

Application for Recognition of Prior Learning (RPL)	
STUDENT First Name	STUDENT Last Name
Phone	Student Number
Email	

I am applying for RPL in the following units:

Unit No.	Unit Name	Assessor Use A / R

### Assessor

After reviewing this Application for RPL including:

- Qualification and Experience
- Self-assessment of Suitability for RPL (both below)

please indicate A: Accept Application / R: Reject Application in the table above.

### Student & Assessor

To proceed with the RPL process after the acceptance of the application, the student and assessor will develop an RPL Action Plan.

## Qualifications and Experience

Please complete the table below providing details of your qualifications and experience to support your RPL application.

Qualifications / Courses	Year Completed
(full name of qualification, units or courses)	

Experience – Work, volunteer, life	Mth/Year
(e.g., position held and name of employer)	



**EXAMPLE OF - Self-Assessment Suitability for RPL**

**Unit:** BSBLED805 Plan and implement a mentoring program

As part of the RPL process, your assessor will lead a professional conversation with you.

I have the knowledge and experience to discuss the following in a professional conversation with an assessor:	Y / N
• explain the purposes and benefits of a mentoring program	
• outline the components of a mentoring program plan	
• explain mentoring program design principles	
• explain the roles of a mentor and a mentee	
• explain criteria that could be used to screen and match mentors and mentees	
• identify legislation and organisational policies relevant to mentoring, including confidentiality and privacy requirements	
• explain how resource requirements vary according to the mentoring program mode	
• describe how mentoring program data is collected and where data is stored	
• outline methods for evaluating and reporting on mentoring programs.	

Other ways to prove competence include:

- Relevant qualifications/transcripts,
- Resume
- Job Descriptions
- Testimonials
- Performance Reviews
- Work documents/samples/resources
- Presentations
- Third Party reports
- Project plans and reports
- Videos of work
- Correspondence
- Meeting minutes/reports
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Thinking about the evidence you are able to provide, please complete the following.

I am able to demonstrate my ability to :	Y / N
<ul style="list-style-type: none"> <li>• develop a mentoring program plan in consultation with others including:               <ul style="list-style-type: none"> <li>○ establishing a management structure</li> <li>○ determining support structures</li> <li>○ establishing methods and resources to achieve designated outcomes</li> <li>○ mentor and mentee selection process</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• develop appropriate tools and resources for a mentoring program</li> </ul>	
<ul style="list-style-type: none"> <li>• establish mentor-mentee policies and procedures</li> </ul>	
<ul style="list-style-type: none"> <li>• coordinate mentor-mentee communications</li> </ul>	
<ul style="list-style-type: none"> <li>• evaluate and document results of mentoring program.</li> </ul>	