



# Southern School of Natural Therapies

## Australia's Premier School of Complementary Medicine

### RECOGNITION - RPL / CREDIT TRANSFER APPLICATION

Related AQTF Standard: 1.5 + Conditions of Registration 7

APPLICANT TO COMPLETE THIS DECLARATION FOR RECOGNITION OF PRIOR LEARNING (RPL) & RECOGNITION OF CURRENT COMPETENCIES.

Applicant's Name: \_\_\_\_\_

Employer (if applicable): \_\_\_\_\_ Employer contact details: \_\_\_\_\_

I declare that the information and evidence that I submit for this RPL application are true and correct in all details and that the related documents are my own work.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of RPL Assessment work submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please submit this completed form and Recognition (RPL) assessment portfolio of evidence to:

Southern School of Natural Therapies, 25 Victoria St, Fitzroy, Vic 3065

Information: Tel 03 9415 3333. Web: [www.southernschool.com](http://www.southernschool.com)

#### What is Recognition of Prior Learning

Recognition of Prior Learning (RPL) is an assessment process that recognises knowledge, skills and competencies you currently have, regardless of how, when or where the learning occurred. This includes competencies attained through any combination of formal or informal training and education, work experience or general life experience.

In order to apply for Recognition of Prior Learning, you must firstly enrol in the subject/unit and pay the prescribed assessment fee (50% of the subject fee or as stated). You are then required to provide evidence that addresses and meets the requirements and performance/assessment criteria for this subject/unit. Your evidence may take a variety of forms and could include:

- Certificates and/or qualifications achieved
- References from past employers
- Testimonials from clients and previous work samples
- Substantiated Curriculum Vitae

To be able to grant RPL or RCC the Assessor/Co-ordinator must be confident that the applicant is currently competent against all elements of competency within this unit (a minimum of 80%) and must ensure that submitted evidence is authentic, valid, reliable, current and sufficient.

#### Who Can Apply

RPL is for full units only. If partial RPL is awarded for elements within a subject or unit of competency, then the applicant must complete the other remaining elements to achieve the full subject or unit and pay the full subject fee.

#### How does the RPL process work?

Evidence that is presented by the applicant is matched to the performance criteria contained within the elements for the unit(s) applied for RPL. The evidence is assessed using the following criteria:

- Is the prior learning relevant to the course and it addresses the performance criteria specifically?
- Is the knowledge and skill current?
- Is it authentic and can be verified?
- Is the knowledge and skill appropriate to the level of the unit?

#### How long will it take to be informed?

You will be notified of the outcome within four weeks of the RPL application.

#### What is Credit Transfer

Credit transfer recognises any formal qualifications you have achieved. You will need to provide a copy of the qualification and a list of the units achieved. These must match the units you are mapping against. If the units are from a similar / earlier qualification you will need to map these and discuss with the relevant lecturer /trainer.

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APPLICANT'S NAME: \_\_\_\_\_ QUALIFICATION TITLE: \_\_\_\_\_

CODE: \_\_\_\_\_ UNIT: \_\_\_\_\_

**Element 1: (list)** PLEASE ATTACH ADDITIONAL PAGES IF REQUIRED WITH REFERENCE TO THE ELEMENT

Performance/Assessment Criteria	List qualifications / transcript submitted to meet criteria	Detail work experience to meet criteria	Assessed C or NYC

**Element 2: (list)** PLEASE ATTACH ADDITIONAL PAGES IF REQUIRED WITH REFERENCE TO THE ELEMENT

Performance/Assessment Criteria	List qualifications / transcript submitted to meet criteria	Detail work experience to meet criteria	Assessed C or NYC

**Element 3: (list)** PLEASE ATTACH ADDITIONAL PAGES IF REQUIRED WITH REFERENCE TO THE ELEMENT

Performance/Assessment Criteria	List qualifications / transcript submitted to meet criteria	Detail work experience to meet criteria	Assessed C or NYC

Recommendation: \_\_\_\_\_

\_\_\_\_\_

Assessor's name: \_\_\_\_\_ Assessor's signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

