



**Recognition of Prior Learning  
and National Recognition  
Application Form**

## TIPS AND HINTS TO HELP YOU PREPARE FOR RECOGNITION

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

### Recognition of Prior Learning (RPL)

RPL is the opportunity to gain recognition of skills and knowledge that have been acquired through prior study, work experiences and general life experiences. It is achieved through the assessment of evidence provided against elements, performance criteria, underpinning skills and knowledge and the employability skills of the relevant units of competency. RPL can be gained for a unit of competency, partial qualification, or total qualification.

In applying for RPL you are making a claim that you are competent in a unit of competency so you must be able to provide evidence to support your claim.

### National Recognition (NR)

National Recognition is the recognition and acceptance of units of competence with the **same** unit code under the Australian Qualification Framework. This can only be evidenced by an authorized Statement of Attainment issued by another Registered Training Organisation.

The purpose of National Recognition is to make it easier for students to move between courses and institutions. To apply for National Recognition for units of competency only, submit a certified copy of your prior qualifications or statement of attainments to your Principle Educator.

### Cost

When applying for **National Recognition** for a unit of competency – No Cost (Per unit)

When applying for **Recognition of Prior Learning**

*For applicants holding Certificate III in Aged Care or another Certificate III standard RPL / NR is provided **upon receipt of your Certificate and Statement of Attainment**. Without this evidence you RPL / NR will not be granted.*

An individual cost per unit for RPL (schedule of costs is available on request)

### When to Apply

You are encouraged to submit your application for units of competence before the course or unit commences. Applications lodged for a unit which has commenced or been completed will not be processed and no refund of course fees paid for that unit will apply.

Please allow at least 4 weeks for processing of your completed application.

Students can apply for NR/RPL if they can provide evidence they have already achieved relevant competencies. RDNS Your Health & Learning courses are designed to cater for students who have no previous qualifications in health or nursing care, therefore students who already have obtained relevant qualifications should consider applying for NR/RPL. Students who obtain NR/RPL will not be required to attend all or some sessions for the subjects or complete the relevant assessment, and course fees will be correspondingly reduced.

**Here are some tips and hints for you:**

1. Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.
2. Bring your position description and any performance appraisals you have from any Health Care facilities you have worked in.
3. Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goals to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
4. Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skills level.
5. Collect any certificates from in-house training or formal training you have done in the past.
6. You can speak with your training organisation about other ways you can show your skills in the Healthcare Industry. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

## STEPS IN THE RPL PROCESS

### Step 1 – Provide information of your skills and experience

Complete the attached forms and provide as much information of your previous experience in the Healthcare Industry as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history which could include:

#### General employment documents

- brief CV or work history
- position descriptions
- certificates/results of assessment
- details of in house courses, workshops, seminars, orientation or induction sessions
- references/letters from previous employers/supervisors

#### Workplace documents

- any licences
- brief CV or work history
- certificates/results of assessment
- indentures/trade papers
- certificates/results of assessment – interstate/overseas
- certificates/results of assessment – universities
- Awards received – Manual Handling, First Aid
- photographs of work undertaken
- diaries/task sheets/job sheets/log books
- Facility training records
- site competencies held record
- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/supervisors
- industry awards
- any other documentation that may demonstrate industry experience

Depending on the industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL as the Assessor will work with you during the RPL process.

You will also need to supply contact details of one or two work referees who can confirm your skills in the industry.

### Step 2 – Conversation with Assessor

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer Healthcare related questions to identify your current skills.

### **Step 3 – Practical demonstration of your skills**

You may be required to complete a practical skills test at your workplace (if appropriate) at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

### **Further steps**

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

## RPL APPLICATION FORM

### Applicant Details:

<b>1. Occupation you are seeking recognition in</b>		
<b>2 Personal Details</b>		
Surname		
Preferred Title (Mr, Mrs, Ms, Miss)		
First Name/s		
Any other name used		
Telephone Numbers	Home:	Work:
	Mobile:	Fax:
<b>3 Current Employment</b>		
Are you currently employed?  If Yes, in which occupation are you currently employed?  Who is your current employer?	YES <input type="checkbox"/> / NO <input type="checkbox"/>  .....  .....	
<b>5. Further Training</b>		
Have you undertaken any training courses related to the occupation applied for?	YES <input type="checkbox"/> / NO <input type="checkbox"/>	
<b>If Yes</b>		
What occupation were you trained in?		
Training completion Date (month, year)		
Country where you trained		
Name of course and institution (if applicable)		
<b>6. Is there any further information you wish to give in support of your application</b>		

<b>7. Professional Referees (relevant to work situation)</b>	
Name	.....
Position	.....
Organisation	.....
Phone Number	.....
Mobile Number	.....
Email Address	.....
Name	.....
Position	.....
Organisation	.....
Phone Number	.....
Mobile Number	.....
Email Address	.....

## APPLICANT EMPLOYMENT HISTORY FORM

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time Part-time Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					
4.					

**Attach additional sheet if required**

If you are including documents in your application, please provide a brief description below

Document Description (e.g. resume, photos, awards etc)	Office Use Only – Assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation

### Declaration

I declare that the information contained in this application is true and correct and that all documents are genuine.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_