|  |  |
| --- | --- |
| **Section 1 – Learner Information –** to be completed by the Learner |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **First Name:** |  | | **Family Name:** |  | **Other Given Name:** |  | | **Contact number** | | |  | | |
| **National Course Code and Name:** | | |  | | | | | | | | | | |
| **Year of Enrolment:** |  | | **Campus:** |  | **Delivery Mode:** |  | | **Course Completion** | | | |  | |
| **Date of Birth:** |  | | **Email:** |  | | | | | | | | | |
| **Section 2 – Assessment Information -** to be completed by the Learner and Assessor | | | | | | | | | |
| **List the Unit of Competency(s) for which you are seeking RPL, these are the UoC you are applying for.** | | | | **Key for previous provider code**: **1** University or other HE Provider **2** Community College **3** School **4** TAFE **5** Other VET provider **6** Non-standard RPL **7** NTM direct credit transfer or equivalent | | | | | | | | | |
| **Unit code and unit name**   * **Example TAEDEL301 Provide work skills instruction** * **Use the full code details from** [**https://training.gov.au/Home/Tga**](https://training.gov.au/Home/Tga) | | | | **Outline reason for assessment judgement here:**   * **Present your evidence** * **How do you meet the unit requirements**   Attach NTM RPL Summary of Assessment (if needed) | | | **Previous Provider** | | | | **RPL Approved Yes/No** | | **Entered into**  **Vasto Educator** |
|  | | | |  | | |  | | | |  | |  |
|  | | | |  | | |  | | | |  | |  |
|  | | | |  | | |  | | | |  | |  |
|  | | | |  | | |  | | | |  | |  |
|  | | | |  | | |  | | | |  | |  |
|  | | | |  | | |  | | | |  | |  |
|  | | | |  | | |  | | | |  | |  |
|  | | | |  | | |  | | | |  | |  |
|  | | | |  | | |  | | | |  | |  |
|  | | | |  | | |  | | | |  | |  |
| **Section 3 - Assessment of Prior Learning -** Learner and Assessor to Complete | | | | | | | | | | | | | |
| **Learner Declaration:** All information I provide to support this application is true and correct. I authorise National Training Masters to make any enquiries necessary to assist in the assessment and verification of my application supplied in this application for that purpose. | | | | | | | | | | | | | |
| **Your signature** | | | |  | | | **Date** | |  | | | | |
| **Assessor**: I have assessed the evidence generated against the unit requirements and the learner is entitled to the RPL/credit as approved above | | | | | | | | | | | | | |
| **Teacher Signature** | |  | |  | | | **Date** | |  | | | | |
| **Delegate**: I have authorised the assessment decision and verify due process has been followed | | | | | | | | | | | | | |
| **Delegate Signature** | | Choose an item. | |  | | | **Date** | |  | | | | |

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

**STUDENT INFORMATION (SECTIONS 1 AND 2 TO BE COMPLETED BY LEARNER)**

**DISCUSS** your RPL application with your Teacher.

In Section 1, **Complete all your details, including current contact details**.

In Section 2, **LIST** the Units for which you are seeking RPL, if you run out of room for additional units, complete another RPL form.

**COLLECT** the evidence describing how your skills and knowledge has been acquired and maintained.

**ATTACH** this evidence to your application (for example, transcripts, job descriptions, references, statements from employers on company letterhead and/or verified examples) or provide evidence at interview.

**SIGN** and **DATE** the form and then **SUBMIT** to your Trainer/Assessor for assessment.

**ASSESSMENT PROCESS**

A qualified Assessor will assess the evidence provided and make a judgement as to whether the Nationally Recognised Training requirements have been met. If further information is required, evidence may be present for a re-assessment of RPL, or a competency conversion and/or third party reports may be submitted as additional evidence

The outcomes of your claim will be known within three (3) weeks of submitting your application. If you have **NOT** been notified of the outcomes of your application, **CONTACT** your Trainer/Assessor. If your claim is successful, your National Training Masters Transcript of Academic Record will indicate that the unit of competency(s) you nominated has been achieved by ADVANCED STANDING.

If your RPL application has not been successful, follow the assessment appeals process as detailed in the Learner Guide.

**STUDENT PRIVACY**

Information collected by the National Training Masters during your enrolment and attendance will be used for the purposes of general student administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys.

Your information will be held securely and disposed of securely when no longer needed.

The information may be disclosed to Centrelink, the Department of Veterans' Affairs, the Department of Education and Training, the Department of Immigration and Border Protection, the Universities Admissions Centre, Office of the Board of Studies, the National Centre for Vocational Education Research and the Australian Skills Quality Authority. In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and State Training Services (or the relevant State Training Authority).

While the provision of the information requested on this RPL form is not required by law, it is a requirement of National Training Masters and adjustments to your enrolment will not be accepted if it is not provided.

You may correct your personal details by contacting administration or via e-mail [admin@ntm.edu.au](mailto:admin@ntm.edu.au), remember at the same time to also update your USI personal information at [www.usi.gov.au](http://www.usi.gov.au)

**ASSESSOR INSTRUCTIONS (Section 3 - Assessment of prior learning)**

**REFER** to the relevant sections in guidelines on credit at [**www.training.gov.au/tga**](http://www.training.gov.au/tga)or for Higher Education courses refer to the relevant university

**ENSURE** the assessment judgement is documented. You may need to attach, where relevant, additional pages if more space is required; copies of assessment tools and samples of evidence.

**REFER** the application to an alternate assessor. If any conflict of interest is perceived - particularly in relation to applications lodged by National Training Masters staff and Conflict of Interest in Assessment' policy

**RECORD** whether RPL has been granted/not granted in the first ‘Assessor Use Only' column.

**IDENTIFY** the most relevant previous provider category (choose only one from the Key for previous provider code).

**Z CROSS** underneath the last Unit listed in Section 4 prior to approval and processing.

**WRITE** the number (in words) of Unit(s) credited in the space provided.

**INITIAL** every alteration, **SIGN** and **DATE** the form, and the **FORWARD** it along with the attached evidence to the delegate.

**DELEGATE INSTRUCTION - OFFICE COORDINATOR**

**VERIFY** that due process has been followed and authorise the assessment decision.

**ENTER** the number of Units granted (in words), **PRINT** your name, **SIGN** and **DATE** the form.

**ARRANGE** to notify the Student of the outcome of their application, send an electronic copy.

**Vasto Educator -** enter the result and upload a copy of the approved RPL form

**COPIES OF THE FORM**

1. Administration (To be used for adjusting the learner record in Vasto Educator)

2. Faculty (Documentary evidence of justification for granting credit must be attached to this copy and saved in learner file).

3. Learner (To be sent to the Learner with notification of the outcome).

**RETENTION OF RECORDS** - 3 years (refer to Smart & Skilled Contract) and SNR, NTM will keep an electronic copy