

## **RECOGNITION OF PRIOR LEARNING (RPL) INFORMATION SHEET**

### **What is Recognition of Prior Learning?**

Recognition of Prior Learning (RPL) is the acknowledgment of skills & knowledge obtained through:

- Formal training (SP recognises AQF qualifications/Statements of Attainment issued by other RTO's)
- Work experience
- Life experience

### **How do you apply for RPL?**

- Decide which unit you wish to make application for
- Speak to Symbion Pathology and ask for an RPL Information pack.
- The Information Pack will explain all the steps that you must follow to complete an application

### **How much does it cost?**

There is no fee charged for RPL.

### **How much will I save?**

It is possible to lessen your attendance time & to gain your accredited qualification faster. Also, we will discount your fees if you claim RPL for 6 or more units at \$50 per unit. A discount of \$300.00 is the maximum amount to be claimed

### **What if I have some questions?**

- You may make an appointment to see the Commercial Training Co-ordinator who will explain the process to you.
- You may arrange an interview with your RPL assessor.

### **When do I apply for RPL?**

RPL applications must be lodged no less than 2 weeks prior to the commencement of the course.

### **How long will it take?**

- Once Symbion Pathology receive your application, it will appoint RPL Assessor to assess your application.
- The assessment will take approximately 4 working days.

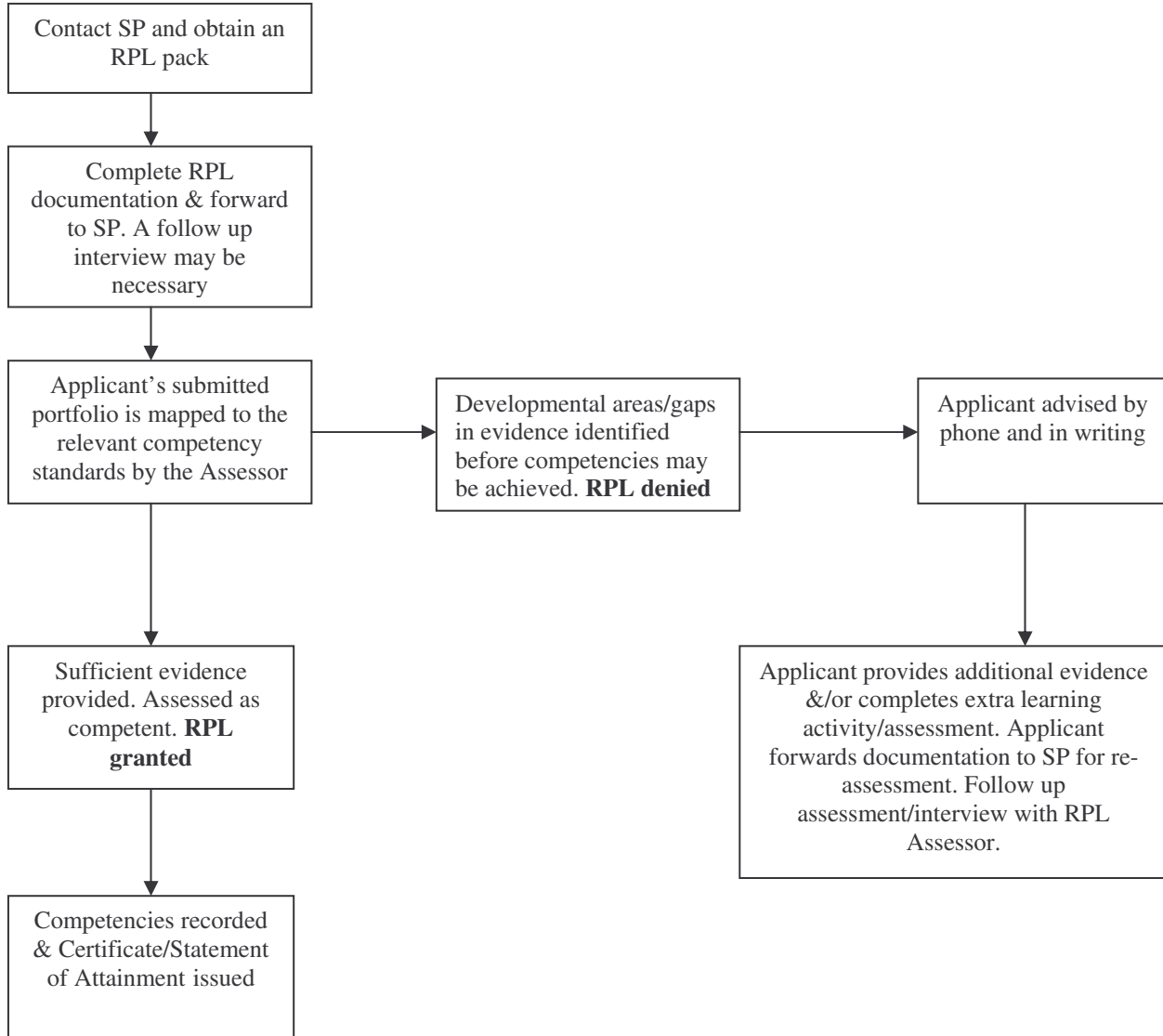
### **How will I be notified if my application is successful?**

- ❑ You will receive the results of your application by the quickest method of communication (eg, phone) and also in writing.
- ❑ Should your application be successful, a Certificate or Statement of Attainment will then be issued.

**Can I appeal if I do not agree with the result of my application?**

- ❑ You may appeal an assessment decision by forwarding a letter requesting a review of the RPL decision to the Training Manager.
- ❑ Staff will follow the SP appeals procedure by reviewing the decision and advising you by phone and also in writing.

## RECOGNITION OF PRIOR LEARNING FLOW CHART



The following are examples of evidence that may be required in an RPL application:

- Certificates/credentials gained from previous courses
- Work samples
- Video of performance
- Examining & evaluating items of work
- Support letters from employer/supervisor
- On the job demonstrations
- Producing completed items/photographs
- Oral presentation to RPL assessor

**Evidence must be:**

- RELEVANT** Can your evidence be directly linked to the units of competency/learning outcomes you are claiming
- CURRENT** Is your learning still valid? Can you perform the skills you may have learned some years ago, & is the knowledge you have about this area still fresh?
- AUTHENTIC** Have you actually learned what you claim & can this be verified from different sources?  
Is the evidence provided your own work?
- TRANSFERABLE** Can the skills & knowledge you have learned in one situation be used in another?
- OF THE QUALITY REQUIRED** Can you meet the acceptable standard or level of learning required in the course?
- FROM A VARIETY OF SOURCES** Have you been able to demonstrate your prior learning in more than one way?

Please complete this RPL application form & lodge it with the Training Coordinator, 60 Waterloo Rd, north Ryde, NSW 2113

**RECOGNITION OF PRIOR LEARNING (RPL)  
SECTION A: PERSONAL DETAILS**

MRS/MISS/MS/MR  
FIRST NAME.....SURNAME.....

D.O.B.....

ADDRESS.....  
.....  
.....

PHONE:.....MOBILE:.....

E-MAIL:.....

DATE OF APPLICATION:.....

**DECLARATION:**

I DECLARE THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS A TRUE STATEMENT OF MY EDUCATION AND EXPERIENCE. I AUTHORISE SYMBION PATHOLOGY TO CONTACT ANY THIRD PARTIES THAT I HAVE IDENTIFIED TO VERIFY THE ACCURACY OF THE EVIDENCE THAT IS SUBMITTED IN SUPPORT OF THIS APPLICATION.

SIGNED:.....

**SECTION B: AREA/S WHERE RECOGNITION OF PRIOR  
LEARNING IS SOUGHT**

PLEASE IDENTIFY THE NAME OF THE COURSE, QUALIFICATION OR COMPETENCY THAT YOU ARE APPLYING FOR RECOGNITION OF PRIOR LEARNING IN (IF YOU ARE APPLYING FOR RPL IN SPECIFIC UNITS OF COMPETENCY, PLEASE LIST THEM).

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## SECTION C: EMPLOYMENT HISTORY DETAILS

PLEASE INDICATE ANY WORK EXPERIENCE THAT YOU FEEL IS RELEVANT TO YOUR APPLICATION FOR RECOGNITION OF PRIOR LEARNING. THIS SHOULD INCLUDE FULL TIME OR PART TIME WORK EXPERIENCE, VOLUNTARY OR PAID WORK.

ORGANISATION NAME	DURATION OF EMPLOYMENT	EMPLOYMENT STATUS eg. FT OR PT	POSITION HELD	TYPE OF WORK UNDERTAKEN
1.				
2.				
3.				
4.				

## SECTION D: EDUCATION

PLEASE PROVIDE DETAILS OF YOUR EDUCATIONAL ACHIEVEMENTS THAT MAY ASSIST YOU IN RECEIVING RECOGNITION OF PRIOR LEARNING. (IT IS A REQUIREMENT THAT STUDENTS PROVIDE CERTIFIED COPIES OF CERTIFICATES, STATEMENTS OF ATTAINMENT AND COURSE TOPIC OUTLINES FOR CERTIFICATION THAT THEY HAVE LISTED).

<b>DATES OF STUDY</b>	<b>QUALIFICATION ACHIEVED</b>	<b>NAME OF EDUCATIONAL ORGANISATION</b>	<b>RESULTS ACHIEVED RESULTS ACHIEVED</b>
1.			
2.			
3.			
4.			

## SECTION E: OTHER TRAINING

PLEASE PROVIDE DETAILS OF ANY OTHER TRAINING COURSES OR PROGRAMMES THAT HAVE BEEN UNDERTAKEN TO DEVELOP YOUR SKILLS. THIS MAY INCLUDE INTERNAL STAFF DEVELOPEMENT PROGRAMMES, OR PROGRAMMES UNDERTAKEN TO COMPLY WITH ONGOING INDUSTRY PROFESSIONAL DEVELOPMENT REQUIREMENTS. (IT IS A REQUIREMENT THAT STUDENTS PROVIDE COPIES OF CERTIFICATES, STATEMENTS OF ATTAINMENT, COURSE TOPICS OR TESTIMONIALS OF ATTENDANCE WHERE CERTIFICATES WERE NOT ISSUED (THIS MUST BE ON THE RELEVANT ORGANISATION'S LETTERHEAD).

<b>DATES OF STUDY</b>	<b>QUALIFICATION ACHIEVED</b>	<b>NAME OF EDUCATIONAL ORGANISATION</b>	<b>RESULTS ACHIEVED</b>
1.			
2.			
3.			
4.			

PLEASE COMPLETE A RECOGNITION OF PRIOR LEARNING FORM FOR EACH OF THE UNITS WHERE YOU ARE SEEKING RPL AND SUBMIT WITH THIS APPLICATION.

PLEASE SEND YOUR APPLICATION AND FEE TO:

COMMERCIAL TRAINING COORDINATOR  
SYMBION PATHOLOGY  
60 WATERLOO RD  
NORTH RYDE  
NSW 2113

**SECTION F: OFFICE USE ONLY**

DATE APPLICATION RECEIVED:.....

RECOGNITION OF PRIOR LEARNING OUTCOME

UNITS GRANTED (PROVIDE UNIT TITLE)	UNITS DENIED (PROVIDE UNIT TITLE)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

IF ADDITIONAL INFORMATION OR EVIDENCE IS REQUIRED, PLEASE LIST:

.....  
.....  
.....  
.....  
.....

MAYNE HEALTH LAVERTY  
PATHOLOGY REPRESENTATIVE NAME:.....

MAYNE HEALTH LAVERTY  
PATHOLOGY REPRESENTATIVE SIGNATURE:.....

<i>OFFICE USE ONLY</i>	
<b>DISCOUNTED AMOUNT: \$</b>	<b>RECEIPT NO:</b>
<b>RECEIPT DATE:</b>	<b>DATE LETTER SENT:</b>
<b>DATE RESULT ENTERED:</b>	<b>DATE NOTIFICATION OF RESULT SENT:</b>

**COPY OF RESULT TO BE SENT TO CLIENT**

After completing the application, applicants who are applying for Recognition of Prior Learning may be invited to attend an interview. This will be arranged by the Training Coordinator who will discuss the interview format, time etc with you. The purpose of the interview will be to confirm and clarify your request for recognition and to make sure that all relevant prior learning has been identified.

Please bring to the interview anything that you believe could assist your application, for example:

- Copies of school reports, certificates or statements about your education or training
- Relevant work samples such as memos, reports, completed work products
- The outline of any courses which you have undertaken
- Any other information which you feel might aid the assessment of your request
- Materials/documents as requested by the facilitator.

You may nominate an appropriate advocate for your RPL interview, who can support your claims for RPL and/or provide general support to you during the interview process. If unsuccessful, you may appeal the decision. Paperwork follows.