

Application form for Recognition of Prior Learning (RPL)

What is a Recognition of Prior Learning?

Recognition of prior learning (RPL) is an assessment process where it is possible for a person to be given credit for formal or informal training previously undertaken or experience gathered through work and life experiences, where it relates to the course they are enrolling in.

General Information

This Recognition of Prior learning (RPL) application is designed to help you put together evidence through a recognition process to achieve a nationally accredited qualification.

As a Registered Training Organisation (RTO), Redcliffe Aero Club is obliged to recognise Australian Quality Framework Statements of Attainments issued by other Registered Training organisations which can be used in evidence of a RPL application.

A RPL application could also be available where a student holds a CASA industry licence or Instrument rating and can successfully demonstrate competence against the units of competency.

Recognition of prior learning (RPL), is a process for potential students to gain credit for their skills, knowledge, abilities and experience gained through working and learning. It can be gained at any stage, through formal and informal learning, in Australia or overseas or through other activities such as volunteering.

Recognition of prior learning application will only be successful when a potential student has provided adequate evidence to support the training package requirements for that unit of competency.

Further information regarding units of competency, required skills and knowledge can be found at www.training.gov.au

Personal Details

Please print clearly and neatly, your full legal name exactly as it appears on your identity documentation

Given Name: (First name)	Middle name: (Second name)
Surname: (Last name)	Additional name: (Maiden name)
Date of Birth:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other
Home Phone:	Mobile Phone:
Email:	
Residential Address:	
Suburb / town:	State / Territory:

Course information

Which course are you interested in enrolling in? Please tick ✓

<input type="checkbox"/> AVI50415 Diploma of Aviation (Instrument Rating)
<input type="checkbox"/> AVI50215 Diploma of Aviation (Commercial Pilot Licence - Aeroplane)
<input type="checkbox"/> AVI50516 Diploma of Aviation (Flight Instructor)

Application for RPL

Student number (if applicable) _____

Date of application _____

Some of the evidence you should consider collecting to support your application would be a combination of primary and secondary evidence. These may include some of the below options (please tick off if you are providing these items)

- job descriptions
- presentations you have presented to groups
- evaluations from supervisors
- video and/or audio taped evidence
- letters from clients
- references from employers outlining your responsibilities
- awards
- certificates of completed courses and qualifications
- your resume
- Licences and/or endorsements
- Project plans
- Reports
- Minutes from meetings
- Resources developed

Below are the standard rules that apply to the evidence you provide to your trainer / assessor to ensure that the evidence you are submitting is of good quality.

- Currency – can the assessor be confident that you can perform to the standard demonstrated by the evidence, now?
- Authenticity – can the assessor be confident that you have provided your own work?
- Validity – is the evidence sufficiently relevant to the competencies being assessed and current workplace practices?
- Sufficiency – have you provided enough evidence to cover all components of competency – task skills, task management skills, contingency skills and job/role environment skills – as well as provide evidence of competent performance over time?

Record your evidence in the following boxes.

Employment History

Employer's name	Period of Employment	Duties / tasks

Nationally Accredited qualifications / units of competency

Please attach supporting evidence to your application or if insufficient space in the boxes provided.

Previous Courses / Study

Course	Institute	From / To	Completion Y / N

Note:

- Evidence must consist of a JP certified true copy of the qualification or statement of attainment. No non certified photocopies will not be accepted.
- If providing a qualification, you must also provide a copy of the supporting document or transcript, of the units of competency / modules which made up the qualification.

Attach JP certified copies of all evidence on which you are basing your application (a JP is available at Redcliffe Aero Club Mon- Fri should you wish to submit application in person.)

Authenticity statement

I declare that all evidence submitted in support of this RPL application is authentic and honest.

Student name:	Date:

Attach further evidence if insufficient space.

Application received: _____

Assessments Result sheet

Candidate's name: _____

Assessor's name: _____

Evidence supplied of industry currency, does not meet the complete requirements for any units of competency however the Redcliffe Aero Club acknowledged this is equivalent to the theory components provided in various Phases of our course structure.

Course:

<input type="checkbox"/> AVI50415 Diploma of Aviation (Instrument Rating)
<input type="checkbox"/> AVI50215 Diploma of Aviation (Commercial Pilot Licence - Aeroplane)
<input type="checkbox"/> AVI50516 Diploma of Aviation (Flight Instructor)

Insert units of competency

Include columns for evidence supplied / deemed competent.

Signature: _____

Date: _____

Mal McAdam

Head of Operations / Chief Flight Instructor

Signature _____