

RPL Application and Information Booklet



Application for Recognition of Prior Learning (RPL)

CLIENT DETAILS – Please use BLOCK letters

First Name:	Surname:
-------------	----------

QUALIFICATION YOU ARE SEEKING RECOGNITION IN

Program Name:	Program Code (if known):
---------------	--------------------------

CURRENT EMPLOYMENT

Are you currently Employed? Yes No	If yes, what is your occupation?
--	----------------------------------

Organisation:	Organisation Address
---------------	----------------------

TRAINING HISTORY

Have you undertaken any training courses related to the qualification applied for?
Yes No

If yes, provide details below (if more than one, please provide on a separate piece of paper).

What qualification were you trained in?	Name of Institution/College (if applicable)
---	---

Training completion date (month, year)	Country where you trained (if Australia please identify State).
--	---

PROFESSIONAL REFEREES (relevant to work situation – only provide if you consent to us contacting them)

Contact Name (e.g.: current/past Supervisor)	Position, Organisation
<input type="checkbox"/>	<input type="checkbox"/>
Contact Number:	Email Address:
<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL DOCUMENTS

<p>Please include the following document with your application (please tick documents that will be included)</p> <p><input type="checkbox"/> CV / Resume or work history</p> <p><input type="checkbox"/> Position description</p> <p><input type="checkbox"/> Student Personal Details form (mandatory)</p>	<p>Other information that <u>could</u> be included with this application</p> <p>Certificates/results of assessment</p> <p>Details of in-house courses, workshops, seminars, orientation or induction sessions</p> <p>References/letters from previous employers/supervisors</p>
---	---

RETURN ADDRESS DETAILS

- Please return your application and any related documentation to the **XXXXXX**
- Receipted Applications will be registered and assigned to an RPL assessor.
- You will be contacted next working day to arrange your RPL Consultation interview.

Email Option XXXXXXXXXX	Telephone Option XXXX	Mail Option XXXXXXXXXXXXXX	Fax Option XXXXXXX
-----------------------------------	---------------------------------	--------------------------------------	------------------------------

PRIVACY STATEMENT: TAFE Queensland is collecting your personal information in accordance with the *TAFE Queensland Act 2013* to manage your enrolment, training progress, and administration. For specific cohorts of students and as a matter of routine, your personal information (including attendance details, progress, and results) will be disclosed to the following people and organisations:

- If you are a school based apprentice or trainee or VET in Schools student – Your school, the Queensland Curriculum and Assessment Authority, and the Queensland Tertiary Admissions Centre (for your results only).
- If you are an apprentice or trainee or enrolled in training paid for by your employer, or in which you consent to release information to your employer – Your employer/host employer.
- If you are enrolled with TAFE Queensland and undertaking training with another organisation (including other training providers, community organisations, or schools) – The organisation with which you are undertaking training.
- If you are under the age of 18 – Your parent/guardian (unless you have formally advised TAFE Queensland not to provide this information).
- If you are an international student – The parties outlined in the terms and conditions agreed upon accepting a place with TAFE Queensland.
- All students – The National Centre for Vocational Education Research and the Department of Industry in accordance with the *National Vocational Education and Training Regulator Act 2011* for the purposes of national statistical data collection, and to provide information for your Unique Student Identifier account; and the national VET and higher education regulators in accordance with the *Standards for Registered Training Organisations 2015* and *Higher Education Standards Framework (Threshold Standards) 2011* to assist with the monitoring and regulation of the vocational education and training and higher education sectors.

Personal information collected may also be disclosed to third parties with your consent or as permitted or required by law.

Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed, or have a concern or complaint about the way your personal information has been collected, used, stored, or disclosed, please contact a TAFE Queensland Customer Service Centre or your teacher.

For those students who require assistance in reading and understanding this Privacy Statement, please contact a TAFE Queensland Customer Service Centre prior to enrolling.

What is RPL?

Recognition of prior learning (RPL) involves the assessment of previously unrecognised skills and knowledge that an individual has achieved outside the formal education and training system. RPL assesses this unrecognised learning against the requirements of a qualification. RPL encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes.

Tips and hints to help you prepare to get your skills recognised

To have skills formally recognised in the national training system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and considered process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and make the recognition process stress-free for you.

Here are some tips and hints for you:

- Be prepared to talk about your job roles and your work history. Each unit that you are seeking RPL for will have a list of guiding questions to help prepare you for the interview. We encourage you to make some notes and take these into the interview with you.
- You will need to submit your curriculum vitae (CV) or resume to your assessor. Your CV should contain information about where you have worked, either paid or unpaid and what you did there.
- Bring your position description and any performance appraisals you have from any offices/businesses you have worked in.
- Consider the possibilities of having a workplace mentor work with you. Are you in a workplace that is supporting your goal to get qualified? Would you feel comfortable with the assessor contacting your workplace or previous workplaces so your skills can be validated?
- Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skill level.
- Collect any certificates from in-house training or formal training you have done in the past.
- Think about the workplace documents that you either produce, process or check. Maybe they can be used to demonstrate your skill level. **All certificates and results of assessments that you submit must be certified by a Commissioner of Declarations or a Justice of the Peace.** The following list is an example of what you may be able to supply to the assessor (be careful about confidentiality and privacy issues):

General Employment Documents

- brief CV or work history
- position descriptions
- certificates/results of assessment
- details of in-house courses, workshops, seminars, orientation or induction sessions
- references/letters from previous employers/supervisor

What will I be expected to do?

1. With some qualifications you may be asked to complete a Self-Assessment Questionnaire relating to the qualification you are seeking. In completing the questionnaire, consider how often you perform the various tasks and the opportunity to provide evidence. There may be instances where you may have little or no documentary information of industry experience. This is not a barrier to gaining recognition.

There are other ways to prove that you can successfully perform the various tasks. For example, the assessor will rely on other staff such as your supervisor to confirm that you can perform the tasks. There is also questioning and observations that your RPL assessor can do as well. The completion of the Self-Assessment Questionnaire will provide you an overview of where your strengths are, relating to your skills and knowledge. This is an important start in the RPL process. If there are areas that you are not strong in, your assessor will suggest that the unit/s be undertaken in a formal way, i.e. either in a classroom/workshop or online.

2. Meet with your assessor at a mutually convenient time to orientate you into the RPL process. The assessor will arrange a time and place for the professional conversation and provide guidance on the submission of your documentation.

In the professional conversation, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience. You will be required to answer industry related questions to identify your current skills. To assist with the responses, sample questions are contained in the respective RPL Candidate's Unit Booklet.

3. Contact your current or recent supervisor/s who have seen you work in the past 18 months and who will be able to confirm your skills and ask them if they would be prepared to sign a report.
4. Begin to collate your documents that demonstrate that you can perform the various tasks for the units for which you are applying for RPL. Your RPL assessor will be able to give you more guidance on this when you meet him or her.

The documents that you submit to your RPL assessor need to be recorded on the RPL Document Register. In some situations it is not possible to supply documents from the workplace due to privacy concerns. In these situations your RPL assessor will sign the RPL Document Register to confirm that he or she has sighted the confidential documents.

When you submit your documentation to your assessor, remember to complete a declaration confirming the work that you submit is entirely yours, except where you have made mention it belongs to someone else.

What will my assessor do?

Your assessor will guide you through each of the steps described above. It is the intention of your assessor to provide you with as much information as possible to make your RPL process as pleasant and hassle free experience as possible.

Your assessor will review the documents you have provided, for example, General Employment Documents, Workplace Documents and Workplace Verification Reports and begin to match up your skills to the unit/s in the qualification. The assessor will also review the responses to the questions that were asked in the professional conversation you had with him or her.

After reviewing all of the evidence your assessor will give you feedback about the RPL for the unit. They will confirm if you were successful or not.

If you were not successful, the assessor MAY ask for supplementary assessment activities to be completed. These supplementary assessment activities could include, for example, the assessor observing you perform various workplace tasks or asking you to complete additional assessment workplace projects.

Other information

For general enquires regarding RPL please contact **the team**

Phone: XXXXXX

E-mail: XXXXXX

Student - Personal Details



PLEASE PROVIDE AN ANSWER TO ALL QUESTIONS ON THIS FORM - PLEASE USE BLOCK LETTERS

1. Student Details

TAFE Student Number (if known)

Unique Student Identifier (if known)

Visit www.usi.gov.au to apply for your USI

Learner Unique Identifier (if known)

For more information visit www.qcaa.qld.edu.au

First Name Middle Name/s

Last Name

(The name recorded above should be as shown on the following documents - Australian Passport, Australian Driver Licence, Australian Birth Certificate, Medicare Card, Visa (with Non-Australian Passport); for international students (Certificate of Registration by Descent, Citizenship Certificate, ImmiCard).

Preferred Name (if different from above)

Previous Last Names (if any - e.g. maiden name)

Date of Birth

Gender

Male Female

Were you born in Australia?

Yes No

If no, in which country were you born?

2. Contact Details

Home Phone

Mobile

Work Phone

Home Email

Work Email

Home Address (If you are an overseas student you need to supply your overseas address in this section)

.....			
.....			
City / Suburb	State	Country	Postcode

Mail Address (Please state 'as above' if same)

.....			
.....			
City / Suburb	State	Country	Postcode

Temporary Study Address (If you are an overseas student you must provide your Australian address in this section)

City / Suburb	State	Country	Effective from	<input type="text"/>	<input type="text"/>	to	<input type="text"/>	<input type="text"/>	Postcode

3. Cultural Diversity and Citizenship

Do you identify yourself in any of the following ethnic groups? (Tick all that apply)

Aboriginal Torres Strait Islander South Sea Islander Other (please specify)

Select one of the following to identify your citizenship status

Australian Citizen New Temporary Resident Visa Other Visa (please specify)

Zealand Citizen Australian Visitor Visa

Permanent Resident Student Business Visa

Visa Holiday Visa

What is your country of citizenship if entering Australia on visa?

4. Employment

Employment Status – Of the following categories, which best describes your current employment status? (Tick ONE box only.)

Employed full time by someone else	<input type="checkbox"/> 1	Employed unpaid family worker	<input type="checkbox"/> 5
Employed part time or casual by someone else or school based apprentice	<input type="checkbox"/> 2	Unemployed - looking for full time work	<input type="checkbox"/> 6
Self employed - not employing other people	<input type="checkbox"/> 3	Unemployed - looking for part time work	<input type="checkbox"/> 7
Employer - someone who employs other people	<input type="checkbox"/> 4	Not employed - not looking for employment	<input type="checkbox"/> 8

Employer Details

Company Name				Company Contact			
Company Email							
Address				City / Suburb			
State	Postcode	Phone				Fax	

5. Language

Do you speak other language/s at home apart from ENGLISH?

No (Go to Question 6) Yes Please specify the main language spoken at home

Where English is NOT the main language spoken at home, please clarify how well you speak English? (Tick the relevant box below.)

Very well Well Not well Not at all

Is English language assistance required? No Yes (If assistance is required contact TAFE Queensland to discuss your needs)

6. Schooling

What is your highest completed school level?

Year 12 Year 11 Year 10 Year 9 or equivalent Year 8 or lower Did not go to school

In which year did you complete that school level? Y Y Y Y Are you still attending secondary school? No Yes

If yes, provide grade and name of school – Grade Name of school

7. Previous Qualifications Achieved (Please read carefully)

Have you successfully completed any of the following qualifications? No Yes (If yes, tick all that apply)

Bachelor Degree or Higher Degree	<input type="checkbox"/>	Certificate IV or Advanced Certificate	<input type="checkbox"/>	Certificate I	<input type="checkbox"/>
Advanced Diploma or Associate Degree	<input type="checkbox"/>	Certificate III or Trade Certificate	<input type="checkbox"/>	Certificates other than above	<input type="checkbox"/>
Diploma or Associate Diploma	<input type="checkbox"/>	Certificate II	<input type="checkbox"/>		

Queensland Government Certificate 3 Guarantee and Higher Level Skills Programs Eligibility (IMPORTANT - Please read carefully)

Under the Certificate 3 Guarantee and Higher Level Skills Programs, the Queensland Government provides a subsidy for selected Certificate I, II, III, Certificate IV or higher level qualifications or priority Skills Sets aligned to critical occupations identified by government and industry.

To be eligible individuals must:

- be aged 15 years or over, and no longer at school
- permanently reside in Queensland
- be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen
- when enrolling into a Certificate III or below you must not hold, and not be enrolled in, a Certificate III or higher-level qualification (including an Apprenticeship or Traineeship), not including qualifications completed at school and foundation skills training or:
- when enrolling into a Higher Level Skills Programs you must not hold, and not be enrolled in, a Certificate IV or higher-level qualification
- Specific restrictions may apply to participation in certain subsidised qualifications you will be advised of any restrictions prior to enrolments.

I confirm that I am not currently enrolled in any other qualifications which would result in me not being eligible for this enrolment to proceed.

(refer to point 4 and 5 above) Yes No

If enrolling into a Certificate III or below, I confirm that I do not already hold a Certificate III or higher level qualification.

(refer to point 4 above) Yes No

If enrolling into a Certificate IV or higher level qualification, I confirm that I do not already hold a Certificate IV or higher level qualification.

(refer to point 5 above) Yes No

False or misleading information concerning your prior qualifications or not advising of any current enrolments may result in being withdrawn or being liable for further financial outlay for this enrolment.

8. Study Reason

What Program/Course are you enrolling into?

Of the following options listed below which BEST describes your main reason for undertaking this training? Tick ONE box only.

- | | |
|---|--|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> It was a requirement of my job |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> I wanted extra skills for my job |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> To try for a different career | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> Other reasons |

9. Disclosure

Educational authorities - such as TAFE Queensland, research organisations contracted by TAFE Queensland, and the National Centre for Vocational Education Research - conduct surveys of past and existing students for customer satisfaction, improvement and marketing purposes. If you have any objections to being contacted, please tick here.

10. Disabilities (Answering these questions will not affect your enrolment)

Do you consider yourself to have a disability, impairment or long-term condition? Yes No (Go to Question 11)

If yes, please indicate the areas of disability, impairment or long-term condition:

- | | |
|---|--|
| Hearing / Deafness <input type="checkbox"/> | Acquired Brain Impairment <input type="checkbox"/> |
| Physical <input type="checkbox"/> | Vision <input type="checkbox"/> |
| Intellectual <input type="checkbox"/> | Medical Condition <input type="checkbox"/> |
| Learning <input type="checkbox"/> | Other (please specify) <input type="checkbox"/> |
| Mental Illness <input type="checkbox"/> | <input type="text"/> |

Would you like to receive advice on support services, equipment and facilities which may assist (if applicable)? Yes No

If you have indicated Yes then evidence may be required.

11. Emergency Contact (Person you want us to contact in an emergency)

First Name Last Name

Relationship to student (e.g. Parent, Friend)

Home Phone

Mobile

Work Phone

Email

Privacy Statement

TAFE Queensland is collecting your personal information in accordance with the *TAFE Queensland Act 2013* to manage your enrolment, training progress, and administration.

For specific cohorts of students and as a matter of routine, your personal information (including attendance details, progress, and results) will be disclosed to the following people and organisations:

- If you are a school-based apprentice or trainee or VET in Schools student – your school, the Queensland Curriculum and Assessment Authority, and the Queensland Tertiary Admissions Centre (for your results only).
- If you are an apprentice or trainee or enrolled in training paid for by your employer, or in which you consent to release information to your employer – your employer/host employer.
- If you are enrolled with TAFE Queensland and undertaking training with another organisation (including other training providers, community organisations, or schools) – the organisation with which you are undertaking training.
- If you are under the age of 18 – your parent/guardian (unless you have formally advised TAFE Queensland not to provide this information).
- If you are an international student – the parties outlined in the terms and conditions agreed upon accepting a place with TAFE Queensland.
- All students – The National Centre for Vocational Education Research and the Department of Industry in accordance with the *National Vocational Educational and Training Regulator Act 2011* for the purposes of national statistical data collection, and to provide information for your Unique Student Identifier account; and the national VET and higher education regulators in accordance with the Standards for Registered Training Organisations 2015 and Higher Education Standards Framework (Threshold Standards) 2011 to assist with the monitoring and regulation of the vocational education and training and higher education sectors.

Personal information collected may also be disclosed to third parties with your consent or as permitted or required by law.

Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed, or have a concern or complaint about the way your personal information has been collected, used, stored, or disclosed, please contact TAFE Queensland customer services or your teacher.

For those students who require assistance in reading and understanding this Privacy Statement, please contact TAFE Queensland Customer Service Centres prior to enrolling.

Student Declaration (Please read carefully)

- I agree to abide by TAFE Queensland rules, regulations and policies and acknowledge that facilities made available for my use will be used only in accordance with the principles of proper use and relevant rules.
- I confirm the accuracy of the information contained within this form and where necessary identification documents provided.
- I have sought information and understand my eligibility for any fee subsidy (if applicable). I also understand that I must provide evidence of subsidy and/or concession eligibility at the time of enrolment, and that subsequent evidence will not be accepted.
- I have supplied my USI Yes No

If NO then I give permission to TAFE Queensland to apply for a USI on my behalf (if applicable). I have provided the relevant documents to support this requirement.

If under the age of 18 years, this form must be signed by a parent/guardian to complete this enrolment. This includes consent for the student to have access to the Internet through TAFE Queensland.

Student's
Signature:

Date:

Parent/Guardian's Signature
(if student is under 18 years)

Date:

Issues may arise beyond TAFE Queensland's control which affect its ability to deliver programs. Whilst every effort will be made to conduct all programs as advertised, TAFE Queensland reserves the right to change or otherwise revise any program-related issues including programs offered, class timetables, class locations and teacher allocations. TAFE Queensland will make every reasonable attempt to advise students of any changes made to their selected program. The details in this document are correct at the time of printing.

Office Use Only – Identification Check

NEW students enrolling with TAFE Queensland may be requested to complete an identification check. If requested, please provide the documents listed below to a total of 100 points.

Primary Identification Documents

Please provide one of the following:

- | | | |
|--|------------|--------------------------|
| • Passport (current or expired within the last two years, but not cancelled) | 100 Points | <input type="checkbox"/> |
| • Birth Certificate/Extract | 100 Points | <input type="checkbox"/> |
| • Citizenship Certificate | 100 Points | <input type="checkbox"/> |
| • Current Licence issued under Australian Law (e.g. Driver Licence or other government-issued licence) | 100 Points | <input type="checkbox"/> |

Secondary Identification Documents

You may use several of the following documents which may verify your identify by photograph and full name:

- | | | |
|---|-----------|--------------------------|
| • Government-issued Proof of Age or Photo Card | 60 Points | <input type="checkbox"/> |
| • Government authority or public service employee's ID Card | 60 Points | <input type="checkbox"/> |
| • Secondary or Tertiary Education Institution ID Card | 60 Points | <input type="checkbox"/> |

Documents which may verify your full name and/or address:

- | | | |
|---|-----------|--------------------------|
| • Current Social Security, Health Care or Pension Card | 40 Points | <input type="checkbox"/> |
| • Council rates (issued within the preceding 12 months) | 40 Points | <input type="checkbox"/> |
| • Australian Driver Licence issued on paper | 40 Points | <input type="checkbox"/> |
| • Medicare Card | 40 Points | <input type="checkbox"/> |
| • A bank/credit union/building society passport, statement or debit/credit card | 40 Points | <input type="checkbox"/> |

(the below documents must have been issued within the preceding 3 months)

- | | | |
|---|-----------|--------------------------|
| • An account (e.g. Mobile Telephone or pay TV) | 40 Points | <input type="checkbox"/> |
| • Utility bill (e.g. Water, electricity, gas or landline telephone) | 40 Points | <input type="checkbox"/> |
| • Pay Slip | 40 Points | <input type="checkbox"/> |

For internal use only

100 Point Identification Check completed and the identification documents have been sighted and ticked off above.

Operator Name

Operator Initials