

Guide for the completion of an Application for the Recognition of Prior Learning

Recognition of Prior Learning (RPL) is about acknowledging skills that you have, regardless of how those skills have been learned. This recognition leads to formal credit towards a course, module or unit and may reduce the time and commitment required to complete the qualification you are seeking.

In order to gain RPL at Maxima, you must present evidence that you can perform whatever is specified as the **learning outcomes** for each unit you apply for, at a level of competence acceptable for that unit. (Consult your trainer if you are unsure about what RPL you may be able to gain).

About the application form

Completion of the Application for the Recognition of Prior Learning form is the initial means to do this.

The form is structured so that you can tell us about your background and, the relevant skills and knowledge that you have (for the units which you are applying) and how those skills were required.

- Part A asks you about your work experience and employment (paid or voluntary) relevant to the application;
- Part B asks about your educational background and any courses which you have undertaken, including community education and hobby courses which support the claim for RPL;
- Part C asks you about any other activities where relevant skills and knowledge have been acquired and demonstrated.

The form then asks you to match each learning outcome for each unit your are applying for, to the evidence that you have presented (Part labeled D)

Detailed Instructions

Cover Page

1. Personal Details
2. Attachment checklist

As you complete sections A-C of this application, you are asked to supply photocopies of statements such as:

- Results from training or previous education
- From employers about the nature of the work you have performed
- Outlines of previous courses
- Any other paper based evidence you are submitted to support your application

as evidence of your competence to perform whatever is specified for the unit that you are seeking recognition for.

Part A – Employment and Work Experience

Include details about any employment or work experience you have performed that is relevant to this application. Start with your most recent employment or experience. If you were self-employed please indicate this in the Employer field as "Self".

Supporting attachments may include (but are not limited to):

- Copy of job specification or outline
- Letter(s) from employer(s) indicating duties and levels of ability and responsibility
- Reference (where they specify duties and levels of performance of those duties)
- Product of employment or work experience (e.g. a copy of a short report may be relevant for a module such as Business Writing Skills)

Part B – Education and Training Details

1. Secondary Education

If you are presenting your formal secondary schooling as evidence for your application, indicate the highest level you undertook (e.g. SACE Stage 2, Yr 10 etc), the year that it was undertaken and the school or institution you studied at.

Please include a statement of results as an attachment.

Other information, such as subject outlines and outlines of assessment tasks and examples of work for subjects relevant to the application (if available) are also useful as evidence of ability (supporting attachments).

2. Post Secondary Qualifications

Indicate any recognised or accredited course leading to a qualification that you have completed, partially completed or currently enrolled for, which is relevant to this application. This may include things such as a Traineeship (now usually Certificates 1-3), Trade Certificates (Certificate III), Associate Diploma, Diploma or Degree (etc). Indicate whether the qualification has been fully achieved or partially completed.

Please attach a transcript of results which lists the units completed and the results obtained

Unit and assessment outlines or examples of your work may make useful supporting attachments, where relevant to this application.

3. Short courses and community education

This includes relevant training that you have undertaken:

- As a part of your working life, such as staff development programmes and workshops
- Out of personal interest (e.g. *“Flower arranging”* or *“Home car repairs for the Mechanically Challenged”*)
- Through continuing/community education programmes (e.g. public lectures or workshops held at a college, school or university, some WEA programmes etc)

If you are presenting your participation in these types of programmes as evidence for your application, then course outlines are useful attachments (if available).

Part C – Other Evidence

1. Membership of trade or professional associations

Please list relevant memberships of any Trade or Professional Association, position(s) held and key tasks (if any) in the appropriate fields in the table.

Supporting attachments may include things like subscription receipts, minutes to meetings (where directly relevant to the application), articles published in the association's journal or newsletter which you have written etc.

2. Community involvement.

Indicate any relevant memberships of community organisations such as sporting or other clubs and societies and the type of involvement you have had with the organisation.

Supporting evidence may include such things as newspaper clippings of projects, statements from club or society officials outlining your role etc.

3. Other interests or skills

Indicate any other interests or skills that you have acquired in any other way not already presented (such as informally through parenting, as a result of a hobby or interest, etc) which are relevant to the application.

Attachments you may consider are such things as an example (or photograph) of the product of your hobby (e.g. a photograph of working model of a steam engine you have made etc) or a statement from your child's teacher or flyer explaining the role you took in producing the school play etc.

Part D - Information about the units for which you seek recognition

Part D of the Application Form asks you to list the learning outcomes for each unit for which you have applied for recognition and;

- Tick either **Yes** or **No** box for each unit that you are applying for and provide what evidence in the **Evidence Presented** box.

To fill out the **Evidence Presented** column of the table please use the following codes;

- A** = Skill gained from previous employment or work experience
- B** = Skill gained from previous education or training undertaken
- C** = Skill gained by other means (other Evidence)

Finished?

Before you submit the application check all the questions to make sure you haven't forgotten to present any evidence, which may help your application.

Applications should be submitted your trainer.