



Telephone: 1300 285 512  
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Fax: 07 3112 5915

Postal Address  
PO Box 1143  
Gladstone, QLD, 4680

## Recognition of Prior Learning (RPL) or Recognition of Current Competencies (RCC)

RSC Training recognises RPL and RCC and we will assess you on your previous experience and/or qualifications. An additional fee will apply for RPL/RCC assessment. Please review the Units of Competency you wish to apply for under RPL / RCC. Our recognition of prior learning process includes all applications to **upgrade** from previous Certificate IV Training qualifications such as the **BSZ40198**-Assessment and Workplace Training and the **TAA40404**-Training and Assessment.

All applications for RPL/RCC, along with the processing fee, *must be received a minimum of 3 weeks prior to the start of the training course* you wish to attend. No RPL/RCC claims will be processed after the commencement of a course. It is up to you to ensure that we receive ALL of the required information in time for your enrolment to proceed.

RSC Training will advise you of the units for which you will receive recognition and those you will be required to refresh, upgrade, or add in order to gain the new qualification. RSC Training reserves the right to reject applications that do not meet NTIS standard requirements.

1. **Complete your application and send 3 weeks prior to a course commencing.**
2. **Include a payment fee of \$300.00 (inc GST) for processing: See credit card payment details below**

Units of competency statements are available from the National Training Information Services website: [www.ntis.gov.au](http://www.ntis.gov.au). We recommend that applicants access the website to assist you in gathering the relevant evidence when applying for RPL/RCC. Evidence must meet the Performance Criteria and Evidence Guide of the unit you are applying for RPL/RCC.

**Please clearly identify your evidence relating to the unit performance criteria.**

### The following information must be supplied by the applicant

- A certified copy of all relevant qualifications or units completed certified by a Justice of the Peace.
- A letter of currency from your employer.
- A Statutory Declaration from yourself stating what you are submitting is true and correct.
- An application letter stating the core and elective units (see below) you wish to complete for the upgrade.

### Evidence can be produced from a variety of sources which can include:

- previous qualifications,
- previous work experience,
- work products/examples that you have personally completed,
- 3rd party reports,
- on the job (direct) evidence and questioning from an RSC Training approved trainer.

### Your evidence must meet the following requirements

- VALID - it must specifically relate to the units of competency for which you are seeking recognition,
- SUFFICIENT - the evidence supplied must cover a broad range of contexts over a period of time,
- CURRENT - it must be deemed current by RSC Training, and
- AUTHENTIC - the evidence supplied must represent your own work.

### Course details

RSC Training offers the full TAE40110 Certificate IV in Training and Education over a five day period. The course comprises of ten (10) units – seven (7) core units and three (3) elective units. Applicants for upgrade join in a scheduled class to complete their selected units.

### TAE40110 Certificate IV Training and Assessment Units Offered by RSC Training

<b>Core Units:</b>	TAEASS401A	Plan assessment activities and processes
	TAEASS402A	Assess competence
	TAEASS403A	Participate in assessment validation
	TAEDEL401A	Plan, organise and deliver group-based learning
	TAEDEL402A	Plan, organise and facilitate learning in the workplace
	TAEDES401A	Design and develop learning programs
	TAEDES402A	Use training packages and accredited courses to meet client needs
	<b>Elective Units:</b>	BSBCMM401A
TAEDEL301A		Provide work skill instruction
TAEDEL404A		Mentor in the workplace



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**Please send your application details and payment to:**

**RSC Training**

**FAX: 07 3112 5915**

**With:**

- A certified copy of all relevant qualifications or units completed certified by a Justice of the Peace.
- A letter of currency from your employer.
- A Statutory Declaration from yourself stating what you are submitting is true and correct.
- An application letter stating the core and elective units (see below) you wish to complete for the upgrade.

**Full Name of the Applicant:**

**Signature:**

**Organisation:**

**Contact eMail:**

**Contact phone:**

**PAYMENT MUST ACCOMPANY RPL or RCC APPLICATION**

**PAYMENT METHOD: (Please circle)**

Electronic Transfer   or   CREDIT CARD   (VISA, MasterCard)

**Electronic Transfer:** RSC Training (eHealth Education Pty Ltd):   BSB: 063 153   Account: 10308437

Credit Card holder's name (Please Print Clearly)

Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_   CCV  (Last 3 digits near signature)

Expiry Date \_\_/\_\_/\_\_

Authorised Amount \$

Card Holder's Signature

Date

**\$300.00 inc GST**