



Recognition of Current Competency Application Form

Recognition of Current Competency (RCC) and Recognition of Prior Learning (RPL) are one in the same. They are processes set up for you, the student, to have your skills, knowledge and ability assessed against competency standards within your course. It does not matter how you have obtained competency, it is just important that you can provide evidence of your competency level

This procedure is not to be confused with the procedure for Credit Transfers although, as part of the RPL/RCC process, credits may be awarded.

Our Policy is that we will ensure:

- Recognition of Prior Learning is structured to minimize the cost and time to applicants whilst retaining the integrity required by the AQTF to recognize competencies in accordance with the requirements of Training Packages or Curriculum documents.
- Any applicant for Recognition of Prior Learning is provided with
 - Information about the competencies and performance criteria relevant to their Recognition of Prior Learning application
 - Adequate information and support to enable them to gather reliable evidence of competency
 - Opportunities to obtain feedback on the evidence proposed prior to finalisation of the application
 - Competencies for which RPL is being requested may have been developed through formal education and training, through work experience or training or through life experiences.
 - A written statement from an appropriate supervisory person is required to confirm authorship of any work submitted.

It is accepted that RPL is an assessment of an individual's current knowledge, skills and attitudes even though the evidence produced in support of the claim for recognition may be drawn from the past. It is up to the RPL assessor to judge whether the evidence produced demonstrates current knowledge, skills and attitudes

Procedure:

- To apply for RPL / RCC, you need to complete the attached application form. Be sure to be truthful in your comments, as you will be required to verify your claims. If you have any questions whilst completing this form, talk to us. We are here to help.
- Once you have completed the form, lodge it with your enrolment application.
- Once received, you will be invited for an informal interview, where your application will be discussed in detail with you. During, or shortly after your interview, your application will be assessed, and any RCC / RPL Credits will be issued.
- If you do not agree with your RCC / RPL assessment decision, you have the right to appeal the decision. Please refer to your student prospectus for more detail on the appeal process

It is important that you do lodge an application for RCC / RPL with your enrolment form. Once you have started a unit it will be too late to apply for RCC / RPL.

Good Luck!



If you feel that your work, life or educational background entitles you for partial recognition in this qualification, please let us know by lodging this form with your enrolment application. All applications for RCC must be lodged with your enrolment application.

Course or Unit Name:

Starting Date:

First Name: Last Name:

Home Address:

Suburb: Postcode:

Ph (Home): Ph (Work): Mobile:

Date of Birth: ___/___/19___ Email Gender: Male [] Female []
Day Mth Yr

What is the highest level of education you have completed?

- Secondary School year 10, Secondary School year 11, Secondary School year 12, TAFE Certificate, TAFE Diploma, University undergraduate degree, University Postgraduate degree, Masters / PHD

Name of Institution

Name of Qualification

(Attach a photocopy)



Indicate any other education or training you have completed			
Year(s)	Institution	Course Name	Skills gained

Attach photocopies of evidence of training and education. If insufficient space attached additional pages to the application

Indicate any life experience that may be relevant (things you have done in your life which have given you skills relevant to this course e.g. running a family business, being a member of a club or committee)			
Year(s)	Organisation	Role	Skills gained

Attach photocopies of evidence of life experience. If insufficient space attached additional pages to the application

Indicate any employment experience that may be relevant.			
Year(s)	Employer	Role	Skills gained

Attach photocopies of evidence of employment (e.g. letter from your employer). If insufficient space attached additional pages to the application



Competency based on RCC/ RPL has been granted for the following Units

Self-assessment – match your skills, as listed in the previous three sections, with the course learning outcomes. You will need to obtain a copy of the course to complete this section.

Course Learning Outcomes	My skills from education, training, life and employment

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Assessor signature.....Date.....

Student signature.....Date.....