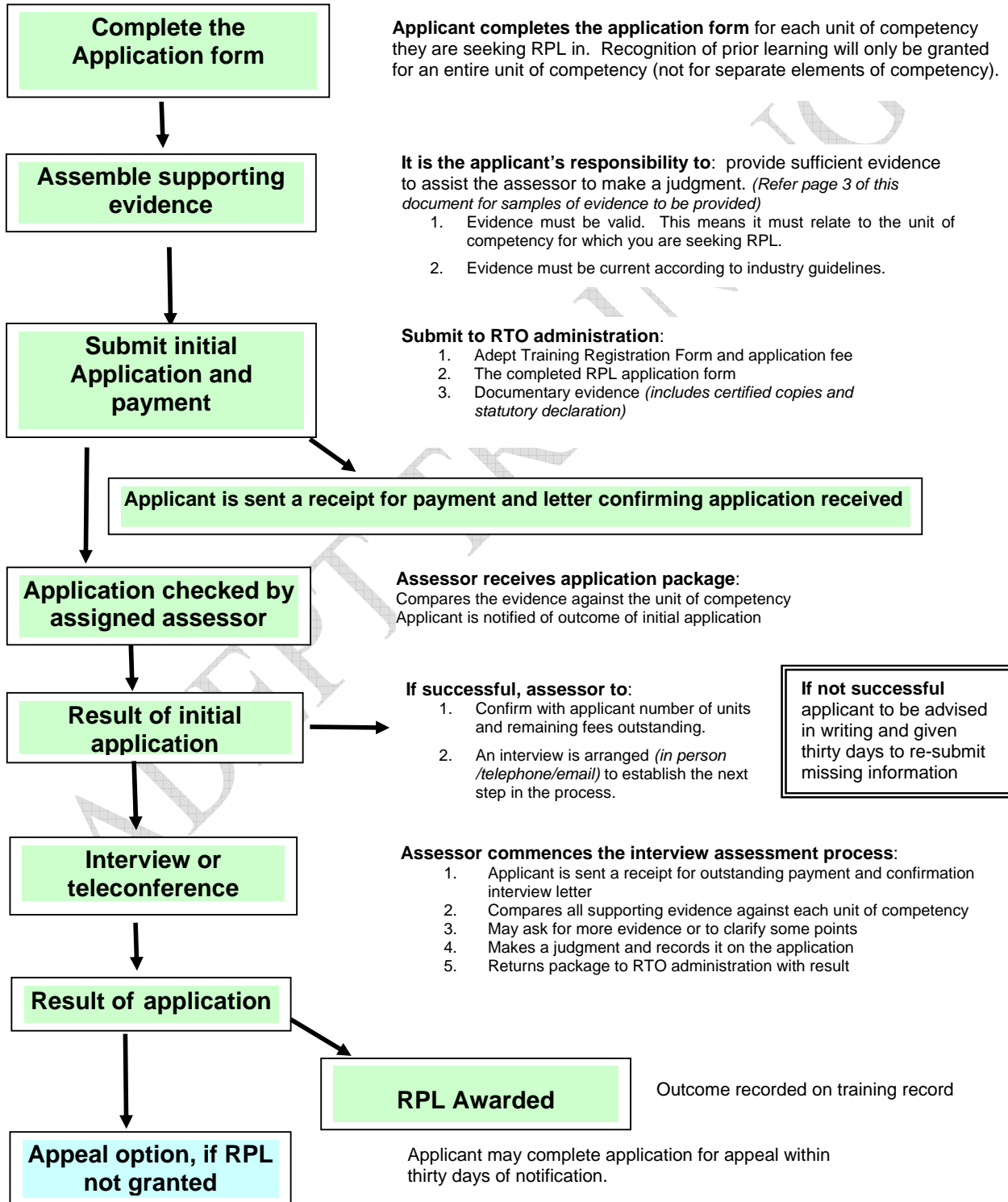


# APPLICATION FORM: RECOGNITION OF PRIOR LEARNING (RPL)

## THE RPL PROCESS

Initial Application Fee \$150.00 (*non-refundable fee if unsuccessful*)

If you are successful in your application a further \$50.00 per unit fee will apply.



# APPLICATION FORM for Recognition of Prior Learning

This form should be completed in collaboration with Adept Training Staff.

<b>Surname</b>					
<b>First Name/s</b>				<b>Date of Birth</b>	
<b>Address</b>					
	<b>Suburb</b>		<b>State</b>		<b>Postcode</b>
<b>Mobile No.</b>			<b>Home/Work Phone No.</b>		
<b>Email</b>					

<b>Qualification</b>	CERTIFICATE III IN AGED CARE	<b>NTIS Code</b>
		CHC30208

<b>Related Training Package</b>	Community Services Training Package	<b>NTIS Code</b>
		CHC08

<b>Core Units For Which You Are Seeking Recognition</b>		
The qualification has 14 competency units required for award of this qualification, including: 10 compulsory units (C) and 4 elective units (E).		
<b>Unit Code</b>	<b>Unit Title</b>	Tick ✓ the Unit or Units you are seeking RPL
CHCCS411A	Work effectively in the community sector	
CHCAC318A	Work effectively with older people	
CHCOHS312A	Follow safety procedures for direct care work	
HLTAP301A	Recognise healthy body systems in a health care context	
CHCICS301A	Provide support to meet personal care needs	
CHCICS303A	Support individual health and emotional well being	
CHCAC317A	Support older people to maintain their independence	
CHCAC319A	Provide support to people living with dementia	
CHCICS302A	Participate in the implementation of individualised plans	
CHCPA301B	Deliver Care Services using a palliative approach	

<b>Elective Units For Which You Are Seeking Recognition</b>		
		Tick ✓ the Unit or Units you are seeking RPL
HLTHIR403B	Work effectively with culturally diverse clients and co-workers	
CHCCS426A	Provide support and care relating to loss and grief	
HLTIN301A	Comply with infection control policies and procedures in health work	
CHCINF303A	Contribute to information requirements in the community sector	

### Evidence To Be Provided

Please note that the assessor must see the **original** and/or certified copies of all documents and the certified copies (*signed by a Justice of the Peace JP*) will need to be attached to this form.

**Tick the box or boxes that best describes the evidence you are able to provide.**

Certificates	<input type="checkbox"/>	Simulations	<input type="checkbox"/>
Transcript of results	<input type="checkbox"/>	Statutory Declaration	<input type="checkbox"/>
Statement of Attainment	<input type="checkbox"/>	Demonstration	<input type="checkbox"/>
Work Experience	<input type="checkbox"/>	Interview/Testimonial	<input type="checkbox"/>
Voluntary or unpaid work	<input type="checkbox"/>	Multiple Choice Questions	<input type="checkbox"/>
Projects/Field Work	<input type="checkbox"/>	Life Experience	<input type="checkbox"/>
Case Studies	<input type="checkbox"/>	Other	<input type="checkbox"/>

### Verification of Competence

I.....(Applicant) declare that the above information is true and correct and now apply for recognition as set out above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## PARTICIPANT CHECKLIST

<b>Participant Name</b>			
<b>Qualification Being Sought</b>	CERTIFICATE III IN AGED CARE		<b>NTIS Code</b>
			CHC30208
<b>Unit of Competency</b>	Work effectively in the community sector	<b>Unit Code</b>	CHCCS411A
<b>ELEMENTS of COMPETENCY</b>			<b>Competent</b>
			<b>YES</b> <b>NO</b>
1. Work ethically			
2. Communicate effectively in a community work or service delivery setting			
3. Work effectively within the community services system			
4. Demonstrate commitment to relevant values and philosophy underpinning work in the sector			
5. Maintain work standards			
6. Take responsibility for personal skill development			
7. Reflect on own practice			

<b>Evidence Required:</b>	<b>Evidenced gathered:</b> <i>(Please list the evidence you have gathered)</i>
1. Formal Qualifications	_____
	_____
	_____
2. Work Experience	_____
	_____
	_____
3. Life experience	_____
	_____
	_____
4. Assessment	_____
	_____
	_____

<b>Unit of Competency</b>	Work effectively with older people	<b>Unit Code</b>	CHCAC318A	
<b>ELEMENTS of COMPETENCY</b>			<b>Competent</b>	
			<b>YES</b>	<b>NO</b>
1. Apply understanding of the structure and profile of the residential aged care sector				
2. Apply understanding of the home and community care sector				
3. Demonstrate commitment to the philosophy of 'positive ageing'				
4. Apply understanding of the physical and psychosocial aspects of ageing				
5. Apply understanding of changes associated with ageing				
6. Support the rights and interests of the older person				
7. Support the older person who is experiencing loss and grief				
8. Deliver services within a quality framework				

<b>Evidence Required:</b>	<b>Evidenced gathered:</b> <i>(Please list the evidence you have gathered)</i>
1. Formal Qualifications	_____
	_____
	_____
	_____
	_____
2. Work Experience	_____
	_____
	_____
	_____
	_____
3. Life experience	_____
	_____
	_____
	_____
	_____
4. Assessment	_____
	_____
	_____
	_____



Unit of Competency	Follow safety procedures for direct care work	Unit Code	CHCOHS312A	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Identify sources of risk to personal safety, assess the level of risk and follow risk minimisation procedures				
2. Identify manual handling hazards, assess related risk and follow risk minimisation procedures				
3. Identify sources of infection and apply industry accepted practice to minimise risk of infection to themselves, clients and others				
4. Identify other hazards and assess risk				
5. Follow procedures and strategies for risk control				
6. Contribute to OHS in the workplace				

<b>Evidence Required:</b>	<b>Evidenced gathered:</b> <i>(Please list the evidence you have gathered)</i>
1. Formal Qualifications	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2. Work Experience	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
3. Life experience	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
4. Assessment	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>





Unit of Competency	Provide support to meet personal care needs	Unit Code	CHCICS301A	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Apply understanding of client's personal support requirements				
2. Provide support within the context of maximum client participation				
3. Address personal support requirements				
4. Recognise and report changes in client health and/or personal support requirements				
5. Complete reporting and documentation				

<b>Evidence Required:</b>	<b>Evidenced gathered:</b> <i>(Please list the evidence you have gathered)</i>
1. Formal Qualifications	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2. Work Experience	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
3. Life experience	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
4. Assessment	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



Unit of Competency	Support individual health and emotional well being	Unit Code	CHCICS303A	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Support the client to engage with a relevant social network and the wider community				
2. Support the client's health				
3. Support the person's emotional and psychological well being				
4. Recognise and accommodate a client's cultural and spiritual preferences				
5. Support client to create an environment suitable to needs and preferences				
6. Recognise and accommodate the client's expressions of identity and sexuality				
7. Complete documentation				

<b>Evidence Required:</b>	<b>Evidenced gathered:</b> <i>(Please list the evidence you have gathered)</i>
1. Formal Qualifications	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2. Work Experience	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
3. Life experience	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
4. Assessment	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



Unit of Competency	Support older people to maintain their independence	Unit Code	CHCAC317A	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Support the older person with their activities of living.				
2. Recognise and report changes in an older person's ability to undertake activities of living				
3. Support the older person to maintain an environment that maximizes independence, safety and security				
4. Support the older person who is experiencing loss and grief				

<b>Evidence Required:</b>	<b>Evidenced gathered:</b> <i>(Please list the evidence you have gathered)</i>
1. Formal Qualifications	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2. Work Experience	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
3. Life experience	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
4. Assessment	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Unit of Competency	Provide support to people living with dementia	Unit Code	CHCAC319A	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Provide support to those affected by dementia				
2. Use communication strategies which take account of the progressive and variable nature of dementia				
3. Provide appropriate activities to maintain dignity, skills and health of client at optimum level				
4. Implement strategies which minimize the impact of behaviours of concern				
5. Implement self care strategies				

<b>Evidence Required:</b>	<b>Evidenced gathered:</b> <i>(Please list the evidence you have gathered)</i>
1. Formal Qualifications	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2. Work Experience	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
3. Life experience	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
4. Assessment	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



Unit of Competency	Participate in the implementation of individualised plans	Unit Code	CHCICS302A	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Plan work activities according to an individualised plan				
2. Establish and maintain appropriate relationships with client (and carer)				
3. Provide and monitor support according to the individualised plan				
4. Contribute to ongoing relevance of the individualised plan				
5. Respond to situations of risk to the client within work role and responsibilities				
6. Complete documentation and reporting				

<b>Evidence Required:</b>	<b>Evidenced gathered:</b> <i>(Please list the evidence you have gathered)</i>
1. Formal Qualifications	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2. Work Experience	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
3. Life experience	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
4. Assessment	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



Unit of Competency	Deliver Care Services using a palliative approach	Unit Code	CHCPA301B	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Apply a palliative approach				
2. Respect client preferences for quality of life choices				
3. Follow the client's advanced care directives in the care plan				
4. Follow end-of-life care strategies				
5. Respond to signs of pain and other symptoms/discomfort				
6. Manage own emotional responses and ethical issues				

<b>Evidence Required:</b>	<b>Evidenced gathered:</b> <i>(Please list the evidence you have gathered)</i>
1. Formal Qualifications	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2. Work Experience	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
3. Life experience	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
4. Assessment	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>





Unit of Competency	Provide support and care relating to loss and grief	Unit Code	CHCCS426A	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Identify effects and impact of loss and features of grief				
2. Engage empathically with people who are living with loss				
3. Provide support for individuals who are grieving and identify potential for healing and growth				
4. Identify, inform and refer to appropriate grief and bereavement care services and resources				
5. Identify and recognise risks associated with grief and bereavement support				
6. Access appropriate supervision and debriefing				
7. Review and evaluate grief and bereavement support provided				

<b>Evidence Required:</b>	<b>Evidenced gathered:</b> <i>(Please list the evidence you have gathered)</i>
1. Formal Qualifications	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2. Work Experience	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
3. Life experience	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
4. Assessment	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



Unit of Competency	Comply with infection control policies and procedures in health work	Unit Code	HLTIN301A	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Follow infection control guidelines				
2. Identify and respond to infection risks				
3. Maintain personal hygiene				
4. Use personal protective equipment				
5. Limit contamination				
6. Handle, package, label, store, transport and dispose of clinical and other waste				
7. Clean environmental surfaces				

<b>Evidence Required:</b>	<b>Evidenced gathered:</b> <i>(Please list the evidence you have gathered)</i>
1. Formal Qualifications	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2. Work Experience	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
3. Life experience	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
4. Assessment	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Unit of Competency	Contribute to information requirements in the community sector	Unit Code	CHCINF303A	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1.	Maintain accurate records			
2.	Comply with the administration protocols of the organisation			

Evidence Required:	<b>Evidenced gathered:</b> <i>(Please list the evidence you have gathered)</i>
1. Formal Qualifications	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2. Work Experience	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
3. Life experience	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
4. Assessment	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>