



WAIFS Recognition of Prior Learning (RPL) Application

Note: This information is for candidate to read about the RPL process and to complete the appropriate forms.

What is Recognition of Prior Learning (RPL)?

Recognition of Prior Learning (RPL) is a form of assessment that acknowledges your formal and informal learning gained through:

- Previous training and education
- Past and current work experience - paid or volunteer
- Life experience

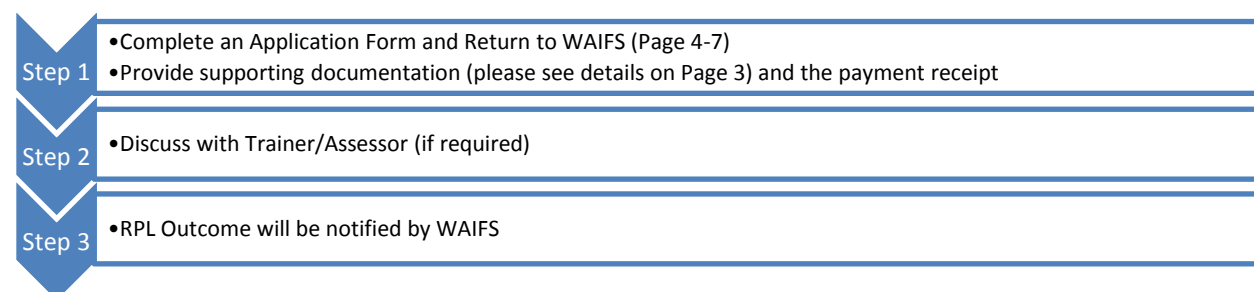
The RPL process will involve validation of your existing skills and knowledge. Through this process you will be able to obtain recognition of a unit/module and, in some cases, a full qualification.

The assessment can take place by viewing existing academic records, proof of training course/workshop attendance, written support by previous employers and by viewing procedures and process undertaken in your workplace.

What are the advantages of RPL?

- It can assist you in gaining entry into higher levels of study and training.
- You can obtain/complete a formal qualification in a shorter period of time and at less cost.
- It can increase your career and education options through recognised skills and knowledge.
- You are recognised for your existing skills and knowledge, thus eliminating the need to repeat the learning that you have already undertaken.

Process of PRL



Fees

An AUD\$230 application fee is applicable to start the process. The application fee must be provided with the completed application form and requested evidence. There is no refund of the application fee should the student be deemed as unsuccessful in RPL.

Where an applicant seeks and granted RPL prior to enrolment or up to week 4 of their course, the fee for that unit will generally be 50% of the normal unit fee unless more gap training will be required (then fees calculation will be subject to the letter of offer). If the RPL application is submitted after week 4 of course commencement date, RPL may be granted, however it does not qualify for a refund or fee adjustment.

Account Name: West Australian Institute of Further Studies	Bank Name: Australian New Zealand Bank (ANZ Bank)
BSB Number: 016307	Account Number: 450885432
Swift code: ANZBAU3M	Payment Reference: Your full name and Date of Birth



Provide information of your skills and experience

Complete the attached forms and provide as much information of your previous experience in the business environment 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 but not limit to:

1. *General employment document*
2. *Resume*
3. *Position description or job description*
4. *Results of any assessments, certificate, statement of attainment, transcript*
5. *Details of in-house courses, training programs, orientation, induction*
6. *References or letters from employers and or supervisors*
7. *Workplace documents*
8. *Diaries/task sheets*
9. *Samples of documents that you have produced*
10. *Emails/letters*
11. *Occupational Health & Safety documentation*
12. *Copies of presentations*

Our Assessor will work with you during the RPL process to determine exactly what evidence is required. You will also need to supply contact details of one or two work referees who can confirm your skills and knowledge.

Confidentiality issues

It is important that sensitive information is not included as part of your Supporting Documentation. You may need authorisation from your supervisor to use some of your evidence, so it is always best to check the privacy and confidentiality policies of the organisation. Client names should be deleted and financial figures or other personal details should be blacked out and made unidentifiable.

Step 2 – Conversation with Assessor or Practical demonstration of your skills

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 business related questions to identify your current skills.

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

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WAIFS RPL Application Form

1. Qualification you are seeking recognition in

Accounting:

- FNS30315 – Certificate III in Accounts Administration
- FNS40615 – Certificate IV in Accounting
- FNS50215 – Diploma of Accounting
- FNS60215 – Advanced Diploma of Accounting

Business & Management:

- BSB20215 – Certificate II in Customer Engagement
- BSB30215 – Certificate III in Customer Engagement
- BSB40315 – Certificate IV in Customer Engagement
- BSB50315 – Diploma of Customer Engagement
- BSB41515 – Certificate IV in Project Management
- BSB40215 – Certificate IV in Business
- BSB50215 – Diploma of Business
- BSB60215 – Advanced Diploma of Business
- BSB51915 – Diploma of Leadership and Management
- BSB61015 – Advanced Diploma of Leadership and Management
- CPC50308 – Diploma of Building and Construction (Management)
- BSB51415 – Diploma of Project Management
- SIT50116 – Diploma of Travel and Tourism Management
- SIT50416 – Diploma of Hospitality Management
- SIT60316 – Advanced Diploma of Hospitality Management

Health & Community

- HLT33115 – Certificate III in Health Services Assistance
- HLT35015 – Certificate III in Dental Assisting
- HLT45015 – Certificate IV in Dental Assisting
- HLT55115 – Diploma of Dental Technology
- BSB41415 – Certificate IV in Work Health and Safety
- BSB51415 – Diploma of Work Health and Safety
- CHC33015 – Certificate III in Individual Support
- CHC43015 – Certificate IV in Ageing Support
- CHC52015 – Diploma of Community Services
- CHC62015 – Advanced Diploma of Community Sector Management

Children Services

- CHC30113 – Certificate III in Early Childhood Education and Care
- CHC50113 – Diploma of Early Childhood Education and Care

English

- 10361NAT – Course in Preliminary Spoken and Written English
- 10362NAT – Certificate I in Spoken and Written English
- 10363NAT – Certificate II in Spoken and Written English
- 10364NAT – Certificate III in Spoken and Written English
- 10365NAT – Certificate IV in Spoken and Written English – Further Studies

Others

Please specify:



Note: Please return Page 4 to Page 7 to WAIFS or email to admissions@waifs.wa.edu.au with supporting documents upon completion and the payment receipt. Thank you.

2. Personal Details	
Surname	
Preferred Title (Mr., Mrs., Ms, Miss)	
Gender	MALE <input type="checkbox"/> / FEMALE <input type="checkbox"/>
First Name	
Any other name used	
Home Address	
Postal address if different from above	
Telephone Numbers	Home:
	Mobile:
	Work:
	Fax:
E-mail address	
3. Current Employment	
Are you currently employed?	YES <input type="checkbox"/> / NO <input type="checkbox"/>
If Yes, in which occupation are you currently employed?	
Who is your current employer?	
Note: please provide us a copy of your CV with details of the employment history.	
4. Current level of qualification	
Please give the relevant details regarding name of the qualification, the year of completion & where was the qualification achieved	
Note: please provide us a copy of your CV with details of the education history.	
5. Further Training	
Are you currently undertaking any training courses related to the qualification you applied for?	YES / NO
If Yes, Name of the Training	



Course details (if completed any units/module or current undertaking)	
Country where you are training	
Name of course and institution (if applicable)	
6. Is there any further information you wish to give in support of your application	
7. Professional Referees (relevant to work situation)	
Reference 1	
Name	
Position	
Organisation	
Address	
Phone Number	
Mobile Number	
Email Address	
Reference 2	
Name	
Position	
Organisation	
Address	
Phone Number	
Mobile Number	
Email Address	



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.

Candidate Signature: _____ **Date:** _____