

2011 Recognition of Prior Learning (RPL) Kit and Application Form



SECTION 1: INTRODUCTION

ASFA allows you to gain recognition for a vocational subject based on the skills, knowledge and experience you have gained from previous training, study, work or life experience.

ASFA's process for Recognition of Prior Learning (RPL) is a process that can allow you to gain an exemption specifically for prior study. (Where no formal study has been completed, ASFA calls the process Portfolio Assessment.)

To gain an exemption via RPL you must submit evidence that demonstrates how you have met the requirements of the subject for which you are applying for an exemption.

You also need to show that you have maintained both your working knowledge of the area and of changes in the area (i.e. maintained currency).

ASFA offers exemptions via RPL into the following courses on its scope:

Courses (available until June 2011)	New courses (available from January 2011)
FNS60504 Advanced Diploma of Financial Services (Superannuation)	FNS40910 Certificate IV in Superannuation
FNS50804 Diploma of Financial Services (Financial Planning)	FNS50610 Diploma of Financial Planning
FNS50904 Diploma of Financial Services (Superannuation)	FNS50710 Diploma of Superannuation
FNS40904 Certificate IV in Financial Services (Superannuation)	FNS60510 Advanced Diploma of Superannuation

SECTION 2: RULES FOR EXEMPTION VIA RPL

No partial exemptions

RPL will only be granted for a whole subject, not part of a subject.

Exemptions for subjects which provide RG146 compliance

If you are seeking an exemption for a subject that provides RG146 compliance you must demonstrate that you have undertaken continuous training to maintain and update your knowledge and skills in the areas in which you are providing advice.

Where the training you have submitted as evidence was completed before 1995 ASIC requires evidence that you have undertaken ongoing training to maintain the currency of your knowledge and skills.

Exemption for an exemption

Previous study graded as an exemption cannot be used for an exemption into an ASFA subject or course.

Your study must be at the right level

Your approved study must be at a comparable Australian Qualifications Framework (AQF) level e.g. you need to submit evidence of diploma level study (or higher) to gain an exemption into a diploma level subject.

Where the approved study submitted in your application is at a lower AQF level (e.g. Certificate III or Certificate IV) to that in which the exemption is sought it must be supported by explicit evidence showing that you are, in fact, operating at the higher level e.g. work experience at a higher level. This needs to be supported by documentation such as verified CV and job description etc.

AQF levels are:

- Doctorate
- Masters
- Postgraduate Diploma
- Postgraduate Certificate
- Bachelors Degree
- Advanced Diploma
- Diploma
- Certificate IV
- Certificate III

Maximum exemptions

ASFA will not grant a whole qualification by mutual recognition or recognition of learning at other education providers. In certain circumstances, students may be allowed direct entry into the Advanced Diploma.

SECTION 3: OTHER METHODS OF OBTAINING EXEMPTIONS FOR VOCATIONAL EDUCATION SUBJECTS

Credit Transfer

Credit transfer is where a subject is offered by another Registered Training Organisation offering a Statement of Attainment showing equivalent competencies. See below for requirements. There is a \$50 admin fee to compare units to units.

Portfolio Assessment

Where there has been no formal prior study, RPL via portfolio assessment is available. The fee is \$490 (members) and \$540 (non-members) for one subject and \$300 (or \$350) per subsequent subject.

SECTION 4: FEES (PLEASE NOTE: FEES ARE NOT REFUNDED IF YOUR APPLICATION IS UNSUCCESSFUL)

Fees for subject exemption via RPL	
Member	Non-member
\$260	\$310
Fees for exemption via portfolio assessment (first subject)	
Member	Non-member
\$490	\$540
Fees for exemption via portfolio assessment (subsequent subjects)	
Members	Non-members
\$300	\$350
Fees for exemption via mutual recognition	
Member	Non-member
Nil	Nil

SECTION 5: COMPLETEING YOUR APPLICATION

Sufficient

There needs to be enough evidence to satisfy that you are competent across all elements according to the performance criteria of the competencies.

You are applying for an exemption into an ASFA award subject for which students study and undertake at least two assessment activities to complete. The onus is on you to present sufficient evidence to prove that you have already met the subject requirements through other study, training or experience.

Current

Individual competencies need to be reviewed periodically to ensure they are current. Past competency could need further training and updating to demonstrate current competency.

A three-year rule applies. Any assessment completed more than three years previously must be accompanied by evidence of currency. Examples include continuing relevant training that has been undertaken.

Valid

A valid assessment assesses what it claims to assess; evidence collected is relevant to the activity and demonstrated that the performance criteria have been met. General CPD points from any organisation are not valid unless evidence is shown that the activities are relevant to the specific competencies.

Checklist for completing your application

It is your responsibility to ensure your application:

- is completed correctly and thoroughly
- has evidence that matches the subject learning outcomes, content areas or units of competence
- demonstrates how your evidence covers the subject learning outcomes, content or units of competence
- is presented in the sequence specified in this kit
- has other relevant evidence attached, including resumes, supporting statements, transcripts etc, and
- is appropriately cross referenced.

If you need more detail on the units of competency, please request the detail from learning@superannuation.asn.au

Once submitted and your fees have been paid, your application will be considered as final and no further correspondence will be entered into.

SECTION 6: SUPPORTING DOCUMENTATION

There are various kinds of documentation that can be used to support your application including:

- The completed RPL application form at the end of this kit
- Completed subject pro forma/s for the subject/s in which you are seeking an exemption via RPL
- Completed subject certificates and transcripts
- Subject/topic outlines related to completed study or training
- Relevant work history documents/s.

Please read the accompanying instructions below on each item.

1. Completed subject pro forma/s for the subject/s in which you are seeking recognition

This pro forma is the standard format required for the submission of evidence that enables you to show ASFA that you have already achieved the subject learning outcomes, content or units of competence. Sufficient evidence must be provided to demonstrate that you have met all the subject requirements. Please be very careful when submitting evidence. Make sure that it proves your competence. ASFA spends considerable time assessing the evidence provided in these applications to make sure it is relevant and at the requisite standard.

2. Certificates and transcripts

Certificates and transcripts related to vocational qualifications must meet the following criteria:

- Previous study must have been completed within three years of the date of application
- Previous study has not been granted as an exemption or similar
- Certified copies must be provided.

Copies of documents such as certificates, transcripts and supporting letters must be certified as a true copy of the original by a Justice of the Peace or an ASFA staff member (if you bring them in personally) to be considered in the application.

Documents submitted will not be returned to the applicant. Send only certified copies of documents such as certificates and transcripts should be submitted. Do not send originals.

3. Subject/topic outlines

Subject/topic outlines related to completed study for each of the subjects the application covers. Outlines must clearly indicate the:

- subject content, and
- year to which the outline applies (must match the year of completion indicated on the transcript).

4. Relevant work history document/s

- Statements from employers
- Examples of work produced

SECTION 7 COMPLETED APPLICATIONS

Please ensure that payment details and declaration are included before sending your application to ASFA. Completed applications should be submitted to ASFA Learning via post or email:

Post to:
ASFA Learning
Association of Superannuation Funds of Australia Ltd
PO Box 1485
Sydney, NSW 2001

Email: learning@superannuation.asn.au

Recognition of Prior Learning (RPL) Application Form



SECTION 1: PERSONAL INFORMATION ABOUT THE STUDENT

ASFA Student number or New student:			Title:	
First Name:		Middle name:	Surname:	
Title/Position:			Date of Birth:	
Organisation Name:				
E-mail Address:				
Work Phone Number:		Home Number:		
Fax Number:		Mobile Number:		
Business Street Address:				
Home Address:				
Please send any changes of personal details to learning@superannuation.asn.au				

SECTION 2: METHOD OF EXEMPTION/RPL

Please select the method by which you are applying for an exemption or recognition of prior learning.

- Credit Transfer
- Portfolio Assessment
- Recognition of Prior Learning (RPL)

SECTION 3: SUPPORTING DOCUMENTATION SUBMITTED

Please list the document/s you are submitting as proof of completion of a subject for which you are claiming RPL. Ensure your documentation meets the required standards set out in point three of this document.

Transcript/Certificate/Credential	Institution	From/to	Completion Date

SECTION 4: OTHER SUPPORTING DOCUMENTATION

Please provide details of any other documentation you are including with your application.

SECTION 5: FEES (PLEASE NOTE: FEES ARE NOT REFUNDED IF YOUR APPLICATION IS UNSUCCESSFUL)

Fees for subject exemption via RPL	
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Members	Non-members
\$300	\$350
Fees for exemption via credit transfer	
Member	Non-member
\$50	\$50

SECTION 6: PAYMENT DETAILS

Non-Refundable Fee: (including GST)	\$	Cheque made payable to ASFA enclosed. Cheque Number:	
Credit Card Payment (please tick):	<input type="checkbox"/> Visa <input type="checkbox"/> Diners <input type="checkbox"/> Master Card <input type="checkbox"/> AMEX (4 digit security code _____)		
Personal credit card:	Y / N	Corporate credit card:	Y / N
Cardholder Name:			
Cardholder Signature:			
Card Number:	_____	Expiry Date:	___ / ___
Electronic Funds Transfer Name of Account: The Association of Superannuation Funds of Australia Ltd BSB No: 032 000 Account No: 12-1167 Bank: Westpac Branch: Sydney Office, 341 George Street, Sydney NSW 2000	Conducted on this date ____ / ____ / ____ Payment reference: _____ (Your payment reference should be either your Student ID or the initial of your first name followed by your surname)		

SECTION 7: DECLARATION

I have read the instructions provided on this document and supplied all information required for my application as outlined in these instructions. I understand that if I have not submitted the required material or payment, my application won't be processed and will be returned to me. I acknowledge that the decision of ASFA is final in awarding my RPL. I agree to abide by ASFA Policies. I have accurately and truthfully represented my own study and/or work experience in this application. The documentation I have submitted represents my own work and experience. If I am an employee of an ASFA member organisation, I consent to ASFA providing details of my training to my employer if requested.

Signed:		Date:	
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SECTION 8: PRIVACY POLICY

The Association of Superannuation Funds of Australia Ltd (ASFA) is committed to safeguarding your privacy and complying with the National Privacy Principles as set out in the Privacy Act (1988) and its subsequent amendments. Our full Privacy Policy is available on www.superannuation.asn.au or contact privacy@superannuation.asn.au.

PLEASE ENSURE THAT YOUR APPLICATION IS COMPLETE AND THAT YOU HAVE ATTACHED ALL SUPPORTING DOCUMENTARY EVIDENCE. Return forms by mail to PO Box 1485 Sydney NSW 2001, fax to 1300 926 484 or scan and e-mail to learning@superannuation.asn.au

OFFICE USE ONLY

- RPL application result entered into database
- Applicant notified
- RPL application and supporting documents filed