



APPLICATION FOR RECOGNITION OF PRIOR LEARNING

For QANTM Office Use Only	
Applicant name:	
Student number:	
Date received:	
Date reviewed:	
RPL Assessor:	
Course Facilitator:	
Outcome:	
Approved & Date:	

Introduction

This document provides you with the information to use Recognition of Prior Learning (RPL)/Recognition of Current Competencies (RCC) to help you gain your qualification

Recognition of Prior Learning

Briefly RPL recognises that people who already have the knowledge and skills required for competency in various units or modules of an accredited training course should not be required to re-learn what they already know.

The process of RPL takes into account that various competencies can be acquired through:

- education
- previous qualification
- work experience
- life experience

The main focus of RPL is on the performance criteria in the various units of the course, not how, when or where the learning occurred. Hence there is no distinction between formal and informal learning.

There are two stages in the RPL process - application and assessment.

Application

The application document for RPL with QANTM is included in this package.

You may apply for RPL for any number of units in the certificate course but there must be sufficient reliable and valid evidence to support your application.

Consult with the RPL assessor if necessary if you need help.

When you have completed the application, submit it for assessment by mail to:

Online Coordinator
QANTM College
PO Box 15477
City East QLD 4002

Assessment

This stage includes an **interview** (if required) with the RPL assessor and if necessary the course facilitator. This interview may be conducted by telephone for people in remote areas.

You will be able to negotiate the method of assessment.

There are only three possible outcomes of the assessment:

- grant recognition
- deny recognition
- require further assessment.

You will be advised of the result of the assessment in writing. The relevant certification will be issued to you.

If the recognition is not granted, you will be advised of the review process.

Requirements to receive the qualification

To gain a qualification you must complete all core units and required number of electives as stated in the training program structure. You must also demonstrate application of your skills and knowledge on-the-job.

You would usually achieve this as you complete the units and apply them on-the-job through the various assessment activities.

On-the-job training

In your application for RPL indicate if you are involved in the delivery of any training in the area of the module for which you are seeking RPL.

Award

On your satisfactory completion of all the required the units you will be awarded the nationally endorsed qualification. If you complete units within the qualification you will be issued with a statement of attainment, specifying the unit/s successfully completed.

Relevant work experience

You should indicate any previous work experience you may have with respect to the unit/s for which you are seeking RPL.

Relevant life experience

In your application list other things that have helped you gain the knowledge and skills to assist you in gaining the necessary recognition - for example external recognised/registered courses or programs, involvement with clients, personal work you have completed.

Copies of qualifications

These will be sighted at the interview. If you are completing the application by distance please forward copies with your application. Copies of previous qualifications need to be witnessed by a Justice of the Peace.

Other evidence

You may submit at interview other evidence. This may be in the form of a CD containing work samples, printed copies of work completed which clearly display the competencies listed for a particular module, or the URL of a website featuring your work. There is no need to include the complete work job with your application. Select samples from your various work aspects.

Fees

The fee structure will be determined on an individual basis with the person or group seeking the RPL process.



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Personal details

Please supply the following details:

Surname	
Given names	
Home Address	
School or Employer Address	
Telephone	Day Evening

Signature of applicant: _____

Date: _____

Your training

Please list any previous multimedia training you have already completed and attach copies:

Date(s)	Level of study (eg industry course, degree etc)	Details of study (eg name of course, title of trade)	Results (eg pass, not completed)

Name and contact details of referee (if required)
