

Recognition of Prior Learning Application Form



**YACHTING
QUEENSLAND**

A Yachting Queensland Publication

Recognition of Prior Learning (RPL) Application Form

Participants in any Yachting Australia Inc (YA) Scheme who consider they have previously acquired one or more competency, either through work and/or life experience or through formal training in Australia or overseas may apply for **Recognition of Prior Learning (RPL)**.

Recognition of Prior Learning (RPL) means recognition of competencies currently held, regardless of how, when or where the learning occurred. Under the Australian Quality Training Framework (AQTF), competencies may be attained in a number of ways. This includes through any combination of formal or informal training and education, work experience or general life experience. In order to grant RPL, the assessor must be confident that the candidate is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Qualifications Framework accredited courses. The evidence may take a variety of forms and could include certification, references from past employers, testimonials from clients and work samples. The assessor must ensure that the evidence is authentic, valid, reliable, current and sufficient. (*Australian National Training Authority, Standards for Registered Training Organisations, 2001, p 9*)

The policy and procedures used by YQ are adapted from a nationally recognised and accredited Recognition of Prior Learning model. This model consists of three phases; these being:

- Phase 1: Application**
- Phase 2: Assessment (Including Interview)**
- Phase 3: Review (Including Appeal)**

It is the Applicant's responsibility to familiarise themselves with all policy and procedures relevant to this application, including all relevant Competency Statements. These documents can be accessed through the YQ office.

This form is designed to help the RPL Applicant organise his/her evidence against specific Competency Statements, Elements of Competency/Learning Outcomes and associated Performance Criteria. The Applicant may use this tool as a checklist or 'organiser' when compiling evidence towards the competencies detailed. The Applicant should note that this document alone does **not** constitute evidence for assessment purposes.

All documentary evidence is to be attached to this form for RPL assessment purposes. All attachments are to be included (in reference order) in the Evidence List. All licences and certificates must be either original or 'certified true copies'. Candidates must ensure that at least one piece of evidence is offered for each criterion.

Evidence may include (but is not limited to) the following:

- YA Certificate
- YA Logbook
- Licence
- Industry Certificate or 'Ticket'
- Resume/Curriculum Vitae
- Statutory Declaration
- Assessment Documentation
- AYF Certificate (prior to 2004)
- AYF Logbook (prior to 2004)
- Academic Testamur and/or Transcript
- Example of work (eg: lesson plan or trip plan)
- Race documentation
- Course Report
- Letter of Reference from employer, club official, skipper, race official, trainer, etc
- Report/Letter of Reference from State or Territory Member Yachting Association in relation to qualifications held
- Overseas Certificate
- Overseas Logbook
- Overseas Training Program/Training Package

The RPL Application Process: Your Step-by-Step Guide

STEP 1

Read the application form and make sure you understand its purpose and what is expected of you as the RPL Applicant. Consult YQ staff if you are unsure. Relevant RPL information, including policy and procedures, can be requested through YQ.



STEP 2

Obtain a copy of the relevant **Training Package** and/or **Logbook**. You must address the competencies as listed. Contact YQ for information on policies and procedures.



STEP 3

Prepare a portfolio of evidence - collect examples of documents relevant to each competency, as per **Part D** of this application.



STEP 4

Complete **Part E** of this application by listing the documents you are attaching.



STEP 5

Complete **Part D** by noting key points that express your level of knowledge and/or skill in relation to each competency area identified.



STEP 6

Reflect on your responses to all sections to determine if this provides current, sufficient, reliable, valid and authentic evidence to support equivalent competency to all units comprising the award for which you are seeking RPL.



STEP 7

Discuss the completed application with YQ staff if you are unsure about any aspect of the application or the RPL process.



STEP 8

When satisfied, sign the declaration (**Part C**) and forward it to YQ for assessment and processing. Keep a completed copy for your own records.

Instructions:

The following information may assist you in completing this form:

- All sections must be completed. Incomplete forms will be returned to the applicant for completion in full prior to any assessment being made.
- Please print using blue or black ink. (Applications written in pencil will not be processed.)

Part A: Personal Information

- Please ensure that you have supplied at least one phone number, as we may need to contact you regarding this application.

Part B: Scheme Details

- Please indicate in full the name of the YA Scheme which this application relates to (eg: 'National Powerboat Scheme'.) Please note that RPL is not granted for a superseded scheme (eg: TL3).
- Please indicate which award (or part award) this application relates to (eg: Powerboat Handling Certificate).
- If you have used more than one booklet, please number each in order. Please complete Parts A, B and C in each booklet.

Part C: Declaration and Signature

- Sign the application on completion of the application form.

Part D: Claims of Competency

- List the Competency and Competency Number as detailed in the Training Package or Logbook (eg: Plan and Prepare for Powerboating Activity / 1).
- In Column A, list the Learning Outcomes or Elements of the Competency that you are claiming recognition against (eg: 'Select suitable equipment for powerboating activity').
- In Column B, detail all Claims of Prior Learning and experience. This may be a first-person account of your activities in relation to the Learning Outcome (eg: "In preparation for a training voyage on 15 Mar 03, I prepared a trip plan and circulated it to the crew. It included a list of equipment and where it was stowed on the vessel. I also verbally briefed the crew prior to departure").
- In Column C, list the Evidence that supports the claims made in Column B (eg: Trip Plan -Attachment 1).

Part E: Evidence List

- As one piece of evidence may be used a number of times throughout the application, list the evidence in Part E in the order in which you first referenced it in Part D.
- All official documents must be original or certified true copies.
- Letters of reference should address the specific experience and/or learning of the applicant. The referee should limit him/herself to their first-hand knowledge of the applicant and the applicant's experience/learning. The letter should also be relevant to the specific competencies that this application addresses.
- The RPL Application and all supporting documents will be retained by YQ. When sending original documents, provide an appropriately sized, stamped and self-addressed envelope with your application for the return of your documents.

Part A: Personal Information

Personal Details	
Title:	Mr / Mrs / Ms / Miss / Other (please specify)
Family Name:	
Given Name(s):	
Preferred Name:	

Contact Details		
Address:		
Suburb/Town:	State:	Postcode:
Country:		
Phone (BH):	Phone (AH):	
Mobile:	Fax:	
Email:		

Part B: Scheme Details

Scheme Details	
YA Scheme that this application relates to:	
Award that this application relates to:	
This is booklet number of (total).	

Part C: Declaration & Signature *(to be signed on completion)*

Declaration	
I declare that all claims made in this document and in the evidence presented (attached) is true and correct, and reflects my actual experience and prior learning.	
Signature:	Date:

Part D: Claims of Competency

Claims of Competency		
Competency: _____		
Competency Number: _____		
Learning Outcome / Performance Criteria:	Claims of Prior Learning:	Evidence:

Claims of Competency		
Competency: _____		
Competency Number: _____		
Learning Outcome / Performance Criteria:	Claims of Prior Learning:	Evidence:

Claims of Competency		
Competency: _____		
Competency Number: _____		
Learning Outcome / Performance Criteria:	Claims of Prior Learning:	Evidence:

Claims of Competency		
Competency: _____		
Competency Number: _____		
Learning Outcome / Performance Criteria:	Claims of Prior Learning:	Evidence:

Claims of Competency		
Competency: _____		
Competency Number: _____		
Learning Outcome / Performance Criteria:	Claims of Prior Learning:	Evidence:

Claims of Competency		
Competency: _____		
Competency Number: _____		
Learning Outcome / Performance Criteria:	Claims of Prior Learning:	Evidence:

Claims of Competency		
Competency: _____		
Competency Number: _____		
Learning Outcome / Performance Criteria:	Claims of Prior Learning:	Evidence:

Claims of Competency		
Competency: _____		
Competency Number: _____		
Learning Outcome / Performance Criteria:	Claims of Prior Learning:	Evidence:

(Copy and attach more pages if required.)

Part E: Evidence List:

<i>Attachment Number:</i>	<i>Document Title:</i>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
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9.	
10.	
11.	
12.	
13.	
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16.	
17.	
18.	
19.	
20.	

Attachment Number:	Document Title:
21.	
22.	
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40.	

(Copy and attach more pages if required.)

Completion Checklist

Before submitting this application:

- Check that all personal details are correct and that you have provided at least one phone number.***
- Check that you have indicated which YA Scheme and Award this application relates to.***
- Please proofread your application and all attached evidence – being familiar with your application helps us if we have questions relating to your evidence.***
- Check that you have signed the declaration on page 3.***
- Check that all evidence is attached. All certificates should be originals or certified true copies.***
- Make a copy of the complete application and all attached evidence for your own records.***
- Check that you have enclosed a stamped, self addressed envelope of appropriate size for the return of your original certificates (if applicable).***

Send completed application to:

**RPL Assessment Application
Yachting Queensland
PO Box 5462
Manly, QLD 4179
AUSTRALIA**