

Connect Asia Pacific Pty Ltd

(CAP)

RECOGNITION OF PRIOR LEARNING (RPL)

RPL PROCESS

Information and Application Booklet

CONNECT ASIA PACIFIC PTY LTD

RECOGNITION OF PRIOR
LEARNING
(RPL)

RPL PROCESS

SECTION 1 PERSONAL DETAILS

Surname _____ Given Names _____

Home Address _____

Post Code _____

Contact Telephone Number/s _____

Home _____

Work _____

APPLICANTS DECLARATION

Occupation: _____

**I declare that the information I have provided in this booklet
Is true and correct.**

Signature of Applicant : _____

Date: _____ **2008** _____

CONNECT ASIA PACIFIC PTY LTD

**RECOGNITION OF PRIOR
LEARNING
(RPL)**

RPL PROCESS

CONTENTS	PAGE NO:
Applicants Personal Details and Declaration	2
Recognition of Prior Learning	4
Skills Recognition What Is It?	5
Skills Recognition Process (RPL) Flow Chart	7
Section 1 Information for Applicants	9
Section 2 Current Employment Details	10
Section 3 Vocational Education and Training	11
Tertiary Courses	13
Other Training Courses	14
Section 4 Work Experience	16
What do I do now?	17
Section 5 Fees	17

**CONNECT ASIA PACIFIC PTY LTD RECOGNISES THE
QUALIFICATIONS AND STATEMENTS OF ATTAINMENT ISSUED BY
OTHER REGISTERED TRAINING ORGANISATIONS**

CONNECT ASIA PACIFIC PTY LTD

**RECOGNITION OF PRIOR
LEARNING
(RPL)**

RPL PROCESS

**RECOGNITION OF PRIOR LEARNING
INVOLVES THE FOLLOWING:**

1. The recognition of prior learning shall focus on the competencies held as a result of formal and informal training, not how, when or where the training occurred.
2. The recognition of prior learning underpins a system of competency based training. It is essential that training providers have a demonstrable commitment to recognising the prior learning of adults.
3. The recognition of prior learning shall be available to all potential applicants.
4. The recognition of prior learning shall involve processes that are fair to all parties involved.
5. The recognition of prior learning shall involve the provision of adequate support to potential applicants.

The process for recognising prior learning will provide for:

1. Assessment or evidence of the accumulated learning experiences of an individual in relation to the required competency.
2. Applicants to provide evidence as to how their prior experiences relate to the required competencies of the selected course.
3. A range of techniques to assess accurately the competencies held.
4. Support mechanisms to encourage and facilitate applicant's use of the process.
5. Clear criteria for deciding whether or not to grant recognition and
6. A review phase.

CONNECT ASIA PACIFIC PTY LTD

RECOGNITION OF PRIOR
LEARNING
(RPL)

RPL PROCESS

RECOGNITION OF PRIOR LEARNING

SKILLS RECOGNITION WHAT IS IT?

Recognition of Prior Learning (RPL) recognises what you already know and/or what you can already do. This knowledge and these skills may have been gained from other training programmes, life experiences, work experience or from any training provided at work. If what you have learned at work or elsewhere is relevant to this programme and can be substantiated, you may not have to re learn or re do those parts of the programme.

WHY APPLY? – WHATS IN IT FOR ME?

- It is important to apply for RPL if you think you already possess the knowledge, skills and abilities that might be relevant to this programme.
- You can work out whether your experience and knowledge is similar to that required by the programme.
- If you have already achieved some of the competencies of the programme, you may not have to do those units of learning again. This could mean you spend less time in structured training and more time in paid employment.
- It recognises that you are entering a programme with many skills – why start at the beginning if you don't have to?

HOW IT WORKS – WHAT HAPPENS?

If you decide to apply for RPL you will be expected to complete the application form in this package. The application form will be explained to you in more detail during your orientation day. The application form needs to be filled out as thoroughly as possible as it will form the basis of your assessment for RPL.

Further Information:

Should you require further information or assistance please consult with the relevant subject coordinator.

CONNECT ASIA PACIFIC PTY LTD

RECOGNITION OF PRIOR
LEARNING
(RPL)

RPL PROCESS

There are many ways to assess RPL as outlined below:

Practical Demonstrations (Skills Assessments)

- On job demonstration
- Demonstration in training centre environment e.g. role play, simulation etc.
- Video of performance
- Production of items, photographs etc.

Oral Assessment

- Oral presentation to assessor or a panel
- Debate
- Interview/Discussion
- Production of a tape

Written Assessment

- Formal examination
- Short answers
- Multiple choice
- Essays

Projects

- Case study
- Group project
- Group discussion

Further Documentation

- Certificates
- Support letters
- Course outlines of previous courses/programmes

HOW WILL THE SKILLS RECOGNITION PROCESS BE CARRIED OUT?

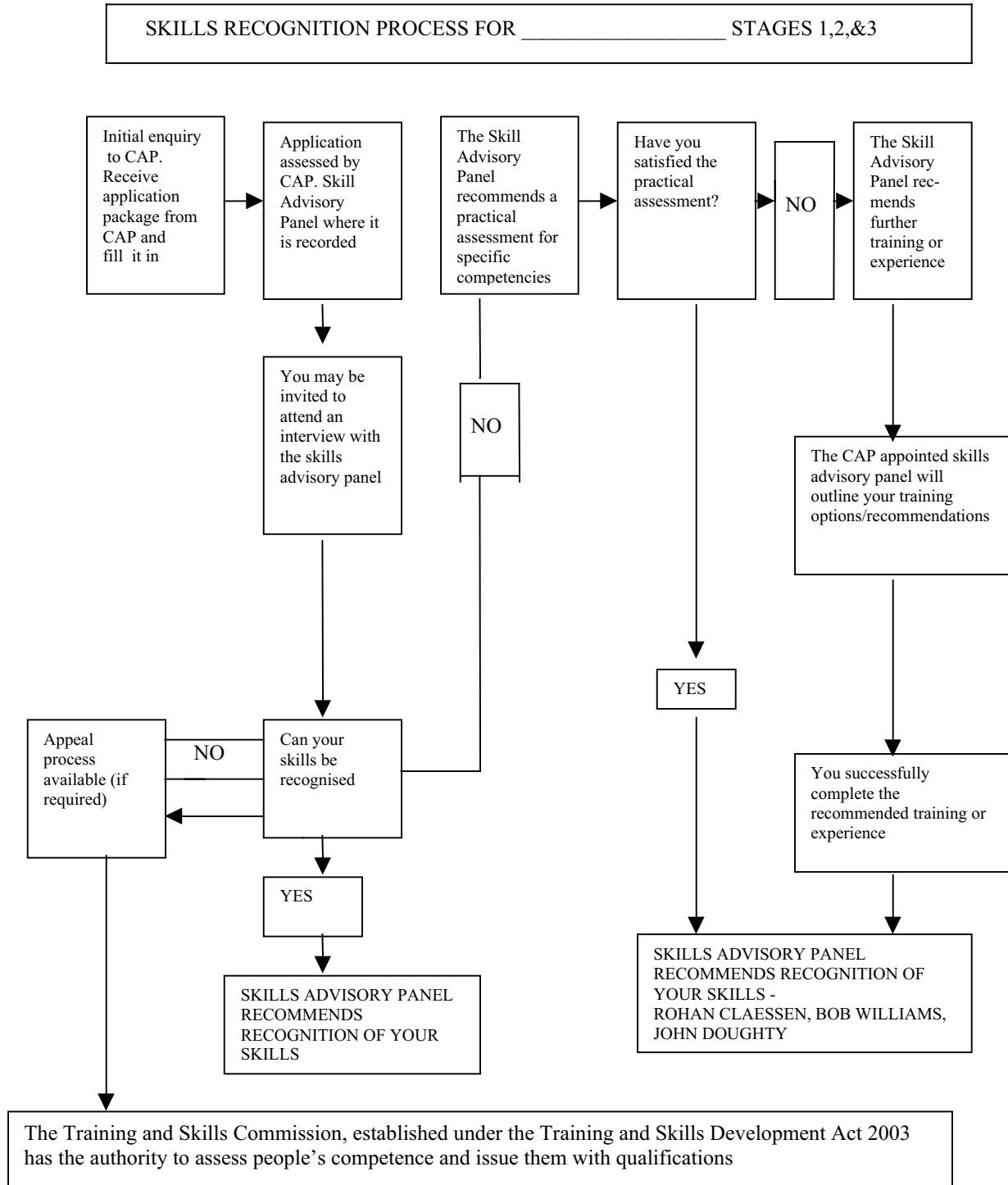
Recognition of Prior Learning will be assessed in the manner detailed in the following chart:

Date Approved: 31/10/02	Approved By: RJC	Authorised By: RJC	Version 2.0
-------------------------	------------------	--------------------	-------------

CONNECT ASIA PACIFIC PTY LTD

RECOGNITION OF PRIOR
LEARNING
(RPL)

RPL PROCESS



CONNECT ASIA PACIFIC PTY LTD

**RECOGNITION OF PRIOR
LEARNING
(RPL)**

RPL PROCESS

HOW LONG WILL IT TAKE

It is difficult to specify exactly how long the assessment will take. After the discussion/interview the panel will review your application and then the subject coordinator will arrange a suitable time for your challenge assessment if required. The length of the assessment will not relate to the decision, it is related to the amount of information required and the process used to grant or deny Recognition of Prior Learning.

WHAT IS THE RESULT?

If recognition is granted the participant may spend less time in structured off-the-job training and more time in the workplace or they may wish to undertake extension modules of training i.e. new and challenging learning experiences or all parties (eg employers of trainees) may agree to shorten the total length of the training.

If Recognition is denied the participant will undertake the training as outlined.

Whatever the result the participant may apply or reapply for Recognition of Prior Learning at any stage during the programme.

**CONNECT ASIA PACIFIC PTY LTD RECOGNISES THE
QUALIFICATIONS AND STATEMENTS OF ATTAINMENT ISSUED BY
OTHER REGISTERED TRAINING ORGANISATIONS**

CONNECT ASIA PACIFIC PTY LTD

RECOGNITION OF PRIOR
LEARNING
(RPL)

RPL PROCESS

SECTION 1 - INFORMATION FOR APPLICANTS

WHAT YOU NEED TO INCLUDE WITH YOUR SKILLS RECOGNITION APPLICATION FORM

Applicants are requested to provide as much information and supporting documentation as possible when filling out this form.

This information can be related to:

- Vocational training (section 3a)
- Tertiary qualifications such as Associate Diplomas, Diplomas and/or Degrees you have gained (section 3c) or
- Documentary evidence or signed statements from previous employers which support the information provided, or examples of work performed (section 4)

Original documents where applicable will need to be produced and/or a Skills Assessment will take place.

Supporting documents, which are in any language other than English, will need to be translated into English before being submitted. It is your responsibility to make sure the translation is correct.

1. Where to apply:

Connect Asia Pacific Pty Ltd
PO Box 500, North Adelaide, South Australia
Telephone: 618 349 7890 Facsimile: 618 8349 7890

2. What happens to my application?

After receiving your application, a Skill Advisory Panel will make an initial assessment of your competency skills from the information and documentation supplied in your application booklet. Secondly you may be asked by the Skill Advisory Panel to attend an interview and finally the Skill Advisory Panel may require you to complete a “hands on” competency test.

Date Approved: 31/10/02	Approved By: RJC	Authorised By: RJC	Version 2.0
-------------------------	------------------	--------------------	-------------

CONNECT ASIA PACIFIC PTY LTD

**RECOGNITION OF PRIOR
LEARNING
(RPL)**

3. Putting it all together for – Skills Recognition

Listed in the attached information supplied to you by the subject coordinator are the Modules, Learning Outcomes/Competence Standards for the particular course/training programme you are undertaking.

Please complete the following sections, which are applicable to your application regarding your employment details, education, training and work experience.

RPL PROCESS

SECTION 2 CURRENT EMPLOYMENT DETAILS

CURRENT EMPLOYERS NAME:

CURRENT EMPLOYER

POST CODE:

Your position held with the employer

List below your job functions

Date Approved: 31/10/02	Approved By: RJC	Authorised By: RJC	Version 2.0
-------------------------	------------------	--------------------	-------------

**RECOGNITION OF PRIOR
LEARNING
(RPL)**

RPL PROCESS

SECTION 3. VOCATIONAL EDUCATION AND TRAINING

(a) Apprenticeship, Training, Cadetship

Please provide information about vocational training such as apprenticeship, traineeship or cadetship you have undertaken. Attach copies of supporting documents (certificates, indentures etc) to the back of this booklet. If you have completed more than one vocational training programme please complete a separate box for each one.

Type of training programme: (apprenticeship, traineeship etc)

Trade/occupation:

Employer or organization:

Name:

Address

Period of training:

From:

to:

Certificate awarded:

CONNECT ASIA PACIFIC PTY LTD

RECOGNITION OF PRIOR
LEARNING
(RPL)

RPL PROCESS

(a) Cont:

Type of training programme: (apprenticeship, traineeship etc)	
Trade/occupation:	
Employer or organization:	
Name:	
Address:	
Period of training:	
From:	to:
Certificate awarded:	

CONNECT ASIA PACIFIC PTY LTD

RECOGNITION OF PRIOR
LEARNING
(RPL)

RPL PROCESS

(b) Tertiary Courses:

Please provide details of any other tertiary courses or programmes (associate diploma, diploma, degree etc) in which you have been enrolled, whether you completed the course or not. Attach copies of qualifications awarded and give, where possible, an indication of the subjects or topics covered.

Course Programme Name	Name of Institution	Years Attended From To	Qualifications Awarded
		19 - 19	
		19 - 19	
		19 - 19	
		19 - 19	
		19 - 19	
		19 - 19	
		19 - 19	
		19 - 19	
		19 - 19	
		19 - 19	

CONNECT ASIA PACIFIC PTY LTD

RECOGNITION OF PRIOR
LEARNING
(RPL)

RPL PROCESS

(c) Other Training Courses

Please provide details of any other training courses, which you have attended or undertaken which are relevant to this application, including courses conducted in-house by or for employers, and courses provided by manufacturers or suppliers. Attach copies of any document associated with these courses. Please complete a separate box for each training course you have attended.

<p>Training Course Name: _____</p> <p>Name Of Provider: _____</p> <p>_____</p> <p>Address: _____</p> <p>_____</p> <p>Length Of Course: _____</p> <p>_____</p> <p>Attendance: From: _____ to _____</p> <p>Award Received: _____</p> <p>_____</p>
--

CONNECT ASIA PACIFIC PTY LTD

**RECOGNITION OF PRIOR
LEARNING
(RPL)**

RPL PROCESS

(c) Contd:

<p>Training Course Name: _____</p> <p>Name Of Provider: _____</p> <p>_____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Length of Course: _____</p> <p>Attendance: From _____ To _____</p> <p>Award Received: _____</p>
--

CONNECT ASIA PACIFIC PTY LTD

RECOGNITION OF PRIOR
LEARNING
(RPL)

RPL PROCESS

What do I do now

Work your way through the attached information provided to you by the subject coordinator:

Please read through the information thoroughly and if you request Recognition of Prior Learning in any of the areas then:

Directions: Place a Tick (✓) in the box for which you are claiming Skills Recognition.

THEN:

Pass the completed Skills Recognition application Booklets back to your trainer for assessment.

After receiving your application, a Skills Advisory Panel will make an initial assessment of your competency skills from the information and documentation supplied in your application booklet. Secondly you may be asked by the Skills Advisory Panel to attend an interview and finally the Skills advisory Panel may require you to complete a “hands on” competency challenge assessment.

SECTION 5 FEES

1. Contract of Training – As per User Choice Funding Agreement or Funding Incentives to Employers
2. Fee for Service – All Certificate III Qualifications - \$ 2,500.00 +GST
 - Certificate IV in Business - \$ 3,000.00 +GST
 - Certificate IV in Business (Frontline Management) - \$ 3,000.00 +GST
3. RPL - \$250.00 per Unit of Competence +GST