

Application Form for Recognition of Prior Learning (RPL) & Candidate Guide

BSB20112 Certificate II in Business

Candidate's Name:	
Student No:	

RPL

CANDIDATE GUIDE, PROCESS AND APPLICATION FORM



SECTION 1: Candidate Guide



SECTION 2: Process



SECTION 3: Application Form



SECTION 1:

Candidate Guide

Follow these to apply for Recognition of Prior Learning (RPL)

STEP 1

Choose the qualification, skill set or unit/s of competency that you want to be considered for Recognition of Prior Learning (RPL). To assist you the core and elective units for each qualification are summarised on the 'Courses' page on our website: <http://www.youstudy.edu.au/courses-list/>, you can also phone a Course Advisor: 1-300-887-886 to seek advice on your options or email: enquiries@youstudy.edu.au

STEP 2

Complete an Application for RPL Form - (See Section 3 of this document) and provide the required information regarding your personal details and any of the suggested General Employment documentation that is listed that is relevant.

STEP 3

Forward the Application Form and General Employment documentation that you have gathered and email to: enquiries@youstudy.edu.au, or post to P.O. Box 972, Kuranda, Qld, 4881

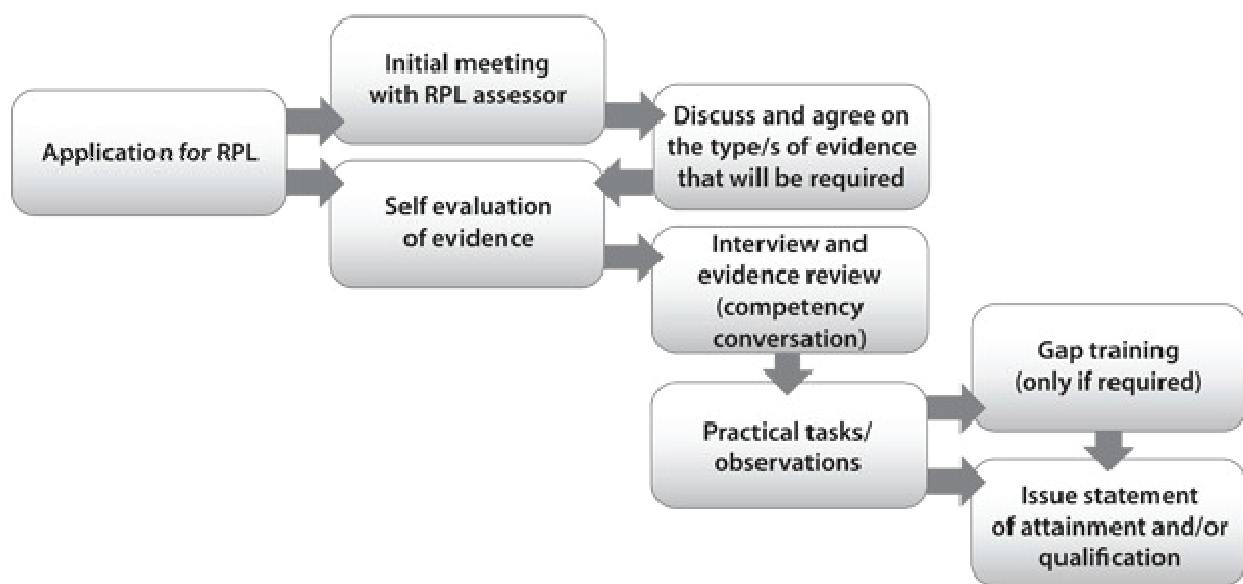
FAQs

Our Recognition of Prior Learning (RPL) Frequently Asked Questions (FAQs) guide has been produced to assist people that are seeking recognition for experience, skills and knowledge for which they do not hold a vocational qualification or statement of attainment. (Available on our website)



SECTION 2: Process

The RPL Process



- Apply for RPL by completing Application Form
- Self evaluate your evidence and submit General Employment Documentation with your Application to prepare for initial meeting with RPL Assessor
- An initial meeting will be set up for you at YouStudy Administration with an RPL Assessor by phone or by webinar to determine your eligibility for RPL
- Your RPL Assessor will discuss your application and, if approved, you will agree on the type(s) of evidence that will be required
- Further dates will be set for Competency Conversations with your RPL Assessor to interview you and review your evidence (Competency Conversation)
- Your RPL Assessor will advise you if demonstrations of practical tasks, work place observations or any Gap Training is required
- Your Qualification or Statement of Attainment will be issued when your RPL Assessor deems your competency in the relevant unit(s)



SECTION 3:

RPL Application Form

If you know the unit(s) that you wish to apply for RPL complete this section below by ticking the correct box. Alternatively you can discuss your options first by contacting a course advisor:
Phone: 1-300-887-886, Email: enquiries@youstudy.edu.au

BSB20112 Certificate II in Business

This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision

Total number of units = 12, 1 core unit plus 11 elective units

CORE UNIT (1)

BSBWH201A Contribute to health and safety of self and others

☐

ELECTIVE UNITS (11)

BSBCUS201B Deliver a service to others

☐

BSBIND201A Work effectively in a business environment

☐

BSBCMM201A Communicate in the workplace

☐

BSBITU201A Produce simple word processed documents

☐

BSBITU202A Create and use spreadsheets

☐

BSBITU203A Communicate electronically

☐

BSBITU101A Operate a personal computer

☐

BSBCCO301B Use multiple information systems

☐

BSBWOR202A Organise and complete daily work activities

☐

BSBWOR204A Use business technology

☐

Add alternative elective here

Add alternative elective here

***Indicate the unit(s) that you wish to apply for RPL by ticking the appropriate box

PERSONAL DETAILS

Title: Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐

Family Name: _____ First or other names _____

Previous Family Name (if applicable) _____

Gender: Male ☐ Female ☐ Date of Birth (DD/MM/YY)

Address: _____

Town/City: _____ State _____ Postcode _____

Telephone (incl. area code): AH() _____ BH() _____

Email (mandatory): _____

GENERAL EMPLOYMENT DOCUMENTATION

The Application for RPL process involves producing documentation to the assessor to demonstrate that you can perform, or have performed various workplace activities.

The list below is an example of the types of general employment documentation that you may be able to supply with your RPL application. It is important to supply a resume or work history as a minimum, please indicate the type of documentation that you are supplying by ticking the appropriate box.

Resume or work history	<input type="checkbox"/>
Position description	<input type="checkbox"/>
Certificates/results of assessments	<input type="checkbox"/>
Details of in house courses, workshops, seminars, orientation or induction sessions	<input type="checkbox"/>
References/letters from previous employers/supervisors	<input type="checkbox"/>

To **complete your RPL application** forward Section 3 of this form to YouStudy by **email or post** as follows

Email: enquiries@youstudy.edu.au
Post: P.O. Box 972, Kuranda, QLD 4880

For **further assistance** to complete this application form **contact a course advisor:**

Phone: 1-300-887-886
Email: enquiries@youstudy.edu.au