

Application for Recognition



RTO: 88105

Qualification: 52776WA Certificate IV in Leadership and Mentoring

What is Recognition?

- Recognition of Prior Learning (RPL)

Recognition of Prior Learning is an assessment process giving you credit for skills, knowledge and experience gained through formal, informal and non-formal learning such as in house and non-accredited training, accredited short courses, previous qualifications, workshops, seminars, volunteering, being on a board and memberships.

What are some of the benefits of RPL?

- Reducing the amount of time required to complete the qualification
- Ensuring learners that they do not have to relearn skills and knowledge they already hold
- Identifies areas that require further study
- Encourages students to pursue education

How does it all work?

The RPL process involves the student gathering various types of evidence. This allows the assessor to:

- Make a decision on your competency.
- The more evidence you give the stronger your application will be.
- Once the assessor receives your evidence they compare it to the unit of competency.
- The assessor will then decide whether you have provided a sufficient amount of evidence.
- Your assessor will assess your application/ evidence based on the following:
 - Is it Authentic? Is it Current? Is it Sufficient? Is it Valid?

How do you apply?

To apply for RPL you will need to complete the document and attach all the evidence you have gathered. When your RPL has been assessed you will be notified by the assessor, you will need to allow up to 2-4 weeks for this process to be completed.

How much does it cost?

The AILC charge a non-refundable assessment fee of \$150. This fee will need to be paid when you submit your application.

Creating an RPL Portfolio

What information can you provide?

The following documents can be used to support your application:

- Resume
- Position descriptions (current and previous positions)
- Certificates and transcripts from previously attained qualifications and courses (Must be verified by JP)
- Certificates of attendance for workshops
- References/ third parties
- Performance appraisals
- Documents that you have written e.g. policies, blogs etc.
- Documentation that may demonstrate industry experience

Depending on the industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL as the Assessor will work with you during this process.

How should you present your portfolio?

It is very important that you make an effort to present your portfolio in a way that facilitates easy assessment. Portfolios that are stapled together or random bits of paper with no supporting documentation will be returned to you for completion.

Your information should be collated in this order:

- A. Completed Application for Recognition
- B. Resume
- C. Job Descriptions
- D. Qualifications/ Certificates
- E. All other documentation in a logical manner

Once you have completed your portfolio, scan and email or put everything in an envelope and send it to:

Post: Administration
PO Box 186
CURTIN ACT 2605

Email: enquiries@ailc.org.au

Phone: (02) 6251 5770

Fax: (02) 6251 6312

Please make sure you keep a copy of your portfolio as it will not be returned

What next?

Once we receive your application and payment an assessor may be in contact with you in regards to your application. Please bear in mind RPL can be a lengthy and complex process so please give the assessor up to 20 business days to provide an outcome of your application.

Application for Recognition

Full Name:	
Course:	52776WA Certificate IV in Leadership and Mentoring
RTO & Code:	Australian Indigenous Leadership Centre (RTO Code: 88105)
Date of Birth:	
USI:	
Address:	
Email:	
Phone:	

Please list the units of competency you are seeking RPL

Please refer to our website, www.ailc.org.au for a complete list of units in our courses.

Unit Code	Unit Name

Employment and Work Experience

In the space below list any work experience, full time, part time, casual, voluntary and add a reference number to the document. Please attach relevant documentation.

Name of Workplace	Position Held	Dates of Employment	Document Reference Number
E.g. Westpac	Bank Manager	2008-2010	Document number 3 (Job description)

Please provide information on any additional work experience that you think may be relevant

Relevant Training

Please list your qualification/ certificates below, please attach relevant document.

Title of Qualification	Training Organisation	Year achieved	Document reference number
e.g. Certificate II in Business	CIT	2002	Document number 6

Self-Assessment

For each unit of competency in the table below please indicate whether you have performed these tasks and don't forget to add a reference number to the required document. To view the unit of competency please go to: www.training.gov.au

Unit Code	Unit of Competency	I have performed these tasks:		
		Yes	No	Document Reference number
LWADEV401A	Manage own professional development			
LWAWOR401A	Examine workplace ethics			
LWAMEN401A	Explore mentoring principles			
LWAMEN402A	Mentor others			
BSBLDR401	Communicate effectively as a workplace leader			
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements			
BSBLED805	Plan and implement a mentoring program			
PSPGEN048	Support workplace coaching and mentoring			

Attachments

A. Completed Application for Recognition	<input type="checkbox"/>
B. Resume	<input type="checkbox"/>
C. Job Descriptions	<input type="checkbox"/>
D. Qualifications/ Certificates	<input type="checkbox"/>
E. All other documentation in a logical manner	<input type="checkbox"/>

I declare that the information contained in this application is true and correct and that all documents provided are genuine.

Applicant signature: _____ Date: ____ / ____ / _____

Version	Created	Reviewed & Changes	By whom
2	2015	Reviewed: 21/11/2016 Removed all information on Credit Transfers, as it now has its own form.	Alinta Batten