| | RECOGNITION OF PRIOR LEARNING APPLICATION FORM |
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The Recognition of Prior Learning Application Form has 3 Parts.

Part 1 relates to Student information.

Part 2 relates to Units of competency details for RPL (if required only for unit of competency).

Part 3 relates to Work Experience and evidence required for RPL.

Please fill in Part 1, 2 and 3 and attach the required evidence.

Please speak to the Course Coordinator / Trainer for assistance in completing this form.

<u>Note:</u> All Recognition of Prior Learning requests take a minimum of 10 working days to process.


## PART 1 - STUDENT DETAILS

| |
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| **STUDENT NAME:** |
| **DATE OF BIRTH:** |
| **STUDENT ID :** ACE |


<u>**COURSE IN WHICH RPL IS SOUGHT**</u>    (Please tick appropriate course)

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| <u>**HOSPITALITY COURSES**</u><br>☐  **SIT30813 CERTIFICATE III IN COMMERCIAL COOKERY (In Transition)**<br>☐  **SIT40413 CERTIFICATE IV IN COMMERCIAL COOKERY (In Transition)**<br>☐  **SIT50313 DIPLOMA OF HOSPITALITY (In Transition)** |
| <u>**BUSINESS COURSES**</u><br>☐  **BSB40215 CERTIFICATE IV IN BUSINESS**<br>☐  **BSB50215 DIPLOMA OF BUSINESS**<br>☐  **BSB60215 ADVANCED DIPLOMA OF BUSINESS** |
| <u>**AUTOMOTIVE COURSES**</u><br>☐  **AUR30612 CERTIFICATE III IN LIGHT VEHICLE MECHANICAL TECHNOLOGY (In Transition)** |


**Does this application relate to the entire qualification?**        **Yes** ☐        **No** ☐

**(If no, write the unit code and unit title you are seeking RPL on Page 2)**

<u>**STUDENT DECLARATION**</u>

I hereby declare that the information entered on this form is true and correct

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| **STUDENT SIGNATURE:** |
| **DATE:** |

**Recognition of Prior Learning** or **RPL** is a form of assessment which is the process of recognising a person's skills and knowledge which they have acquired through previous training, education, work and/or general life experience. The benefits of RPL may be the reduced time a student has to spend attending class, undertaking assessments or relearning what they already know. The evidence the applicant provides must be authentic (something they have prepared, produced or has been written about them by a relevant third party), and must be sufficient to demonstrate competence against the unit/s of competence. The applicant must also be able to demonstrate that this evidence is still current and relevant. This may be through a variety of means such as a portfolio of evidence, questions and discussions, written answers, or a practical demonstration.

In order to grant RPL the assessor must be confident that the client is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Qualification Framework accredited courses.

Your assessor will assess your application/evidence based on the following:

**Is it Authentic?**
- Is the evidence your own work?
- Are the qualifications, references and licences presented by you; authentic documents?

**Is it Current?**
- Does the evidence show that you can currently perform the competence while working?
- Does the evidence demonstrate that through professional development, experience or continued employment?
- That your skills and knowledge are current?

**Is it Sufficient?**
- Does the evidence cover the full range of performance identified in the unit of competency?
- Does the evidence show competence over a period of time?
- Does the evidence show competence in a range of contexts?

**Is it Valid?**
- Does the evidence relate to a unit of competence?
- Does the evidence reflect the four dimensions of competency?
- Does the evidence address the key competencies?

## PART 2 – UNITS OF COMPETENCY DETAILS FOR RPL (if required only for unit of competency)

| Unit Code | Unit Title | Please Mention Evidence that you have supplied with Application Form |
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## PART 3: WORK EXPERIENCE RELEVANT TO YOUR APPLICATION

**Resume / CV Attached: -**      **Yes** ☐     **No** ☐

| Employers name and Location | Job Role | Employment date :- From     To | Description of Work Related to this RPL application Nature of work |
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**If space provided is insufficient, please copy this page.**

**Work Experience:**  Please provide information of any additional work experience, etc. that you think might be relevant. Attach additional pages if necessary.

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**Other Interests or skills which relate to work skills or the competencies for which you are requesting RPL:**

List any other things that have helped you to gain skills to support your application. For example, being a parent, involvement in school committees, organising a family business, accounts, and involvement in any hobby groups, team, club, society, association or community organisations. Briefly describe your involvement including official positions.

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**Education and Training**

What is the highest level of formal schooling achieved? _____

When was this completed? _____

Where was this completed? _____

**Additional studies (studies you have undertaken since leaving school):**

| Dates | Level of Study (eg. Apprenticeship, certificate, industry course, etc.) | Details of study (e. Title of trade, name of course, etc.) | Results |
|---|---|---|---|
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**Have you been involved in any other courses such as OH&S training, short courses, etc.? Please provide details below.**

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**Indicate the ways in which you believe your prior and current experience relates to the course for which you are applying for Recognition of Prior Learning.**

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# RECOGNITION OF PRIOR LEARNING APPLICATION FORM

**OFFICE USE ONLY**

| APPLICATION RECEIVED BY : | | DATE : |
|---|---|---|
| SIGNATURE: | | |
| DATE: | APPROVED: ☐ YES ☐ NO | |

**Outcome:**

| BSB40215: CERTIFICATE IV IN BUSINESS | | |
|---|---|---|
| **Unit Code** | **Unit Description** | **RPL Granted or Denied** |
| **Core Units** | | |
| BSBWHS401 | Implement and monitor WHS policies, procedures and programs to meet legislative requirements | |
| **Elective Units** | | |
| BSBADM405 | Organise Meetings | |
| BSBLED401 | Develop teams and individuals | |
| BSBMKG401 | Profile the market | |
| BSBRES401 | Analyse and present research information | |
| BSBHRM405 | Support the recruitment, selection and induction of staff | |
| BSBWRT401 | Write complex documents | |
| BSBSMB404 | Undertake small business planning | |
| BSBSMB402 | Plan small business finances | |
| BSBCMM401 | Make a presentation | |

**Outcome:**

| BSB50215: DIPLOMA OF BUSINESS | | |
|---|---|---|
| **Unit Code** | **Unit Description** | **RPL Granted or Denied** |
| **Elective Units** | | |
| BSBWOR501 | Manage personal work priorities and professional  development | |
| BSBRSK501 | Manage risk | |
| BSBHRM506 | Manage recruitment selection and induction processes | |
| BSBADM506 | Manage business document design and development | |
| BSBADM502 | Manage meetings | |
| BSBLED501 | Develop a workplace learning environment | |
| BSBADV507 | Develop a media plan | |
| BSBADV509 | Create mass print media advertisements | |

**Outcome:**

| BSB60215: ADVANCED DIPLOMA OF BUSINESS | | |
|---|---|---|
| **Unit Code** | **Unit Description** | **RPL Granted or Denied** |
| **Elective Units** | | |
| BSBMKG609 | Develop a marketing plan | |
| BSBINM601 | Manage knowledge and information | |
| BSBINN601 | Lead and manage organisational change | |
| BSBSUS501 | Develop workplace policy and procedures for sustainability | |
| BSBMGT615 | Contribute to organisation development | |
| BSBMGT605 | Provide leadership across the organisation | |
| BSBMGT608 | Manage innovation and continuous improvement | |
| BSBHRM602 | Manage human resources strategic planning | |

**Outcome:**

| AUR30612: CERTIFICATE III IN LIGHT VEHICLE MECHANICAL TECHNOLOGY (In Transition) | | |
|---|---|---|
| **Unit Code** | **Unit Description** | **RPL Granted or Denied** |
| **Core Units** | | |
| AURAEA3003 | Monitor environmental and sustainability best practice in the automotive mechanical industry | |
| AURASA2002 | Apply safe working practices in an automotive workplace | |
| AURETR2012 | Teat and repair basic electrical circuits | |
| AURETR3023 | Diagnose and repair electronic spark ignition engine management systems | |
| AURETR3025 | Test, charge and replace batteries | |
| AURETR3029 | Diagnose and Repair charging systems | |
| AURETR3030 | Diagnose and  Repair starting systems | |
| AURETR3031 | Diagnose and Repair ignition systems | |
| AURLTZ3001 | Diagnose and Repair light vehicle emission control systems | |
| AURLTB3003 | Diagnose and Repair light vehicle hydraulic braking systems | |
| AURLTD3004 | Repair steering systems (light vehicle) | |
| AURLTD3005 | Repair suspension systems (light vehicle) | |
| AURLTE3002 | Repair engines and associated engine components (light vehicle) | |

| AURTTA2004 | Carry out servicing operations | |
| --- | --- | --- |
| AURTTA3018 | Carry out diagnostic procedures | |
| AURTTB2001 | Inspect and service braking systems | |
| AURTTC3003 | Diagnose and repair cooling systems | |
| AURTTE2004 | Inspect and service engines | |
| AURTTF2001 | Service petrol fuel systems | |
| AURTTK2002 | Use and maintain workplace tools and equipment | |
| **Elective Units** | | |
| AURACA2001 | Establish relations with customers | |
| AURLTJ2002 | Remove, inspect, repair and fit tyres and tubes(light) | |
| AURTTK2001 | Use and maintain measuring equipment in an automotive workplace | |
| AURVTA3004 | Inspect vehicle systems and determine preferred repair action | |
| AURLTX3001 | Repair transmissions – manual (light vehicle) | |
| AURLTX3003 | Diagnose and Repair light vehicle clutch systems | |
| AURAMA3003 | Conduct information sessions | |
| AURLTQ3001 | Repair final drive assemblies (light vehicle) | |
| AURLTQ3002 | Repair final drive – driveline (light vehicle) | |
| AURTTJ2002 | Remove and refit wheel hubs and associated brake components | |
| AURETR2006 | Carry out soldering of electrical wiring and circuit | |
| AURTTZ2002 | Repair exhaust system components | |
| AURTTJ2001 | Balance wheels and tyres | |
| AURAQA3002 | Inspect technical quality of work | |
| AURTTA3017 | Carry out vehicle safety/roadworthy inspection | |
| AURTTQ2002 | Remove and refit driveline components | |

**Outcome:**

| | SIT30813: CERTIFICATE III IN COMMERCIAL COOKERY (In Transition) | |
|---|---|---|
| **Unit Code** | **Unit Title** | **RPL Granted or Denied** |
| Core Units | | |
| BSBSUS201A | Participate in environmentally sustainable work practices | |
| BSBWOR203B | Work effectively with others | |
| HLTAID003 | Provide first aid | |
| SITHCCC101 | Use food preparation equipment | |
| SITHCCC201 | Produce dishes using basic methods of cookery | |
| SITHCCC202 | Produce appetisers and salads | |
| SITHCCC203 | Produce stocks, sauces and soups | |
| SITHCCC204 | Produce vegetable, fruit, egg and farinaceous dishes | |
| SITHCCC301 | Produce poultry dishes | |
| SITHCCC302 | Produce seafood dishes | |
| SITHCCC303 | Produce meat dishes | |
| SITHCCC307 | Prepare food to meet special dietary requirements | |
| SITHCCC308 | Produce cakes, pastries and breads | |
| SITHCCC309 | Work effectively as a cook | |
| SITHKOP101 | Clean kitchen premises and equipment | |
| SITHKOP302 | Plan and cost basic menus | |
| SITHPAT306 | Produce desserts | |
| SITXFSA101 | Use hygienic practices for food safety | |
| SITXFSA201 | Participate in safe food handling practices | |
| SITXHRM301 | Coach others in job skills | |
| SITXINV202 | Maintain the quality of perishable items | |
| SITXWHS101 | Participate in safe work practices | |
| Elective Units | | |
| SITHCCC306 | Handle and serve cheese | |
| SITHCCC304 | Produce and serve food for buffets | |
| SITXINV201 | Receive and store Stock | |

**Outcome:**

| Unit Code | Unit Title | RPL Granted or Denied |
|---|---|---|
| **SIT40413: CERTIFICATE IV IN COMMERCIAL COOKERY (In Transition)** | | |
| **Core Units** | | |
| BSBDIV501A | Manage diversity in the workplace | |
| BSBSUS301A | Implement and monitor environmentally sustainable work practices | |
| SITXMGT401 | Monitor work operations | |
| HLTAID003 | Provide first aid | |
| SITHCCC101 | Use food preparation equipment | |
| SITHCCC201 | Produce dishes using basic methods of cookery | |
| SITHCCC202 | Produce appetisers and salads | |
| SITHCCC203 | Produce stocks, sauces and soups | |
| SITHCCC204 | Produce vegetable, fruit, egg and farinaceous dishes | |
| SITHCCC301 | Produce poultry dishes | |
| SITHCCC302 | Produce seafood dishes | |
| SITHCCC303 | Produce meat dishes | |
| SITHCCC307 | Prepare food to meet special dietary requirements | |
| SITHCCC308 | Produce cakes, pastries and breads | |
| SITHCCC309 | Work effectively as a cook | |
| SITHKOP302 | Plan and cost basic menus | |
| SITHKOP402 | Develop menus for special dietary requirements | |
| SITHKOP403 | Coordinate cooking operations | |
| SITHPAT306 | Produce desserts | |
| SITXCOM401 | Manage conflict | |
| SITXFIN402 | Manage finances within a budget | |
| SITXFSA101 | Use hygienic practices for food safety | |
| SITXFSA201 | Participate in safe food handling practices | |
| SITXHRM301 | Coach others in job skills | |
| SITXHRM402 | Lead and manage people | |
| SITXINV202 | Maintain the quality of perishable items | |
| SITXWHS401 | Implement and monitor work health and safety practices | |
| **Elective Units** | | |
| SITXHRM401 | Roster staff | |
| SITXCCS401 | Enhance the customer service experience | |
| SITXFSA401 | Develop and implement a food safety program | |
| BSBSMB404A | Undertake small business planning | |
| BSBWRT401A | Write complex documents | |
| SITXFIN401 | Interpret financial information | |

**Outcome:**

| SIT50313: DIPLOMA OF HOSPITALITY (In Transition) | | |
|---|---|---|
| **Unit Code** | **Unit Title** | **RPL Granted or Denied** |
| **Core Units** | | |
| BSBDIV501A | Manage diversity in the workplace | |
| BSBMGT515A | Manage operational plan | |
| SITXCCS401 | Enhance the customer service experience | |
| SITXCCS501 | Manage quality customer service | |
| SITXCOM401 | Manage conflict | |
| SITXFIN402 | Manage finances within a budget | |
| SITXFIN501 | Prepare and monitor budgets | |
| SITXGLC501 | Research and comply with regulatory requirements | |
| SITXHRM401 | Roster staff | |
| SITXHRM402 | Lead and manage people | |
| SITXMGT401 | Monitor work operations | |
| SITXMGT501 | Establish and conduct business relationships | |
| SITXWHS401 | Implement and monitor work health and safety practices | |
| **Elective Units** | | |
| SITHCCC202 | Produce appetisers and salads | |
| SITHCCC203 | Produce stocks, sauces and soups | |
| SITHCCC204 | Produce vegetable, fruit, egg and farinaceous dishes | |
| SITHCCC301 | Produce poultry dishes | |
| SITHCCC302 | Produce seafood dishes | |
| SITHCCC303 | Produce meat dishes | |
| SITHPAT306 | Produce desserts | |
| SITHCCC307 | Prepare food to meet special dietary requirements | |
| SITHCCC308 | Produce cakes, pastries and breads | |
| SITHKOP302 | Plan and cost basic menus | |
| SITHKOP403 | Coordinate cooking operations | |
| SITXFIN401 | Interpret financial information | |
| SITXFSA101 | Use hygienic practices for food safety | |
| SITXFSA201 | Participate in safe food handling practices | |
| SITXFSA401 | Develop and implement a food safety program | |