



## **Application for Recognition of Prior Learning & Credit Transfer DUAL DIPLOMAS OF ALCOHOL AND OTHER DRUGS & MENTAL HEALTH**

### **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. RPL can apply to a wide range of skills, including those gained through employment, community involvement, formal study, informal training or life experience.

**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.

The maximum RPL/CT that can be awarded is two thirds of an Ikon VET course. Applications for RPL must be submitted as part of the application process for the course.

If you are granted RPL or CT for a particular module/unit, you do not attend that class, submit assignments or gain access to the online learning platform. A grade that correlates as a pass is recorded on your Training Record.

#### **Why apply for RPL?**

- To reduce your program load and the overall learner devoted time
- To avoid repeating learning in areas where you already have skills

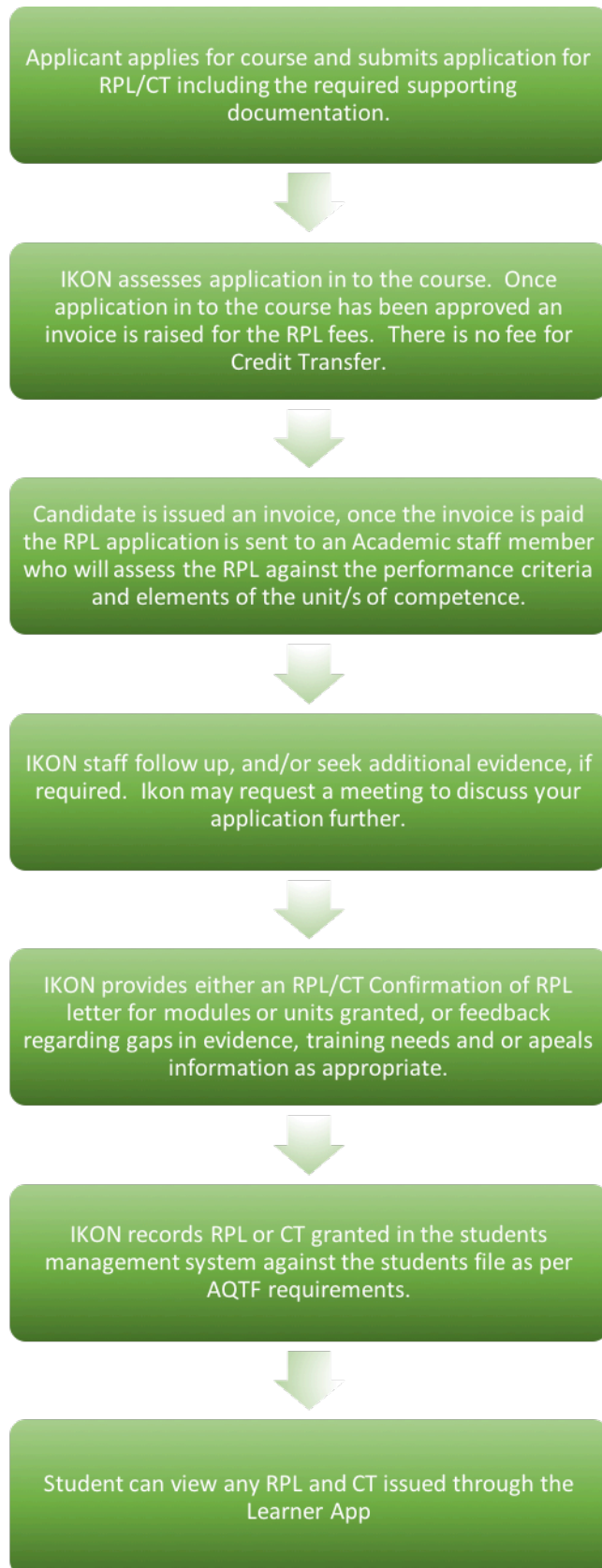
#### **The RPL Process**

1. The application for RPL form as well as the RPL policy are available on the Ikon website
2. After you have applied and are accepted in to the course you can submit your RPL Application form with supporting documentation
3. You will receive an invoice for the modules you have applied for RPL
4. Once this has been paid, an Academic Staff member will assess your application against the evidence you have provided. You may be required to attend an interview to discuss your application
5. You are notified of the outcome of your application by email as part of the admission process

#### **The Credit Transfer Process**

1. The application for CT is available on the Ikon website
2. You complete the RPL/CT Application form and submit it with copies of your academic transcripts
3. Academic Staff trained in assessing CT applications will assess your academic transcripts
4. You are notified of the outcome of your application by email

## Recognition of Prior Learning Process



## 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:

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**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).

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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. The fee must be paid prior to your application being assessed.

- Payment in full prior to commencing the course
- Payment deferred via VET Student Loans system

Signed (candidate): .....

Dated: .....

### Evidence of Skills

**RPL** - 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. Your evidence supplied will be assessed against the elements and performance criteria of the units of competence you are applying for.

**Credit Transfer** – can be through an exact unit match or similar subject and is determined by training.gov.

Modules within the Dual Diplomas of Alcohol and Other Drugs	Examples of Evidence (list here all evidence attached to this application)
Alcohol and Other Drugs	
Advanced Alcohol and Other Drugs	
Mental Health Practice	
Recovery Orientated Mental Health Practice	
Professional Practice	
Comorbidity	
Cultural Diversity	
Trauma Risk and Safety	
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
Alcohol and Other Drugs			
Advanced Alcohol and Other Drugs			
Mental Health Practice			
Recovery Orientated Mental Health Practice			
Professional Practice			
Comorbidity			
Cultural Diversity			
Trauma Risk and Safety			
Practicum			

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

ASSESSOR'S NOTES: .....

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

**CHC53215 Diploma of Alcohol & Other Drugs**  
**CHC53315 Diploma of Mental Health**

Module Number & Name	Units Included & Hours per module
Alcohol and Other Drugs	CHCAOD001 CHCAOD004 CHCAOD006
Advanced Alcohol and Other Drugs	CHCAOD007 CHCAOD008 CHCAOD009
Mental Health Practice	CHCMHS004 CHCMHS011 CHCMHS012
Recovery Orientated Mental Health Practice	CHCMHS002 CHCMHS003 CHCMHS010
Professional Practice	CHCCOM006 CHCADV005 CHCPOL003 CHCPRP002 CHCPRP003
Comorbidity	CHCCCS004 CHCMHS005
Cultural Diversity	CHCDIV001 CHCDIV002
Trauma Risk and Safety	HLTWHS004 HLTAID003 CHCMHS007 CHCMHS013
Practicum	