



Application for Recognition of Prior Learning & Credit Transfer DIPLOMA OF 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. 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

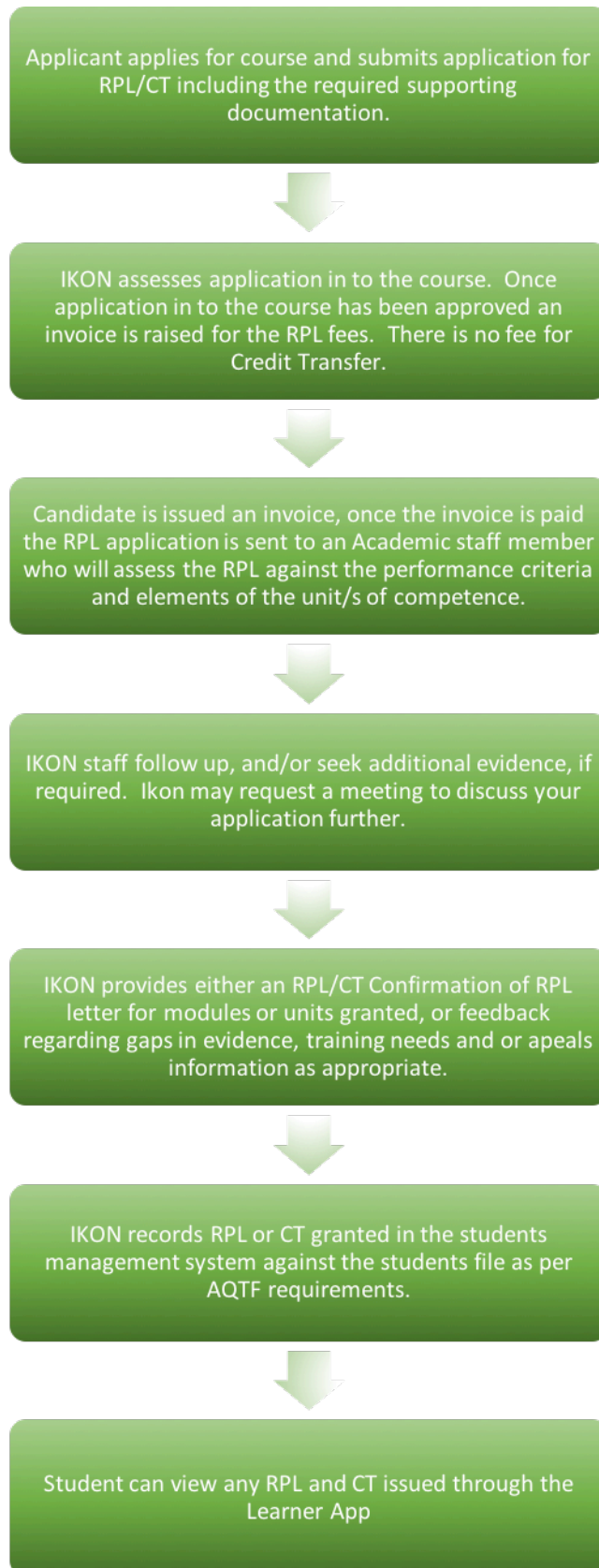
The RPL Process

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, 3rd 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.

Diploma of Counselling Module	Examples of Evidence (list here all evidence attached to this application)
Introduction to Counselling Techniques	
Politics & Ethics of Counselling	
Working with Diversity in Counselling	
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	
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:

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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
14. Placement/Practicum	50 hours	Required for issuing of qualification