

# Application Form Recognition of Prior Learning (RPL)

**PLEASE PRINT CAREFULLY** **Student Number (Office Use Only)**

## 1. Student Details

Code & Qualification (Please select)	<input type="checkbox"/> Certificate III in Bricklaying/Blocklaying (CPC30108)		<input type="checkbox"/> Certificate III in Wall and Ceiling Lining (CPC31208)	
	<input type="checkbox"/> Certificate III in Painting and Decorating (CPC30608)		<input type="checkbox"/> Certificate III in Solid Plastering (CPC31008)	
	<input type="checkbox"/> Certificate III in Carpentry (CPC30208)		<input type="checkbox"/> Certificate III in Concreting (CPC30308)	
	<input type="checkbox"/> Certificate III in Low Rise Structural Framing (CPC31708)		<input type="checkbox"/> Certificate III in Carpentry & Joinery (CPC32008)	
	<input type="checkbox"/> Certificate IV in Building and Construction (Building) (CPC40110)		<input type="checkbox"/> Certificate IV in Building & Construction (Contract Administration) (CPC40208)	
	<input type="checkbox"/> Certificate IV in Building & Construction (Estimating) (CPC40308)		<input type="checkbox"/> Certificate IV in Building & Construction (Site Management) (CPC40508)	
	<input type="checkbox"/> Diploma of Building and Construction (Building) (CPC50210)		<input type="checkbox"/> Diploma of Building & Construction (Management) (CPC50308)	
<b>For current fees and charges please refer to our website. Please note that these charges are subject to change.</b>				
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other	
Given Names	<input style="width: 100%;" type="text"/>			
Surname (Family Name)	<input style="width: 100%;" type="text"/>			
Current Residential Address	<input style="width: 100%;" type="text"/>			
State	<input style="width: 100%;" type="text"/>	Postcode	<input style="width: 100%;" type="text"/>	Country
Telephone	<input style="width: 100%;" type="text"/>	Mobile	<input style="width: 100%;" type="text"/>	
Date of Birth	<input style="width: 100%;" type="text"/>	Email	<input style="width: 100%;" type="text"/>	
<b>Emergency Contact</b>				
Name	<input style="width: 100%;" type="text"/>		Phone	<input style="width: 100%;" type="text"/>
Relationship	<input style="width: 100%;" type="text"/>		Address	<input style="width: 100%;" type="text"/>

## 2. Language and Cultural Diversity

	Are you of Aboriginal Origin?	Yes	or	No
Cultural Background		<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
Cultural Background	Are you of Torres Strait Island Origin?	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
	What is your country of birth?	<input type="checkbox"/> Australia <input type="checkbox"/> Other - Please Specify:		
	Are you an Australian Citizen, Permanent Resident, holder of special category Visa, East Timorese Asylum Seeker?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Language	Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	Details: <input type="checkbox"/> No, English Only <input type="checkbox"/> Yes, Other - Please Specify:		
	How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all		

## 3. Disability

	Do you consider yourself to have a disability, impairment or long-term condition that would affect your studies?	Yes	or	No
Disability		<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
If <b>yes</b> , please indicate the area of disability (You may indicate more than one)	<input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Learning <input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Mental Illness <input type="checkbox"/> Physical <input type="checkbox"/> Other			

## 4. Education/Schooling

What is your highest <b>COMPLETED QUALIFICATION</b> level (Tick <b>ONE</b> box only)	<input type="checkbox"/> Did not go to school <input type="checkbox"/> Completed Year 12 equivalent <input type="checkbox"/> Diploma or Associate Diploma	
	<input type="checkbox"/> Completed Year 8 or lower <input type="checkbox"/> Certificate I <input type="checkbox"/> Advanced Diploma or Associate Degree	
	<input type="checkbox"/> Completed Year 9 or equivalent <input type="checkbox"/> Certificate II or Trade Certificate <input type="checkbox"/> Bachelor Degree or Higher Degree	
	<input type="checkbox"/> Completed Year 10 <input type="checkbox"/> Certificate III <input type="checkbox"/> Certificates other than the above	
	<input type="checkbox"/> Completed Year 11 <input type="checkbox"/> Certificate IV or Advanced Certificate/Technician	
Institution Name	<input style="width: 100%;" type="text"/>	
Course Name	<input style="width: 100%;" type="text"/>	Date Completed
Are you currently studying elsewhere?	<input type="checkbox"/> YES <input type="checkbox"/> NO   If <b>YES</b> , please provide details of the qualification, institution and the start & proposed end dates.	
Institution Name	<input style="width: 100%;" type="text"/>	
Course Name	<input style="width: 100%;" type="text"/>	
Start Date	<input style="width: 100%;" type="text"/>	Proposed End Date
I declare that the highest qualification that I currently hold is:		
<input style="width: 100%; height: 40px;" type="text"/>		

### 5. Employment

Of the following categories, which **BEST** describes your current employment status?  
(Tick **ONE** box only)

<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Employer	<input type="checkbox"/> Unemployed – seeking part-time work
<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Employed – unpaid worker in a family business	<input type="checkbox"/> Not employed – not seeking employment
<input type="checkbox"/> Self employed – not employing others	<input type="checkbox"/> Unemployed – seeking full-time work	

### 6. Concession

Do you currently hold

A Commonwealth Healthcare card?                       A Veteran's Gold card                       A Commonwealth Pension Card?

### 7. Do you qualify for an RPL

Tick if you answer yes to the following questions then proceed to applying for an RPL

- Have you been working in the specific industry job role for four (4) years or more?
- Have you been employed as the person that has carried out that job role even though you did not have the formal qualification?
- Have you physically been carrying out the job tasks for the job role you are seeking RPL for?
- Are you willing to supply information such as photos; documents; third party validation etc to verify your experience?

Definition: Job role or specific industry job role is a job title such as bricklayer; site foreman; plasterer; project manager; builder etc

### Refund Policy

No refund will be issued once an RPL kit has been supplied to the applicant.

#### Checklist for Enrolment

(Please ensure the documents are attached with the application form when applying)

- Proof of Residency
- Copy of Medicare Card
- Copy of Commonwealth healthcare card /pension card
- Copy of previous qualifications
- Copy of relevant visa

#### How did you hear / learn about Trade Institute of Victoria? (Please specify)

- Advertisement    Agent    Exhibition    Friends    Media    Seminar    Website  
 Radio    Newspaper    TIV Contact    Others

Please provide details:

### Student Responsibilities

- In the event of any change in contact details, the student will notify Trade Institute of Victoria within 7 days by completing a Change of Details form and providing this to the Administration Department.
- All students enrolled in and participating in programs or using the services of Trade Institute of Victoria are expected to maintain appropriate standards of conduct at all times. Where behaviour is deemed to be improper or inappropriate, Trade Institute of Victoria will take appropriate action as outlined in the institute's Student Disciplinary Procedure.
- Student enrolment can be deferred, suspended or cancelled in limited circumstances by Trade Institute of Victoria or by the student. When deferral, suspension or cancellation of enrolment is initiated by the institute, students have the right to appeal the decision.

### DECLARATION

I,  (Applicant's full name in BLOCK LETTERS):

- Acknowledge that the information collected on this form will be used to assess my application to study a course at Trade Institute of Victoria.
- Declare that the information and supporting documentation provided is true and complete.
- Acknowledge that Trade Institute of Victoria reserves the right at any stage to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect, incomplete or fraudulent information.
- Have read and understood the Institute's refund policy and conditions. This policy is available on request or at [www.tradeinstitute.vic.edu.au](http://www.tradeinstitute.vic.edu.au)
- Authorise Trade Institute of Victoria to obtain further relevant documentation if necessary.
- Acknowledge that Trade Institute of Victoria abides by the Victorian Information Privacy Act 2000 and the information privacy principles it contains. The Institute also complies with privacy obligations under the Commonwealth Privacy Act 1988. The Trade Institute of Victoria's Information Privacy Policy is available online at: [www.tradeinstitute.vic.edu.au](http://www.tradeinstitute.vic.edu.au)
- Understand that any documentation I submit becomes property of Trade Institute of Victoria and will not be returned to me.
- Acknowledge that due to various government regulations related to the privacy of applicants, Trade Institute of Victoria cannot disclose information to any third party such as parents, friends or relatives without the written consent of the applicant.
- Acknowledge that the Institute reserves the right to alter any course, subject, admission requirement or fee without notice.
- Am aware and agree that any photos or testimonials of me are the property of TIV and may be used in printed Trade Institute of Victoria promotional material or online.

Applicant Signature

x

Date

x

### OFFICE USE ONLY

- Citizen requirements met                       <20 yrs at 1<sup>st</sup> January  
 No qualification held higher than this application                       SFG

### Comments:

TIV Admin Signature

x

Date

x

## Process for Recognition of Prior Learning (RPL)

### Step 1

The following questions will assist you in deciding whether you are eligible to apply for Recognition of Prior Learning. If you answer yes to the following questions proceed to *Step 2*.

- Have you been working in the industry in a specific trade or occupation for 4 years or more?
- Have you personally performed the jobs and tasks associated with that trade or occupation?
- Do you want your skills and experience formally recognised as a nationally recognised qualification?
- Are you prepared to provide evidence to validate your skills, for example photographic evidence, references, letters from referees, job contracts, job descriptions, licences, tickets etc? (Please note that all of these forms of evidence and more may be required to complete your RPL request)

**Depending on the industry you have worked in, you may or may not have documentary evidence readily available. This should not deter you from seeking RPL as the Assessor will work with you during the RPL process.**

### Step 2

Your RPL Kit will be supplied to you upon receiving your payment.

A guide to the RPL process, fees and Government Funding eligibility is summarised in the payment options on page 4.

### How to Pay

See our **PAYMENT OPTIONS** as follows on page 4.

### RPL Refund Policy

No refund will be issued once an RPL kit has been supplied to the applicant.

### Step 3

You will be issued with an RPL Kit. By completing this RPL kit you will gather evidence to support your application. Documents that may be required include but are not limited to:

- Any licences
- Blue Card / Red Card/ White Card (OHS construction induction card)
- Brief CV / resume or work history
- Certificates/results of assessment related to your job skill
- Indentures/trade papers
- Certificates/results of assessment – interstate/overseas
- Certificates/results of assessment – universities
- Results/statement of attendance/certificates – vendor training courses
- Results/statement of attendance/ certificates – in house courses, workshops, seminars, symposiums
- Results/statements of attendance/ certificates – club courses e.g. first aid, officials, surf life saving, etc
- Tickets held e.g. forklift, crane, etc
- Photographs of work undertaken
- Diaries/ task sheets/ job sheets/ log books
- Site training records
- Site competencies held
- Membership of relevant professional associations
- Hobbies/interests/special skills outside work
- References/letters from previous employers/supervisors
- Industry awards
- Business cards with company name, your name and position
- Union ticket (CFMEU); CBUS; INCOLINK; COINVEST letters, membership showing your occupation, period of time being employed in the role
- Any other documentation that may demonstrate industry experience

Applicants will also need to provide contact details of two referees who can confirm the applicants' industry skills in context and over time.

### Step 4

Submit your completed RPL Kit for the assessor to process.

### Step 5

An interview will be organised with the TIV assessor to discuss your skills and experience to determine competency for each individual unit. In cases where you are not competent in the minimum units required to obtain your qualification, additional training (GAP Training) will be organised with you if you so wish.

### Step 6

Enrol in the relevant GAP units if required. Refer to website for cost per each unit if not eligible for funding. Note that there is no additional fees payable for applicants that are eligible Government Funding.

### Step 7

Certificate will be issued on completion of all requirements of the full qualification.

*Please note that a Statement of Attainment will be issued for any partial completion of a qualification.*

Congratulations!!!

