



## **Application for Recognition of Prior Learning & Credit Transfer DIPLOMA OF COMMUNITY SERVICES**

### **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
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## Recognition of Prior Learning Process

Applicant applies for course and submits application for RPL/CT including the required supporting documentation.



IKON assesses application in to the course. Once application in to the course has been approved an invoice is raised for the RPL fees. There is no fee for Credit Transfer.



Candidate is issued an invoice, once the invoice is paid the RPL application is sent to an Academic staff member who will assess the RPL against the performance criteria and elements of the unit/s of competence.



IKON staff follow up, and/or seek additional evidence, if required. Ikon may request a meeting to discuss your application further.



IKON provides either an RPL/CT Confirmation of RPL letter for modules or units granted, or feedback regarding gaps in evidence, training needs and or appeals information as appropriate.



IKON records RPL or CT granted in the students management system against the students file as per AQTF requirements.



Student can view any RPL and CT issued through the Learner App

## 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 Community Services)

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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
- WorkReady partial funded

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.

Diploma of Community Services	Examples of Evidence (list here all evidence attached to this application)
CHCCCS007 - Develop and implement service programs	
CHCCOM003 - Develop workplace communication strategies	
CHCDEV002 - Analyse impacts of sociological factors on clients in community work and services	
CHCDIV003 - Manage and promote diversity	
CHCLEG003 - Manage legal and ethical compliance	
CHCMGT005 - Facilitate workplace debriefing and support processes	
CHCPRP003 - Reflect on and improve own professional practice	
HLTWHS004 - Manage work health and safety	
CHCCS004 - Assess co-existing needs	
CHCCSM005 - Develop, facilitate and review all aspects of case management	
CHCCSM006 - Provide case management supervision	
CHCCSM007 - Undertake case management in a child protection framework	
CHCCSL501A - Work within a structured counselling environment	
CHCCSL502A - Apply specialist interpersonal and counselling interview skills	
CHCCSL503B - Facilitate the counselling relationship	
CHCCSL507B - Support clients in decision making process	
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
CHCCCS007 - Develop and implement service programs			
CHCCOM003 - Develop workplace communication strategies			
CHCDEV002 - Analyse impacts of sociological factors on clients in community work and services			
CHCDIV003 - Manage and promote diversity			
CHCLEG003 - Manage legal and ethical compliance			
CHCMGT005 - Facilitate workplace debriefing and support processes			
CHCPRP003 - Reflect on and improve own professional practice			
HLTWHS004 - Manage work health and safety			
CHCCS004 - Assess co-existing needs			
CHCCSM005 - Develop, facilitate and review all aspects of case management			
CHCCSM006 - Provide case management supervision			
CHCCSM007 - Undertake case management in a child protection framework			
CHCCSL501A - Work within a structured counselling environment			
CHCCSL502A - Apply specialist interpersonal and counselling interview skills			
CHCCSL503B - Facilitate the counselling relationship			
CHCCSL507B - Support clients in decision making process			
Practicum			

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

ASSESSOR'S NOTES: .....

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