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RPL & Credit Transfer

Application Form

**Recognition of Prior Learning (RPL)**

An assessment process that involves assessment of an individual’s relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

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# STEPS TO UNDERTAKE APPLICATION

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| Step 1 | Find out what RPL/RCC is about and if you are eligible. Read our RPL/RCC process on the website and in the Participant Handbook. |
| Step 2 | If you have already started your course, listen carefully in the course induction and talk to a trainer about your background, experience and previous qualifications to find out if you are possibly eligible for Recognition in one of our subjects. |
| Step 3 | If the answer is a possible yes, then you should complete this application form. It must be completed in full, with the appropriate documentation provided to support your claim. |
| Step 4 | Submit the application for assessment. A desktop assessment of your application and supporting documents may be followed up with you by telephone and a meeting where required. |
| Step 5 | You may be interviewed by the assessor. |
| Step 6 | You will be given an answer in person and/or in writing. |
| Step 7 | If your application is accepted, the results are kept in your file and you will be issued a Statement of Attainment or a Certificate for the unit(s) or full qualification completed by RPL. |

## Notes to assist you to complete this application form.

Recognition of Prior Learning (RPL) is an assessment process that involves making a judgment on the skills and knowledge an individual has as a result of past study and/or experience. The aim of RPL is to recognise your existing competencies without having to go through the complete processes of training and assessment. You will still need to provide evidence though, upon which your assessor can base their judgement.

* If you are applying for direct RECOGNTION by CREDIT TRANSFER only (for applicants who have completed exact competencies in previous learning) please complete PART A and B only and attach copies of qualifications with statements of competencies already achieved.
* If you are applying for SKILL RECOGNITION because you feel your previous courses/programs or previous employment, voluntary and life experience is similar to the competencies outlined please complete PART A and C. You will be required to support experience outlined in part C with documentary evidence.

## Evidence Examples

Some suggestions of relevant documents are listed below. Please only send those that directly relate to the units of competency being assessed. If you send information that is not mapped to the qualification, your portfolio will be returned to you. You then have another opportunity to submit ensuring every piece of evidence provided links directly to the units of competency.

* certificates/results of assessment – universities, external training courses, in-house courses, workshops, seminars, symposiums
* feedback forms/performance appraisals
* references/letters from previous employers/supervisors (See Appendix for template)
* diaries/task sheets /job sheets/log books
* samples of your work
* industry awards
* CV or work history
* current and/or previous position descriptions
* any other documentation that may demonstrate industry experience

**Evidence must be:**

* *Authentic* - it must be your own work
* *Sufficient* - it must demonstrate competence over a period of time, that the competencies can be repeated, and the evidence must be enough so that the assessor can make an accurate judgement regarding competency
* *Current* - it must demonstrate up-to-date knowledge and skills i.e. from the present or the very-recent past
* *Valid* - it must be relevant to what is being assessed

## Submitting Evidence

Every piece of evidence you submit needs to be referenced and you must provide an explanation of why you have submitted it and how it supports your claim to the unit of competency.

Make sure your name is on all forms of evidence.

Single forms of evidence may cover multiple units of competency.

If you are sending a hardcopy of your evidence, keep a copy of your RPL assessment submission. Do not send the original workplace evidence.

If your submission is too large to email, please create an online folder and share the location with your assessor.

Contact your assessor for support. They can help you identify types of workplace evidence which may be suitable.

# PART A: RECOGNITION

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Email Address** |  |
| **Phone Number** |  |
| **Qualification you wish to achieve**  **(Code and Name)** |  |

# PART B: DIRECT CREDIT TRANSFER APPLICANTS

*Only complete this section if you have completed equivalent units and have evidence of Qualification, Statement of Attainment/s and Statement of Results. You will need to send a copy of this evidence with your application.*

**PLEASE LIST UNIT/S & ATTACH A COPY OF QUALIFICATION/S AND STATEMENT/S**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Code** | **Unit Title** | **Date of Issue on Certificate / Statement of Attainment** | **Organisation Issuing Certificate / Statement of Attainment** |
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| **Declaration by Applicant** | I believe that the information I have provided in this application is true and correct. |
| **Signature** |  |
| **Date** |  |

# PART C: SKILLS RECOGNITION APPLICANTS

*Complete this section if you have completed other relevant training programs or if you have relevant life or work experience.*

## 1. Training Experience

*Training courses/programs previously attended which you consider relevant to the program you are now entering.*

|  |  |
| --- | --- |
| ***List any training courses and programs you have previously attended, or similar units of competency completed here:*** | ***Identify which unit of competency this relates to from your current course here:*** |
| **\*SAMPLE UNIT\*- Project Management Professional (PMP) Certification Training, Agile Project Management Training, Risk Management Training Workshop, Stakeholder Management Training, Change Management Certification Course** | **BSBPMG420 - Apply project scope management techniques** |
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## 2. Related Work and Life Experience

*Current or recent work-related activities you believe support your application for RECOGNITION OF PRIOR LEARNING.*

| ***Unit of Competency*** | **BSBPMG420 - Apply project scope management techniques – SAMPLE UNIT** | | |
| --- | --- | --- | --- |
| ***Element*** | ***Performance Criteria*** | ***Work Related Activities / Organisation / Years’ Experience*** | ***Supporting Evidence*** |
| 1. Contribute to defining project scope | 1.1 Participate in identifying project objectives and requirements and review project initiation documentation  1.2 Contribute to identifying project deliverables  1.3 Contribute to identifying measurable outcomes to enable evaluation of project performance  1.4 Contribute to developing and documenting the scope management plan  1.5 Confirm approval of project scope with relevant project authority | **Organisation:** ABC Corporation  **Years Experience:** 3 years  **Work-Related Activities:**  Participated in cross-functional meetings and discussions to identify project objectives and requirements.  Reviewed project initiation documentation, including project charters and business cases, to comprehensively understand the project scope.  Collaborated with stakeholders to identify and document project deliverables, ensuring alignment with project objectives.  Contributed to the identification of measurable outcomes that could be used to evaluate the performance and success of the project.  Assisted in developing and documenting the scope management plan, including scope statement, work breakdown structure (WBS), and scope control processes.  Obtained necessary approvals from the relevant project authority to finalize and confirm the project scope. | Meeting agendas and minutes that demonstrate your active participation in identifying project objectives and requirements.  Copies of project initiation documentation you reviewed, such as project charters or business cases.  Examples of project deliverables you identified or contributed to, along with any relevant communication or documentation related to these deliverables.  Documentation or reports that show your involvement in identifying measurable outcomes for project performance evaluation.  The scope management plan or relevant sections of it that you contributed to developing and documenting.  Approval emails, signatures, or any other documentation that confirms the approval of project scope by the relevant project authority. |
| 2. Apply project scope controls | 2.1 Undertake work according to agreed project scope management plan  2.2 Identify and respond to variations according to established change control procedures within scope of own responsibility  2.3 Communicate instances of non-compliance with overall scope to the project manager and other team members | Executed project tasks and activities by the agreed project scope management plan.  Identified variations or changes within the project scope and followed established change control procedures to assess their impact.  Responded promptly and effectively to variations or changes within the scope of your own responsibility.  Communicated instances of non-compliance with the overall scope to the project manager and other team members, ensuring appropriate actions were taken. | Work records or task lists: Provide evidence of your work records or task lists demonstrating the tasks you undertook in alignment with the project scope management plan.  Change control documentation: Include examples of change requests or change control forms you completed, indicating the variations or changes you identified and responded to within your own responsibility.  Communication records: Include copies of communication records, such as emails or meeting minutes, where you documented instances of non-compliance with the overall scope and communicated them to the project manager and team members.  Process documentation: Include any relevant process documentation or standard operating procedures that outline the established change control procedures you followed.  Testimonials or performance reviews: Include any testimonials or performance reviews from supervisors or project managers that highlight your ability to apply project scope controls effectively. |
| 3. Contribute to review of scope controls | 3.1 Identify scope changes against scope management plan with assistance  3.2 Contribute to reporting scope changes  3.3 Participate in reviewing effectiveness of project outcomes | Assisted in identifying scope changes by comparing project activities and deliverables against the scope management plan.  Contributed to reporting scope changes to the project team, stakeholders, or relevant authorities.  Participated in reviewing the effectiveness of project outcomes to assess if they align with the project scope and objectives. | Scope change logs: Provide examples of scope change logs or documentation that show your contribution in identifying scope changes against the scope management plan.  Scope change reports: Include samples of scope change reports that you contributed to, which communicate the identified scope changes to relevant stakeholders.  Meeting minutes or reports: Include meeting minutes or reports where you participated in discussions or reviews of the effectiveness of project outcomes, highlighting your contribution to these activities.  Project documentation: Include any project documentation, such as project plans, progress reports, or evaluations, that demonstrate your involvement in the review of scope controls and the assessment of project outcomes.  Testimonials or performance reviews: Include testimonials or performance reviews from supervisors or project managers that acknowledge your contribution to the review of scope controls and the evaluation of project outcomes. |
| ***Performance Evidence*** | The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:   * support project managers and other team members to apply project scope management techniques during at least two different projects.   In the course of the above, the candidate must:   * work according to project scope management plan including established change control procedures and performance measurement procedures * contribute to delineating and controlling project scope * communicate with the project manager and other team members * record project scope management plan * interpret and follow project initiation documentation for purposes of documenting project scope. | Supported project managers and other team members in applying project scope management techniques in two different projects.  Worked according to project scope management plans, including established change control procedures and performance measurement procedures.  Contributed to delineating and controlling project scope by actively participating in scope definition, scope verification, and scope control activities.  Communicated effectively with the project manager and other team members to ensure alignment on project scope and manage scope-related issues.  Recorded project scope management plans, including scope statements, WBS, and scope control processes.  Interpreted and followed project initiation documentation, such as project charters and business cases, to document project scope accurately. | Project documentation: Provide evidence of your involvement in two different projects, such as project plans, progress reports, or project artifacts, that demonstrate your support in applying project scope management techniques.  Change control records: Include examples of change control documentation, such as change requests or change control forms, that show your adherence to established change control procedures during the projects.  Communication records: Include copies of communication records, such as emails, meeting minutes, or status updates, that demonstrate your effective communication with the project manager and other team members regarding project scope.  Project scope management plans: Include samples of the recorded project scope management plans, including scope statements, WBS, and scope control processes, that you contributed to developing and documenting.  Project initiation documentation: Provide examples of project initiation documentation that you interpreted and followed to accurately document project scope, such as excerpts from project charters or business cases.  Testimonials or performance reviews: Include testimonials from project managers or team members that highlight your ability to support project scope management techniques and effectively contribute to delineating and controlling project scope. |
| ***Knowledge Evidence*** | The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:   * components of project scope management plans including: * established change control procedures * performance measurement indicators * factors likely to impact project scope * procedures relating to scope change including: * formal change-control processes * reporting change * methods for measuring work outcomes and progress against plans * methods for reviewing project outcomes * scope control methods * types of project initiation documentation. | Applied knowledge of project scope management plans by actively participating in their development and implementation.  Demonstrated understanding of established change control procedures and followed them in identifying and managing scope changes.  Utilised performance measurement indicators to assess project progress and measure work outcomes against plans.  Participated in project outcome reviews, analysing project success against defined objectives.  Applied scope control methods to monitor and manage project scope effectively. | Project scope management plans: Provide samples of project scope management plans that you have been involved in developing, including the components mentioned in the criteria (change control procedures, performance measurement indicators, factors impacting project scope).  Change control documentation: Include examples of change control procedures and documentation you have utilised to manage scope changes during projects.  Performance measurement indicators: Provide documentation or reports demonstrating your use of performance measurement indicators to assess project progress and measure work outcomes against plans.  Project outcome review reports: Include samples of project outcome review reports or documentation that demonstrate your ability to review project outcomes and evaluate their success against defined objectives.  Scope control documentation: Provide examples of scope control methods and documentation you have utilized to monitor and manage project scope effectively.  Project initiation documentation: Include samples of project initiation documentation, such as project charters or business cases, to demonstrate your understanding of different types of project initiation documentation. |
| ***Assessment Outcome*** | *Competent  Not Yet Competent* | ***Assessment Date*** |  |
| ***Assessor*** |  | ***Assessor Signature*** |  |

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| Please explain your work and life experience that relates to this application |
|  |
| Please provide any other information or evidence to support this application |
|  |

**PLEASE ATTACH COPIES OF:**

* Qualification/s and/or Statement/s of Attainment as mentioned above
* Statement of Results listing competencies achieved
* Other course results
* All other supporting evidence

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| **Declaration by Applicant** | I believe that the information I have provided in this application is true and correct. |
| **Signature** |  |
| **Date** |  |

# Appendix - Referee Testimonial

Date: Click or tap to enter a date.

To whom it may concern,

RE: Click or tap here to enter text. Skills in/as Click or tap here to enter text.

I certify that the above named person has worked at Click or tap here to enter text. For a period of Click or tap here to enter text. Years and has regularly undertaken the following activities within the workplace since commencing employment with this organisation.

Note Tick those skills/competencies (below) that the candidate has or can successfully perform in the workplace

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If you would like any further information or would like to discuss the above, I can be contacted on Click or tap here to enter text.

Your sincerely,

|  |  |
| --- | --- |
| **Referee Signature** |  |
| **Print Name and Position:** |  |
| **Company Name:** |  |