Recognition of Prior Learning (RPL) Application Form

Instructions

What is RPL?

RPL is the formal recognition of skills and knowledge you currently hold. These skills may have been obtained through:

- Training
- Work experience
- Life experience

The RPL process acknowledges that students need not undertake training for knowledge and skills they already possess.

How You Complete This Application

YOU complete Parts 1 to 3 and return to Leadership Success using the Leadership Success email address listed in your Program Access Guide.

WE will then send you a RPL Recognition Kit and you will need to provide evidence as proof of your formal training, work experience or life experience.

When to Complete This Application

Within four weeks of receiving this application form. This is to ensure enough time for Leadership Success to process your application, provide you with an RPL Recognition Kit, for you then to provide the required evidence and for Leadership Success to assess that evidence against the performance criteria of the particular Unit of Competency.

The Result of a Successful RPL Application

The Leadership Success modules you will be studying are mapped across to various Units of Competency. It is possible that a successful application will reduce the amount of assignments you are required to do as part of the program, however this does depend on which units of competency you are requesting recognition for. We do recommend (and your employer may require) that you still attend all face to face sessions.
Before You Complete This Application

1. **Review Form 6 Assessment Information**, which you received on enrolment. If you have misplaced your copy please contact your facilitator or Leadership Success by email.

   ![Assessment Information Image]

   At the back of this document you will see the list of the Units of Competency that you will be undertaking as part of your studies.

   ![Diploma of Management Image]

2. Logon to [www.training.gov.au](http://www.training.gov.au) and review the Unit of Competency
   a. On the home page, scroll down to Quick search and enter the Unit code or title.
b. On the results page, click the hyperlinked Unit Code on the left

**Nationally recognised training search**

Your search for BSBADM502B has returned 1 results. If you are unable to find an appropriate result try restricting your search criteria.

- **Modify Search**
- **New Search**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Usage recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM502B</td>
<td>Manage meetings</td>
<td>Current</td>
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</tbody>
</table>

Displaying Items 1 - 1 of 1

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**c. Download the Unit of Competency (in Word or PDF)**

**Release history**

<table>
<thead>
<tr>
<th>Release</th>
<th>Status</th>
<th>Release date</th>
<th>Download content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Current</td>
<td>18/04/2008</td>
<td>Word: 1491.79 KB</td>
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<tr>
<td></td>
<td></td>
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<td>PDF: 128.66 KB</td>
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</tbody>
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**d. Review the Elements and Performance Criteria** for that Unit of Competency

**Elements and Performance Criteria**

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>PERFORMANCE CRITERIA</th>
</tr>
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<tbody>
<tr>
<td>1. Prepare for meetings</td>
<td>1. Develop agenda in line with stated meeting purpose</td>
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<td></td>
<td>1.2 Ensure style and structure of meeting are appropriate to its purpose</td>
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**3. Compare your current skills and knowledge to the Elements and Performance Criteria listed in the Unit of Competency**

Do you think that you currently meet those elements and perform those tasks described in the performance criteria? Can you provide evidence of this? Be critical. This is what your application will be assessed against.

If you consider you meet these elements and performance criteria, you should complete this application.
Types of Evidence You Will Need for the RPL Process

Now that you have assessed the elements and the performance criteria of the Units of Competency, you need to assess the evidence you have to support your previous formal learning, work experience or life experience. We would suggest you always include the following items of evidence (as long as it’s relevant):

- Certificates of achievement/participation
- Performance appraisals/review
- Resume/Curriculum Vitae
- Job/Position Description
- Record of academic results

Other types of suitable evidence could include:

- Articles about your employment or your community involvement
- Evidence of committee/community work
- Samples of work (folio)
- Published works eg. Operational manuals
- Emails/letters/memos written at work
- Reports written at work
- Speeches written
- Essays
- Budgets
- Magazine/newspaper articles about work
- Community industry awards
- Statements about your education or training
- Outlines of courses which you have undertaken
- Completed work products
- Check sheets
- Meeting minutes
- Competency audits
- Supervisor reports
Application Form

Part 1. Application Date

Date: ____________________________

Part 2. Applicant Details

Surname: ____________________________

Given Names: ____________________________

Employer: ____________________________

Group No: ____________________________

Course code: ____________________________

[e.g. BSB51107]

Course title: ____________________________

[e.g. Diploma of Management]

Phone number: ____________________________

Email address: ____________________________
Part. 3 Details of Units of Competency

List the Unit of Competency Code and Title for which you are seeking RPL/RCC.

If you are seeking RPL/RCC for more than one Unit of Competency you must list these as separate Items.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Unit of Competency Code and Title</th>
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<tbody>
<tr>
<td>1.</td>
<td>[e.g. Unit of Competency BSBADM502B Manage Meetings]</td>
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<td>2.</td>
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