

Community partnerships … promoting enterprise, employment, education and training.

**RPL APPLICATION FOR TEACHERS**

CHC41215 Certificate IV in Career Development

&

CHC41115 Certificate IV in Employment Services

**5 units towards completion**

Name of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration**

I declare that the information contained in this application is true and correct and that all documents are genuine.

**Candidate Signature:**  **Date**

**Evidence to be provided:** Please attach a certified copy of your teacher registration to this application –thank-you.

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| --- |
| **RPL APPLICATION FORM** |

**Applicant Details:**

|  |  |  |
| --- | --- | --- |
| **1. Occupation you are seeking recognition in** |  | |
| **2 Personal Details** | | |
| Surname |  | |
| Preferred Title (Mr, Mrs, Ms, Miss) |  | |
| First Name/s |  | |
| Any other name used |  | |
| Home Address |  | |
| Postal address if different from above |  | |
| Telephone Numbers | Home: | Work: |
| Mobile: | Fax: |
| Email |  | |
| Date of Birth | / / | |
| Gender | MALE 🗆 / FEMALE 🗆 | |
| Age |  | |
| Are you a permanent resident of Australia? | YES 🗆 / NO 🗆 | |
| **3 Current Employment** | | |
| Are you currently employed?  If Yes, in which occupation are you currently employed?  Who is your current employer? | YES 🗆 / NO 🗆  ………………………………………………………  ………………………………………………………. | |
| **Qualifications held:** | | |
| Qualification/year | Institution and country | |
|  |  | |

|  |  |
| --- | --- |
| **5. Further Training** | |
| Have you undertaken any training courses related to the occupation applied for? | YES 🗆 / NO 🗆 |
| **If Yes** |  |
| What occupation were you trained in? |  |
| Training completion Date (month, year) |  |
| Country where you trained |  |
| Name of course and institution (if applicable) |  |
| **6. Is there any further information you wish to give in support of your application?** |  |
| **7. Professional Referees (relevant to work situation)** | |
| Name  Position  Organisation  Phone Number  Mobile Number  Email Address | ……………………………………………………………………  ……………………………………………………………………  ……………………………………………………………………  ……………………………………………………………………  ……………………………………………………………………  …………………………………………………………………… |
| Name  Position  Organisation  Phone Number  Mobile Number  Email Address | ……………………………………………………………………  ……………………………………………………………………  ……………………………………………………………………  ……………………………………………………………………  ……………………………………………………………………  …………………………………………………………………… |

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| **APPLICANT EMPLOYMENT HISTORY FORM** |

If your resume already contains this information there is no need to include this form.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name, Address and Phone number of Employers | Period of Employment  (DD/MM/YYYY) | | Position Held | Full Time  Part-time  Casual | Description of Major Duties |
| From | To |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |
| 8. |  |  |  |  |  |
| 9. |  |  |  |  |  |
| 10. |  |  |  |  |  |

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| **APPLICATION – Self Assessment Questionnaire**  **CHC41215 Certificate IV in Career Development**  **CHC41115 Certificate IV in Employment Services** |

**Candidate Name:** **Date Completed:**

How often do you perform the following?

| **Unit Code** | **Unit Title** | **I have performed these tasks** | | |
| --- | --- | --- | --- | --- |
| **Frequently** | **Sometimes** | **Never** |
|  | | | | |
| **CHCDIV001** | **Work with diverse people** |  |  |  |
| **HLTWHS001** | **Participate in workplace health and safety** |  |  |  |
| **CHCCOM002** | **Use communication to build relationships** |  |  |  |
| **CHCLEG001** | **Work legally and ethically** |  |  |  |
| **BSBWOR404** | **Develop work priorities** |  |  |  |
|  |  |  |  |  |

**Candidate Signature:** **Date:**

**RPL for Registered Teachers and Tertiary Lecturers** (minimum of 12 months equivalent experience) for CHC41215 Career Development and CHC4115 Certificate IV in Employment services

To apply for RPL for each unit you will need to:

a) answer questions to outline your competency experience,

b) your Principal (or deputy Principal) will need to sign the Third party verification for each unit applied for.

c) Copy of teacher registration (for tertiary teachers without teacher registration a letter from a Director of the institution (on letterhead) confirming a minimum of 12 months (full time equivalent)experience as a lecturer in a recognised Australian University or TAFE / RTO.

**CHCDIV001 Work with diverse people**

To apply for RPL for this unit, please respond to the following questions:

Please write at least one paragraph for each question below to demonstrate your competency

Your answers must be your own.

**1. Outline how you identify and reflect on your own social and cultural perspectives and biases**

**2. Outline how you promote diversity and inclusiveness in your work role?**

**3. Outline how you use verbal and non-verbal communication skills to establish, develop and maintain effective relationships, mutual trust and confidence?**

**4. Provide two examples of where misunderstanding may arise from diverse / cultural situations and outline appropriate responses (preferably use examples that have arisen in your work role)**

**HLTWHS001 - Participate in workplace health and safety**

**To apply for RPL for this unit, please respond to the following questions:**

**Please write at least one paragraph for each question below to demonstrate your competency**

**Your answers must be your own.**

1. Outline how you identify and report existing and potential hazards in your workplace.

2. Outline the actions you take to maintain safe housekeeping practices in your own work area

3. Outline any workplace safety meetings, inspections or consultative activities that you have been involved with and how you contributed to it, within the last 18 months

4. Outline how you maintain your currency of safe work practices in general and specifically how you manage your workplace health (e.g. stress, fatigue etc) in the last 12 months

5. Outline (or attach) a workplace risk assessment you have completed in the last 12 months (eg risk assessment for a trip with students etc)

6. Outline (or attach) the Emergency procedures you follow in your workplace.

**CHCCOM002 - Use communication to build relationships**

**To apply for RPL for this unit, please respond to the following questions:**

**Please write at least one paragraph for each question below to demonstrate your competency**

**Your answers must be your own.**

1. Outline how you use a variety of appropriate communication techniques to communicate with students and colleagues

2. Outline how you recognise and support communication needs of students , colleagues, external networks and your own needs

3. Outline how you seek feedback and reflect on the effectiveness of your communication with students, colleagues and external networks

4. Provide details of a meeting you have organised which involved a written agenda and provide details of strategies you used to encourage all members to participate equally, including seeking and acknowledging contributions from all members?

**CHCLEG001 - Work legally and ethically**

**To apply for RPL for this unit, please respond to the following questions to demonstrate your competency:**

**Your answers must be your own.**

1. Outline how you observe a minimum of 3 legal requirements you must adhere to in your work role. Include the actions you must take for a breach of these legal requirements.

2. Identify situations where work practices could be improved to meet legal and ethical responsibilities

**BSBWOR404 - Develop work priorities**

**To apply for RPL for this unit, please respond to the following questions:**

**Please write at least one paragraph for each question below to demonstrate your competency**

**Your answers must be your own.**

1. Provide a copy of a workgroup plan (for example a session plan for the semester) which reflect consideration of resources, client needs and workgroup targets

2. Outline how you monitor own work performance

3. State 3 professional development workshops attended in the past 18 months.

4. State 3 professional development opportunities you believe would enhance your job role. Explain why you believe these would be useful.

**STEP 3**

**THIRD PARTY VERIFICATION**

**In this section you need to ask your Principal, Deputy or your Head of Department to complete the following Third Party Reports.**

**It is important that comments are provided by your Principal at the end of each Third Party report *(if left blank this will be returned to you).***

**Third Party Verification Reports**

**CHCDIV001 - Work with diverse people**

**Third Party Verification**

**Candidate (person requesting Recognition of prior learning) :**

**Verifier:**

**(Principal, deputy or Head of department)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position (job role of verifier):**

**Phone number:**

**Email address:**

I confirm that the above candidate has a minimum of 12 months full time (or equivalent) experience as a registered teacher or as a lecturer in a recognised Tertiary organisation.

Please carefully review the statements below. You will be requested to confirm that the candidate fully fulfils / reflects the below criteria:

1.1 Identifies and reflect on own social and cultural perspectives and biases

1.2 Works with awareness of own limitations in self and social awareness

1.3 Uses reflection to support own ability to work inclusively and with understanding of others

1.4 Identifies and acts on ways to improve own self and social awareness

2.1 Values and respects diversity and inclusiveness across all areas of work role

2.2 Contributes to the development of work place and professional relationships based on appreciation of diversity and inclusiveness

2.3 Uses work practices that make environments safe for all

3.1 Shows respect for diversity in communication with all people

3.2 Uses verbal and non-verbal communication constructively to establish, develop and maintain effective relationships, mutual trust and confidence

3.3 Where a language barrier exists, uses effective strategies to communicate in the most efficient way possible

3.4 Seeks assistance from interpreters (if required) or other persons according to communication needs

4.1 Identifies issues that may cause communication misunderstandings or other difficulties

4.2 Where difficulties or misunderstandings occur, considers the impact of social and cultural diversity

4.3 Makes an effort to sensitively resolve differences, taking account of diversity considerations

4.4 Addresses any difficulties with appropriate people and seek assistance when required

**Verifier:**

I can confirm that the candidate fully reflects the statements above OR state any criteria the candidate does not meet.

**Please provide comments (essential):**

**Signature** (digital signatures are acceptable)

PRINT NAME

Date:

**HLTWHS001 - Participate in workplace health and safety**

**Third Party Verification**

**Candidate (person requesting Recognition of prior learning) :**

**Verifier:**

**(Principal, deputy or Head of department)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position (job role of verifier):**

**Phone number:**

**Email address:**

**I confirm that the above candidate has a minimum of 12 months full time (or equivalent) experience as a registered teacher or as a lecturer in a recognised Tertiary organisation.**

**Please carefully review the statements below. You will be requested to confirm that the candidate fully fulfils / reflects the below criteria:**

|  |
| --- |
| 1.1 Follows workplace policies and procedures for safe work practices  1.2 Identifies existing and potential hazards in the workplace, reports them to designated persons, and record them according to workplace procedures  1.3 Follows workplace emergency procedures |
|  |  |
|  |  |

2.1 Identifies and implements WHS procedures and work instructions

2.2 Identifies and report incidents and injuries to designated persons according to workplace procedures

2.3 Takes actions to maintain safe housekeeping practices in own work area

3.1 Raises WHS issues with designated persons according to organisational procedures

3.2 Participates in workplace safety meetings, inspections and consultative activities

3.3 Contributes to the development and implementation of safe workplace policies and procedures in own work area

4.1 Identifies ways to maintain currency of safe work practices in regards to workplace systems, equipment and processes in own work area

4.2 Reflects on own levels of stress and fatigue, and report to designated persons according to workplace procedures

5.1 The candidate has as least once in the previous 18 months:

* contributed to a WHS meeting or inspection in workplace
* conducted a workplace risk assessment and recorded the results
* consistently applied workplace safety procedures in the day-to-day work activities required by the job role
* followed workplace procedures for reporting hazards
* followed workplace procedures for a simulated emergency situation.

**Verifier:**

I can confirm that the candidate fully reflects the statements above OR state any criteria the candidate does not meet.

**Please provide comments (essential):**

**Signature** (digital signatures are acceptable)

PRINT NAME

Date:

**CHCCOM002 - Use communication to build relationships**

**Third Party Verification**

**Candidate (person requesting Recognition of prior learning) :**

**Verifier: (Principal, deputy or Head of department)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position (job role of verifier):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I confirm that the above candidate has a minimum of 12 months full time (or equivalent) experience as a registered teacher or as a lecturer in a recognised Tertiary organisation.

Please carefully review the statements below. You will be requested to confirm that the **candidate fully fulfils / reflects the below criteria:**

1.1 Identify and use appropriate communication techniques to communicate with clients and colleagues

1.2 Communicate in a manner that demonstrates respect, accepts individual differences and upholds rights

1.3 Represent the organisation appropriately and in accordance with communication policies and protocols

1.4 Provide information to clients and service providers in accordance with communication policies and protocols

2.1 Recognise and support communication needs of clients, colleagues and external networks

2.2 Facilitate access to interpreter and translation services as required

2.3 Identify and address problems and communication barriers

2.4 Defuse conflict or potentially difficult situations with clients and colleagues and refer in accordance with organisational requirements

2.5 Seek and respond to feedback on the effectiveness of communication with clients, colleagues and external networks

3.1 Develop an agenda and list of invited participants in consultation with appropriate people

3.2 Communicate details of the meeting to the participants and other stakeholders in accordance with organisation communication protocols

3.3 Contribute to and follow objectives and agendas for meeting

3.4 Provide opportunities to fully explore all relevant issues and provide relevant information

3.5 Use strategies that encourage all members to participate equally, including seeking and acknowledging contributions from all members

3.6 Implement strategies to ensure the specific communication needs of individuals within the meeting are identified and addressed

3.7 Facilitate the resolution of conflict between participants

3.8 Minute or record meeting in accordance with organisation requirements

3.9 Evaluate meeting processes and identify lessons learned or opportunities for improvement

**Verifier:**

I can confirm that the candidate fully reflects the statements above OR state any criteria the candidate does not meet.

**Please provide comments (essential):**

**Signature** (digital signatures are acceptable)

PRINT NAME

Date:

**Third Party Verification**

**CHCLEG001 - Work legally and ethically**

**Candidate (person requesting Recognition of prior learning) :**

**Verifier: (Principal, deputy or Head of department)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position (job role of verifier):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I confirm that the above candidate has a minimum of 12 months full time (or equivalent) experience as a registered teacher or as a lecturer in a recognised Tertiary organisation.

Please carefully review the statements below. You will be requested to confirm that the **candidate fully fulfils / reflects the below criteria:**

1.1 Identify, access and interpret sources of information about the legal requirements that apply to the work role

1.2 Identify the scope and nature of own legal rights and responsibilities

1.3 Adhere to legal requirements in work practice according to workplace policies and procedures and scope of role

1.4 Recognise potential or actual breaches and report according to organisation procedures

2.1 Identify, access and interpret sources of information about the ethical responsibilities that apply to the work role

2.2 Identify the scope and nature of own ethical responsibilities

2.3 Meet ethical responsibilities according to workplace policies and protocols, and scope of role

2.4 Recognise potential ethical issues and dilemmas, and discuss with an appropriate person

2.5 Recognise own personal values and attitudes and take into account to ensure non-judgemental practice

2.6 Use effective problem solving techniques when exposed to competing value systems

2.7 Recognise unethical conduct and report to an appropriate person

2.8 Recognise potential and actual conflicts of interest and take appropriate action

3.1 Identify situations where work practices could be improved to meet legal and ethical responsibilities

3.2 Pro-actively share feedback with colleagues and supervisors

3.3 Identify and take opportunities to contribute to the review and development of policies and protocols

**Verifier:**

I can confirm that the candidate fully reflects the statements above OR state any criteria the candidate does not meet.

**Please provide comments (essential):**

**Signature** (digital signatures are acceptable)

PRINT NAME

Date:

**Third Party Verification**

**BSBWOR404 - Develop work priorities**

**Candidate (person requesting Recognition of prior learning) :**

**Verifier: (Principal, deputy or Head of department)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position (job role of verifier):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BSBWOR404 - Develop work priorities**

1.1 Prepare workgroup plans which reflect consideration of resources, client needs and workgroup targets

1.2 Analyse and incorporate work objectives and priorities into personal schedules and responsibilities

1.3 Identify factors affecting the achievement of work objectives and establish contingencies and incorporate them into work plans

1.4 Efficiently and effectively use business technology to manage and monitor planning completion and scheduling of tasks

2.1 Identify and analyse personal performance through self-assessment and feedback from others on the achievement of work objectives

2.2 Seek and evaluate feedback on performance from colleagues and clients in the context of individual and group requirements

2.3 Routinely identify and report on variations in the quality of service and performance in accordance with organisational requirements

3.1 Assess personal knowledge and skills against organisational benchmarks to determine development needs and priorities

3.2 Research and identify sources and plan for opportunities for improvement in consultation with colleagues

3.3 Use feedback to identify and develop ways to improve competence within available opportunities

3.4 Identify, access and complete professional development activities to assist career development

3.5 Store and maintain records and documents relating to achievements and assessments in accordance with organisational requirements

**Verifier:**

I can confirm that the candidate fully reflects the statements above OR state any criteria the candidate does not meet.

**Please provide comments (essential):**

**Signature** (digital signatures are acceptable)

PRINT NAME

Date: