

Recognition of Prior Learning Kit

Welcome to the International Institute of Training

Thank you for choosing the International Institute of Training as your assessor and allowing us to play a role in your journey.

We pride ourselves on professional, flexible assessment and providing you with the best experience possible to attain your goals.

We hope you are looking forward to your assessment and will aim to recognize the specific competencies you have demonstrated through work experience and professional learning.

I look forward to hearing of your achievements and providing support where I can. I trust you will enjoy your time with us and wish you every success in your learning.

Recognition Process

Recognition is a method of assessing if you have evidence of competency for a particular unit of competency that you are enrolled in. It is important to remember that Recognition is an **assessment process** not an assumption of competence.

Recognition is the determination, on an individual basis, of the competencies obtained by a student through:

- previous formal training
- work experience, and/or
- life experience.

Recognition therefore determines the subsequent advanced standing to which the student is entitled in relation to a course/qualification. The main focus of Recognition is what has been learned rather than how, where or when it was learned. Recognition focuses on both the demonstration of competence and the currency of that competence to industry standards.

It is important to note; the onus is on the student to document and present evidence to justify a claim for recognition and present their case to the satisfaction of the Assessor.

The Steps

Step 1: The Application process and RPL Application Form

- Preliminary discussion with trainer/assessor and IIT regarding the RPL process, fees and exploration of suitable courses.

Step 2: Completing the RPL Self-Assessment Information Kit

- Self-evaluation of applicant's skills, knowledge and experience to student's chosen vocational area

Step 3: RPL Competency Conversation Kit

- This is also known as 'professional conversation' or 'learning conversation'.
- The purpose of the competency conversation is to gain a detailed insight into the applicant's relevant skills, knowledge and experience.

Step 4: RPL Demonstration and Observation Kit

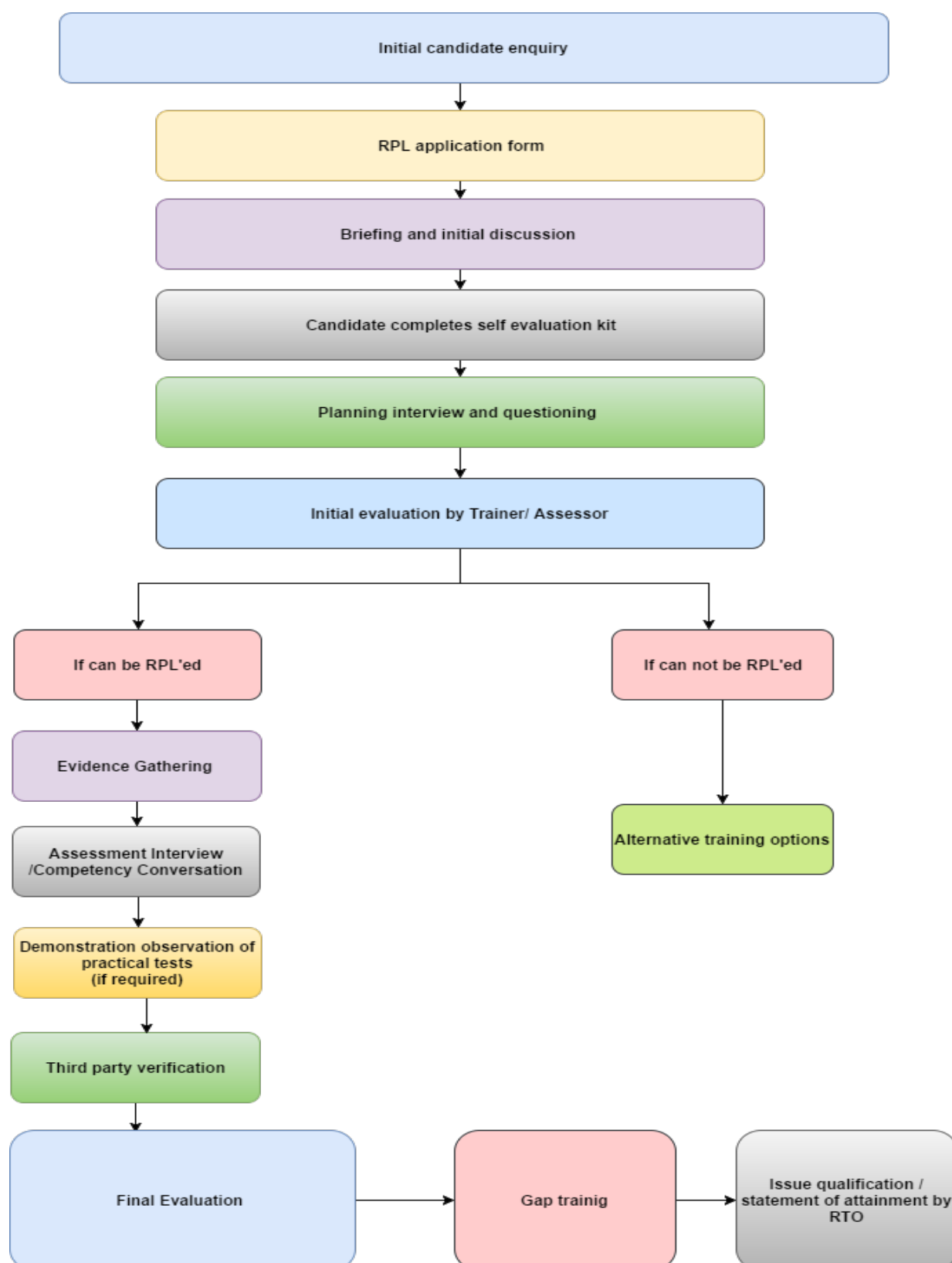
- A list of projects and tasks are provided to applicant to perform to demonstrate their relevant skills, knowledge and experience.

Step 5: Third-Party Evidence Kit

- Confirmation and authentication step where the information provided in step 3 and 4 will be used as a basis for verification with the applicant's supervisor (past and/or present).

Step 6: Finalisation of RPL Process

- This involves all the processes the assessor and IIT undertake to finalise the RPL assessment process for the candidate. This includes actions such as determining final assessment outcomes, providing candidates with feedback and options, completing IIT - required documentation, and awarding candidates with the qualification or a Statement of Attainment.



Recognition Decision

Regardless of the type of evidence that you submit, Assessors must be confident that the evidence meets the following criteria:

- Full requirements of the Unit of Competency(s);
- Any Regulatory requirements;
- Authenticity – That it is your own evidence and can be authenticated;
- That you can perform the competency consistently and reliably;
- Is at the standard expected in industry and set out in the Australian Qualification Framework (AQF);
- Sufficiency – There is sufficient evidence to make a judgment.

IIT is committed to ensuring that all judgments made by Assessors against the same competency standards are consistent. Your Assessor will examine the evidence that you present and then make a judgment on that evidence which will be either:

- Competent (C) – you have been deemed competent against all the requirements of the Unit/s of Competency
- Not Yet Competent (NYC) – you have not yet demonstrated competency to all requirements.

Your assessor will advise you what you can do if you receive a NYC for your assessment task. If you are deemed NYC in your initial assessment, you are allowed a second attempt. However, if you are deemed NYC in the second attempt, you will be required to re-enrol. Please talk to your assessor if you have any concerns.

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RPL APPLICATION FORM

Please use BLOCK LETTERS when filling out this form and ensure that all sections are completed, and appropriate tick boxes marked as applicable. Information collected on this application form is confidential and will not affect you as an individual in your studies.

1. Personal Details (including full legal name)			
Title (Mr, Miss, Ms, Mrs, Other):		☐ Male	☐ Female
Surname:	(If single name only, enter here)		
First Name:		Middle Name(s):	
Preferred Name:		Date of Birth:	

2. Your Contact Details			
Home Phone:		Mobile Phone:	
Email Address:		Work Phone:	
Preferred Contact Method:	☐ Via Mobile Phone ☐ via Email ☐ via Post (address below) (please tick one)		

3. Your Emergency Contact			
Name:			Relationship:
Home Phone:		Mobile Phone:	
		Work Phone:	

4. Your Address Details			
Usual Residential Address (Not a PO Box)			
Building/Property Name:			
Flat/Unit Number:		Street No:	
Street Name:		City/Town:	
State:		Postcode:	

5. Residential Address Used While Studying (if different to Usual Residential Address)			
Building/Property Name:			
Flat/Unit Number:		Street No:	
Street Name:		City/Town:	
State:		Postcode:	

6. Postal Address				
☐ Please tick if same as usual Residential Address.				
Building/Property Name:				
Flat/Unit Number:		Street No:		PO Box:

Street Name:		City/Town:	
State:		Postcode:	

7. Workplace Employer Details (if applicable)			
Trading Name:			
Contact Name:		Supervisor Name:	
Trading Address:			
Phone:		Employer email:	

8. Language and Cultural Diversity		
Are you of Aboriginal/Torres Strait Islander origin?	☐ No ☐ Yes, Torres Strait Islander	☐ Yes, Aboriginal ☐ Yes, Aboriginal & T.S. Islander ☐ Other (please specify below) _____
In which country were you born?	☐ Australia	☐ Yes (please specify below) _____
Do you speak a language other than English at home?	☐ No (English only)	☐ Yes (please specify below) _____
If you speak a language other than English at home, how well do you speak English?	☐ Very Well ☐ Not well	☐ Well ☐ Not at all

9. Unique Student Identifier (USI)												
A Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications. It is a government requirement that a student needs a USI when enrolling or re-enrolling in nationally recognised training from 1 January 2015. This includes if the student is enrolling for the first time, for example, if they are studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course. It also applies to students continuing or completing (re-enrolling) training, including nationally recognised training undertaken in secondary school.												
Do you have a USI?												
☐ Yes	Enter your USI: <table border="1" style="width: 100%;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>											
☐ No	I give IIT permission to create, view and update a USI on my behalf. Using the personal details entered on the two forms of Identification I have provided IIT. - Driver's Licence - Visa (with Non-Australian Passport) for international students - Certificate of Registration by Descent - Australian Passport - Citizenship Certificate - Medicare Card - Birth Certificate (Australian) - Immi Card											

Student Signature: _____ Date: _____

10. Education Details

Are you still attending secondary school?	☐ No ☐ Yes
What is your highest COMPLETED school level? (Not inclusive of higher education)	Tick one box only: ☐ Completed Year 12 ☐ Completed Yr. 9 or equivalent ☐ Completed Year 11 ☐ Completed Yr. 8 or lower ☐ Completed Year 10 ☐ Never attended school
In which year did you complete this school level? (must be answered – even if education was completed overseas)	
If still attending school, name of school:	
Previous secondary school (if applicable):	

11. Employment Status

Which of the following categories BEST describes your current employment status?	Tick one box only: ☐ Employed – unpaid worker in a family business ☐ Self-employed – not employing others ☐ Not employed – not seeking employment ☐ Unemployed – seeking full time work ☐ Unemployed – seeking part time work ☐ Full time employee ☐ Part time employee ☐ Employer
Where are you employed?	
How many employees are at your current employer?	☐ Up to 20 ☐ Over 20

12. Occupation

Which of the following classifications BEST describes your current (or recent) occupation?	Tick one box only: <i>(if you never employed go to next section)</i> ☐ 1 – Managers ☐ 2 – Professionals ☐ 3 – Technicians & Trade Workers ☐ 4 – Community and Personal Service Workers ☐ 5 – Clerical & Administrative Workers ☐ 6 – Sales Workers
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	☐ 7 – Machinery Operators & Drivers ☐ 8 – Labourers ☐ 9 – Other
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13. Industry of Employment

Which of the following classifications BEST describes the industry of your current (or recent) Employer?	Tick one box only: <i>(if you never employed go to next section)</i> ☐ A – Agriculture, Forestry and Fishing ☐ B – Mining ☐ C – Manufacturing ☐ D – Electricity, Gas, Water & Waste Services ☐ E – Construction ☐ F – Wholesale Trade ☐ G – Retail Trade ☐ H – Accommodation & Feed Services ☐ I – Transport, Postal & Warehousing ☐ J – Information Media & Telecommunications ☐ K – Financial & Insurance Services ☐ L – Rental, Hiring & Real Estate Services ☐ M – Professional, Scientific & Technical Svc's ☐ N – Administrative Support Services ☐ O – Public Administration and Safety ☐ P – Education & Training ☐ Q – Health Care & Social Assistance ☐ R – Arts and Recreation Services ☐ S – Other Services
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14. Disability

Do you consider yourself to have a disability, impairment or long-term condition?	☐ Yes ☐ No
If yes, please indicate the areas of disability, impairment or long-term condition.	You may indicate more than one: ☐ Hearing/deaf ☐ Intellectual ☐ Mental illness ☐ Vision ☐ Physical ☐ Acquired brain impairment ☐ Learning ☐ Medical condition ☐ Other (Please specify): _____

15. Previous Qualifications/Education

Have you successfully COMPLETED any of the following qualifications?	☐ Yes ☐ No
If yes, please tick ONE applicable box relating to your prior education at ANY applicable Level as follows:	A E I ☐ ☐ ☐ Bachelor's degree or Higher Degree ☐ ☐ ☐ Advanced Diploma or Associate Degree

A = Australian Qualification E = Australian Equivalent* I = International	☐ ☐ ☐ Diploma or Associate Diploma ☐ ☐ ☐ Certificate IV or Advanced Cert/Technician ☐ ☐ ☐ Certificate III or Trade Certificate ☐ ☐ ☐ Certificate II ☐ ☐ ☐ Certificate I ☐ ☐ ☐ Other (please specify): _____
If multiple of one type, use above priority order (A), (E) and then (I). *To determine 'Australian Equivalent' qualifications, please refer to the Overseas Qualifications Unit (OQU).	

16. Study Reason	
Of the following reasons, which BEST describes your main reason for undertaking this course / traineeship / apprenticeship?	Tick one box only: ☐ To get a job ☐ To develop my existing business ☐ To start my own business ☐ To try for a different career ☐ To get a better job or promotion ☐ It was a requirement of my job ☐ I wanted extra skills for my job ☐ To get into another course of study ☐ For personal interest or self-development ☐ Other Reasons: _____

17. Student Contact	
How did you find out about the course you are enrolling in?	Tick one box only: ☐ Job Services ☐ Staff Member ☐ Current/Past Student ☐ Flyer ☐ Website ☐ Radio advertising ☐ Word of mouth ☐ Social Media (e.g. Facebook) ☐ Apprentice Centre ☐ Newspapers ☐ Workplace ☐ Other (please specify): _____

18. Student Handbook		
The student handbook outlines the following:		
☐ Student fee information ☐ Refund Policy ☐ Code of conduct	☐ Complaints procedure ☐ Appeals procedure ☐ Assessment guidelines	☐ Student welfare and support services ☐ Recognition of prior learning

I declare that I have read and understood the IIT's student handbook and their policies & procedures regarding the above.

Student Signature: _____ **Date:** _____

The Student Handbook can be found on the IIT's website.

19. Australian Citizenship Status

☐ Australian Citizen ☐ New Zealand Citizen ☐ Permanent Resident ☐ Other (please provide details): _____

20. Program / Qualification to be Enrolled In

21. Pre Training Checklist (Please tick the correct boxes)

- | | |
|---|--|
| <ul style="list-style-type: none"> ☐ Pre-training form completed ☐ Language, Literacy, Numeracy and Digital Skills (LLND) assessment completed by student and attached ☐ Delivery Mode discussed ☐ Recognition of Prior Learning (RPL) discussed ☐ Refund Policy discussed ☐ I have read and understand the student handbook. | <ul style="list-style-type: none"> ☐ Entry Requirements discussed ☐ Credit Transfer discussed ☐ Location of the course discussed ☐ Tuition fees, Concession and Exemption discussed ☐ Student question answered ☐ Please indicate any special needs, assistance you may require during the course (e.g Writing assistance) |
|---|--|

22. Acknowledgment of the Privacy Statement, and Declaration of Information Accuracy

Collection of your data

The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations.

I have been advised by the IIT that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or a Department-endorsed project or audit or review.

For more information in relation to how student information may be used or disclosed please contact IIT on Phone no. 1300 651 348.

Consent for publication of photographs and student work

IIT occasionally takes photos of students participating in classes for publicity purposes. These photos may be displayed on our website. The names and details of the people in the photos are not released or published. Staff will always identify when they

are taking photos so students who don't wish to have their photo taken can be excluded from the photo. If at any time your photo is published on the website and you would like it removed, we will do so within 24 hours of receiving a written request to remove it.

- Do you consent to the use of your photo under these conditions? Please circle one: Yes No
- If you indicated NO, please ensure you advise the staff member at the time the photo is being taken to ensure you are excluded from the photo.

You are required to give permission in writing for any of these discussions or viewing of evidence to occur.

- I will be required to participate in the completion of a National Students Outcomes Survey [NCVER], during the course of my training program.

Declaration of Information Accuracy

I declare that the information I have provided on this enrolment form is true and accurate and understand that providing false information may affect my eligibility to obtain government funding.

In signing or emailing this form I acknowledge and declare that;

1. I have read and understood and consent to the privacy notice and have completed all questions and details on the enrolment.
2. The information herein provided is to the best of my knowledge true, correct and complete at the time of my enrolment.
3. Arrangements have been made to pay all fees and charges applicable to this enrolment.
4. I have read and understand the IIT Information for Learners Handbook.
5. I agree to be bound by the IIT Student Code of Conduct, regulations, policies and disciplinary procedures whilst I remain an enrolled student.
6. My participation in this course is subject to the right of IIT to cancel or amalgamate courses or classes. I agree to abide by all rules and regulations of IIT.
7. I understand and have been provided with information by IIT in relation to Credit Transfer and Recognition of Prior Learning (RPL).
8. I confirm that I have been informed about the training, assessment and support services to be provided, and about my rights and obligations as a student at IIT.
9. I have also visited the IIT website to review Training and Assessment options available to me including but not limited to duration, location, mode of delivery and work placement (if any), fees, refunds, complaints and withdrawals.
10. I authorise IIT or its agent, in the event of illness or accident during any IIT organised activity, and where emergency contact next of kin cannot be contacted within reasonable time, to seek ambulance, medical or surgical treatment at my cost.
11. My academic results will be withheld until my debit is fully paid and any property belonging to IIT has been returned.
12. I acknowledge that from time-to-time IIT may send me information regarding course opportunities and other promotional offers and that I have the ability to opt out.

Signed (Applicant):	Date: