



## Application for Recognition of Prior Learning & Credit Transfer ADVANCED DIPLOMA OF TRANSPERSONAL COUNSELLING

### What is Recognition of Prior Learning & Credit Transfer?

**Recognition of Prior Learning (RPL)** is a process whereby knowledge and skills you already have may be recognised, irrespective of where or how they were acquired.

**Credit Transfer (CT)** is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

RPL can apply to a wide range of skills, including those gained through employment, community involvement, formal study, informal training or life experience. The maximum RPL/CT that can be awarded is 50% of an IKON VET course. Applications for RPL must be submitted PRIOR to enrolling in the course.

If you are granted RPL for a particular module/unit, you do not need to complete the module/unit and a pass is recorded on your Training Record in the same way as any other student enrolled in the unit. You may also be granted RPL for a part of a unit of competency, and speed up the process of demonstrating competence.

### Why apply for RPL?

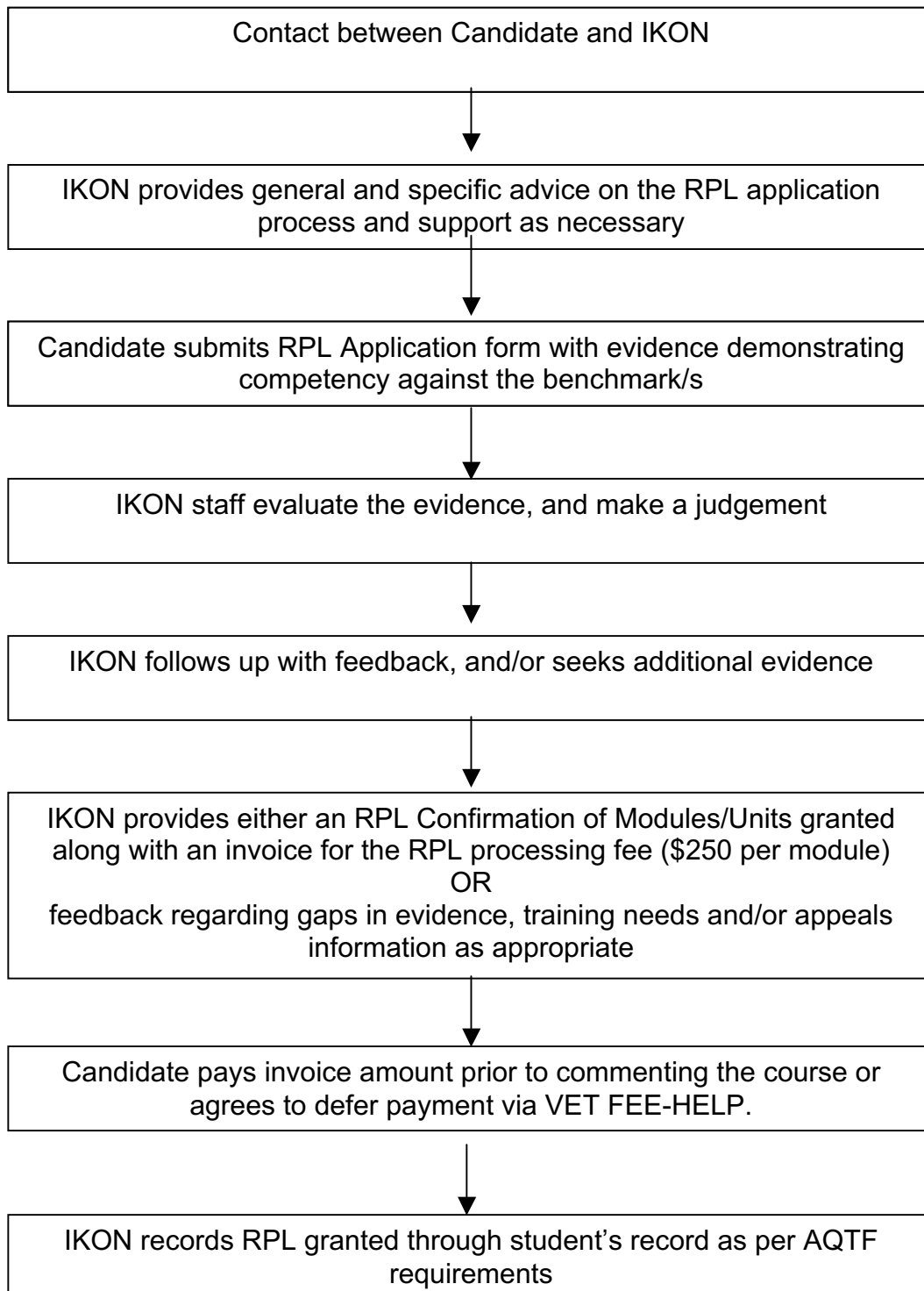
- To reduce your program load and the overall learner devoted time.
- To reduce costs associated with completing the course.
- To avoid repeating learning in areas where you already have skills.

### The RPL Process

1. Staff will provide you with information on how to make an RPL Application.
2. You complete the RPL Application form and submit it with supporting information.
3. Academic Staff trained in assessing RPL/RCC applications will assess your evidence. You may be required to attend an interview to discuss your application.
4. You are notified of the outcome of your application by email or post. If you have been granted RPL, your notification will include an invoice for \$200 per module.
5. The RPL charge of \$200 per module is paid to IKON prior to commencing the course or deferred via VET FEE-HELP.

### The Credit Transfer Process

1. Staff will provide you with information on how to make a CT Application.
2. You complete the RPL/CT Application form and submit it with supporting information.
3. Academic Staff trained in assessing CT applications will assess your evidence.
4. You are notified of the outcome of your application by email or post.

**Recognition of Prior Learning Process**

Application for Recognition of Prior Learning

1. Personal Details

First name ..... Last Name .....

Address .....

.....Postcode .....

Phone (WK) ..... (HM) ..... (Mobile) .....

Email ..... Date of Birth .....

Workplace Name: .....

Workplace Address: .....

2. Course Details

Name of Course (eg. Adv Dip Transpersonal Counselling) .....

Please list the Modules/Units you are seeking Recognition for:

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3. Support Details

Formal Qualifications or Training

List of any formal courses or training sessions you have attended. If possible, attach copies of Certificates and details of course outline and content (with dates).

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Informal Study Programs

List any informal training sessions you have attended. If possible, attach Certificates, and details of course outline and content (with dates).

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**Relevant Work Experience**

List any relevant work you have performed. Give details of your employer, including a telephone number and contact person if possible. Include details of dates and duration of employment.

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**Relevant Life Experience**

List any community involvement, personal interests, hobbies or skills, which may support your application.

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**Personal Verification**

Please indicate the name and contact address or telephone number(s) of a person or persons who can substantiate your application.

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**Attachments**

Please list the attachments you have attached in support of this application.

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I agree to pay the RPL fee of \$250 per module/unit (or part thereof) in the following way (please tick one)

- Payment in full prior to commencing the course
- Payment deferred via VET FEE-HELP loan system

Signed (candidate): ..... Dated: .....

**Evidence of Skills**

Examples of evidence presented in support of RPL application may include: Qualifications, CV, Job Descriptions, Work Experience, 3<sup>rd</sup> Party Reports, Work Samples/Documents, Referral Letters, Oral Questions. Credit Transfer – can be through an exact unit match or similar subject.

<b>TPC Module</b>	<b>Examples of Evidence (or list here any separate evidence that you have attached to this application (eg. "CV attached"))</b>
Module 1: Foundations of Transpersonal Studies	
Module 2: State Specific Knowledge and Techniques 1	
Module 3: State Specific Knowledge and Techniques 2	
Module 4: Ritual, Myth and Healing	
Module 5: Healing and Human Potentials	
Module 6: Mental Health and the Transpersonal Perspective 1	
Module 7: Mental Health and the Transpersonal Perspective 2	
Module 8: Counselling and Communication Skills 1	
Module 9: Counselling and Communication Skills 2	
Module 10: Paradigms of Transpersonal Practice	
Module 11: Professional Practice Issues	
Module 12: Placement and Clinical Case Analysis and Management	

**Declaration of authenticity**

The information I have provided to support this application is true and correct. I authorize my assessor to make any inquiries necessary to assist in the assessment and verification of my recognition application and to use any information supplied in this application for this purpose.

Signed (candidate): ..... Dated: .....

**OFFICE USE ONLY: ASSESSOR TO COMPLETE**

**Student Name:** .....

**Assessor's Name:** .....

<b>Compulsory Core Units</b>	<b>RPL / CT requested by student</b>	<b>RPL / CT granted by Assessor</b>	<b>Assessor Initials</b>
Module 1: Foundations of Transpersonal Studies			
Module 2: State Specific Knowledge and Techniques 1			
Module 3: State Specific Knowledge and Techniques 2			
Module 4: Ritual, Myth and Healing			
Module 5: Healing and Human Potentials			
Module 6: Mental Health and the Transpersonal Perspective 1			
Module 7: Mental Health and the Transpersonal Perspective 2			
Module 8: Counselling and Communication Skills 1			
Module 9: Counselling and Communication Skills 2			
Module 10: Paradigms of Transpersonal Practice			
Module 11: Professional Practice Issues			
Module 12: Placement and Clinical Case Analysis and Management			

Course Offer Group (eg. SADC1) .....

**ASSESSOR'S NOTES:** .....

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Signed by the Assessor ..... Date .....

Unit Code	Unit Name
IKONTPCVP601A	Use applied transpersonal psychology in visionary practice
IKONTPCVP602A	Use technologies of consciousness to help clients with life problems
IKONTPCVP603A	Use human potentials techniques to help clients with life problems
IKONTPCVP604A	Use transpersonal counselling, and visionary practice techniques in mental health practice
IKONTPCVP605A	Assist clients using transpersonal counselling skills
IKONTPCVP606A	Perform counselling within the contexts of regulated ethical and best practice standards

Module	Relationship to competency
Module 1: Foundations of Transpersonal Studies	601A
Module 2: State Specific Knowledge and Techniques 1	602A
Module 3: State Specific Knowledge and Techniques 2	602A
Module 4: Ritual, Myth and Healing	603A
Module 5: Healing and Human Potentials	603A
Module 6: Mental Health and the Transpersonal Perspective 1	604A
Module 7: Mental Health and the Transpersonal Perspective 2	604A
Module 8: Counselling and Communication Skills 1	605A
Module 9: Counselling and Communication Skills 2	605A
Module 10: Paradigms of Transpersonal Practice	606A
Module 11: Professional Practice Issues	606A
Module 12: Placement and Clinical Case Analysis and Management	606A