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

### **Candidates Guide – Stage 2**

### ***Completing the Application Form***

#### **Australian Institute of Family Counselling**

7/92 Hoskins St

Mitchell ACT 2911

Mail to: PO Box 396, Mitchell ACT 2911

Tel.: +61 02 6242 5111

Fax.: +61 02 6242 5333

Email: [info@aifc.com.au](mailto:info@aifc.com.au)

## Part 2. Completing the RPL Workbook

Once you have completed the nomination form, arrange a meeting with the Under/Post graduate Coordinator or Regional Director to discuss your nomination form and how to complete your RPL workbook and print the required RPL kit from the website.

Against each unit's elements, required skills and knowledge, you will need to list your prior learning and experiences against each one. Every element, required skill and knowledge needs to be completed.

Please refer to sample below on how to fill out the document:

<b>Element</b>	<b>List of Evidence that demonstrates your competency</b>
<b>1.1 Identify the meaning of active listening</b>	Previous study in Certificate III in Community Service Previous employment at ABC Aged Care from 2008-2014 Volunteer roles with Scouts, Canberra Youth Group, Current role as receptionist at ABC Hotel
<b>1.2 Evaluate active listening from a Christian perspective</b>	Volunteer role as Youth Group learner, church market coordinator, mentor group within our church – refer to reference from Rev. R. M. Mason. Role: 2010 - current
<b>1.3 Apply active listening skills in counselling</b>	Volunteer role as Youth Group learner, church market coordinator, mentor group within our church – refer to reference from Rev. R. M. Mason. Role 2010- current

## Part 3. Supporting Evidence

The process of gathering, certifying and uploading evidence in support of your RPL application is important to understand. The easiest way for you to ensure that you submit appropriate supporting evidence and maximise your ability to receive RPL, is to follow Table 3.1 and the Additional Information section.

Evidence allows the Assessor to make an informed judgment on your ability to fulfil the requirements of the qualification. The more evidence you can provide of your skills and knowledge, the easier it is for an assessor to make a decision.

*Follow these steps to complete Part 3 of your RPL application:*

1. Gather all evidence in support of your application for RPL
2. Have each piece of evidence certified\*
3. Scan and save your completed certified evidence or have copies ready to give to the assessor.

\*The process of certifying your evidence is explained in Part 5.

Table 3.1 describes the forms of evidence that can be used to support your RPL application. Some additional information regarding each form of evidence is also provided after the table.

You may select to use any or all of the forms of evidence outlined in the table. You must decide on what forms of evidence are most appropriate to you relative to your specific work and life experiences. When selecting what forms of evidence to use, it is also important to consider the weight that has been given to that form of evidence.

**Your objective is to establish the strongest case for RPL as possible, therefore the amount and strength of your evidence is important when establishing a strong case for RPL.**

**Table 3.1**

<b>Evidence</b>	<b>Examples</b>	<b>Weight of Evidence</b>
Resume	CV/ Resume	COMPULSORY
Industry Documentation	Any Industry licenses or memberships	STRONG
Certificates	Qualifications Statement of Attainments Results from any relevant courses	STRONG
Proof of Employment	Taxation Group certificates Statement of service Pay slips Employment/volunteer reference outlining dates, employment status, timing, position held	STRONG STRONG WEAK MODERATE
Video	Footage clearly showing you performing job tasks in the workplace. <i>(If other people are in the video, an agreement from those people needs to be provided)</i>	STRONG
Job Description	Must be on a company letterhead showing but not limited to: <ul style="list-style-type: none"> <li>• Job Title</li> <li>• Primary objectives of the job role</li> <li>• Specific accountabilities</li> <li>• Educational Qualification for the job role</li> <li>• Skills required for the job role</li> <li>• Key selection criteria for the job role</li> </ul>	MODERATE
Written References	Must be on company letterhead, signed and dated from: <ul style="list-style-type: none"> <li>• Employers or</li> <li>• Supervisors</li> </ul>	STRONG within the past three (3) years MODERATE outside of the past three (3) years Strength of evidence based on age of reference and related roles

## **Additional Information – Supporting Evidence:**

1. **Resume/CV:** Transfer your current resume or CV.
2. **Industry Documents (if applicable):** Gather any Industry documents you have gained. This includes trade training undertaken in Australia or overseas. This also includes membership and licenses that you may have.
3. **Certificates (if applicable):** Gather any certificates you have gained. This includes all qualifications, certificates and Statement of Attainments you have achieved.
4. **Proof of Employment:** This includes Taxation Group Certificates and Statements of Service on official company letterhead, we will also consider bank statements showing regular wage payments for periods of employment, and pay slips over the periods of employment. This could also be Employment/volunteer reference outlining dates, employment status, timing, position held on company letterhead.
5. **Video (if applicable):** Any video footage that clearly shows you performing job tasks in the workplace.
7. **Job Descriptions (if applicable):** You can also submit relevant job descriptions to support your application. Job descriptions must be on company letterheads and include the information below as a minimum. Any additional information will also be assessed.

Please ensure the following details are included (as minimum) on company letterhead:

- Job Title
- Primary objectives of the job role
- Specific accountabilities
- Educational qualifications for the role
- Skills required for the job role
- Key selection criteria for the job role

**8. Written References:** Gather any written references that you gained in the last three (3) years from employers or supervisors. All references submitted must be on company letterhead, signed by the referee and dated.

**9. Other (if applicable):** Gather for upload any other evidence that you feel may support your application for RPL.

## Part 4. Identification Check

Your Assessor must be able to confirm your identification before reviewing your supporting evidence. All your ID documents must be certified to confirm their authenticity.

Follow these steps to complete Part 4 of your RPL application:

Step 1. Gather all ID documents as per Table 4.1

Step 2. Have each ID document certified\*

Step 3. Submit the completed certified ID with your application.

\*The process of certifying your ID documents is explained in Part 5.

Table 3.1 outlines the accepted document types and their certification requirements.

Identification Document	Certification Confirmation
<b>Identity and Citizenship Documents:</b> <ul style="list-style-type: none"><li>✓ Australian Driver's license and/or</li><li>✓ Relevant passport page</li><li>✓ Relevant visa</li></ul>	<b>ID must show:</b> <ul style="list-style-type: none"><li>✓ Name</li><li>✓ Photo</li><li>✓ Date of birth</li><li>✓ Evidence of certification</li></ul>
<b>Change of name evidence (If Applicable):</b> <ul style="list-style-type: none"><li>✓ Birth Certificate endorsed with change</li><li>✓ Citizenship certificate issued in the new name</li><li>✓ Change of name certificate</li><li>✓ Deed Poll document</li><li>✓ Marriage or registered relationship certificate</li></ul>	

## Part 5. How to certify your documents

Your next step is to assess what documents (evidence and identification documents) you have that require certification. This allows the assessor to utilise the evidence for you to gain RPL.

### Which documents require certification?

You must ensure the following documents are certified:

- ✓ identification documents
- ✓ documents relating to training and education (e.g. Certificates, Statement of Attainment)
- ✓ trade documents, licences and registrations, professional memberships
- ✓ proof of employment, job descriptions, written references

### How do I have my documents certified?

Simply follow these steps:

Step 1. Collect together all documents require certifying as per guide

Step 2. Take ALL documents to a person who is authorised to certify the documents (refer to 'Who is authorised to certify my documents?' in this document)

Step 3. Ensure each copy of every page of the original document is certified separately and clearly shows:

- ✓ the words 'I certify this to be a true copy of the document shown and reported to me as the original'
- ✓ the original signature of the certifying officer
- ✓ the name and address or provider/registration number (where appropriate) of the certifying officer, legibly printed below the signature

## Who is authorised to certify my documents?

The person who certifies your documents signs as the certifying officer; they must be contactable by telephone during normal working hours.

The following table indicates a range of people who are able to perform the role of certifying officer.

- a justice of the peace or a bail justice
- a licensed dentist
- a minister of religion authorised to celebrate marriages
- an Australian lawyer
- a veterinary practitioner
- a registered nurse
- a member of the police force
- a pharmacist or medical practitioner
- the sheriff or a deputy sheriff
- a principal in the teaching service
- a member of Parliament of the Commonwealth, State or Territory
- a councillor of a municipality
- the manager of an authorised deposit-taking institution
- Public Servant with 5 or more continuous years of service
- a senior officer of a council
- a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants

## Part 6. Candidate Declaration

This declaration confirms that you understand all the conditions and requirements of the RPL process and that all work and personal details you supply are that of your own. Please complete the following steps:

Step 1. Print the Candidate's Declaration separately.

Step 2. Read the Declaration, it is important you understand all requirements

Step 3. Complete the Declaration

Step 4. Save, print and sign the Declaration



Commonwealth of Australia  
STATUTORY DECLARATION  
*Statutory Declarations Act 1959*

1 *Insert the name, address and occupation of person making the declaration*

I,<sup>1</sup>

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

2

Declare that:

- The information I have supplied in attachments with the RPL application form is complete and up to date.
- I have included with my application all the documents required as listed in the required documents list.
- All the evidence I have provided relates to me and my work and can be verified.
- I will inform aifc of any changes to my circumstances in writing. While my application is being considered.
- I authorise aifc to make any enquiries necessary to assist in the assessment of my skills (including contacting training organisations, employers and other authorities) and to use any information supplied for that purpose.
- I understand that aifc may verify and/or provide information relating to this application to Australian State or Territory licensing or training authorities or Commonwealth Government departments.
- I understand that my photograph may be taken and/or video taping/recording may occur during the assessment. This may be used for identity checking, assessment and assessment Moderation purposes.
- I understand that information collected through the assessment process may be provided to Australian State and Federal Government for the purposes of statistical data collection.
- I acknowledge if at any stage in the assessment process fabricated, falsified or non-genuine evidence is detected the assessment will be cancelled and the outcome will be recorded as unsuccessful. No refund on the fee will be provided.
- I have read the information on the aifc website regarding fees and conditions for assessment, re-assessment, review and appeal.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of person making the declaration*

3

4 *Place*

Declared at <sup>4</sup>

on <sup>5</sup>

of <sup>6</sup>

5 *Day*

6 *Month and year*

Before me,

7 *Signature of person before whom the declaration is made (see over)*

7

8 *Full name, qualification and address of person before whom*

8

*the  
declaration is  
made (in  
printed letters)*

*Note 1* A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

*Note 2* Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

**A statutory declaration under the *Statutory Declarations Act 1959* may be made before–**

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public  
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Employee of the Commonwealth who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

(a) an officer; or

(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or

(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority; or
- (c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution

## Payment Terms & Fee Structure

### *Initial Assessment Application Fee*

Full payment of the Initial Assessment Application Fee of \$150 must be made once an email with the attached invoice has been sent to you. The invoice must be paid in full before your application can be reviewed. The invoice contains banking details to transfer payment directly to aifc. Please use the invoice number as the reference number.

### **Final Assessment Fee**

aifc will raise and send an invoice once you have successfully completed Stage 2 for final payment. Payments must be made in full before the RPL can be issued to your qualification that is currently been studied or the issue of the qualification or statement of attainment. Please use the invoice number as the reference number for your payment. Banking details are listed on the invoice.

### **Fee Structure per unit for RPL**

RPL for returning student from the past 5 years: \$0

RPL for all other students:

**Table 7.1**

<b>Unit</b>	<b>Course Offered In</b>	<b>RPL Fee</b>	<b>Fee Classification</b>
COCCDF501A	10486NAT	\$ 100.00	aifc Diploma Unit
COCTPS502A	10486NAT	\$ 100.00	aifc Diploma Unit
COCRED530C	10486NAT	\$ 100.00	aifc Diploma Unit
COCTMP505A	10486NAT	\$ 100.00	aifc Diploma Unit
CHCCSL512A	10486NAT	\$ 100.00	aifc Diploma Unit
COCCBT520A	10486NAT	\$ 100.00	aifc Diploma Unit
COCGCM512A	10486NAT	\$ 100.00	aifc Diploma Unit
HLTWHS300A	10486NAT	\$ 100.00	aifc Diploma Unit
COCALS595A	10486NAT/CHC51015	\$ 232.00	Industry Unit

CHCCSL508B/CHCLEG001	10486NAT/CHC51015	\$ 232.00	Industry Unit
CHCCSL501A/CHCCSL001	10486NAT/CHC51015	\$ 232.00	Industry Unit
CHCCSL502A/CHCCSL002	10486NAT/CHC51015	\$ 232.00	Industry Unit
CHCCS514B/CHCCS019	10486NAT/CHC51015	\$ 232.00	Industry Unit
CHCCSL507B/CHCCSL007	10486NAT/CHC51015	\$ 232.00	Industry Unit
HLTHIR403C/CHCDIV001	10486NAT/CHC51015	\$ 232.00	Industry Unit
CHCCSL503B/CHCCSL003	10486NAT/CHC51015	\$ 232.00	Industry Unit
CFTRFP610A	10487NAT	\$ 100.00	aifc Adv Diploma Unit
CFTMFT625A	10487NAT	\$ 100.00	aifc Adv Diploma Unit
CFTATC604A	10487NAT	\$ 100.00	aifc Adv Diploma Unit
CFTCFT691A	10487NAT	\$ 100.00	aifc Adv Diploma Unit
CFTCFT692A	10487NAT	NA	aifc Adv Diploma Unit
CFTSMT645A	10487NAT/CHC51015	\$ 232.00	Industry Unit
CHCCSL504A/CHCCSL004	10487NAT/CHC51015	\$ 232.00	Industry Unit
CHCCM503C/CHCCSM005	10487NAT/CHC51015	\$ 232.00	Industry Unit
CHCCSL505A/CHCCSL005	10487NAT/CHC51015	\$ 232.00	Industry Unit
CHCFCS803B	10487NAT/CHC51015	\$ 232.00	Industry Unit
CFTADD655A	10487NAT/CHC51015	\$ 232.00	Industry Unit
CHCCSL506A/CHCCSL006	10487NAT/CHC51015	\$ 232.00	Industry Unit
CHCDIV002	CHC51015	\$ 232.00	Industry Unit
CHCPRP003	CHC51015	\$ 232.00	Industry Unit
CFTABS665A	10487NAT	\$ 240.00	aifc Elective Unit
CHCFCS802B	10487NAT/10134NAT	\$ 240.00	aifc Elective Unit
CFTMDS650A	10487NAT/10134NAT	\$ 240.00	aifc Elective Unit

CHCFCS804B	10487NAT/10134NAT	\$ 240.00	aifc Elective Unit
CHCGROUP807B	10134NAT	\$ 240.00	aifc Elective Unit
CFTSEX675A	10134NAT	\$ 240.00	aifc Elective Unit
CHCCCS027	10134NAT	\$ 240.00	aifc Elective Unit
IPSTRA806A	10134NAT	\$ 240.00	aifc Elective Unit
CFTABS655A	10134NAT	\$ 240.00	aifc Elective Unit
IPSPTS807A	10134NAT	\$ 240.00	aifc Elective Unit
IPSPSY808A	10134NAT	\$ 240.00	aifc Elective Unit
IPSCSP809A	10134NAT	\$ 240.00	aifc Elective Unit
IPSIST810A	10134NAT	\$ 240.00	aifc Elective Unit
MTMBUS702A	10134NAT	\$ 440.00	aifc Grad Diploma Unit
IPSSCP803A	10134NAT	\$ 440.00	aifc Grad Diploma Unit
IPCTM801A	10134NAT	\$ 440.00	aifc Grad Diploma Unit
BSBRES401	10134NAT	\$ 440.00	aifc Grad Diploma Unit
IPSETH804A	10134NAT	\$ 440.00	aifc Grad Diploma Unit
IPSNMC802A	10134NAT	\$ 440.00	aifc Grad Diploma Unit
IPSSUP805A	10134NAT	\$ 440.00	aifc Grad Diploma Unit
BSBRES801	10134NAT	\$ 440.00	aifc Grad Diploma Unit

Other Services	
Reassessment	\$65.00 per application
Appeal	\$65.00 per application
Re-issue of lost/destroyed certificate	\$30.00 per print

## **Refund Policy**

After we have processed your payment, we are unable to arrange refunds (where applicable) except in the following circumstances:

- Course cancelled by aifc
- The Initial Assessment Application Fee will not be refunded under any circumstances
- Overpayment of fee

## **Part 8. All RPL Documents**

*The documents that you will need to submit for your RPL application are:*

Task 2: Complete the RPL Document for the required units (completed as per Part 2)

Task 3. Certified Supporting Evidence (completed as per Part 3)

Task 4. Certified Identification Check Documents (completed as per Part 4)

Task 5. Candidate's Declaration (completed as per Part 6)

This documentation can be submitted to your assessor via email.

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

The Assessor will now review all your RPL documents. The following information describes this process in detail.



## **Part 9. Assessor Review and Outcome**

Once ALL your documents have been uploaded a qualified Assessor will review all the documentation you have uploaded. The assessor will confirm a time with you to conduct an interview and confirm any details which may be unclear in the application.

For example, you may be asked to outline your work experience, describe the steps in completing a particular job, or explain what you would do if you were faced with a problem or a difficult circumstance in a job.

The interview is broken down into four (4) steps:

### **Step 1. Book and undertake the Interview**

Your Interview is the main component of the final assessment stage of the RPL process. You will be assessed against skill areas that industry in Australia has decided are essential to work in this industry. The Interview questions are based on the required skills and knowledge from each Unit of Competency.

#### **How does the Interview work?**

The Interview is held either face-to-face or via a telephone conversation. You will be asked questions to demonstrate or prove you are competent in a number of these units of competency. This process is thorough and extensive but not intimidating; the Assessor is simply seeking to find out your knowledge and skills in these areas.

The assessor may terminate the interview during the assessment event if you:

- i. Become extremely distressed or disturbed
- ii. Appear ill or physically unwell
- iii. Become angry or violent
- iv. Arrive at the assessment venue in an abnormal state, such as under the influence of alcohol or drugs
- v. The assessor suspects you are breaching the conditions of the interview.

### **Step 2. Interview Results**

Assessors cannot provide you with the results of your assessment on the day. The interview only forms part of the assessment process. You will be notified of your assessment outcome via e-mail within ten working days.

Once the Assessor has determined the result for all areas of the RPL, they will advise the candidate via phone or email the results of your application. The RPL Cover Page will need to be signed by the candidate to state they agree with the outcome.

### **Step 3. Pay Final Assessment Fee**

You will be invoiced the final assessment fee based on the number of units of competency you have been granted RPL for. An invoice will be emailed to you for payment.

### **Step 4. Issuing of Qualification or Statement of Attainment or RPL to qualification currently studying**

#### **Successful application:**

If you successfully complete the interview, you will receive an RPL against the unit of competency in the qualification that you are currently studying or issued a full qualification or statement of attainment, depending on the individual needs of each person.

#### **Unsuccessful application:**

If you are unsuccessful in your interview in particular units of competencies, you will be advised of this outcome and a reason for the outcome.

## **Reassessments, Appeals, Feedback & Complaints**

### **Reassessment**

Reassessment against the same qualification is offered within 12 months of the first assessment being completed. There are a number of ways that you can be reassessed. These include verification of on the job training or undertaking gap training.

A reassessment fee will apply when submitting an application for reassessment.

### **Appeals**

All candidates have the right to appeal assessment outcomes. Appeals can be either verbal or written and should be lodged with the assessor within 7 days of notification of the assessment outcome. In the first instance, the assessor discusses the appeal grievance and allows for re-assessment (fees apply). The appeal is recorded in writing on a Continuous Improvement by the assessor.

If the candidate is not satisfied with the action and decision taken by the assessor, then the appeal may be placed with the Academic Manager. The learner may be re-assessed by a second assessor and this re-assessment outcome is recorded in writing. If the learner feels the appeals process was unsatisfactory then the grievance resolution process will be instigated. All assessment appeal decisions will be provided to the applicant in writing with the inclusion of the reason for the decision.

You can appeal a RPL Assessor's decision on the following grounds:

- 1) the judgment was not made in accordance with the Recognition of Prior Learning (RPL) - Candidate Guide
- 2) the aifc competency assessment process was not followed
- 3) you believe that you were unfairly treated or discriminated against

### **Grievance Resolution Process**

Step 1 Person raises the grievance matter with immediate Assessor. If dispute is with Assessor, refer to Step 2;

Step 2 If unresolved with the Assessor, refer to the Academic Manager;

Step 3 If unresolved, the parties are to refer the matter to the CEO;

Step 4 If unresolved, you may contact the State or Registering body or the National Training Complaints Hotline: Ph: 1800 000 674.

## **Feedback & Complaints**

aifc actively seeks staff and client feedback and regularly undertakes evaluations of all course/qualifications and activities to achieve continuous improvement. We monitor compliance with AQF standards, our policies and procedures and general satisfaction of our clients through the use of evaluations at the commencement and/or completion of courses/ qualifications.

Candidates are encouraged to not only complete the formal evaluation form, but also to provide any verbal or written feedback at any time.

Any grievances or deficiencies are documented on a Continuous Improvement form to ensure appropriate follow-up action is taken by Management.