

**RPL RECOGNITION OF PRIOR LEARNING PP**

RTO Standards 2015, 1.12

**APPLICATION FORM**

Units of Study seeking RPL for :	
Which qualification :	
Applicant Full Name:	
No and Street	
Suburb	Postcode
Tel No:	Mobile No:
Email :	
<b>Applicant's Signature:</b>	<b>Date:</b>

It is possible to apply to have previous study or experience recognised against units of competency within the qualifications listed on Latrobe College of Art & Design's scope of registration, based on past study or experience. Current qualifications:

- CUA51115 Diploma of Visual Arts
- CUA60715 Advanced Diploma of Visual Arts
- CUA50715 Diploma of Graphic Design
- CUA50915 Diploma of Photography and Photo Imaging

RPL is an assessment of an individual's current knowledge, skills and attitudes even though the evidence produced in support of the claim for recognition may be drawn from the past. It is up to the RPL assessor to judge whether the evidence produced demonstrates current knowledge, skills and attitudes.

Applicants who intend to enrol in study at LCAD must apply for any RPL one month prior to their studies commencing. Once they have started studying they will be unable to apply for RPL.

RPL can only be claimed for a Unit of Study (which is made up of Units of Competency from the Diploma qualifications offered at LCAD). Partial RPL cannot be offered and applicants are recommended to complete study in the study unit.

Applicants seeking RPL for study or experience that is more than 8 years old, for currency they must have more recent folio work and or experience to support their claim.

If the applicant disagrees with any negative outcome of an assessment of they have the right to appeal the decision. Please refer to the S2 Student Handbook online for more detail on the appeal process or ask the college for a copy of its S27.1 COMPLAINTS Academic Grievance policy and procedures.

What this evidence could be:

- Folio or examples of art or design work
- Certificates of Completion/Statement of Attainments of Formal courses or training programs undertaken.
- Proof of paid or unpaid work experience.
- Letters of validation (see Guidelines for Letters of Validation for details).
- Proof of community or voluntary work.
- Life experience (eg home duties, caring duties, travel).

**Procedure to apply for RPL:**

1. Applicants must make contact with the college to arrange an interview with the course coordinator or delegated assessor. They will need to bring with them as much evidence as possible of work, study or experience to support their RPL claim. Ideally the college would like to see the evidence submitted by the applicants DROPBOX account. If

not, the applicant can submit the work physically but they will need to place it on DROPBOX before RPL can be awarded.

The applicant will be advised on the fees that will be charged for RPL recognition. See fees schedule further down.

During the interview the assessor and applicant will complete the **S7 RPL APPLICATION FORM** together and the assessor will advise, dependent on sufficient evidence, which units of study can be given recognition. The applicant is asked to be truthful in their comments, as they will be required to verify their claims.

If all the evidence is placed on DROPBOX and the applicant and assessor have signed the **S7 RPL APPLICATION FORM** the RPL has been completed.

#### **Guide For Assessors and Applicants:**

A student must submit a folio work and other evidence as well as a Form and required documents to the college that will cover or be close to the Element Outcomes of the units in the qualifications that they are seeking RPL recognition.

The assessor and applicant select the appropriate UNIT OF STUDY for RPL below and the applicant is to read and answer all the questions. If the applicant or assessor are unclear to the meaning of the question relating to the ELEMENTS they should refer to the **Unit of Competence's Performance Criteria** to gain clarity.

Collect and provide evidence to show that it meets ALL of the items under ELEMENTS

The assessor will judge the level of depth and extension in the students folio work and combined experience which may or may not be related to their art experience, as well as the answers to the questions.

During the assessment the assessor and applicant will use R7 RPL Application Form in conjunction with the **Unit of Study OUTLINE and Assessment Tools** as well as the Unit of Competency/ies to inform their decision.

The Unit of Study which are LCADs training OUTLINES that incorporate single or clusters of Units of Competency from the Training Package – CUA Creative Arts & Culture. A specific collection of Units of Competency make up a qualification.

RPL will only be granted against the whole Unit of Study

Questions must be ask of the applicant's evidence:

- Authentic - the work or evidence must be the applicant's own work. The external referee check must be signed by an external person who can verify the authenticity of the work evidence.
- Current - show that the skills and knowledge within the evidence is current, or the applicant can perform the skills at this point.
- Sufficient - that there is sufficient evidence to determine competency and the evidence covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely \*task skills, task management skills, contingency management skills, and job/role environment skills (see guide note below).
- Valid - directly related to the current version of the unit of competency
- Reliable - (shows that the candidate consistently meets the endorsed unit(s) of competency)

When you have completed the above steps, organise and photograph the evidence and place it your DROPBOX account (written work should be in Word or PDF format).

Assessment is completed is during the interview as long as the completed evidence is placed on Dropbox in full.

Once any RPL is approved the assessor completes the students **S19.1 TASK Completion RECORD** and hands it admin to update to the applicants database file.

If the applicant is enrolling at LCAD for training their results will appear on their next Transcript of Results issued at the end of every semester. If they are not pursuing study they will be issued with a Statement of Attainment within 4 four weeks of assessment. This will either be sent by email or posted to their address.

#### **International Students**

International students must attend class study for 20 hours per week. If an application for RPL is successful it will mean that the student will need to take a replacement subject for the one/s credited through RPL to maintain their 20 hours per week contact.

RPL can only be given under these circumstances if the replacement unit of study is at an appropriate study level, or that the college has a unit of study available to be enrolled in.

If RPL is granted and the length of the course is shortened any changes to the student's course duration must be via PRISMS.

## Fees

		Please tick which is appropriate to you
\$0	Students seeking RPL for study completed in earlier versions of the Diploma and Advanced Diploma quals at LCAD in the last 8 years will be given RPL on application, if they are continuing their enrolment or returning to study at LCAD.	<input type="checkbox"/>
\$185 per term or unit of study	Students seeking RPL for study undertaken or completed at LCAD prior to 8 years earlier and wish to re-enrol for study at LCAD.	<input type="checkbox"/>
\$385 per unit of study	Students who Enrol to study at LCAD and who have completed part of a Diploma and Advanced Diploma quals elsewhere in the past 8 years and wish to have that study recognised for RPL.	<input type="checkbox"/>
\$585 per unit of study	For applicants who have not studied Diploma and Advanced Diploma quals and wish to have their current or past experience assessed for RPL towards units in the Diploma of Visual Art.	<input type="checkbox"/>
Note	<i>Please note the above fees are per Unit of Study which are made up of single or clusters of Units of Competency from the qualification.</i>	
Note	<i>Vet Student Loans VSL is available for RPL for those that qualify.</i>	

## Payment

<i>Total of RPL fees charged to the student:</i>
<i>How will the student be paying their RPL fees:</i>
<input type="checkbox"/> VSL Vet Student Loans <input type="checkbox"/> Credit Card <input type="checkbox"/> Direct Deposit (EFT) <input type="checkbox"/> Cheque <input type="checkbox"/> Cash

## RPL Assessment

### On what basis are you applying for RPL?:

- a. Completion of similar course      Name of course: .....
- Date completed: .....          Where completed: .....
- Please attach evidence of completion and achievement of competence*
- b. Previous experience
- Please attach select the appropriate Units of Study for RPL below and give an overview of your RECENT experience in relation to the competencies you are seeking recognition for.*

c. Select Units of Study that is being sought for RPL:

Use **S7 RPL Units of Study** document to select which the Units of Study and complete form.

**A. CUA51115 Diploma of Visual Arts**

**B. CUA60715 Advanced Diploma of Visual Arts**

**C. CUA50715 Diploma of Graphic Design**

**D. CUA50915 Diploma of Photography and Photo Imaging**

Please indicate on the table below the Units of Competence for which you are seeking assessment based on workplace activities and those for which you have prior qualifications.

Please note that only a complete LCAD Unit of Study will be recognised. In some cases this will represent some individual or clusters of Units of Competency from the Training Package. In other cases there are multiple LCAD Units of Study required to complete a Unit of competency. The college will still recognise RPL for any completed individual LCAD Units of Study.

**ATTACH HERE A COPY of**

**S7 Rpl Unit of Study relating to the unit for which RPL is sought.**

## Evidence

List details of evidence submitted. Include year or date of evidence:

## Drop Box

Has the applicant setup and submitted their evidence to DROPBOX?

## Witness

I have seen and can vouch that the artwork and or written work that the applicant is submitting as evidence for their claim recognition of prior learning –RPL is their own work made by them and not another person. I also vouch for the dates ascribed to the works as being true and correct.

Name:	
Address:	
Relationship to Applicant	
How long have you known the Applicant?	
Phone:	Email:
<b>Signed:</b>	<b>Date:</b>

## 3. Assessment RESULTS

### 1. Assessment Details

LCAD Unit/s of Study	Unit/s of Competency


**2. Assessment Completion details**

Date and time of assessment interview	Date:	Time:
Assessment venue		

**3. Assessor**

Name:	
Job designation/role:	
Phone:	Email: admin@latrobecollege.edu.au
<b>Signed:</b>	

**1. Applicants Confirmation of Assessment Details**

Name:	
I confirm that: <ul style="list-style-type: none"> <li>the purpose of this assessment has been clearly explained to me.</li> <li>the criteria (relevant competency standards) to be used in this assessment have been discussed with me and I am aware that I will be assessed against this criteria.</li> <li>I have been given fair notice of the date, time and venue of this assessment.</li> </ul> I am aware of how the assessment will be done and the requirements relating to this assessment.	
Signed:	Date: