



Recognition of Prior Learning (RPL) Application Form

Candidates for the Electrical Safety Testing Course, who consider they have previously acquired competency, either through work and/or life experience or through formal training in Australia or overseas may apply for Recognition of Prior Learning (RPL).

Recognition of Prior Learning (RPL) means recognition of competencies currently held, regardless of how, when or where the learning occurred. Under the Australian Quality Training Framework (AQTF), competencies may be attained in a number of ways. This includes through any combination of formal or informal training and education, work experience or general life experience.

In order to grant RPL, the assessor must be confident that the candidate is currently competent against the endorsed industry standard or outcomes specified in Australian Qualifications Framework accredited courses.

The evidence may take a variety of forms and could include certification, references from past employers, testimonials from clients and work samples. The assessor must ensure that the evidence is authentic, valid, reliable, current and sufficient.

The policy and procedures used are adapted from a nationally recognised and accredited Recognition of Prior Learning model.

This model consists of three phases; these being:

Phase 1: Application

Phase 2: Assessment (Including Interview)

Phase 3: Review (Including Appeal)

It is the Applicant's responsibility to familiarise themselves with all policy and procedures relevant to this application, including all relevant Competency Statements.

These documents can be accessed through our office.

This form is designed to help the RPL Applicant organise his/her evidence against specific Competency Statements, Elements of Competency/Learning Outcomes and associated Performance Criteria.

The Applicant may use this tool as a checklist or 'organiser' when compiling evidence towards the competencies detailed. The Applicant should note that this document alone does not constitute evidence for assessment purposes.

All documentary evidence is to be attached to this form for RPL assessment purposes. All attachments are to be included (in reference order) in the Evidence List. All licences and certificates must be either original or 'certified true copies'. Candidates must ensure that at least one piece of evidence is offered for each criterion.

Evidence may include (but is not limited to) the following:

<ul style="list-style-type: none"> • Industry Certificate or 'Ticket' • Resume/Curriculum Vitae • Statutory Declaration • Assessment Documentation 	<ul style="list-style-type: none"> • Academic Testamur and/or Transcript • Example of work (eg: lesson plan or trip plan) • Letter of Reference from employer, trainer, etc 	<ul style="list-style-type: none"> • Report/Letter of Reference from State or Territory Association in relation to qualifications held • Overseas Certificate • Overseas Logbook • Overseas Training Program/Training Package
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The RPL Application Process:

Step-by-Step Guide

STEP 1

Read the application form and make sure you understand its purpose and what is expected of you as the RPL Applicant. Consult our staff if you are unsure. Relevant RPL information, including policy and procedures, can be requested through our office.

STEP 2

Obtain a copy of the relevant Training Package and/or Logbook. You must address the competencies as listed. Contact our office for information on policies and procedures.

STEP 3

Prepare a portfolio of evidence - collect examples of documents relevant to each competency, as per Part D of this application.

STEP 4

Complete Part E of this application by listing the documents you are attaching.

STEP 5

Complete Part D by noting key points that express your level of knowledge and/or skill in relation to each competency area identified.

STEP 6

Reflect on your responses to all sections to determine if this provides current, sufficient, reliable, valid and authentic evidence to support equivalent competency to all units comprising the award for which you are seeking RPL.

STEP 7

Discuss the completed application with our staff if you are unsure about any aspect of the application or the RPL process.

STEP 8

When satisfied, sign the declaration (Part C) and forward it to our office for assessment and processing. Keep a completed copy for your own records.

Instructions:

The following information may assist you in completing this form:

- All sections must be completed. Incomplete forms will be returned to the applicant for completion in full prior to any assessment being made.
- Please print using blue or black ink. (Applications written in pencil will not be processed.)

Part A: Student Enrolment Form

- Please ensure that you have supplied at least one phone number, as we may need to contact you regarding this application.

Part B: Course Details

- Please indicate in full the name of the course which this application relates to
- If you have used more than one booklet, please number each in order. Please complete Parts A, B and C in each booklet.

Part C: Declaration and Signature

- Sign the application on completion of the application form.

Part D: Claims of Competency

- List the Competency and Competency Number as detailed in the Training Package.
- In Column A, list the Learning Outcomes or Elements of the Competency that you are claiming recognition against
- In Column B, detail all Claims of Prior Learning and experience. This may be a first-person account of your activities in relation to the Learning Outcome
- In Column C, list the Evidence that supports the claims made in Column B

Part E: Evidence List

- As one piece of evidence may be used a number of times throughout the application, list the evidence in Part E in the order in which you first referenced it in Part D.
- All official documents must be original or certified true copies.
- Letters of reference should address the specific experience and/or learning of the applicant. The referee should limit him/herself to their first-hand knowledge of the applicant and the applicant's experience/learning. The letter should also be relevant to the specific competencies that this application addresses.
- The RPL Application and all supporting documents will be retained by us. When sending original documents, provide an appropriately sized, stamped and self-addressed envelope with your application for the return of your documents.

Part A:

Student Number _____ (office use)

Student Enrolment Form

Student Details		
Title: _____		
First Name: _____	Middle Name(s): _____	Family/Surname: _____
Date of Birth: _____	Gender: _____	Contact Phone: _____
Mobile Phone: _____	Email Address: _____	

Emergency Contact		
Full Name: _____	Phone: _____	Mobile Phone: _____

Home Address/Mailing Address		
Address _____		
Address _____		
City / Suburb _____	State _____	Post Code _____
Phone No _____	Email _____	

Current Employer Details		
Company _____		
Contact _____		
Address _____		
Address _____		
City / Suburb _____	State _____	Post Code _____
Phone No _____	Emai _____	

1. Employment Details
Which of the following categories Best describes your current Employment Status?
 Select One

Full –Time Employee
 Part –Time Employee
 Self Employed
 Employer
 Unemployed (Seeking Full TimeWork)
 Unemployed (Seeking Part TimeWork)
 Not Employed (Not Seeking Employment)

4. Home Language
Do you speak a language other than English at home?
 Select One

No, English only
 Yes Other (Please specify)

5. How well do you speak English?
 Select One

Very well
 Well
 Not well
 Not at All

How well do you write English?
 Select One

Very well
 Well
 Not well
 Not at All

6. Do you indentify with Aboriginal or Torres Strait Islander Origin?
 Select One

No
 Yes - Aboriginal
 Yes – Torres Straight
 Yes – Aboriginal & Torres Straight Islander

7. Secondary Education
What is your highest completed secondary school level?
 Select One

Completed Year 9 or lower
 Completed Year 10
 Completed Year 11
 Completed Year 12

In which year did you complete that school level?

8. Special needs
Do you consider yourself to have a disability, impairment or long term condition?
 Select One

Yes
 No

If yes, then please indicate the areas of disability, impairment or long term condition.
 Select One or More

Hearing/Deaf
 Physical
 Intellectual
 Learning
 Mental Illness
 Acquired Brain Impairment
 Vision
 Medical Condition
 Other (Specify Below)

9. If you answered YES to the above question, will you need any special assistance, because of the disability?
 Select One or More

Special Equipment
 Physical Access
 An interpreter (sign)
 A Note Taker
 Taped or large Print Materials
 Other (Specify Below)

10. Post Secondary Education
Have you successfully completed any of the following qualifications?
 Yes No

If yes, tick any applicable boxes.

Bachelor Degree
 Advanced Diploma or Associate Degree
 Diploma or (Associate Diploma)
 Certificate IV (or advanced Certificate / Technician)
 Certificate III (or Trade Certificate)
 Certificate II
 Certificate I
 Certificates other than above

11. Declaration
 I accept responsibility for the accuracy of my enrolment record. I also acknowledge that, I am subject to the statutes, regulations and rules of the AQTF Training Guidelines.

Yes no

I give permission for my results to be released to employers or other authorized persons
 Yes no

I give permission to Intertag to use my course photograph and/or testimonial for marketing purposes
 Yes no

Student Signature
 Date_____

Part B: Course Details

Course Details
Training that this application relates to:
UEENEEP008A 'Conduct in-service safety testing of electrical cord assemblies and cord connected equipment'

Part C: Declaration & Signature (to be signed on completion)

Declaration
I declare that all claims made in this document and in the evidence presented (attached) is true and correct, and reflects my actual experience and prior learning.
Signature: _____ Date: _____

Part D: Claims of Competency

Claims of Competency		
Competency: 'Conduct in-service safety testing of electrical cord assemblies and cord connected equipment'		
Competency Number: UEENEEP008A		
Learning Outcome / Performance Criteria	Claims of Prior Learning	Evidence

Part E: Evidence List:

Attachment Number:	Document Title:
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

Completion Checklist

Before submitting this application:

<input type="checkbox"/> <input type="checkbox"/>	Check that all personal details are correct and that you have provided at least one phone number.
<input type="checkbox"/> <input type="checkbox"/>	Check that you have indicated which course this application relates to.
<input type="checkbox"/> <input type="checkbox"/>	Please proofread your application and all attached evidence – being familiar with your application helps us if we have questions relating to your evidence.
<input type="checkbox"/> <input type="checkbox"/>	Check that you have signed the declaration on page 3.
<input type="checkbox"/> <input type="checkbox"/>	Check that all evidence is attached. All certificates should be originals or certified true copies.
<input type="checkbox"/> <input type="checkbox"/>	Make a copy of the complete application and all attached evidence for your own records.
<input type="checkbox"/> <input type="checkbox"/>	Check that you have enclosed a stamped, self addressed envelope of appropriate size for the return of your original certificates (if applicable).

Send completed application to:

RPL Assessor
Intertag Pty Ltd
PO Box 147
Quakers Hill NSW 2763