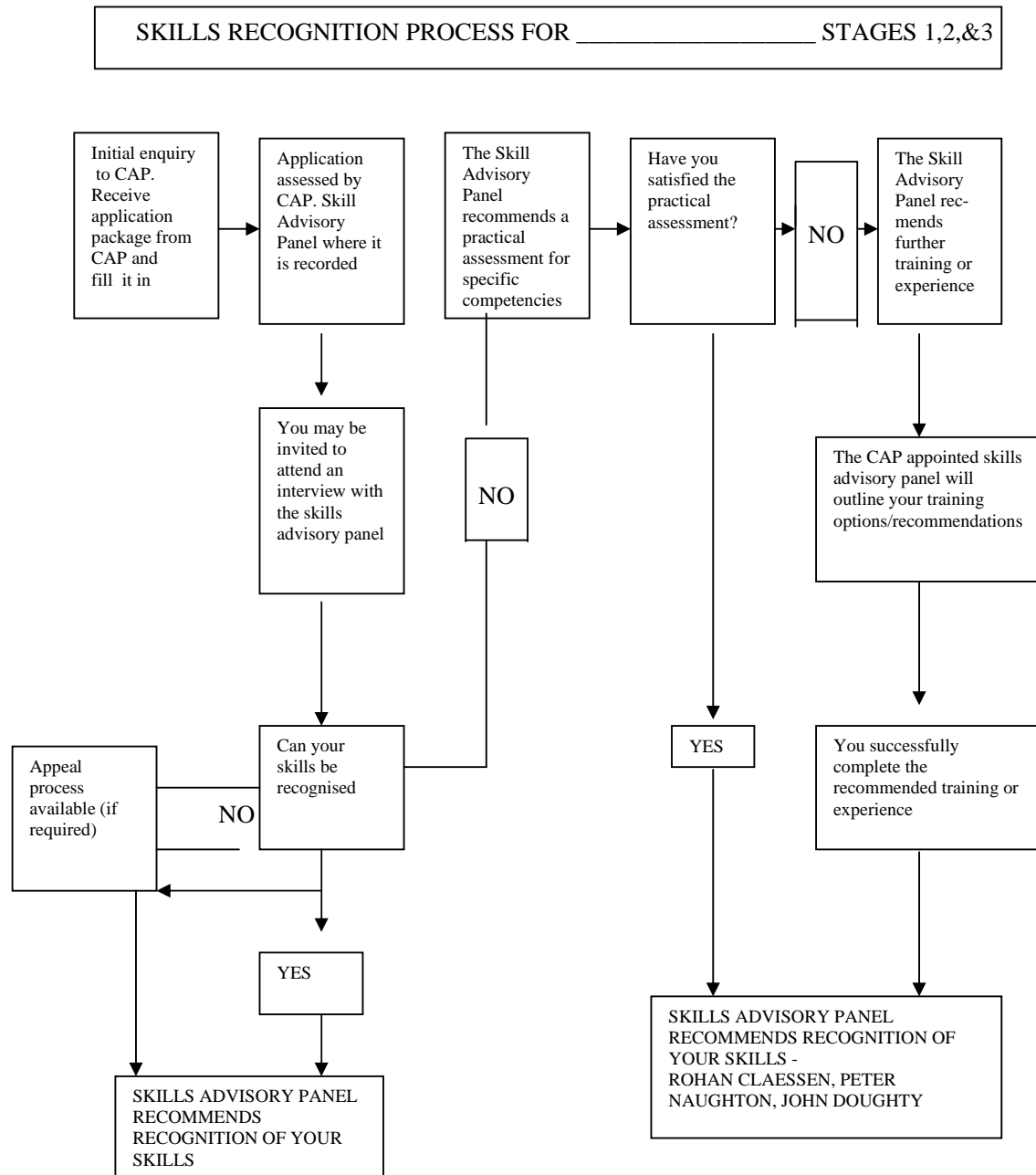
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**How Will The Skills Recognition Process Be Carried Out?**

Recognition of Prior Learning will be assessed in the manner detailed in the following chart:





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The Training and Skills Commission, established under the Training and Skills Development Act 2003 has the authority to assess people's competence and issue them with qualifications

#### **How Long Will It Take**

It is difficult to specify exactly how long the assessment will take. After the discussion/interview the panel will review your application and then the subject coordinator will arrange a suitable time for your challenge assessment if required. The length of the assessment will not relate to the decision, it is related to the amount of information required and the process used to grant or deny Recognition of Prior Learning.

#### **What Is The Result?**

If recognition is granted the participant may spend less time in structured off-the-job training and more time in the workplace or they may wish to undertake extension modules of training i.e. new and challenging learning experiences or all parties (eg employers of trainees) may agree to shorten the total length of the training.

If Recognition is denied the participant will undertake the training as outlined.

Whatever the result the participant may apply or reapply for Recognition of Prior Learning at any stage during the programme.

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### **SECTION 1 - INFORMATION FOR APPLICANTS**

#### **What You Need To Include With Your Skills Recognition Application Form**

**Applicants are requested to provide as much information and supporting documentation as possible when filling out this form.**

**This information can be related to:**

- Vocational training (section 3a)
- Tertiary qualifications such as Associate Diplomas, Diplomas and/or Degrees you have gained (section 3c) or
- Documentary evidence or signed statements from previous employers which support the information provided, or examples of work performed (section 4)

Original documents where applicable will need to be produced and/or a Skills Assessment will take place.

Supporting documents, which are in any language other than English, will need to be translated into English before being submitted. It is your responsibility to make sure the translation is correct.

#### **1. Where to apply:**

Connect Asia Pacific Pty Ltd  
PO Box 500  
North Adelaide SA 5006  
Telephone: 618 349 7890 Facsimile: 618 8349 7890

#### **2. What happens to my application?**

After receiving your application, a Skill Advisory Panel will make an initial assessment of your competency skills from the information and documentation supplied in your application booklet. Secondly you may be asked by the Skill Advisory Panel to attend an interview and finally the Skill Advisory Panel may require you to complete a “hands on” competency test.

#### **3. Putting it all together for – Skills Recognition**

Listed in the attached information supplied to you by the subject coordinator are the Modules, Learning Outcomes/Competence Standards for the particular course/training programme you are undertaking.

Please complete the following sections, which are applicable to your application regarding your employment details, education, training and work experience.



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**SECTION 2 CURRENT EMPLOYMENT DETAILS**

**CURRENT EMPLOYERS NAME:** \_\_\_\_\_

\_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_

**SUBURB:** \_\_\_\_\_ **STATE** \_\_\_\_\_ **POSTCODE:** \_\_\_\_\_

**Your position held with the employer** \_\_\_\_\_

\_\_\_\_\_

**List below your job functions** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**SECTION 3. VOCATIONAL EDUCATION AND TRAINING**

(a) Apprenticeship, Training, Cadetship

Please provide information about vocational training such as apprenticeship, traineeship or cadetship you have undertaken. Attach copies of supporting documents (certificates, indentures etc) to the back of this booklet. If you have completed more than one vocational training programme please complete a separate box for each one.

<b>Type of training programme: (apprenticeship, traineeship etc)</b>		
<b>Trade/occupation:</b>		
<b>Employer or organization:</b>		
<b>Company Name:</b>		
<b>Address</b>		
<b>Suburb:</b>	<b>State</b>	<b>Postcode</b>
<b>Period of training:</b>		
<b>From:</b>	<b>To:</b>	
<b>Certificate awarded:</b>		



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<b>a) cont.</b>		
<b>Type of training programme: (apprenticeship, traineeship etc)</b>		
<b>Trade/occupation:</b>		
<b>Employer or organization:</b>		
<b>Company Name:</b>		
<b>Address</b>		
<b>Suburb:</b>	<b>State</b>	<b>Postcode:</b>
<b>Period of training:</b>		
<b>From:</b>	<b>To:</b>	
<b>Certificate awarded:</b>		



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(b) Tertiary Courses:

Please provide details of any other tertiary courses or programmes (associate diploma, diploma, degree etc) in which you have been enrolled, whether you completed the course or not. Attach copies of qualifications awarded and give, where possible, an indication of the subjects or topics covered.

Course Programme Name	Name of Institution	Years Attended		Qualifications Awarded
		From	To	
		19	- 19	
		19	- 19	
		19	- 19	
		19	- 19	
		19	- 19	
		19	- 19	
		19	- 19	
		19	- 19	
		19	- 19	
		19	- 19	



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(c) Other Training Courses

Please provide details of any other training courses, which you have attended or undertaken which are relevant to this application, including courses conducted in-house by or for employers, and courses provided by manufacturers or suppliers. Attach copies of any document associated with these courses. Please complete a separate box for each training course you have attended.

<b>1) Training Course Name:</b>		
<b>Name Of Provider:</b>		
<b>Address:</b>		
<b>Suburb:</b>	<b>State:</b>	<b>Postcode</b>
<b>Length Of Course:</b>		
<b>Attendance: From:</b>	<b>To:</b>	
<b>Award Received</b>		
<b>2) Training Course Name:</b>		
<b>Name Of Provider:</b>		
<b>Address:</b>		
<b>Suburb:</b>	<b>State:</b>	<b>Postcode</b>
<b>Length Of Course:</b>		
<b>Attendance: From:</b>	<b>To:</b>	
<b>Award Received</b>		



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**SECTION 4 WORK EXPERIENCE**

Please provide details of work experience, which relates to the occupation in which you are seeking skill recognition. Attach, where possible, evidence of employment, including statements from employers, or samples of work performed. Please complete a separate box for each employer.

<b>Employer or organization:</b>		
<b>Address:</b>		
<b>Suburb:</b>	<b>State:</b>	<b>Postcode</b>
<b>Position Held:</b>		
<b>Period of Employment: From:</b>		<b>To:</b>
<b>Duties/type of work performed:</b>		
<b>Employer or organization:</b>		
<b>Address:</b>		
<b>Suburb:</b>	<b>State:</b>	<b>Postcode</b>
<b>Position Held:</b>		
<b>Period of Employment: From:</b>		<b>To:</b>
<b>Duties/type of work performed:</b>		



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**What do I do now?**

**Work your way through the attached information provided to you by the subject coordinator:**

Please read through the information thoroughly and if you request Recognition of Prior Learning in any of the areas then:

**Directions: Place a Tick (✓) in the box for which you are claiming Skills Recognition.**

**THEN:**

**Pass the completed Skills Recognition application Booklets back to your trainer for assessment.**

After receiving your application, a Skills Advisory Panel will make an initial assessment of your competency skills from the information and documentation supplied in your application booklet. Secondly you may be asked by the Skills Advisory Panel to attend an interview and finally the Skills advisory Panel may require you to complete a “hands on” competency challenge assessment.



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#### **SECTION 5 FEES**

1. Contract of Training – As per User Choice Funding Agreement or Funding Incentives to Employers
2. Fee for Service – Certificate III in Business - \$ 4,200
  - Certificate III in Business Administration - \$ 4,550
  - Certificate III in Recordkeeping - \$ 4,200
  - Certificate III in Frontline Management - \$ 2,100
  - Certificate IV in Business - \$ 4,500
  - Certificate IV in Business Sales - \$ 4,500
  - Certificate IV in Frontline Management - \$ 4,500
  - Diploma of Business - \$ 5,200
  - Diploma of Business Administration - \$ 5,200
  - Diploma of Management - \$ 5,200
  - Diploma of Quality Auditing - \$ 5,200
3. RPL - \$250.00 per Unit of Competence