

Recognition of Prior Learning (RPL) – Applicant Guide

The RPL Process

Welcome to recognition of prior learning with Austech Institute for Further Education.

RPL is the formal recognition of the skills and knowledge you have acquired regardless of how or where they have been attained:

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

RPL can be achieved in a unit/s of competency.

Below is a brief outline of the process aligned to undertaking RPL

The RPL Process

Step 1 Contact Course Coordinator or Enrolment Team Leader to discuss the process, either by phone or in person. At this stage, you will be advised on the process including evidence collection, enrolment, assessment and issued RPL Applicant Guide and RPL Forms.

Step 2 Complete the Application for Recognition of Prior Learning, gather your evidence.

Evidence recommended to support an application could include:

- Any licences
- Resume
- Results / Statement of attendance / certificates – inhouse, workshops, seminar
- Work examples
- Diaries / task sheets / job sheets / log books
- Membership of relevant professional associations
- Hobbies / interests / special skills outside work
- References / letters from previous employers / supervisors
- Industry awards
- Third party verifications
- Any other documentation that may demonstrate industry experience related to units applied for

Depending on the industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL as the Assessor will work with you during the RPL process.

You will also need to supply contact details of one or two work referres who can confirm your skills in the industry.

- Step 3** Submit your application and supporting documentation / evidence to Enrolment Team Leader. yOUR application will be assessed.
- Step 4** You may be requested to attend an interview. The assessor will provide inital feedback, and may suggest to provide further supplementary evidence. You will have the opportunity to disvuss and identify your previous experience. You may ne required to answer industry related questions to identify your current skills. This interview may be done face to face, by phone or electronically.
- Step 5** The assessor may request to conduct a practical skills test. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focused on skills that arre required in the qualification. Your assessor will identify the skills that he/sge will want you to demonstrate.
- Step 6** You will receive a RPL Outcome Letter, which will identify to what extent RPL has been granted, within 10 working days of RPL Application.

For further details, please refer to RPL Policy and Procedure.

Application for Recognition of Prior Learning

Supporting Documentation required:

- Originals can be sighted, or certified copies attached to your application.
- RPL Fee paid and receipt attached to application for Recognition of Prior Learning.
- Completed Application for Recognition of Prior Learning Form.

PLEASE NOTE THIS APPLICATION WILL NOT BE PROCESSED IF ALL SUPPORTING DOCUMENTS ARE NOT ATTACHED

STUDENT DETAILS

Please use BLOCK LETTERS and print your name in full.

Family Name	First Name
Date of Birth	Student ID
Street Address	
.....	
.....	
Suburb/Town	Zip/Post Code
State	Country
Phone (Home).....	Phone (Work)
Phone (Mobile).....	Email

AIFE Course Name:
AIFE Course Code:

Applicants certification

I hereby certify that the particulars and documentation that I have supplied are correct in every detail.

Signature

Name

Date

Approval certification

As the AIFE representative, I hereby state that I have sighted the original or certified copies of the documents (copies attached) which support this application.

Signature

Name

Date

Recognition of Prior Learning Application – Previous Training

Previous Training		
Have you undertaken any training courses related to the AIFE course applied for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If Yes, please complete below sections:

1. What occupation were you trained in?
Training completion date (month/year):
Country where you trained:
Name of course and institution (if applicable):
Is there any further information you wish to give in support of your application?

2. What occupation were you trained in?
Training completion date (month/year):
Country where you trained:
Name of course and institution (if applicable):
Is there any further information you wish to give in support of your application?

3. What occupation were you trained in?
Training completion date (month/year):
Country where you trained:
Name of course and institution (if applicable):
Is there any further information you wish to give in support of your application?

Professional Referees	
Name:	Name:
Position:	Position:
Organisation:	Organisation:
Phone Number:	Phone Number:
Mobile Number:	Mobile Number:
Email Address:	Email Address:
Name:	Name:
Position:	Position:
Organisation:	Organisation:
Phone Number:	Phone Number:
Mobile Number:	Mobile Number:
Email Address:	Email Address:

Recognition of Prior Learning Application – Employment History

Name, Address & Phone No. of Employers	Period of Employment	Position Held	Full Time/ Part Time/ Casual	Description of Major Duties
1.	From / / To / /			
2.	From / / To / /			
3.	From / / To / /			
4.	From / / To / /			
5.	From / / To / /			

Recognition of Prior Learning Application – Documentation

Attach additional sheet if required.

If you are including documents in your application, please provide a brief description below:

Document Description	OFFICE USE ONLY Assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation
DOCUMENT	UNITS OF COMPETENCY evidence can be aligned

