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## **Recognition of Prior Learning (RPL)**

### **Candidates Guide**

### ***Completing the Nomination Form***

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Part 5. How to certify your documents
Part 6. Candidates Declaration
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Part 9. Assessor Review and Outcome

## **Welcome**

Thank you for choosing Australian Institute of Family Counselling (aifc) Recognition of Prior Learning (RPL) program for Counselling Industry professionals and educators.

By choosing to apply for RPL with us you will be undertaking one of the most up-to-date industry relevant recognition programs available.

## **What is RPL?**

RPL is the process by which your existing skills, knowledge and experience gained throughout your life, regardless of how they have been acquitted, are recognised towards the achievements of a nationally recognised qualification or Statement of Attainment.

## **What is Credit Transfer?**

Credit Transfer, on the other hand, applies when a candidate has completed units of competency that are deemed the same or equivalent, either in a different course or at another registered education provider, locally or internationally. Credit transfer arrangements are made by the owners of courses where there is an agreement that the outcomes of each course or unit(s)/module(s) are sufficiently equivalent.

## **What can I get from recognition?**

What can I get from recognition? Recognition can result in the awarding of a nationally recognised qualification or in the issuing of a Statement of Attainment for part of a qualification rather than a whole qualification. You may not need a whole qualification depending on your job role, so a Statement of Attainment may be more relevant to you.

## **When do I need to complete the RPL kit?**

The Candidate needs to indicate their intention to apply for RPL on the enrolment form and all paperwork for RPL must be submitted at least 4 weeks prior to the commencement of training. This timeframe allows both the Candidate and the Assessor to conduct all the necessary steps to complete the application process and to give you feedback before the commencement of your training.

## **What are the benefits of recognition for you?**

- You will have your skills recognised
- It saves you time in achieving a qualification as you do not have to repeat learning for skills and knowledge you already have
- It reduces time spent to gain a qualification by not undertaking unnecessary training
- It enables you to identify gaps in your knowledge and skills and therefore any learning that needs to occur to meet the requirements of a particular job role or qualification. This guide has been developed to assist you to gain recognition.

## **This guide will help you:**

- become better informed about recognition
- understand the recognition process.

## **This guide will assist you to answer questions such as:**

- How does recognition work?
- When does my application need to be submitted?
- How do I get involved?
- Who else is involved?
- What does it mean for me?
- How do I prove my skills and knowledge?
- Do I need to have a lot of documents?
- What happens if I don't succeed?

## **How do I prove what I know I can do?**

The RTO will support you in gathering evidence to prove you have the necessary knowledge and skills. You will be working with the RTO to identify:

- Evidence you may already have e.g. work documents, testimonials from previous employers/volunteer organisations, samples of your work
- Evidence that needs to be collected by the assessor e.g. the assessor may observe you completing a task and/or ask questions to confirm your

knowledge. aifc will help you understand what evidence is and what specific types of evidence might be suitable to gain the qualification you are pursuing.

Evidence for recognition is not limited to existing documents you already have. Evidence can take a number of forms and might include any combination of:

- Questioning – the assessor may give you written questions, or interview you and ask questions verbally
- Observation of practical tasks - the assessor may observe you performing tasks in the workplace, in a simulated environment, in the classroom or any combination of locations
- Presentations – the assessor observing presentations made by you
- Video and/or audio-taped evidence – showing you completing tasks
- Third party reports – references or answers given by third parties to questions from the assessor, providing examples of your work ability relating to the standards – this can be verbal or in writing
- Documents – such as relevant qualifications/transcripts, project plans and reports, minutes of meetings, correspondence, resources developed
- Anything else that you or the assessor can think of that is relevant and proves your competence.

## **Stage 1 – Initial Assessment**

This Guide is broken down into eight (8) parts to assist you in completing the RPL Application:

Part 1. Completing the Unit of Competency RPL Nomination Form

Part 2. Completing the RPL document

Part 3. Gather Supporting Evidence

Part 4. Gather Identification Documents

Part 5. Certify Documents

Part 6. Complete Candidate Declaration

Part 7. Pay Initial Assessment Application fee

Part 8. Submit all RPL Documents

Part 9. Assessor Review.

## **Part 1. Completing the Unit of Competency RPL Nomination Form**

The aifc Unit of Competency Guide describes in detail the contents of each unit of competency so you can match these against your current skills, knowledge and experience. Follow these steps to complete Part 1 of your RPL application:

Step 1. Download the NOMINATION FORM for the qualification you seek.

Step 2. Nominate the units of competency you wish to apply for RPL and CT by completing the Unit of Competency RPL Nomination Form.

Step 3. Any units that you wish to apply for Credit transfer – a certified copy of the SOA or qualification needs to be attached to the nomination form.

Step 4. Any units that you want to apply for RPL – a brief summary of how you feel you could be granted RPL against the requested unit. This summary needs to be typed or written under the heading “Case for recognition” under each unit.

Step 5. Save your completed nomination form and send to the Under/Post graduate coordinator or Regional Director.

Step 6. Initial Payment invoice will be sent.

### **What is the next step?**

Having selected the units of competency, your next step is to consider and gather all the evidence you can in support of your application for RPL. Part 2 of the Candidate’s Guide describes this process in detail.