



Recognition of Prior Learning (RPL) Application Form

Subject for which RPL is requested: _____

Section 1 Personal Details

Surname: _____ First Name: _____ Male/Female: _____

Address: _____

Daytime Phone No: _____ Date of Birth: _____

Email: _____

Please complete all relevant sections below and over the page.

Section 2 Formal Documentation from Educational and Training Institutions

Subject	Institution	Year of Completion

Please attach certified copies of academic transcripts, course outlines, diplomas, degrees or other certification. If it is not possible to gain certification by a Justice of the Peace, students must bring a photocopy with the original to the School for verification by administration staff.

Section 3 Consideration for RPL where no formal documentation is available

Please write on a separate A4 page, a letter outlining your experience, skills or any achievements that may gain recognition of prior learning for the relevant subject. You must attach your letter to this form. The letter should also be accompanied by any evidence which may support your application. All evidence must be accompanied by a Statutory Declaration witnessed by a relevant person. You may be required to undertake an examination to confirm your competency.

Section 4 Statement from an Employer or Referee

Business Name: _____

Business Address: _____

Name of Referee: _____

Referee Phone No: _____ Position: _____

List of competencies, skills and duties which student performed whilst under your employment or supervision which would support their claim for recognition of prior learning. Please include length of time in your employment:

Signed: _____ Date: _____

Section 5 Student Declaration

I hereby declare that all information provided by me in this application is true and accurate to the best of my knowledge. I understand that the determination of recognition of prior learning is at the discretion of the NSW School of Massage and that I will be notified in writing of the outcome of this application. If recognition is not granted, I understand that I may appeal the decision using the School's Appeal Process, a copy of which shall be provided to me on request.

Signed: _____

Print Name: _____

Date: _____

Recognition of Prior Learning (RPL) Policy

It is the policy of the NSW School of Massage to assess the previously unrecognised skills and knowledge an individual has achieved either within or outside the formal education and training system. This assessment will be conducted against the requirements of the qualification sought, in respect of both entry requirements and outcomes to be achieved.

Competencies achieved and currently held by individuals will be recognised regardless of how, when or where they were achieved so long as they reflect the candidate's current ability to perform the aspect of work covered by that competency.

In order to recognise prior learning the School will:

- Compare the informal or non-formal learning the individual has achieved against the learning outcomes or performance criteria of the course or qualification for which the student is using as a basis for seeking entry or the award of credit, and
- Ask the student to present appropriate evidence to support the claim of prior learning.

The processes used to assess RPL applications may take several (not mutually exclusive) forms. The requirements will be set by the trainer in consultation with the School and will be dependent on the evidence produced by the student and the requirements of the course. The following forms may be acceptable:

- participation in exactly the same or modified versions of the assessment the student would be required to complete as part of the full course
- assessment based on a portfolio of evidence
- direct observation of demonstration of skill or competence
- certification
- references from past employers
- testimonials of learning, skill or competence
- combinations of any of the above.

In determining whether a candidate has presented sufficient evidence, the School will ensure that the evidence of prior learning is:

- authentic (the candidate's own work)
- valid (directly related to the current version of the relevant endorsed units of competency)
- reliable (shows that the candidate consistently meets the unit(s) of competency)
- current (reflects the candidate's current capacity to perform the aspect of the work covered by the units)
- sufficient (covers the full range of criteria in the relevant units of competency)

RPL Procedure

1. Students apply for RPL in writing, using the School's Recognition of Prior Learning Application Form. The application must be accompanied by comprehensive evidence to support the student's claim and assist with the process of assessment.
2. The application must be accompanied by an administration fee per school subject (each subject includes a set of competencies). The administration fee is currently set at \$85 per subject. Due to the course structure, students must request RPL for an entire subject and may not request RPL for individual competencies within that subject. (Refer to the competency mapping grid.)
3. The assessor will then assess the application based on the evidence submitted. The assessor may request further evidence such as a demonstration or the sitting of the relevant examination if the evidence submitted in the application is not deemed adequate in terms of authenticity, validity, reliability, currency or sufficiency. Should an examination be required, a further administration fee of \$75 will apply.
4. The student will be advised in writing of the outcome of the RPL application. If unsuccessful, the student has the right to appeal using the appeals process.
5. If successful, the competencies will be recorded 'by advanced standing' on the student record together with details of the evidence gathered.
6. If successful, the student has no further commitment, assessment or financial requirement of the subject for which RPL has been given.

Mutual Recognition

Under the Australian Quality Training Framework Standards for Registered Training Organisations, the School will honour its obligation to recognise and accept Statements of Attainment and qualifications issued by any other RTO.

Competencies that have been awarded by other RTO's will be recorded on the School's Statements of Attainment as 'By Mutual Recognition'.