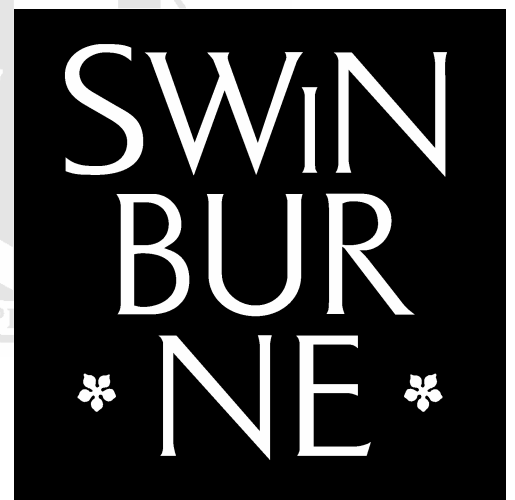


Recognition of Prior Learning (RPL)
Swinburne University of Technology
Department of Child & Family Studies
RPL Training Program

Click on the titles below to take you to the documents listed

- 1 – Information Sheet
- 2 – Snapshot of the RPL Process
- 3 – RPL Self Assessment Guide
- 4 – RPL Application Form



Please contact the **Department of Child and Family Studies office**
for general information: **9214 6863**

Please contact Dora Nicola **9214 6941**
Email: dnicola@swin.edu.au with specific queries

See also: [Swinburne TAFE Innovation in Education - RPL](#)

SWINBURNE UNIVERSITY
OF TECHNOLOGY
TAFE

Information Sheet 1

Have Your skills in Working with Children Recognised or Your Qualification Upgraded

Apply for Swinburne's Recognition of Prior Learning (RPL) For Entry Into The

- **Certificate III in Children's Services 2009**
- **OR**
- **Diploma of Children's Services 2009**

What is it?

RPL recognises any prior knowledge and experience and measures it against the qualification in which you are enrolled. You may not need to complete all of a training program if you already possess all or some of the skills/competencies included in the qualification.

Benefits of RPL for you:

- Eliminate the need for training in skills and knowledge you already have
- Reduce the requirement to attend classes
- Save money because you will not have to buy textbooks and learning resources
- Complete your qualification in a shorter time
- Advance more quickly to a higher level qualification if you wish

How is this done?

The Department of Child and Family Studies uses an innovative, holistic RPL process to assess your level of skill and knowledge. This may include you doing the following:

- Undertaking a self-assessment of your skills and knowledge
- Attending an underpinning knowledge interview
- Undertake one or a series of underpinning knowledge tests
- Collecting of evidence to support your RPL application
- Workplace assessments

If you are currently working in a Children's Service, share this information with your employer and seek their support.

Throughout this process you are supported and mentored by one of our highly experienced staff.

Interested in applying and finding out more?

Refer to Information Sheet 2 'Snapshot of the RPL Process' for a step-by-step explanation of the process and time and date of the next information session.

Please contact the **Department of Child and Family Studies Office** for general information: **9214 6863**
The following staff may help with specific queries:

Dora Nicola: 9214 6941 Email: dnicola@swin.edu.au

Privacy Statement Swinburne University of Technology collects, uses and destroys personal information in accordance with our Privacy Policy. The Privacy Statement can be located at www.swin.edu.au/privacy. Enquiries relation to information included on this form should be directed to the administering department or school.

Information Sheet 2

Snapshot of the RPL Process

Follow the simple steps below to commence the RPL process for either Certificate III in Children's Services or Diploma of Children's Services

Step 1	<p>Go to Swinburne's home page www.swinburne.edu.au, click on Courses (this will take you to Course Finder), select Local Students, type <u>children services</u> in the Keyword/Course Code field then click on search, select either Certificate III in Children's Services or Diploma of Children's Services, scroll down to Recognition of Prior Learning section, then click on relevant link. OR go directly to Download our RPL Kit from: http://www.tafe.swinburne.edu.au/socsci/childfamilystu/childservices/resources/rplkit.pdf OR telephone 9214 6863 and we will send you a copy in the mail Complete the Self Assessment Guide as this will give you an indication if you are a candidate for RPL. For more information contact Dora Nicola on 92146941 Or to proceed with you application attend the next Briefing session.(See details below)</p>
Step 2	<p>Attend 2009 RPL Briefing Session Date: Wednesday January 14th at 9.30 am or at 6.30 pm Place : Department Child & Family Studies St. John Street Prahran (Melways: Map 2L,H12) Building PK Level 4 Room PK431 RSVP: 92146863 or email dnicola@swin.edu.au If this date has passed or you cannot attend please contact the Department office on 9214 6863 to discuss your options or ring Dora Nicola direct on 92146941 Bring your completed Self Assessment Guide to this Information Session</p>
Step 3	<p>If you decide to proceed with your application: Submit the Application Form from the RPL kit Enrol and pay fees</p>
Step 4 Please Note: Steps 3 and 4 may be combined	<p>Attend a planning interview Submit any evidence to support your RPL application Review and assess your skills and knowledge by completing the Skills Audit –<i>If you are currently working in a Children's Service ask your employer to complete the Employer Skills Audit of your skills and other forms that were given to you at the RPL Information Session.</i> Forward these documents to your Swinburne contact person. You will be contacted to organise a date and time to proceed with the next step</p>
Step 5	<p>Attend an underpinning knowledge interview and or complete any required test/s Present any relevant evidence to support your RPL application You will be given a progress report soon after Step 4 is completed.</p>
Step 6	<p>Prepare for Workplace Assessment 1</p>
Step 7	<p>Undertake any learning required where it has been identified that you have a minor knowledge gap for a small proportion of the competencies in which you are applying for RPL</p>
Step 8	<p>Continue with your studies and undertake training in any of the remaining competencies in Certificate III in Children's Services or Diploma of Children's Services in which you were identified as having significant gaps. Please Note: This will include and a change to your enrolment.</p>
Step 9	<p>Prepare for Workplace Assessment 2 if required</p>
Step 10	<p>On successful completion of all course requirements apply to graduate with Certificate III in Children's Services or Diploma of Children's Services</p>

Please contact the Department of Child and Family Studies Office for general information: 9214 6863

Or with specific queries: contact Dora Nicola: 9214 6941 email: dnicola@swin.edu.au

This RPL process supports the applicant towards success - it is a fair, valid and credible process supported by the Child Care Industry and the Community Services and Health Industry Training Board



Application for Admission for 2009 to Recognition of Prior Learning (RPL) Training Program



- Certificate III in Children's Services
DCHC 30402
- Diploma in Children's Services,
DCHC 50302

SECTION A PERSONAL DETAILS

Title (Mr, Mrs, Miss, Ms)

Surname or Family Name

Given Names
(leave space between names)

Address

Postcode

Telephone (home) Telephone (business)

Mobile Facsimile

Email

Sex (F or M) Date of Birth (in figures)
day month year

Have you previously enrolled in a program (course) at Swinburne University of Technology? YES NO

Program (Course) of Study: _____ Swinburne Student ID No. (insert only if applicable)

SECTION B CAMPUS PREFERENCE

Please tick which campus you are applying for:

PRAHRAN CAMPUS CROYDON CAMPUS

SECTION C

Are you applying for Recognising Competency Training Program For:

Certificate III in Children's Services Diploma of Children's Services Both

SECTION D PREVIOUS STUDY

Have you previously completed any of the following courses?
(If yes, please attach a copy of your transcript of training/ results from this course).

Certificate in Childcare (Assistants) Certificate III in Children Services (Early Childhood care)

Certificate of Child Care (Home Based) Certificate III in Community Services (Centre Based)

Diploma of Community Services (Centre Based) Associate Diploma of Child Care Studies

Advanced Certificate in Child Care Associate Diploma of Social Science (Child Care)

Certificate of Applied Social Science – Child Care Studies

Other/ Provide details

SECTION E CHILD CARE EMPLOYMENT HISTORY AND RELEVANT EXPERIENCE

Complete the following employment history. Please start with your current position.

Employer	Position	Duties Performed	Duration From / To	Status		
				F/T	P/T	CAS

SECTION F APPLICANT DECLARATION

I declare that to the best of my knowledge the information supplied in this application is correct and complete. I acknowledge that the provision of incorrect information or the withholding of information relating to my application may result in cancellation of any offer or enrolment.

Signature: _____ Date: ____ / ____ / ____.

SECTION G EMPLOYER DECLARATION

I declare that _____ has been employed by _____
for _____ years in the capacity of _____.

I also support their application for admission into the Recognising of Prior Learning Training Program.

Signature: _____ Date: ____ / ____ / ____.

Please return your completed application to:
Dora Nicola
Recognising Prior Learning Training (RPL) Program Applications 2009
Department of Child & Family Studies (P19)
Swinburne University of Technology
144 High Street PRAHRAN 3181
Tel: 9214 6863 Fax: 9214 6857

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