



## Application for Recognition of Prior Learning DIPLOMA OF COUNSELLING

### What is RPL Recognition of Prior Learning & CT 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/credit that can be awarded is 50% of an IKON VET course. Applications for RPL & CT 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/CT?

- 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

The RPL process consists of the following stages:

1. Download the Application for RPL/CT from the IKON website
2. Complete the RPL Application form and submit the **completed document** with supporting information to the Education Support Officer for the school.
3. Academic Staff trained in assessing RPL 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. 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 or VET Student Loans.

### The Credit Transfer Process

1. Download the Application for RPL/CT from the IKON website.
2. 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.

## Recognition of Prior Learning Process

Candidate has applied and been accepted in to the Diploma of Counselling course

Candidate downloads and completes the RPL/CT application form from the IKON website

Candidate submits RPL/CT Application form with evidence demonstrating competency against the benchmark/s and submits the application to the Education Support Officer

IKON staff evaluate the evidence, and assess the application

IKON may contact applicant to seek additional evidence

IKON provides either an RPL Confirmation of Modules/Units granted along with an invoice for the RPL processing fee (\$200 per module)  
OR  
feedback regarding gaps in evidence, training needs and/or appeals information as appropriate

Candidate pays invoice amount prior to commencing the course or agrees to defer payment via VET FEE-HELP/VET Student Loans.

IKON records RPL granted through student's record as per AQTF requirements

## Application for Recognition of Prior Learning/Credit Transfer

### Personal Details

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

Address .....

.....Postcode .....

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

Email .....

Date of Birth .....

Workplace Name: .....

Workplace Address: .....

### Course Details

Name of Course (eg. Diploma of Counselling) .....

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

.....  
.....  
.....  
.....  
.....

### Details of Supporting Documentation

#### 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).

.....  
.....

.....  
.....

**Informal Study Programs**

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

.....  
.....  
.....  
.....

**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.

.....  
.....  
.....  
.....  
.....

**Relevant Life Experience**

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

.....  
.....  
.....  
.....  
.....

**Personal Verification**

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

.....  
.....  
.....  
.....

**Attachments**

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

.....  
.....  
.....  
.....  
.....

I agree to pay the RPL fee of \$200 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 Student Loans 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.

Diploma of Counselling Module	Examples of Evidence (list here all evidence attached to this application)
Introduction to Counselling Techniques	
Counselling Process 1	
Counselling Process 2	
Advanced Counselling Process	
Developmental Themes	
Grief and Loss in Counselling	
Addiction Counselling	
Cognitive Approaches to Change	
Solution and Emotion Focused Therapies	
Case Conceptualisation and Management	
Group Counselling	
Politics & Ethics of Counselling	
Working with Diversity in Counselling	
Practicum	

**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

Training Package: .....

Student Name: .....

Assessor's Name: .....

Compulsory Core Units	RPL / CT requested by student	RPL / CT granted by Assessor	Assessor Initials
Introduction to Counselling Techniques			
Politics and Ethics of Counselling			
Working with Diversity in Counselling			
Counselling Process 1			
Counselling Process 2			
Advanced Counselling Process			
Developmental Themes			
Cognitive Approaches to Change			
Solution and Emotion Focused Therapies			
Grief & Loss in Counselling			
Addiction Counselling			
Group Counselling			
Case Conceptualization and Management			
Practicum			

Course Offer Group (eg. SADC7) .....

ASSESSOR'S NOTES: .....

.....

.....

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

## CHC51015 Diploma of Counselling

Module Number & Name	Units Included & Hours per module	After the successful completion of this module, students will have completed the following units:
1. Introduction to Counselling and Personality Theories	CHCCSM005 (25) CHCDIV001 (15) CHCPRP003 (30)	
2. Politics and Ethics of Counselling	CHCLEG001 (55)	CHCLEG001
3. Working with diversity in Counselling	CHCDIV001 (25) CHCDIV002 (25)	CHCDIV001 CHCDIV002
4. Counselling Process 1	CHCCSL001 (50) CHCCSL003 (40) CHCCSL007 (60) CHCPRP003 (30)	
5. Counselling Process 2	CHCCSL001 (50) CHCCSL003 (40) CHCCSL007 (60) CHCPRP003 (30)	CHCCSL001 CHCCSL007
6. Advanced Process	CHCCCS019 (45) CHCCSL002 (60) CHCCSL003 (40) CHCPRP003 (30)	CHCCCS019 CHCCSL002 CHCCSL003 CHCPRP003
7. Developmental Themes	CHCCSL004 (50)	CHCCSL004
8. Cognitive Approaches to Change	CHCCSL005 (70) CHCCSL006 (10)	CHCCSL005
9. Solution and Emotion Focused Therapies	CHCCSL006 (50) CHCCCS014 (20)	
10. Grief and Loss in Counselling	CHCCCS017 (55)	CHCCCS017
11. Addiction Counselling	CHCCCS014 (35) CHCMHS005 (90)	CHCMHS005
12. Group Counselling	CHCGRP003 (45)	CHCGRP003
13. Case Conceptualisation and Management	CHCCSL006 (10) CHCCSM005 (50) CHCCCS014 (20)	CHCCSL006 CHCCSM005 CHCCCS014
Placement/Practicum	50 hours	