



Recognition of Prior Learning (RPL)

What is it?

- RPL recognises what you already know, no matter where you learned it, so that:
- You may not have to do parts of a course again; or

You may have learned from:

- Other courses
- From life experience
- From work experience
- Any training provided at work

If what you have learned at work or elsewhere is relevant to the course or prerequisites for a course, you may not have to do those parts of the course again.

Why Apply – What’s in it for me?

It is important to apply for RPL if you think you have already got some experience that might be relevant to your course.

The advantages of applying for RPL are:

- You can work out whether your experience is similar to that required by the course
- If you have already achieved some of the goals of the course you might not have to do those sections of the course again
- This could mean finishing your course much earlier, not having such a heavy course load or being able to do extra studies in a desired area
- It means you only do subjects that are new and challenging. You do not have to do subjects in which you have already gained experience
- It recognises that you are entering a course with many skills – that you are not a total beginner



How it works – What Happens?

- You will be given the course “Elements of Competency” and “performance criteria” to let you compare your knowledge and skills against the course.
- If you decide to apply for RPL, you will be asked to record, on an application form, details of your experience, which might be relevant.
- You will then be asked to provide HSA with details & evidence of your skills & experience on the application form.
- You will be given details on how you might be assessed.

After the application is submitted

- You will be notified of the decision.
- If your application was successful, you will not be required to do certain parts of your course or will be granted prerequisites.
- Sometimes you will be asked to provide extra information, or you may ask to have another interview if you would like to provide additional information.
- You are welcome to phone HSA to discuss the outcome.

What do I do now?

If you think you might be eligible for RPL, you need to ask for an RPL application form. If you are not sure about whether to apply for RPL you could:

- **Contact HSA for an RPL form**
- **Contact HSA discuss your situation;**

It is always a good idea to apply for RPL even if you are unsure about whether you will be successful. It is common for applicants to gain more RPL than they expect.

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RECOGNITION OF PRIOR LEARNING APPLICATION FORM

FORM:F6.11-1B/1

Recognition of Prior Learning (RPL) looks at the full range of your skills and knowledge. These skills and knowledge might come from:

- **Formal Training**
School, Technical and Further Education (TAFE), College, University, Industry Courses, In-service training, etc.
- **Life Experience**
Family responsibilities, hobbies, community involvement (Rotary, Lions, sports clubs etc), volunteer work.
- **Work Experience**
What you learn on the job, informal training.

Please complete this form and give as many relevant details as possible to allow the RPL assessor to see that you can meet the performance criteria for the competency(s) you nominate.

Please use BLOCK letters and print details in full.

SURNAME:	
FIRST NAME/S:	
ADDRESS:	
DATE OF BIRTH:	
EMAIL:	
MOBILE:	
TELEPHONE (Wk):	TELEPHONE (Hm):
COURSE NAME:	
COURSE CODE:	

RPL Application Fee - Payment Options

I enclose a cheque/money order made payable to Wellness Schools Australia Pty Ltd for an amount of \$65.00

I request HSA to process a payment of \$65.00 against the following credit card:

Card Type: _____ Expiry Date: ___/___

Signature: _____

Card Number:

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I will transfer this payment directly into the following Health Schools Australia bank account.

Bank	National Australia Bank
Branch	Runaway Bay, Qld
BSB	084 913
Account Name	Wellness Schools Australia PL
Account Number	790125085
SWIFT Code	NATAAU3303 (for International Bank Transfers)

Please ensure that you record your **full name** in the 'Description' field so that your payment can be correctly identified and receipted against your account.

Are you a Licensed Health Care Provider? Yes No. If yes, please provide:

ABN: _____ Professional Association #: _____



What do I need for the Application?

You may need:

- Certificates, statements of attainment etc;
- Testimonials;
- Letters from employers;
- Letters from clubs/organisations for which you carried out relevant work;
- Proof of work experience;
- Anything that will let the assessor validate your application form; or

What happens with the Application?

- The application would normally take up to 10 business days to be processed.
- Depending on the type and amount of RPL you are seeking, your documentation, experiences and training etc, you may be asked questions about course content or even be asked to undertake some form of further assessment (which would be negotiated with you – see below).
- You may be asked questions about your work experience, training, education and hobbies for clarification.
- You are free to ask any questions at any time.
- The assessor will normally notify you of any decision in writing.

What happens after the Application has been processed?

- There are three possible decisions:
- Grant all or part of your request – your course will be shortened or practical requirements reduced;
- Deny your request – you will have to do all the course or appeal the decision and ask for another assessor.
- Require further assessment.
- You will be notified as soon as possible of the decision reached, normally within 10 working days.

How could I be further assessed?

- If the assessor is unable to make a decision they will ask for further information. The assessor will discuss with you what is needed and how best you may get the information.
- There may be a requirement for some form of assessment. Some methods of assessment are:
 - Practical demonstrations;
 - Oral assessments;
 - Written tests;
 - Further documentation.

What next?

- Prepare your application.
- Remember the assessor will help you get as much RPL as possible – NOT STOP YOU!!

Contact the RPL assessor if you have any questions.

IMPORTANT

You must attach full documentary evidence to support your application e.g.: references, curriculum vitae, etc.

Note: Do not supply originals; certified copies only must be attached.

Collect and attach documentation to support your claim.



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Matching the Unit of Competency with Prior Experience

Examine the details contained in the Unit of Competency and Performance Criteria provided for each specific unit. This is important as you will need to match your prior learning and current skills to the performance criteria for each unit of competency. Your application will be assessed against the training standards.

WORK EXPERIENCE:

Indicate in the space below any work experience, either full time or part time, including any voluntary or unpaid work relating to the competencies for which you are seeking RPL. Start with the most recent job first.

Employer	Type of Work	F/T or P/T	Dates Employed
Company _____ Address _____ _____ Contact _____ Phone _____ _____			From: To:
Company _____ Address _____ _____ Contact _____ Phone _____ _____			From: To:
Company _____ Address _____ _____ Contact _____ Phone _____ _____			From: To:



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Other Interests or Skills:

Education or Training Details:

Compulsory Schooling: School: _____

Year Left: _____ **Level Reached:** _____

Post Compulsory Schooling:

Date/s	Type of Course	Details of Course	Results

Any other Training Courses (staff development etc.)



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Attach pages for additional information to support your claim if required and attach any additional material.

A checklist has been provided for you to make sure that you have completed all the steps before forwarding your RPL Application Form.

The checkboxes below () show the action you should take and are a guide only. Tick the checkbox () as you take the steps:

- I have obtained a list of competencies for the course in which I am seeking RPL and determined I have the skills and knowledge and the evidence to support my claims of competency.
- I have completed the Recognition of Prior Learning Application Form.
- I have gathered the evidence to support my claim(s) of competency and attached the supporting evidence such as copies of work references, certificates, documents and examples of work. I have read the following section *Gathering Supporting Evidence* for further information.
- I have completed the Payment Details section on Page 1 and (if not paying by Credit Card), my Cheque/Money Order is attached.

Applicant's Certification:

I hereby certify that the information provided and attached is true and correct.

Applicant's Signature: _____ Date: _____