

RPL APPLICATION FORM

1.1 WHO CAN APPLY?

If you have skills and experience but have never completed an apprenticeship or obtained formal qualifications in Australia, you can apply to Austrain Academy to have your skills assessed.

This is called Recognition of Prior Learning(RPL). RPL is a form of assessment that acknowledges skills and knowledge gained through:

Formal training conducted by industry or education

Work experience

Life experience

You can apply for RPL whether you have gained your skills through formal training or on-the-job experience in Australia or overseas. The main principle of RPL focuses on the outcomes rather than when or where the learning occurred.

Evidence of competency is collected by the applicant and submitted to the nominated assessor and assessment is made based on the required industry standard within the relevant training package unit of competency.

See our [RPL Information Kit](#) & [Student Handbook](#) for more information.

To apply, you will have to demonstrate that you have worked in the relevant industry or that you have completed an apprenticeship or other formal training. Subject to your skills being recognised by Austrain Academy, you may be issued with a Qualification or Statement of Attainment that is accepted throughout Australia. Recognition in this way is generally supported by the Commonwealth and State governments, employers, unions and training providers.

1.2 DOCUMENTARY EVIDENCE

To have your skills assessed and recognised, you must provide relevant documents to support your application. Examples of the type of evidence you need to provide are listed later in this application form.

Unless you provide the original documents when you lodge your application, the copies you supply must be [certified](#) that they are complete and accurate copies of the originals.

If you are unable to provide supporting documents, you will need to explain this in a statutory declaration attached to your application. If any of the documents you provide are not in English, you must provide certified photocopies of the original documents and certified photocopies of English translations of those documents. The translations must be made by an official translating service, and the translator must certify that each translation is complete and accurate. (This will be at the applicant's expense).

Please see the following links for the unit of competence requirements for your qualification:

[SIT30821 Certificate III in Commercial Cookery](#)

[SIT30622 Certificate III in Hospitality](#)

[SIT40422 Certificate IV in Hospitality](#)

[SIT50422 Diploma of Hospitality Management](#)

[BSB41419 Certificate IV in Work Health and Safety](#)

You must provide evidence demonstrating the nature and duration of your experience, such as:

- log books or job cards illustrating the nature of work you have performed
- work-related references from employers and qualified supervisors outlining the duration of employment and detailing the nature of work you have performed, procedures applied, and tools and equipment used. References must be signed, dated and on your employer's letterhead.
- a Third Party Report completed by either a current Manager, a Qualified Chef or similar (Third Party). They would be provided with a series of Questions that would require 'feedback' to assist in the confirmation of your competence.
Workplace or Direct Observation must be completed by a qualified assessor as defined by the NSSC. Ideally, you the participant will need to be observed in your workplace or a simulated workplace to ensure consistency. The workplace should be a worksite such as a bar, food preparation area, a commercial kitchen, hotel, club, café or restaurant.
- formal training records, evidence of relevant training completed i.e. Qualification or Statement of Attainment issued by Australian Registered Training Organisations (RTO's). They may be:-
Testamurs (issued by registered training organisation [RTO] to learners who have met the requirements of a vocational education and training [VET] qualification) - Records of results (issued by an RTO to accompany the testamur), - Statements of attainment (issued by an RTO to certify the completion of one or more units from a VET qualification or an accredited short course)
USI Transcript (you may give us permission to view online or provide a printed copy - see <https://www.usi.gov.au/transcripts/info-for-students> for more information. The above will need to be verified by authorised Austrain Academy personnel.
- any other evidence that you are competent or adequately trained

1.3 HOW THE INFORMATION WILL BE USED AND YOUR PRIVACY

When you apply to have your skills recognised, the information you provide will be assessed by Austrain Academy to determine whether you should be issued with a certificate. Austrain Academy will consider:

- the time you have worked in the relevant industry and the duties you performed
- the type of instruction and training you have received
- the duration of the training you have received
- any relevant qualifications you have

Austrain Academy may check any of the information you provide to verify it is accurate and complete. Austrain Academy may also direct you to undertake further skills testing. For information about how Austrain Academy collects, uses, discloses and stores your personal information, including how you can make a complaint about a breach of privacy, please refer to Austrain Academy's Privacy Policy and Student Record Policy which can be found in our Handbook and at www.austrainacademy.com.au

1.4 APPLICATION FEE

(NOT APPLICABLE TO APPRENTICES/SMART & SKILLED STUDENTS)

A fee of \$990 (Nine Hundred and Ninety Dollars) is payable with your application. You need to pay this fee by EFT, credit / debit card or direct deposit to Austrain Academy. This fee will be deducted from any additional fees per unit of competence that may be charged pending the outcome of this application.

An applicant may be required to pay \$495 (Four Hundred and Ninety Five Dollars) per unit or part thereof for the assessment and or Recognition of Prior Learning (RPL) of any Unit(s) of Competence that cannot be granted as a Credit Transfers as part of this application.

1.5 TIMEFRAMES AND APPEALS

The time needed by Austrain Academy to assess and determine the outcome of your application will depend on:

- the quality of the documents you provide
- whether the assessor wants you to provide more information
- whether a trade test or workplace assessment is needed

Once Austrain Academy has finished assessing your application, you will receive a letter/email advising you of its decision. You may be granted full or partial recognition, or your application for RPL may be rejected if sufficient evidence for competency cannot be gathered.

In this instance, you may pursue a training and assessment pathway. Additional fees will apply for this and an accurate estimate of costs will be provided upon conclusion of the RPL process.

Appeals: If Austrain Academy rejects your application, you can appeal the decision. Further information is available in our Consumer Protection Policy and in the Student Handbook.

1.6 OUTCOMES

Successful completion of all units of competence (UOC's) in the Qualification will result in the issuance of a Testamur and Record of Results. If all UOC's in the qualification are not achieved, a Statement of Attainment will be issued listing the UOC's achieved.

Applicant Details:

1. Qualification you are seeking recognition in			
2 Personal Details			
Surname			
Preferred Title (Mr, Mrs, Ms, Miss)			
First Name/s			
Any other name used			
Home Address			
Postal address if different from above			
Telephone Numbers		Home:	Work:
		Mobile:	Fax:
Date of Birth			
Gender		MALE <input type="checkbox"/> / FEMALE <input type="checkbox"/>	
Age			
Are you a permanent Resident of Australia		YES <input type="checkbox"/> / NO <input type="checkbox"/>	
3 Current Employment			
Are you currently employed? If Yes, in which occupation are you currently employed? Who is your current employer?		YES <input type="checkbox"/> / NO <input type="checkbox"/> 	
4. Further Training / Professional Development			
Have you undertaken any training courses related to the occupation applied for?		YES <input type="checkbox"/> / NO <input type="checkbox"/> Provide Evidence	

Supporting evidence	Tick the items you can provide	Refer to Attached Folder Annexure	Year completed	Office Use Only – assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation
Detailed CV or Work History				
Copies of Certificates/Results of Assessment				
Copies of Certificates/Results of Assessment – interstate/overseas				
Copies of Certificates/Results of Assessment – universities				
Copies of Results/Statement of Attendance/ Certificates – in house courses, workshops, seminars, symposiums, etc				
Copies of Results/Statements of Attendance/ Certificates – club courses e.g. first aid, Surf Life Saving				
Copies of Industry awards (Fellowships)				
Membership of relevant professional associations				
Learning and assessment strategies				
Training session plans				
Learning Resources				
Assessment tools and marking guides				
Completed assessment reports				
Minutes of moderation and validation meetings				
Minutes of industry network meetings				
Quality system documents				
Audit reports and documents				
Marketing information				
Minutes of meetings where leadership and teamwork are evident				
Attendance and enrolment forms				
Diaries/task sheets/job sheets/log books				
Feedback forms and comments				
References/letters from current or previous employers/supervisors				
Hobbies/interests/special skills outside work				

Supporting evidence	Tick the items you can provide	Refer to Attached Folder Annexure	Year completed	Office Use Only – assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation
Any other documentation that may demonstrate industry experience (list):				

Declaration

I hereby certify and declare the following:

I have read the instructions on this form, and I understand them.

The details contained in my application are true and correct.

The documents I have attached are genuine and relate to my application.

I understand it may be necessary for Austrain Academy to contact my current or previous employers, the training organisations or colleges I have attended, and other Commonwealth or State Government departments or agencies to verify the information I have provided in this application.

I further understand that subject to the results of this Application I may be required to pay Three Hundred and Thirty Dollars (\$330.00) per unit or part thereof for the assessment of any Unit(s) of Competence that cannot be granted as part of this application.

Candidate Signature: _____ **Date** _____

Unit Mapping - Assessor to complete:

[illegible]

Unit of Competence	Third Party Report	Workplace Observation	Qualification / Statement of Attainment	Other Evidence	Outcome	Gap Training Required for Competence (Provide Detail)

Assessor Feedback to Candidate:

Assessor Signature _____ **Date** _____

Note – Competency Record for each UOC to be completed following final assessment decision.