

# Application for Recognition of Prior Learning



Recognition of Prior Learning allows the student to have the skills and knowledge gained from prior training, work experience and life experience assessed against the competencies of the course enrolled. Relevant knowledge/skills can come from a number of different areas.

**Examples:** - TAFE, College, University & Industry Courses; Private  
*Training Providers; Work Experience & Life Experience*

Please complete the following 'Application for Recognition of Prior Learning' form providing details of your prior learning in relation to the course you are applying for.

You are asked to provide details of:

- previous courses you have completed (including certified original copies of the qualifications)(Note: courses must have been completed within the last 5 years).
- work experience (including written references and certified true copies of logbooks where available) and
- life experience (including written references where available).

Give as much information as possible to allow the assessor to determine whether previous training, work experience and life experience, meets the expected learning outcomes of the modules/competencies that have been nominated.

Applicants *may* also be required to sit a competency assessment

**Cost -            please refer to your local KSA college**

**Complete and post pages 2, 4, 5 and 6 to the college campus that you enrolled.**



**Students Name** \_\_\_\_\_

**Postal Address** \_\_\_\_\_

**City/Suburb** \_\_\_\_\_ **Postcode** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Mobile** \_\_\_\_\_

**Email Address** \_\_\_\_\_

Kinesiology Schools Australia Campus that you enrolled. \_\_\_\_\_

I am seeking RPL for the following: - (circle enrolled course and unit)

**Course Name**      Certificate IV in Kinesiology      Diploma in Kinesiology

**Unit/Competencies**      A&P201 : Anatomy and Physiology

CS101 : Clinical Safety

BA101 : Business Administration

MAB201 : Managing A Business

MEN201 : Mentoring

RES201 : Kinesiology Research

RBT201 : Clinical Body Contact

NUT201 : Nutrition

A&P301 : Pathophysiology

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**Please note:**

Recognition for Prior Learning will automatically be granted for First Aid to students that have taken the subject with another Registered Training Organisation. A photocopied copy of the First Aid certificate must be supplied to the college. A JP must certify the copy or the original certificate can be sighted by the college office who will verify that the copy is true and correct.

# Recognition of Prior Learning Interview Information



**An interview is only required if requested by the Kinesiology Schools Australia**

## What's the Interview for?

- It gives you the opportunity to present your information in person.
- It gives the assessor the opportunity to talk to you in person about your skills and experience.
- You can get assistance with filling out the forms and ensure that you provide the correct information that may help with your RPL assessment.

## What Will I Need To Take?

- Proof of completion of any courses that are relevant to the course competencies.
- Certificates must be certified true copies from courses completed within the last five years.
- References from previous employers
- Anything that will help the assessor validate your previous skills & experience

## What Happens at the Interview?

- You will be asked questions about your previous training and work experience.
- The assessor will discuss your application with you and will help you to remember more information than you have already provided relating to the course you will be doing.
- The assessor will be taking notes to assist in the decision making process.
- You may be asked to undertake some form of further assessment before a decision can be made (see *further assessment* section).
- You will be able to ask questions or for clarification at any time throughout the interview.

## After the Interview?

- The interview will vary in length depending on the requirements of the unit and the proof you have provided. The assessor will not normally advise you of any decision during the interview.
- You will be notified of this as soon as possible usually within a week.
- There are a number of different outcomes which can result from the interview such as: -

All or part of your request for RPL may be granted, in which case the length of your course will be shortened, classroom time may be reduced or a discount may be awarded.

Your request may be denied and you will have to complete all course competencies. If this happens you are entitled to appeal the decision.

## Further Assessment?

- Sometimes further assessment may be required. The assessor will advise what else is needed and discuss with you the best way for you to supply this.
- Further assessment may be made up of the following: -

Practical demonstrations  
Oral & Written tests  
Further documentation

## Things to Remember...

- Supply as much relevant information as possible.
- The assessor is there to help you gain RPL, not hinder you any way.
- Ask for as much clarification as you need and contact the assessor if you have any questions afterwards.

## Recognition of Prior Learning

### Details of Previous Courses Completed

In the table below provide details of all previous courses studied and formal training undertaken relevant to the course modules/competencies.

*(Do not include work experience in this section)*

<b>Start Date of Course</b>	<b>Course Name</b>	<b>College Name</b>	<b>Modules Completed</b>	<b>Result/Date of Assessment</b>

**Please provide certified copies of all qualifications attained.**

**Any other Training Courses (Staff Development etc.)**

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## Recognition of Prior Learning

### Work Experience Details

In the table below provide details of all **relevant** work experience, either full or part time, including any voluntary or unpaid work.

*(Start with your most recently held position).*

<b>Employer</b>	<b>Position/Responsibilities</b>	<b>F/T or P/T</b>	<b>Dates</b>
Name: Address: Contact: Phone:			From:  To:
Name: Address: Contact: Phone:			From:  To:
Name: Address: Contact: Phone:			From:  To:
Name: Address: Contact: Phone:			From:  To:

Please provide copies of Written References if applicable.

### Other Interests or Skills

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## Recognition of Prior Learning

### Life Experience Details

In the table below provide details of all **relevant** life experience.

*(Start with your most recently held position).*

<b>Organisation</b>	<b>Role/Responsibilities</b>	<b>Dates</b>
Name: Address: Contact: Phone:		From:  To:
Name: Address: Contact: Phone:		From:  To:
Name: Address: Contact: Phone:		From:  To:
Name: Address: Contact: Phone:		From:  To:

Please provide copies of Written References if applicable.

### Other Interests or Skills

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