

# ENROLMENT FORM



## APPLICANT INFORMATION

FIRST NAME : \_\_\_\_\_ LAST NAME : \_\_\_\_\_ PHONE : \_\_\_\_\_

## COURSE DETAILS

CODE	COURSE TITLE	F2F	S	RPL	S	D	Release date
BSB30115	Certificate III in Business	5000		1000			21/Feb/2019
BSB40215	Certificate IV in Business	5500		1500			21/Feb/2019
BSB42015	Certificate IV in Leadership and Management	5500		1500			21/Feb/2019
BSB51918	Diploma of Leadership and Management	8500		2500			21/Feb/2019
HLTAID001	Provide Cardiopulmonary Resuscitation	100		-			06/Aug/2015
HLTAID003	Provide First Aid	150		-			06/Aug/2015

**F2F** : Face to face | **RPL** : RECOGNITION OF PRIOR LEARNING | **S** : Select | **D** : Discount

When would you like to start your course? ----/------/-----

**ARE YOU APPLYING FOR RECOGNITION OF PRIOR LEARNING RPL ?**

☐ YES ☐ NO

(If you have tick YES, we will contact you to make an appointment to discuss the RPL processing with you)

**ARE YOU APPLYING FOR CREDIT TRANSFER ?**

☐ YES ☐ NO

(If you applying for credit transfer, complete the CT Application form available at IAMA reception or on IAMA website and provide copy of your statement of attainment and certificate with the form)

## UNIQUE STUDENT IDENTIFIER (USI)

**Do you have a UNIQUE STUDENT IDENTIFIER (USI) ?**

☐ YES

☐ NO (please read the USI information on the following pages and sign the permission if you want IAMA to create your USI)

## PROOF OF ID (Provide 100 points)

### PRIMARY DOCUMENT (70 pts.)

- ☐ Full Birth Certificate or Birth Card issued by the Registrar of Birth , Deaths and Marriages
- ☐ Australian Passport
- ☐ International Passport ( Not expired or canceled )
- ☐ Australian Citizenship Certificate

### SECONDARY DOCUMENT (40 pts.)

- ☐ Australian photo drive license
- ☐ Australian photo firearm license
- ☐ State or federal government employee photo identity
- ☐ Tertiary education institution photo identity
- ☐ Australian Learner's permit
- ☐ Department of Veterans Affairs Card
- ☐ Center link or social security card
- ☐ Proof of age card (issued by Queensland Transport)
- ☐ Certificate of registration by descent

### SECONDARY DOCUMENT (25 pts.)

- ☐ Medicare card
- ☐ Council rates notice
- ☐ Property lease/rental agreement
- ☐ Property insurance papers
- ☐ Motor vehicle registration or insurance documents
- ☐ Professional or trade association card
- ☐ Utility bills (e.g. Telephone, Gas ,Electricity , Water)
- ☐ Credit/account card
- ☐ Bank statement or passbook

## IAMA

Image Australian Modern Academy Pty Ltd  
National Provider Code: 41169

Head Office and Campus: LEVEL 1 - SUITE 2, 925 Canterbury Road Lakemba, Sydney, NSW 2195  
Phone: 02 83845346 | Mobile: 0414788188 / 0452496121 / 0450296121 | WhatsApp: 0451145411  
Email: info@imageAMA.nsw.edu.au | www.imageAMA.nsw.edu.au

<b>PERSONAL DETAILS</b>	WRITE IN CAPITAL LETTERS (Name that will go on your award)		<b>Preferred Name</b>
	FIRST NAME		
	MIDDEL NAME		
	LAST NAME		
	Title:	(tick one box ) <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs. <input type="checkbox"/> other	<b>Gender :</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth	day ----- / month ----- / year -----	Town/city of Birth ----- Country of birth -----	

#### CONTACT DETAILS

<b>What is your preferred contact method?</b>	<input type="checkbox"/> Home	<input type="checkbox"/> Mobile	<input type="checkbox"/> Work	<input type="checkbox"/> Email	<input type="checkbox"/> Mail
Home phone: -----	Mobile: -----	Work phone: -----			
Email address: -----					

#### ADDRESS

<b>Residential address :</b> ( address where your award will be posted)	<b>Postal address :</b> (if different from residential address)
Buliding name:	Buliding name:
flat/unit number	flat/unit number
street address	street address
city/suburb:	city/suburb:
state:	state:
postcode:	postcode:

#### EMERGENCY CONTACT DETAILS

<b>Name of the person we should contact in an emergency :</b>	
Their contact number :-----	Relationship to you: -----

#### CULTURAL BACKGROUND

<b>Are you aboriginal or Torres strait islander origin ?</b>	
<input type="checkbox"/> No <input type="checkbox"/> Yes ,Aboriginal if you answered yes, please state the name of the tribe you relate to ----- <input type="checkbox"/> Yes , Torres strait islander (For persons of both aboriginal AND Torre	
<b>Country of citizenship :</b> <input type="checkbox"/> Australia <input type="checkbox"/> New Zealand	<b>Are you a VISA HOLDER?:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Other , please specify :</b> -----	if Yes, VISA Type: ----- VISA No: ----- if you are a <b>Student Visa Holder You can't study at IAMA</b>

#### LANGUAGE

Speak a language other than english at home ? <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If YES please specify:</b> -----
<b>How well do you speak English?</b> <input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all	<b>Do you require English assistance to compleate your studies ?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO

#### EMPLOYMENT

<b>From the following categories , which best describes your current employment status ?(tick one box only)</b>		
<input type="checkbox"/> Full-time Employee	<input type="checkbox"/> Self Employed	<input type="checkbox"/> Unemployed-Seeking Full-time work
<input type="checkbox"/> Part-time Employee	<input type="checkbox"/> Employer	<input type="checkbox"/> Unemployed-Seeking Part-time work
	<input type="checkbox"/> Unpaid ,Working in a family business	<input type="checkbox"/> Unemployed-Not Seeking work Employed
<b>If Employed and employer is paying for this course:</b>		
your employer/company Name : -----	Contact Person : -----	Your Position : -----
	Contact Number: -----	Your Division : -----

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## INDIVIDUAL LEARNING REQUIREMENTS

**Do you consider yourself to have a disability impairment or long term condition ?** ☐ Yes ☐ No (if YES please tick boxes applicable below)

- ☐ Acquired Brain Injury    ☐ intellectual    ☐ psychological    ☐ physical    ☐ unspecified  
☐ hearing/deafness    ☐ learning    ☐ neurological    ☐ visual    ☐ other \_\_\_\_\_

if you have indicated that yourself to have a disability , impairment or long term condition or other then please explain **WHAT TRAINING SUPPORT YOU WILL REQUIER FROM IAMA.**

## CAREER OBJECTIVES

**From the following categories , which best describes your main reason for undertaking this course/traineeships ?** (tick one box only)

- ☐ To get job    ☐ I wanted extra skills for my job    ☐ To develop my existing business  
☐ To get better job or promotion    ☐ To try for a di`erent career    ☐ To get into another course of study  
☐ It was a requirement of my job    ☐ To start my own business

## HOW DID YOU HEAR ABOUT US?

- ☐ Referral    ☐ Career expo    ☐ Facebook / twitter  
☐ Google search    ☐ Job service provider    ☐ Flyer/brochure  
☐ Word of mouth    ☐ Local newspaper (specify) \_\_\_\_\_    ☐ Other (specify) \_\_\_\_\_

## PLEASE INCLUDE ANY ADDITIONAL INFORMATION ABOUT YOURSELF THAT COULD IMPACT ON YOUR STUDIES

**Would you like additional support with any special needs (Literacy,Numeracy,Physical )?** This information is confidential and is only used as a means to provide the best support possible to suit your individual needs. ☐ Yes ☐ No

If you have ticked YES , Please provide a brief description of the sort of support would best suit your individual needs

IAMA Academy is committed to ensuring that we offer training opportunities to all people on an equal and fair basis. All participants who meet our entry requirements will be accepted into any of our training programs. Any questions regarding access and equity can be directed to the Chief Executive Officer.

## COURSE FEE

I am aware that the Course fee is (including admission fee only) \$ \_\_\_\_\_ Contact IAMA if unsure of fees.

A course fee must be paid upon enrollment of a course . You should be aware of all fees before enrolment. please read student book for more information. When a course fee applies , please nominate the person/s responsible for the payment of the fee.

Payment will be ☐ Admission Fee - Qualification (\$75) ☐ Material Fee (\$ ) ☐ Admission Fee - Unit ( \$25) ☐ Additional Tools and Equipments ( \$ )  Total Fees amount :

## PAYMENT OPTIONS

RTO requires that payment of course fees be made through EFTPOS or Direct Deposit to our bank account .

**Important : Please provide your surname as the payee reference to ensure that your payment is credited to your account .**

☐ Direct Deposit Advice (payment made to) NAB BANK | BSB: 082-124 Account NO : 93-345-4856  
Account Name : Image Australian Modern Academy Pty Ltd

☐ Instalment : Deposit ( \$ ) ☐ Weekly ☐ Fortnight ☐ Monthly ( \$ )

## OTHER POTENTIAL FEES

Admission Fee (non-refundable) per qualification	\$75	Replacement Certificate	\$40
Admission Fee (non-refundable) per unit	\$25	Replacement Student ID card	\$25
Overdue Fees 14 days overdue	\$50	RPL Application Fee	\$50
Continuing late fee after one month	5%	RPL Application Fee per UOC	\$50
Re-enrollment Fee	\$100	Re-issue of documents	\$50
1 <sup>st</sup> Re-assessment	No Fee	Text Books / Learning Guides – All Courses **	\$350
2 <sup>nd</sup> Re-assessment	No Fee	Workplace Re-assessment due to misconduct	\$200
3 <sup>rd</sup> Re-assessment	\$200	Tuition fee	\$50 / hour
Print BLACK*	20 Cent	Technology tuition fee	\$50 / hour
Print in COLOUR:	30 Cent	Resume building tuition fee	\$40 / hour

Note : There is a possibility for potential fees to change during a student's course and applicable refund policies (updates will be on IAMA website and on IAMA Notice board  
\*\* The material fee vary from one qualification to another please contact admission to get your enrolled course material fee

\* Not allowed to print any non-educational material or researches related to student courses - print available **Text only**

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## SUBMITTING YOUR FORM

You have an electronic version of this form (can be obtained from IAMA website student support) please print, complete and send back via **email to** : student@imageAMA.nsw.edu.au, or Print complete and **whatsApp** to IAMA Admission on 0451145411, or Print complete and **post** the form to : suite 2 - level 1 / 925 Canterbury Road, Lakemba , NSW - 2195 AU

## TAX INVOICE REQUEST

Name of person / Company to whom the invoice should be addressed:	
Full address or email to which the invoice is to be sent :	
Amount to be invoiced :	

## PRIVACY DECLARATION

Information requested on this form is used by IAMA to assist with student registration , academic and attendance tracking, communication and for qualification issuance as required. All data is confidential and is not forwarded to any other party (without the permission of the student consent) with the sole exceptions of reporting to the national statistical database as required under legislation and if requested to do so by a recognized authority e.g. police.

Information contained in these forms will be used by IAMA for administrative and legal purposes only. No access to your enrollment will be provided to any other third party without your consent, in accordance with the IAMA privacy policy .

commonwealth and state government agents access to enrollment information as requested for specific purposes , such as AVET-MISS statistical data to substantiate funding arrangements.

USAMA NOUH

CEO

## STUDENT ENROLMENT AGREEMENT

### I confirm :

- That all details provided on this enrolment form are accurate, correct and true.
- That i have provided a copy of 100 points as proof of identification
- That i understand that if this Enrolment Form is not completed in its entirety , i will not be issued my qualification until it is completed
- I have obtained a copy of the IAMA Student Handbook from the IAMA Administration or the IAMA website www.imageAMA.nsw.edu.au
- That i have read the RTO'S Student Handbook and my rights and obligations with respect to access and equity, privacy, access to records, payments of fees and refunds, course cancellation and complaints and appeals.
- I have been provided with adequate per-enrolment information about course in which i am enrolling to enable me to make an informed decision.
- I give permission to record evidence of my participation and assessments, in written, verbal, photographic (including video) formats.
- I also, give IAMA to use any recorded evidence for future promotional , commercial and educational purposes.

By completing this Enrolment form , I am agree to :

- Abide by the policies and procedures of the IAMA as detailed in the IAMA Student Handbook.
- Provide information to the IAMA prior to enrolment as requested to identify where special consideration of the learning and assessment process and support may be required to complete the course which i am undertaking .
- Advice IAMA any issues (e.g medical, travel,..... ) that could affect my ability to complete the course in which i am enrolling.
- Conduct myself in a professional manner and respect the RTO staff and its clients.
- Complete and submit all assessments in accordance with the course requirements and RTO policies and procedures for assessment.
- Pay all course fees when due.

Student Name

Student Signature :

Date : / /

Parent/Guardian Name :

Parent/Guardian Signature :

Date : / /

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**PHOTO AND VIDEO  
CONSENT AND RELEASE**



Image Australian Modern Academy Pty Ltd "IAMA" uses images and videos of its students whom enrolled in IAMA courses and participating in IAMA programs or/and events to support its educational mission. IAMA does not use any students' likeness, or identify of them by name, unless it has received specific written permission to do so. The student has the right to opt-out of this consent and release any time by sending a written request.

In consideration of the above, I hereby grant Image Australian Modern Academy permission -

1. To photograph and/or video of me, and
2. To use, display, copied, exhibited, published or distributed the photo(s) and/or video recording (s) of me and my likeness and sound of my voice and appearance, in whole or in part, in IAMA's website, archives and promotional and/or information material ( including but not limited to, newsletters, brochures, flyers, advertisements and newspaper articles), and in any media, broadcast or digital format, including electronic, radio, INTERNET, television, conference presentations, educational presentations or courses, informational presentations, Online educational courses and educational videos.

I hereby waive and release any right to inspect, approve, compensation for, or ownership of such photograph(s) and/or video recording(s) of me and the above use of them by Image Australian Modern Academy.

I have read this consent and release and agree to its terms and conditions.

A parent or guardian must sign this consent and release on behalf of a child under the age of 18 years.

If a parent or guardian participates in a program or event with his/her child, signing on behalf of the child will also indicate that the parent or guardian also consents to the terms and conditions of this consent and release for him/herself.

Date:    /    /

Student Name: .....

Student Signature: .....

Parent / Guardian Name: .....

Parent / Guardian Signature:.....

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Please note: The following Privacy Notice is an extract for students from the Australian Government's USI Website and is intended to provide advice to you as to how your personal information will be used.

## Consent for collection, use or disclosure of personal information

The following is provided to you on behalf of the Student Identifiers Registrar (Registrar).

You are advised and agree that you understand and consent that the personal information you provide in connection with your application for a Unique Student Identifier (USI):

- is collected by the Registrar as authorised by the *Student Identifiers Act 2014*.
- is collected by the Registrar for the purposes of:
  - applying for, verifying and giving a USI;
  - resolving problems with a USI; and
  - creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
    - the purposes of administering and auditing VET, VET providers and VET programs;
    - education related policy and research purposes; and
    - to assist in determining eligibility for training subsidies;
  - VET Regulators to enable them to perform their VET regulatory functions;
  - VET Admission Bodies for the purposes of administering VET and VET programs;
  - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
  - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
  - the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
  - researchers for education and training related research purposes;
  - any other person or agency that may be authorised or required by law to access the information;
  - any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- will not otherwise be disclosed without your consent unless authorised or required by or under law.

The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI.

## Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the [Registrar's Privacy Policy](#) or by contacting the Registrar on [usi@education.gov.au](mailto:usi@education.gov.au) or telephone the Skilling Australia Information line on 13 38 73, international enquiries +61 3 5454 5280. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the *Privacy Act 1988*, including in relation to the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.

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# Unique Student Identifier (USI) Application Form



If you would like Image Modern Australian Academy to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information in the Privacy Notice attached to and forming part of this Application and also available at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>.

I [please print your full name] ..... hereby authorise Image Modern Australian Academy to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read the relevant Privacy Notice and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed in the Privacy Notice referred to above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Please print)

PERSONAL DETAILS		CONTACT DETAILS			
First Name:		Email:			
Middle Name:		Mobile:			
Surname:		Home Ph:			
Date of Birth: (dd/mm/yyyy)	/ /	Residential Address:			
Country of Birth:		Suburb/Town:			
Town/City of Birth:		State:		Postcode:	
Country of Residence:					
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> X		
Preferred Form of Contact:	<input type="checkbox"/> Email	<input type="checkbox"/> Mail	<input type="checkbox"/> Phone		

## EVIDENCE OF IDENTITY

Only provide details for ONE form of identification. e.g. Medicare card or Birth certificate.

**IMPORTANT** – The information you provide the College below must match the details shown on the form of identification supplied.

N.B. If you do not possess at least one of the below forms of identification, please contact the College on (02)83845346 to discuss an alternative piece of evidence to confirm your identity.

AUSTRALIAN PASSPORT DETAILS				CITIZENSHIP CERTIFICATE DETAILS	
First Name:				First Name:	
Surname:				Surname:	
Date of Birth: (dd/mm/yyyy)	/	/		Date of Birth: (dd/mm/yyyy)	/ /
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> X	Stock Number:	
Passport Number:				Acquisition Date:	/ /

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## BIRTH CERTIFICATE DETAILS

First Name:		<b>For NSW, VIC &amp; WA Certificates</b>	
Surname:		Registration Number:	
Date of Birth: (dd/mm/yyyy)	/ /	Year of Registration:	
State:			
<b>For ACT, NT and SA Certificates</b>		<b>For QLD and TAS Certificates</b>	
Registration Number:		Registration Number:	
Date Printed:	/ /	Date of Registration:	
Certificate Number:		Year of Registration:	

## MEDICARE CARD

First Name:	
Surname:	
Medicare Card Number:	
Individual Ref Number:	
Card Colour:	
Expiry Date:	

## VISA DETAILS (Non Australian passport holders)

First Name:	
Surname:	
Date of Birth: (dd/mm/yyyy)	/ /
Passport Number:	
Country of Issue:	

## DRIVER'S LICENCE DETAILS

First Name:	
Middle Name:	
Surname:	
Date of Birth: (dd/mm/yyyy)	/ /
State:	
Licence Number:	

## IMMICARD DETAILS

First Name:	
Surname:	
Date of Birth: (dd/mm/yyyy)	/ /
ImmiCard Number:	



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# **RPL/CT or/and GAP training Application Form**



# RPL Application Form

## 1 Enrolment Details

Are you enrolling in a full qualification or part qualification (i.e. individual units)?

☐ Full qualification

☐ Individual units

Which qualification/units do you wish to enrol in? .....

## 2 Personal Details

Surname:

Title: Mr/Mrs/Miss/Ms/Dr

First Name:

Middle Name/s:

Gender: ☐ Male

☐ Female

Date of Birth:     /     /

Home Address:

Post Code:

Postal Address:  
(if different from above)

Post Code:

Home Phone: (                      )

Work: (                      )

Mobile:

Email:

## 3 Current Employment

Are you currently employed? ☐ Yes ☐ No

If Yes, is your occupation related to the qualification in which you are seeking RPL for? ☐ Yes ☐ No

What is the name of your employer?

Do you have a workplace where you are able to be assessed on-the-job for the qualification you are seeking RPL for? ☐ Yes ☐ No

Please provide details of the workplace:  
Name:

Address:

Type of workplace (profession):

## 5 Further training

Have you completed any nationally recognised training related to the industry you are seeking RPL for? ☐ Yes ☐ No

Completion date (month, year):

Country:

Name of course and institution (if applicable):

## INTRODUCTION

The purpose of this kit is to assist you to determine whether RPL/CT or and GAP is an appropriate pathway for the units within

-----  
 ----- (your selected qualification).

### What is RPL?

RPL recognises the knowledge and skills you already have. It relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit' *Australian Qualifications Framework Handbook*, 2nd Edition, 2013).

RPL is further defined by the AQTF and the VET Quality Framework as 'an assessment process that assesses an individual's formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a VET qualification.

Therefore your RPL application will be based on your ability to demonstrate that you possess the level of skill and knowledge as outlined in each unit of competency you wish to apply for, and that you are able to apply them practically.

The RPL model used by IMAGE AUSTRALIAN MODERN ACADEMY is a guided and supported process that relies on your ability to demonstrate your competence by:

- submitting a portfolio of both mandatory and optional evidence for each unit
- answering verbal questions asked by your assessor – about the evidence provided and also to determine your level of knowledge
- providing a list of referees for your assessor to contact to confirm your competence
- asking a supervisor/third party to further confirm your competence by completing a third-party report
- assessing your practical skills in the workplace (where applicable and appropriate).

An assessor from IAMA will have talked to you further about the RPL process and what it involves. They will have talked to you about your work experience and knowledge, determined that you may be a suitable RPL applicant, and provided you with this RPL Candidate Kit to complete.

This kit is divided into two parts, as detailed below.

### Part A

It is in this section that you will decide what units you are able to apply for. To help you do this, you will need to review and complete the following:

1. **Qualification Summary:** review the units to determine which ones you may be able to obtain RPL for.
2. **Self-assessment Checklists:** review each unit's descriptor. If you think you can provide evidence of your skills and knowledge for the unit, complete the checklist provided. You may decide that RPL is not suitable for some of the units – you can indicate on your Qualification Summary that you would like to enrol in training for these units. If you apply for RPL for partial completion of this qualification, you will be issued with a statement of attainment for these units upon successful completion of the RPL process.
3. **Evidence Tasks:** this section is a brief summary of the type of information you need to gather to show your competence in each unit. The evidence you provide must relate to your own experiences – you must not provide work completed by others!
4. **Evidence Brainstorm:** this is where you can think about any other evidence that may support your claim for RPL for each unit.
5. **RPL Application Form:** you will need to complete this form when you have finished filling out the sections in Part A.
6. **Preliminary evidence:** these are specific items that you must provide to your assessor when you submit Part A of this kit.

Once you have completed all the requirements in Part A, you will need to submit it to your assessor.

Upon submission of Part A, your assessor will review your application and preliminary evidence to determine if you are suitable to continue with the assessment process for the units you have indicated.

If your assessor deems that you are able to proceed with the rest of the assessment process, they will provide you with the following:

- an invoice for the RPL assessment
- a written agreement
- a quote for training in any units that you are not applying to obtain RPL for (where applicable).

Once you have signed and returned the written agreement and made arrangements for payment, your assessor will contact you and make arrangements to meet or communicate via phone or video conference.

During this meeting your assessor will do the following:

- ask you some questions about the information you have provided – for example, they may want to know more about your employment history and the experiences you have had there, or why you attended specific courses or undertook certain professional development activities
- talk to you about your self-assessment ratings – for example, they may question you further if you have given yourself a rating of 5 for many items in the unit; alternatively, if you have provided lower self-assessment ratings (such as lots of 3s) but you can provide a large range of suitable evidence, your assessor may want you to reconsider your rating
- talk to you about the items you have listed in the Evidence Brainstorm section; your assessor will tick the items they want you to add to your evidence portfolio – this means that you do not have to waste time gathering evidence that is not relevant to unit requirements.
- make arrangements for assessment of practical skills – this might include visits to your workplace, when these will occur and so on (note that this may not be required for the units you are applying for – your assessor will advise you further about this process if it is applicable to your situation).
- make arrangements with you for the RPL Third Party Kit to be completed for the relevant units – you should talk to your assessor about the person you wish to complete this kit; your assessor may contact this person to determine if they are in a position to support your application; once the third party person has been approved, they will receive a copy of the RPL Third Party Kit – your assessor will indicate in the kit which checklists the third party person needs to complete
- make arrangements for your next meeting, upon which you will have completed the requirements in Part B of this kit (note that you may need to meet another 2–3 times during the RPL process).

## Part B

Before your next meeting with your assessor, you will need to complete Part B, which includes:

1. **Tasks for each unit** – these tasks help you to gather the required evidence for each unit. Any evidence in your Evidence Brainstorm should also be collected at this stage.
2. **Evidence Register** – this is where you write down a description of each item that you have provided as evidence, as well as the unit that it relates to.
3. Collecting the completed Third Party Report from your approved person.

These items will become your **evidence portfolio**. You will need to bring this portfolio to your next meeting with your assessor (or send via mail if you are not meeting face to face).

At this meeting (or during additional meetings as required), your assessor will do the following:

- Review your evidence portfolio and ask you questions about each piece of evidence. This is to ensure that documentation and other specific evidence you have provided is in fact your own work and/or supports your involvement in specific processes and activities related to each unit of competency.
- Ask you verbal questions for each unit, referring to the RPL Assessor Kit for this qualification.
- Review the comments and feedback provided in the RPL Third Party Kit and ask you any additional questions based on this feedback – for example, your assessor may want you to talk about specific situations or activities the third party person has commented on.

**Note:** at some time during this stage your assessor may visit your workplace to observe you putting your skills and knowledge into practice. This may not be relevant to the units/qualification you have selected – your assessor will have already discussed with you whether observation will occur.

### Finalising assessment

Once all meetings have taken place and your assessor has obtained the required evidence and information from you, they will make an assessment decision.

To assist with this, your assessor will contact your referees and also the person who completed your RPL Third Party Kit to discuss your skills, knowledge and ability to complete the requirements of each unit in a range of contexts varying situations.

You will be advised of the outcome once your assessor has made their final decision.

### Gap training

If training is required to achieve a full qualification (and you wish to gain the full qualification), your assessor will document a plan for meeting the training needs and make appropriate arrangements.

If you have reached this stage, that means some unit of competency has no evidence meeting the 'Rules of Evidence'.

At this stage ,Recommended at the initial stage, only if they find any unit has no evidence selected in the 'Stage 1: Initial Self-Assessment'. At times, this stage is also recommended towards the end if the Assessor determines that all gathered evidence has failed to meet the Unit of Competency requirements.

At this stage, an applicant must undertake complete structured Training and Assessment to gain competency in the unit. There will be additional charges applied to it, depending on the number of units of competency you would go through structured Training and Assessment. It is recommended that you read through our Fees and Refund Policy for detail understanding

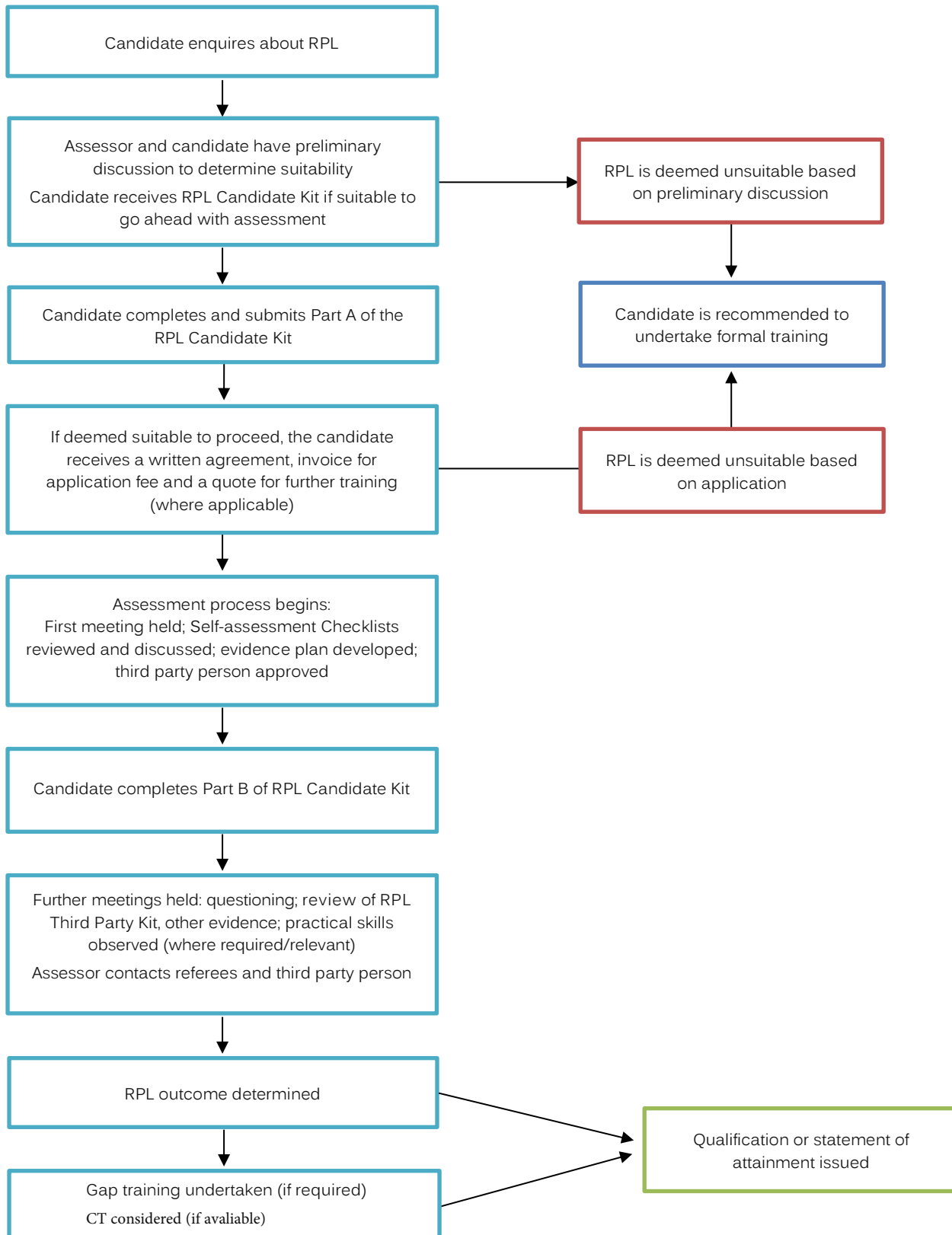
### Qualification or Statement of Attainment

You will be issued with a qualification (if you have obtained RPL in all units) or a statement of attainment (if you have obtained RPL for some units in the qualification) or you gain GAP and/or CT + RPL .

#### Remember!

Your assessor's role is to support you through all stages of the RPL assessment process.  
If you have any questions or concerns about your application, contact your assessor immediately.

### The RPL process – an overview



## The Qualification Summary

Review the units in the kit and work out which ones you want to complete. Highlight these on the Qualification Summary.

Once you have completed your Self-assessment Checklists, come back to the Qualification Summary and tick whether you can obtain RPL for each unit or if you require further training. The need for further training will be identified if you score, on average, 3 or under for a unit. These units may need to be completed using a training and assessment pathway – we call these units your 'skills gaps'.

A skills gap is an area in which you require training – that is, you do not have all the skills and knowledge required to meet the unit of competency requirements. This is an area where RPL would not be suitable, and we can work with you to determine a suitable training plan in order for you to achieve the relevant unit. A skills gap is usually a number of units that a candidate needs to complete in order to gain a full qualification, after completing some units through RPL. Filling a skills gap will enable us to issue you with a full qualification.

You will discuss your Self-assessment ratings with your assessor at your first meeting.

## About your self-assessments

The Self-Assessment Checklists help you work out if you should apply for RPL for each unit. Go through the statements in the checklist for each unit and rate your level of skill based on the scale below.

Skill Rating Scale	
0 = Not applicable	You do not believe this is relevant to the position or requirements of industry.
1 = Not skilled	You are not competent in this area. You require c support in normal day to day routines and you do not have the required skills and knowledge.
2 = Not competent – Limited skills	You have low depth of skill in this area, perhaps with ability in some areas but not all. This indicates that you require intermittent support to complete these tasks including in routine and predictable situations. You may have some skills and knowledge in this area but it is not in-depth.
3 = Mostly competent – Assistance required sometimes	You are able to perform most tasks and have some depth of skill. You can perform competently during routine situations with occasional assistance required for complex application and non-routine situations. You have good skills and knowledge in this area but sometimes need to refer to others for support.
4 = Competent without assistance	You have sound and in-depth level of skill & competency. This indicates you are able to complete tasks independently, are able to respond appropriately to contingencies and are capable in a range of contexts both routine and non-routine. You have in-depth skills and knowledge in the area.
5 = Able to support others	You have detailed and advanced skills and are able to support and mentor others. This indicates that you are able to provide leadership and support to others and have comprehensive skills and knowledge which may be more in-depth than required by this unit.

Once you've given yourself a rating in the Self-Assessment Checklists, the ratings will give you an idea about whether RPL is appropriate. If you have rated yourself at an average of 4 or 5 for all questions in a unit, then it is worth pursuing RPL for that unit. If your rating is an average of 3, you may or may not be able to complete the unit through RPL. It is worth thinking about the evidence available and/or discussing the unit's suitability for RPL with your assessor at your first meeting.

Remember you can apply for RPL for only one unit, a number of units or the whole course. Where a qualification is partly received through RPL, a statement of attainment will be issued for the units achieved, or a training program can be developed for the remaining units to make up the qualification.

If you are unsure whether you have the required skills and knowledge for a unit, jot down the evidence that could relate to the unit and this can be discussed further with the assessor at the initial interview.

**Preliminary RPL Application Evidence**

You are required to include specific evidence to support your RPL application as outlined below.

Document Description	Included?
Part A of this RPL Candidate Kit, which must include the completed: <ul style="list-style-type: none"> <li>▪ Qualification Summary</li> <li>▪ Relevant Self-assessment Checklists</li> <li>▪ RPL Application Form: this must include the contact details of at least two professional referees who have acted in a senior capacity to you in the workplace and who can verify your competency</li> </ul>	<input type="checkbox"/>
Your detailed and up-to-date Resume (CV)	<input type="checkbox"/>
Certified copies of any relevant qualifications and transcripts you have completed	<input type="checkbox"/>
Evidence that you have been working in a relevant role during the past two years – this might include your position description, performance reviews etc	<input type="checkbox"/>
Payment of RPL Application Fee. This can be paid by cheque, money order or credit card over the phone.	<input type="checkbox"/>
<b>Declaration</b>	
I declare that the information contained in this application is true and correct and that all documents are genuine.	
Candidate Signature:	Date:
Printed Name:	