



□ **Application Form**

# **SKILLS RECOGNITION**

**Recognition of Prior Learning**

**Recognition of Current Competency**

**Applicant Name:** \_\_\_\_\_

**DOB:**        /        /

**Applicant's Signature:** \_\_\_\_\_

**Application Date:**                /        /



## INFORMATION TO ASSIST YOU WITH THIS APPLICATION

### What is Skills Recognition?

Recognition of Prior Learning (RPL) or Recognition of Current Competency (RCC) is a form of assessment which is the process of recognising a person's skills and knowledge which they have acquired through previous training, work and/or life experience. The benefits of Skills Recognition can include reduced time you have to spend attending class, undertaking assessments or relearning what you already know. Evidence you provide must be authentic (something you have prepared, produced or has been written about you), and must be sufficient to demonstrate competence. You must also be able to demonstrate that this evidence is still current and relevant.

The evidence of these skills and knowledge may be used to grant credit for a subject, module, course or qualification.

The Australian Quality Training Framework (AQTF) definition is:

*Recognition of prior learning means recognition of competencies currently held, regardless of how, when or where the learning occurred. This includes through any combination of formal and informal training, education, work experience or general life experience. In order to grant RPL the assessor must be confident that the client is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Qualification Framework accredited courses.*

### GENERAL INFORMATION

This application asks you to provide information to support your request for skills recognition. Please complete the sections which apply to your application.

This form contains a Checklist where you indicate the types of documents/evidence you are attaching to support your application. Complete the checklist as directed.

Complete any or all of Sections 1 to 4 in order to provide further evidence and indicate below the ones you are using to further support your application..

<b>Section 1:</b>	<b>Tick</b>
Personal details – required to be completed by all applicants. This section is Mandatory	<input type="checkbox"/>
<b>Section 2:</b> Employment and work experience and work skills – if applicable.	<input type="checkbox"/>
<b>Section 3:</b> Education and Training – include copies of certificates etc .	<input type="checkbox"/>
<b>Section 4:</b> The relationship between the course and your experience.	<input type="checkbox"/>

### **Interview:**

You may also be requested to undertake an interview. The purpose of the interview will be to make sure that all relevant learning experiences have been identified and to confirm you meet the critical aspects of evidence required to deem you currently competent.

## PORTFOLIO OF EVIDENCE

**You are required to submit the portfolio of evidence which you believe will support your application for Skills Recognition. Examples may include:**

- Copies of statements, references, awards, or news articles about your employment or community involvement.
- Copies of school reports, certificates or statements about your education and training.
- Course outlines and copies of results of any courses, which you have undertaken.
- Relevant work samples such as memos, essays, completed work products and/or photos which show your work or products of your work.
- Job descriptions and/or performance reviews for positions you have held.
- Any other information which you believe will assist with the assessment of your application

### How to compile a Portfolio

A useful starting point is to follow the simple steps below:

1. Think about your past involvement in learning and community groups.
2. Prepare some brief notes that provide details of your past employment and work experience.
3. Consider the different types of evidence you can provide to support your claim.
4. Based on this evidence, decide which Unit(s) of Competence you think you have the skills and knowledge and for which you can support this with appropriate documentation.
5. Start collecting and organising the evidence against the relevant Unit/s criteria (try to be strategic as one piece of evidence may relate to more than one performance criteria across more than one Unit of Competence).
6. Make copies of your evidence so that your originals are not lost or damaged.
7. Have any qualification or licence evidence certified
8. Number your evidence items from 1 to \_\_\_
9. Complete this application form.
10. Submit this form together with your evidence.

***Your portfolio of evidence and your underpinning knowledge will need to be assessed as evidence of your competency.***

## CHECKLIST OF ATTACHED DOCUMENTATION

The following list is provided as a guide to assist you in your application process. This list is not exhaustive and only some of these may apply to you. You are not required to have everything on this list. Please also include additional documentation/evidence that you are able to submit as part of your Skills Recognition application. You will be able to expand on your skills and knowledge during an interview process.

Before you submit your application:

1. Make sure that you have included all relevant information
2. Provide copies of your evidence (certified copies of qualifications) with your application. Do not attach originals.
3. Complete the checklist below to verify you have attached all necessary documentation that will assist you in the Skills Recognition process;
4. Number each separate item of evidence, noting numbers on the checklist below and place evidence in order from 1 to \_\_

Type of Document	Tick	Item #
Copy of current CV/Resume	<input type="checkbox"/>	
Certified copies of all relevant qualifications and result of assessments	<input type="checkbox"/>	
Letter of verification from employer/industry group	<input type="checkbox"/>	
Letter of verification from work colleagues	<input type="checkbox"/>	
Record of training at previous courses or PD activities	<input type="checkbox"/>	
Samples of work relating to specific Units of Competency	<input type="checkbox"/>	
Video/photo evidence demonstrating relevant competence	<input type="checkbox"/>	
Copy of diary and/or other documents	<input type="checkbox"/>	
References or letters of support	<input type="checkbox"/>	
Job descriptions, time sheets, performance reviews	<input type="checkbox"/>	
Previous assignments or assessments	<input type="checkbox"/>	
Any licences	<input type="checkbox"/>	
Industry awards	<input type="checkbox"/>	
Results/ Statement of attendance	<input type="checkbox"/>	
Other (please give details of additional evidence below)		
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

**Please note:** Overseas Students submitting documents in languages other than English will need to have them accompanied by the English translations completed by a professional translator at their own cost. In Australia, this is a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI).

## SECTION 1 Personal Details

<b>Last Name</b>			
<b>Fist Name</b>			
<b>Other Names</b>			
<b>Gender</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
<b>Address</b>			
<b>Suburb</b>		<b>Postcode</b>	
<b>Phone</b>		<b>Mobile</b>	
<b>Email</b>			
<b>Date of Birth</b>	/	/	

<b>Were you born in Australia?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If NO, in which country were you born?</i>		
<i>Please specify your visa type</i>		
<b>Do you speak a language other than English at home?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If YES please specify which language.</i>		

<b>If you prefer to discuss the following in a private and confidential interview, please tick here</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>If YES please indicate:</i>		

Hearing     Visual/sight     Intellectual     Physical     Chronic illness

<b>Do you have any other special needs or circumstances which may impact on your ability to provide adequate evidence, complete this application, or submit for an interview if required?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<b>Is there any further information you wish to give in support of your application?</b>

## SECTION 2 Employment and Work Experience

### Employment

Indicate in the space below any work experience, either full time or part time. Include any voluntary or unpaid work. Start with the most recent job. If your resume contains the information requested below, please attach your resume to the back of this form and do not complete this page.

Resume attached

<b>Are you currently employed?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If YES, in which occupation are you currently employed?</b>		
<b>Current Employer/ Company</b>		
<b>Address</b>		
<b>Suburb</b>		<b>Postcode</b>
<b>Phone</b>		
<b>Referee</b>		<b>Position</b>
<b>Referee's Email</b>		
<b>Date Employed from:</b>		
<b>Brief Description of your Job Role:</b>		

If you have been previously employed please indicate relevant positions below:

<b>Employer/ Company</b>			
<b>Address</b>			
<b>Suburb</b>		<b>Postcode</b>	
<b>Phone</b>			
<b>Referee</b>		<b>Position</b>	
<b>Referee's Email</b>			
<b>Dates Employed from:</b>		<b>To:</b>	
<b>Brief Description of your Job Role:</b>			

<b>Employer/ Company</b>			
<b>Address</b>			
<b>Suburb</b>		<b>Postcode</b>	
<b>Phone</b>			
<b>Referee</b>		<b>Position</b>	
<b>Referee's Email</b>			
<b>Dates Employed</b>	<b>From:</b>	<b>To:</b>	
<b>Brief Description of your Job Role:</b>			

<b>Employer/ Company</b>			
<b>Address</b>			
<b>Suburb</b>		<b>Postcode</b>	
<b>Phone</b>			
<b>Referee</b>		<b>Position</b>	
<b>Referee's Email</b>			
<b>Dates Employed</b>	<b>From:</b>	<b>To:</b>	
<b>Brief Description of your Job Role:</b>			

<b>Employer/ Company</b>			
<b>Address</b>			
<b>Suburb</b>		<b>Postcode</b>	
<b>Phone</b>			
<b>Referee</b>		<b>Position</b>	
<b>Referee's Email</b>			
<b>Dates Employed</b>	<b>From:</b>	<b>To:</b>	
<b>Brief Description of your Job Role:</b>			



## SECTION 3 Education and Training

### What is the highest level of formal schooling achieved?

<b>Qualification</b>			
<b>Year completed</b>		<b>Equivalent school year in Australia</b>	
<b>Institution</b>			
<b>Location / Country</b>			

### Additional studies Studies you have undertaken since leaving school.

<b>Completion year</b>		<b>Length of the course</b>	
<b>Institution</b>			
<b>Location</b>			
<b>Level of Study*</b>			
<b>Details of studies**</b>			
<b>Results***</b>			

<b>Completion year</b>		<b>Length of the course</b>	
<b>Institution</b>			
<b>Location</b>			
<b>Level of Study*</b>			
<b>Details of studies**</b>			
<b>Results***</b>			

### Have you been involved in any other courses? Please give details. E.g. staff development programs, OH&S training


\*E.g. Apprenticeship, certificate, industry course, etc.  
 \*\*E.g. Title of trade, name of course, etc.  
 \*\*\*E.g. Pass, failed, completed, etc.

## SECTION 4 Relationship between the course/qualification you are seeking RPL for and your personal experience (This section may be used for Interview purposes)

From the course outline, list the areas for which you seek Skills Recognition. Indicate your experience, which you feel relates to the course for which you are applying. This is especially useful where you can do not have sufficient hard evidence but you can provide further information during an interview.

Course/Qualification aspect	Relevant prior training/ experience

# Skills Recognition Application

**OFFICE USE ONLY**

MEGT Process Flowchart to be included here