



WAIFS Recognition of Prior Learning (RPL) Application – Funding Programmes

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

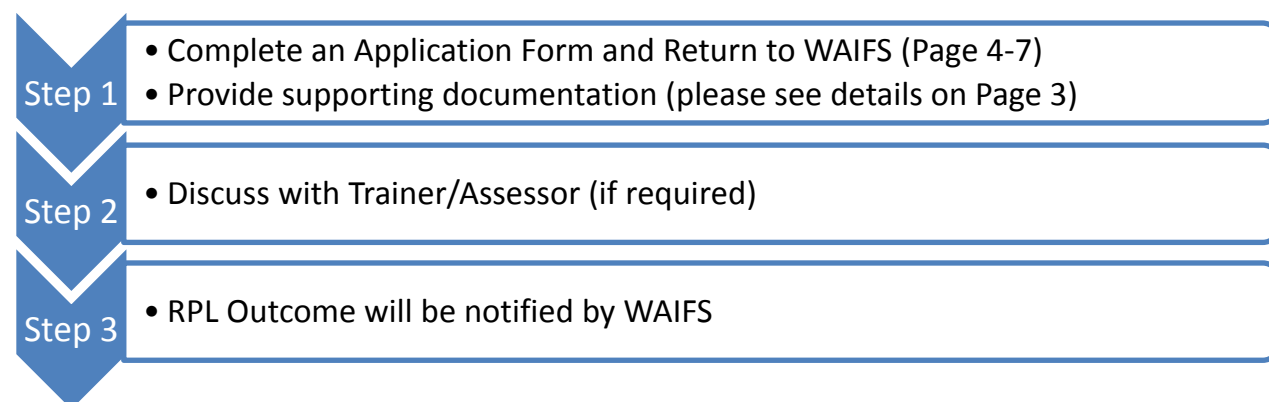
The RPL process will involve validation of your existing skills and knowledge. Through this process you will be able to obtain recognition of a unit/module and, in some cases, a full qualification.

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

Non-concession students will be charged a RPL fee of \$50.00 AUD per unit, concession students will be charged a RPL fee of \$25.00 AUD per unit. The invoice will be issued by WAIFS; for concession students, please refer to eligibility criteria on WAIFS' website.

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: <input type="checkbox"/> FNS30315 – Certificate III in Accounts Administration <input type="checkbox"/> FNS40615 – Certificate IV in Accounting <input type="checkbox"/> FNS50215 – Diploma of Accounting <input type="checkbox"/> FNS60215 – Advanced Diploma of Accounting
Business & Management: <input type="checkbox"/> BSB20215 – Certificate II in Customer Engagement <input type="checkbox"/> BSB30215 – Certificate III in Customer Engagement <input type="checkbox"/> BSB40315 – Certificate IV in Customer Engagement <input type="checkbox"/> BSB50315 – Diploma of Customer Engagement <input type="checkbox"/> BSB40215 – Certificate IV in Business <input type="checkbox"/> BSB60215 – Advanced Diploma of Business <input type="checkbox"/> BSB51915 – Diploma of Leadership and Management <input type="checkbox"/> SIT50416 – Diploma of Hospitality Management <input type="checkbox"/> SIT60316 – Advanced Diploma of Hospitality Management
Health & Community <input type="checkbox"/> HLT35015 – Certificate III in Dental Assisting <input type="checkbox"/> HLT45015 – Certificate IV in Dental Assisting <input type="checkbox"/> BSB41415 – Certificate IV in Work Health and Safety <input type="checkbox"/> CHC43015 – Certificate IV in Ageing Support <input type="checkbox"/> CHC52015 – Diploma of Community Services
Children Services <input type="checkbox"/> CHC30113 – Certificate III in Early Childhood Education and Care <input type="checkbox"/> CHC50113 – Diploma of Early Childhood Education and Care
English <input type="checkbox"/> 10361NAT – Course in Preliminary Spoken and Written English <input type="checkbox"/> 10362NAT – Certificate I in Spoken and Written English <input type="checkbox"/> 10363NAT – Certificate II in Spoken and Written English <input type="checkbox"/> 10364NAT – Certificate III in Spoken and Written English <input type="checkbox"/> 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:	Work:
	Mobile:	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	

