RECOGNITION OF PRIOR LEARNING (RPL)
Candidate Application Form

Contents

Qualifications

- CHC30121 Certificate III in Early Childhood Education and Care
- CHC50121 Diploma of Early Childhood Education and Care
- CHC33021 Certificate III in Individual Support
- CHC43015 Certificate IV in Ageing Support
- CHC53315 Diploma of Mental Health
- CHC52021 Diploma of Community Services
- CHC51015 Diploma of Counselling
- SIS30321 Certificate III in Fitness
- SIS40221 Certificate IV in Fitness
- 11149NAT Certificate IV in Yoga Teaching
- 11150NAT Diploma of Yoga Teaching

A guide to recognition of prior learning for students

'This is a modified document based on materials prepared by Innovation and Business Skills Australia Ltd, the original of which can be found on the IBSA website http://www.ibsa.org.au.'

Introduction

ALG courses provide the students with a Nationally Recognised Training qualification that ensures skills and knowledge is formally recognised at a national level. To adequately prepare graduates for the workplace the courses have been designed to include a selection of elective units to meet current industry demands, and through careful selection of these electives, the qualification ensures graduates are equipped with the knowledge and skills to work competently.

Recognition of Prior Learning (RPL) is a process that involves producing evidence of the skills and knowledge the student already has completed so the registered training organisations (RTOs) offering the national qualification can determine whether they are equivalent to the course structure.
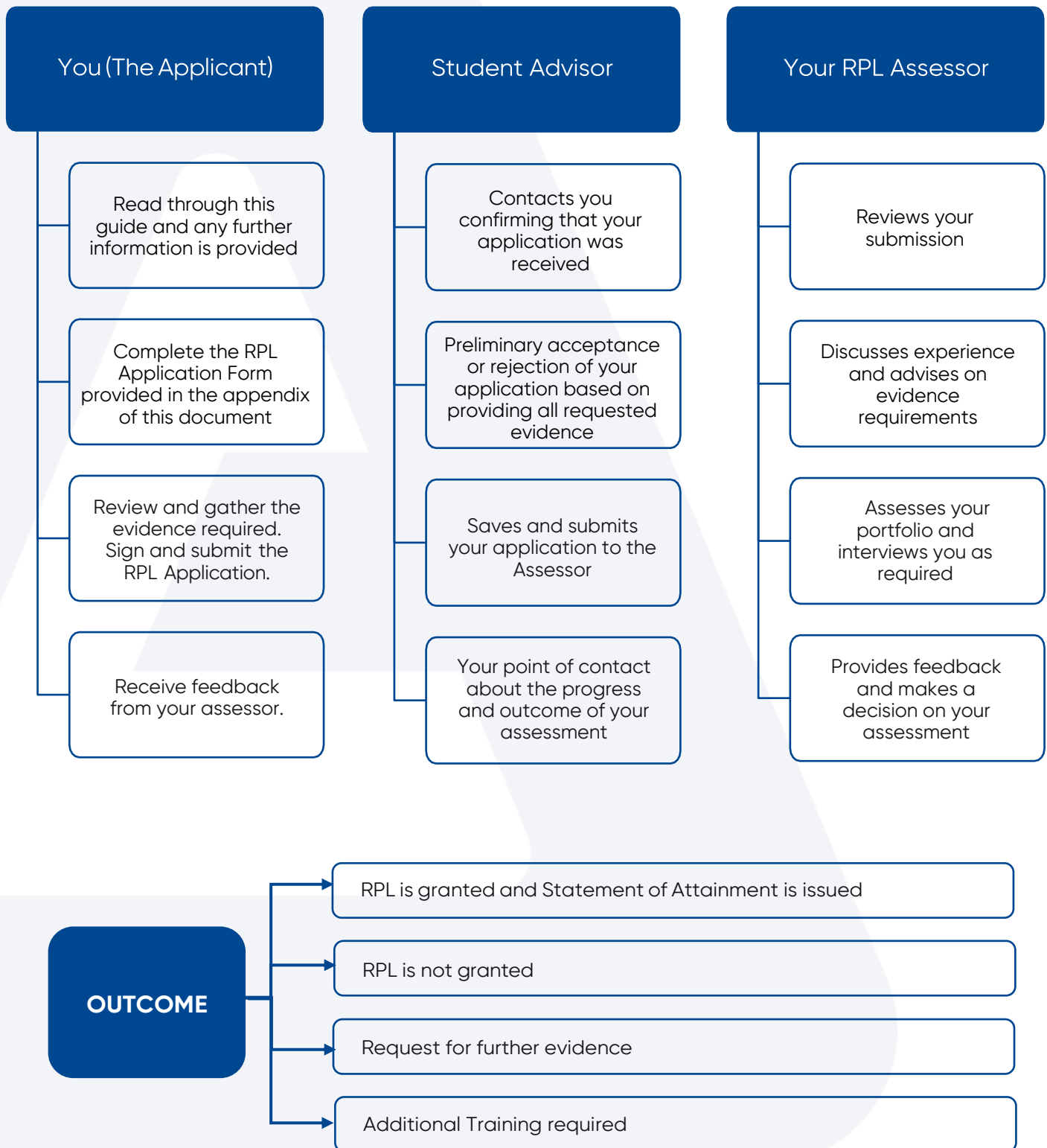
This guide aims to help experienced workers put together the evidence they need to apply for RPL to be awarded a Statement of Attainment for the units of competency within ALG training packages.

Note that recognition may only result in a reduction of tuition fees for cases where students have a credit granted for a whole term of study, on the condition that the application was submitted with a minimum of 10 working days prior to the commencement of the term that the student applied for course credit. For further information, please see the Course Credit Policy.

If the Course Credit Application was submitted within 10 (ten) working days of term commencement or once the term commenced, the student will not be required to attend classes. However, the student will NOT be eligible for the fee reduction.

If course credit for a whole term is granted, the student is not required to pay tuition fees for the term/s in which course credit has been awarded.

The RPL Process

You (The Applicant)	Student Advisor	Your RPL Assessor
Read through this guide and any further information is provided	Contacts you confirming that your application was received	Reviews your submission
Complete the RPL Application Form provided in the appendix of this document	Preliminary acceptance or rejection of your application based on providing all requested evidence	Discusses experience and advises on evidence requirements
Review and gather the evidence required. Sign and submit the RPL Application.	Saves and submits your application to the Assessor	Assesses your portfolio and interviews you as required
Receive feedback from your assessor.	Your point of contact about the progress and outcome of your assessment	Provides feedback and makes a decision on your assessment

OUTCOME

- RPL is granted and Statement of Attainment is issued
- RPL is not granted
- Request for further evidence
- Additional Training required

RPL Process Overview

How to Submit your RPL Application

1. Complete the RPL Application Form in Appendix 2 – RPL Application Form.
2. Collate your evidence to support your application, using this guide to assist you.
3. Submit the application form and supporting evidence via email to admissions@alg.edu.au. All evidence must be scanned as per the scanning requirements below.
4. Pay the RPL application fee (non-refundable, regardless of the outcome). If payment details are provided in the RPL application form, payment will be processed upon receiving your application.

Assessment and Outcome

- The student application will be assessed based on the evidence submitted in your RPL Application. If the evidence presented in the application is not deemed adequate in terms of authenticity, validity, reliability, currency or sufficiency, the assessor may request further evidence. Further training may also be required.
- The student will be advised of the outcome of the application via email.
- The outcome will include the module/subject/classes/UoC successfully exempted and the requirements for further assessment.
- The outcome will also include any reduction in fees. Fee reductions are ONLY applicable for cases where students have course credit granted for a whole term of study, on the condition that the Course Credit Application was submitted with a minimum of 10 working days before the commencement of the term that the student applied for course credit. If the Course Credit Application was submitted within 10 working days of term commencement or once the term commenced, the student will not be required to attend classes; however, the student will NOT be eligible for the fee reduction. If the course credit is granted for a whole term, the student is not required to pay tuition fees for the term/s in which course credit has been granted.
- For cases where course credit is not granted for a whole term of study but is granted only for some module/subject/classes in a term, student's attendance for those module/subject/classes is no longer required. In these cases, the RPL will NOT result in a reduction in fees.

Finalising Course Credit

- The student must sign their outcome agreement in order to finalise the RPL process.
- The student record will be updated according to the outcome of the application.
- If the student does not agree with the outcome of the application, the student has the right to appeal using ALG's appeals process.

Document and Scanning Requirements

Please attach scanned copies of academic transcripts, course outlines, diplomas, degrees or other certifications. All documents must be in English. Translated documents must be from an authorised translation service.

Requirements of scanned documents:

- Documents must be scanned from the original documents. Scans from a photocopy or a faxed copy are not acceptable
- Documents must be scanned in colour
- Applicants must ensure no portion of the document is missing (look out for page numbers)
- Documents must be scanned at the original size. If the document is larger than A4, then the document should be scanned in A4 sized portions without size-reduction
- If the document has markings or text on both sides, e.g. a registration number, then both sides must be scanned
- The file size of any single document should not exceed 3MB
- ALG reserves the right to view original versions, conduct authenticity checks, of any scanned documents which accompany your application at any stage of the process.

Fees

The course credit application fee – initial

There is a non-refundable application fee for RPL (regardless of the outcome) and an assessment fee for each unit of competency being assessed for RPL. For further details please refer to ALG Additional Fees Table.

Evidence

In applying for RPL, you will be assessed against the requirements of the units listed in the relevant qualification as outlined previously.

Appendix 1 provides a guide on how to access the training.gov.au website for further details about the Unit of competency. For further reference about the Units of Competency included in each course, please access alg.edu.au/courses/ and search for the course you are applying to the RPL.

After submitting your application, ALG may require a meeting with you to discuss your experience and to advise on the most appropriate evidence for you to present in light of your skill and particular circumstances. This will be summarised in the RPL agreement mentioned in the above diagram.

Key Principles of Evidence

The standards under which RTOs operate are very specific about the types of evidence that must be submitted to support your assessment. Evidence must satisfy ALL of the following points: Evidence must be:

valid	directly related to the unit of competency
sufficient	covers everything in the unit of competency
	shows competency over a period of time
	shows competency in different contexts
current	relates to experience in the past two to three years
authentic	can be clearly identified as evidence of your own competence.

Remember: your assessor must be satisfied that your evidence meets each of the key principles of evidence. If it does not, your assessor will ask for further evidence or will be unable to grant the RPL.

A range of documentation developed by the candidate may be used to show evidence of requirements. It is important to remember that to satisfy the rules of evidence, more than one piece of evidence may be required to demonstrate competency.

Below is a list of the types of evidence that can be used, but this is by no means exhaustive:
- Third-party verification that documentation was developed by the candidate
- Response to questions during an assessor interview (phone, skype or in-person)
- References (written or verbal) from current and/or previous employers
- Resources developed by the candidate and verified by a third party
- Observation of the candidate undergoing practical tasks (video or direct)
- Verification by the third party that the candidate has undergone practical tasks or displayed relevant knowledge
- Documented self, peer or employer evaluations of candidate's performance
- Evaluation sheets completed by clients or third parties

- A Statement of Attainment for a unit that has been obtained through having completed an accredited course in the past two or three years
- Outlines, reports, documentation, programs or sessions that have been completed by the candidate.

Assessor Interview

An interview may be conducted in person or by phone if required. In an interview, your assessor will be checking that you have the underpinning knowledge required by the units of competency.

Prior to meeting with your assessor, read through the required knowledge section of each unit of competency, as well as the elements and performance criteria and associated range statement.

The RPL agreement

Once you have submitted your application and your first round of evidence, your assessor will provide you with a simple agreement that states:

- the supplementary evidence candidates must provide
- the timeframe for submitting evidence
- arrangements for the assessor interview (if needed) and other activities, such as video submission
- contact details for people who can authenticate documentary evidence that candidates provide

The Assessment Decision

Students will be advised of the outcome of the RPL Application in writing.
If RPL is granted, the competencies that have been recognised will be recorded 'Recognition of Prior Learning' as appropriate on the Transcript of Competencies Achieved or Statement of Attainment, where applicable.

Right to Appeal

As with all assessment decisions, students have the right to appeal the assessment decision. The process for appeal is documented in the Complaints and Appeals Policy.

Appendix 1 – How to access the details of the Unit of competency

In your internet browser, please kindly access the website https://training.gov.au/Home/Tga. In Quick search, please enter the Unit of competency code that you wish to apply for RPL. Please see the example below:

On the Unit of competency page, you will find the following details:
- Elements and Performance Criteria
- Foundation Skills
- Unit Mapping Information

Appendix 2 – RPL Application Form

Personal Information	
Name:	Date of birth:
Address:	
Suburb:	Post Code:
Phone H: W:	M:
Email:	Today's Date

Select the course applying for course credit

- ❏ SIS30321 Certificate III in Fitness
- ❏ SIS40221 Certificate IV in Fitness
- ❏ 11149NAT Certificate IV in Yoga Teaching
- ❏ 11150NAT Diploma of Yoga Teaching
- ❏ CHC33021 Certificate III in Individual Support
- ❏ CHC43015 Certificate IV in Ageing Support

- ❏ CHC30121 Certificate III in Early Childhood Educationand Care
- ❏ CHC50121 Diploma of Early Childhood Education andCare
- ❏ CHC53315 Diploma of Mental Health
- ❏ CHC52021 Diploma of Community Services
- ❏ CHC51015 Diploma of Counselling

Unique Student Identifier (USI)

If you're studying nationally recognised training in Australia from 1 January 2015, you will be required to have a Unique Student Identifier (USI) that links to an online account that contains all your training records and results you completed from 1 January 2015 onwards. The USI is needed before a qualification can be issued.

Do you have a Unique Student Identifier (USI)?

- ❏ Yes – provide the number

Recognition of Prior Learning

For the RPL process, the students are required to identify the modules and Units of Competency (UOCs) that they are applying for RPL. Please list below the Units of Competency that are covered in the courses that ALG offers.

As the UOCs are clustered into modules, students must show supporting evidence of the entire group of units of competency in the module or the module must be undertaken.

Please note, ALG reserves the right to determine whether the knowledge within a competency has been fully achieved and whether course credit and/or RPL will be given.

Unit Name and Code	Description of Prior Studies (please demonstrate that it meets all of the unit Elements, Performance Criteria and Foundation Skills):

Work Experience (please demonstrate that it meets all of the unit Elements, Performance Criteria and Foundation Skills):

Other experiences relevant to this application:

Please list the documents you are providing as supporting evidence along with this application

RPL Payment Method

Payment for course credit applications can be made via direct deposit or credit card. Please select the payment option which you would like to pay with:

Pay by ▶
- ❑ Direct Deposit
- ❑ Credit card

Payment Information
Credit Card Payment Details

Select Credit Card:

- ❑ Visa
- ❑ Mastercard

Name on Card: _____

Card Number: [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

Expiry: [ ][ ][ ][ ]

- ❑ By ticking this box I, _____ (credit card holder name) give permission for SOM to use the details.

Direct Deposit Payment Details

When making direct deposit ADD your Full Name as the reference.

Account name: Australian Learning Group Pty Ltd
Account number: 1019 8588
BSB: 062 032

Candidate Declaration and Authority to Release Information

By signing below, I declare that:

- I have been advised of the recognition assessment process and understand my rights and responsibilities as a recognition candidate.
- This portfolio is my own and contains no material written by another person except where due reference is made. I am aware that a false declaration may lead to the withdrawal of the qualification or statement of attainment.
- I have organised and named the files I am submitting according to the instructions provided, and I am aware that ALG will not assess work that cannot be clearly identified and may request the work be resubmitted according to the correct process.
- I am aware that ALG has a policy of checking the validity of qualifications that I submit as evidence as well as the qualifications/evidence of parties who verify my performance or observable skills. I give my consent for the ALG to contact these parties for verification purposes.
- I hereby give permission for ALG to contact any third party I have referenced for verification of my currency.
- I choose to be assessed at this time.
- I hereby consent to ALG making enquiries and verifying documents and qualifications submitted as part of this application.
- I expressly authorise issuing institutions and authorities, including private RTOs, TAFE institutions and universities to provide verification to ALG of qualifications and statements of attainment issued to me.

I, _____ (applicant name), declare that the information that has been provided in this course credit application is true and accurate, and that I have submitted true copies of the original certificate and transcripts.

Signature: Date: