

(CHC51122) Diploma of Financial Counselling

Recognition of Prior Learning (RPL) Application

What is RPL Recognition of Prior Learning?

Recognition of Prior Learning (RPL) is a process of recognising the knowledge and skills you already have, irrespective of where or how you acquired them. RPL is an assessment-only pathway for determining your competence.

RPL can be sought for a single unit of competency, a cluster of units, or a full qualification.

RPL can apply to a wide range of skills, including those gained through employment, community involvement, formal study, informal training, volunteering or life experience.

When granted RPL for a unit of competency, you do not need to complete the learning and assessment tasks for the unit of competency. The RPL result is in your student record and will appear as a 51 – RPL Granted on your result transcript.

Why apply for RPL?

- To have existing skills and knowledge formally recognised within a national qualification framework
- To avoid repeating learning in areas where you already have skills and knowledge
- To reduce your study and assessment load.
- To reduce costs associated with completing the course.

Please note;

- If you are using the South Australian government WorkReady funding scheme, the maximum RPL allowed is 50% of the total number of units of competency in the qualification.
- RPL in reducing your study and assessment load may affect your Austudy (Centrelink) benefits as a full-time student. Contact your Centrelink office for further details.
- Applications for RPL must be submitted and completed before course commencement.
- RPL is not a credit transfer (CT). CT recognises the equivalence in content and learning outcomes between different types of learning or qualifications previously undertaken and completed successfully.

The RPL Process

1. Complete and submit this RPL application to admin@aisr.edu.au
2. Upon receipt of your RPL application, you will be invoiced \$500.00
3. You must pay this invoice before your RPL application will be reviewed
4. Allow a minimum of 10 working days for your application to be reviewed upon receipt of your payment
5. The RPL application review will determine
 - i. there is sufficient evidence to proceed with RPL
 - ii. there is insufficient evidence to proceed with RPL
6. The RTO will convey the RPL application review decision to you by email
7. If the decision is not to proceed, you will be enrolled as a student in the course you have applied for, and your RPL application review fee will be deducted from your course fee
8. If the decision is to proceed, you will be forwarded the RPL guide. The RPL guide will support you in identifying examples of your practice and experience relevant to the competence you claim. You will be asked to articulate your learning and practice, and demonstrate your professional practice by authenticating your competence.
9. The RTO assessor will make contact with you to discuss the RPL guide.
10. Work through the RPL guide and complete all relevant sections.
11. Submit your completed RPL guide to your assessor
12. The RTO assessor will review your completed RPL guide and your submitted evidence.
13. The RTO assessor will contact you to schedule a mutually agreeable time to complete the competency conversation, a required aspect of the RPL process.
14. The RTO assessor will provide you with immediate feedback and confirm the RPL result.
15. Based on the RPL result, a study plan is provided to you, reflecting the RPL outcome.

Recognition of Prior Learning (RPL) APPLICATION FORM

Personal Details			
First name		Last name	
Address			Postcode
Phone Contact			
Email			Date of Birth
Workplace Name			
Workplace Address			
(CHC51122) Diploma of Financial Counselling			
Check or highlight the units of competency for which you are seeking RPL			
CHCCSL001 Establish and confirm the counselling relationship			
CHCCSL002 Apply specialist interpersonal and counselling interview skills			
CHCFIN006 Establish the financial counselling relationship			
CHCCSL007 Support counselling clients in decision-making process			
CHCFIN007 Provide advice, counselling, and representation to financial counselling clients			
CHCFIN010 Apply basic concepts of small business to financial counselling			
CHCLEG002 Interpret and use legal information			
CHCADV001 Facilitate the interests and rights of clients			
CHCFIN008 Apply professional standards in financial counselling			
CHCFIN009 Provide financial counselling and systemic advocacy within a social justice framework			
CHCPRP003 Reflect on and improve own professional practice			
CHCCCS019 Recognise and respond to crisis situations			
CHCDFV001 Recognise and respond appropriately to domestic and family violence (elective)			
CHCCSM012 Coordinate complex case requirements (elective)			
CHCCDE018 Develop and implement community programs (elective)			
CHCEDU005 Work with clients to identify financial literacy education needs (elective)			
CHCDIV001 Work with diverse people			

Support Details
Formal Qualifications or Training List any formal courses or training you have attended and completed. Attach copies of Certificates, details of course outlines, subject information and content (with dates).
Informal Study Programs List any informal training sessions you have attended and completed. Attach Certificates of attendance or completion and details of course outline and content (with dates). For example, Mental Health First Aid
Relevant Work Experience List all relevant work you have performed, both paid and unpaid. Attach a detailed CV with details of your current employer and contact details.
Relevant Life Experience List relevant community involvement, volunteering, personal interests, hobbies or skills which support your claim of competence.

Personal Verification

Provide the names and contact details of at least two (2) people who can substantiate your application and claim of competence.

At a minimum, you must submit

- relevant Job and person specification/s
- relevant transcripts of results or parchments for previous studies
- training & development/short course certificates
- current resume
- names and contact details of at least two people who can support your RPL

RTO Assessor use only

Assessor's comments:

RPL application review decision

Proceed

Not Proceed