

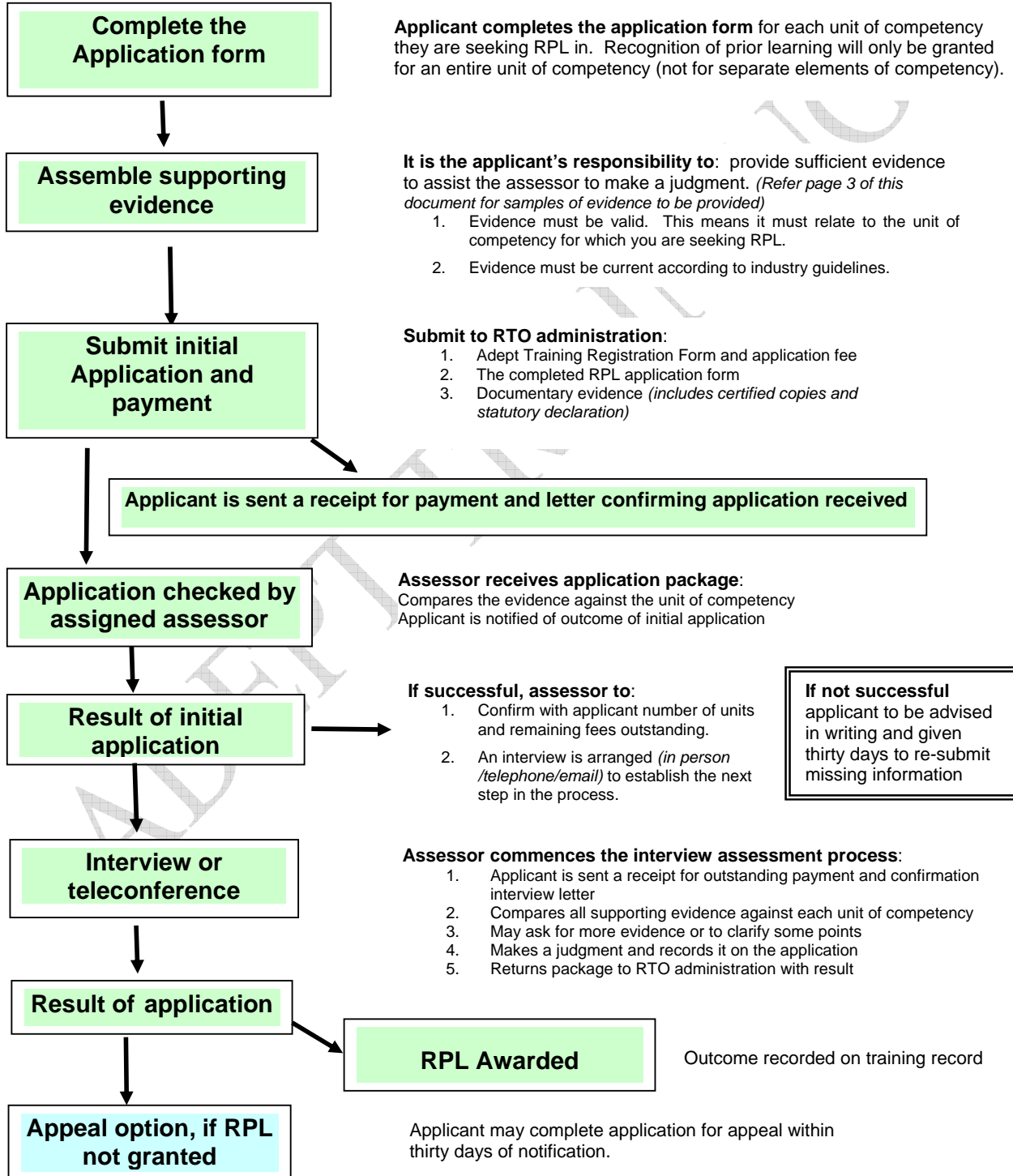
# APPLICATION FORM: RECOGNITION OF PRIOR LEARNING (RPL)

## 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 for each unit approved for RPL.

Units not approved for Credit Transfer or RPL will incur a fee of \$235 per unit.



# 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 IV IN AGED CARE	<b>NTIS Code</b>
		CHC40108
<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 15 competency units required for award of this qualification, including: 11 compulsory units (C) and 4 elective units (E).		
Unit Code	Unit Title	Tick ✓ the Unit or Units you are seeking RPL
CHCCS400A	Work within a relevant legal and ethical framework	
CHCINF403C	Coordinate information systems	
CHCNET404A	Facilitate links with other services	
CHCORG406A	Supervise work	
HLTOHS300A	Contribute to OHS processes	
CHCAD401D	Advocate for clients	
CHCICS401A	Facilitate support for personal care needs	
CHCICS402A	Facilitate individualised plans	
CHCAC412A	Provide services to an older person with complex needs	
CHCAC416A	Facilitate support responsive to the specific nature of dementia	
CHCAC417A	Implement interventions with older people at risk of falls	

<b>Elective Units For Which You Are Seeking Recognition</b>		
		Tick ✓ the Unit or Units you are seeking RPL
CHCADMIN403C	Undertake administrative work	
CHCAC410A	Collect technical data to support client health care plan	
CHCCS403AA	Conduct individual assessment	
CHCCS424A	Administer and monitor medications	

### 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 \_\_\_\_\_









Unit of Competency	Contribute to OHS processes	Unit Code	HLTOHS300A	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Plan and conduct work safely				
2. Support others in working safely				
3. Contribute to OHS participative processes				
4. Contribute to hazard identification, OHS risk assessment and risk control activities				
5. Participate in the control of emergency situations				

<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	Advocate for clients	Unit Code	CHCAD401D	
ELEMENTS of COMPETENCY			Competent	
1. Assist clients to identify their rights and represent their own needs			YES	NO
2. Advocate on behalf of clients on request				
3. Advocate for clients				

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/>



Unit of Competency	Facilitate support for personal care needs	Unit Code	CHCICS401A	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Determine a person's personal care support requirements				
2. Develop and implement personal care support plan				
3. Determine risks associated with providing personal care support				
4. Provide and monitor personal care support.				
5. Complete reporting and documentation				

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/>



Unit of Competency	Facilitate individualised plans	Unit Code	CHCICS402A	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Establish and maintain appropriate relationship with the client				
2. Provide information about the planning process				
3. Facilitate development of the individualised plan				
4. Determine risks associated with supporting the individualised plan				
5. Implement and review individualised plan				
6. Complete documentation, including writing or amending an individualised plan				

<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	Facilitate support responsive to the specific nature of dementia	Unit Code	CHCAC416A	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Prepare to plan support requirements for people impacted by dementia				
2. Plan support requirements				
3. Develop and implement strategies which minimize the impact of behavioural and psychological symptoms of dementia				
4. Provide guidance and support workers and carers to implement plan				
5. Complete documentation				

Evidence Required:	<u>Evidenced gathered:</u> <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/>



<b>Unit of Competency</b>	Implement interventions with older people at risk of falls	<b>Unit Code</b>	CHCAC417A	
<b>ELEMENTS of COMPETENCY</b>			<b>Competent</b>	
			<b>YES</b>	<b>NO</b>
1. Prepare for an assessment of the risk of falls				
2. Conduct an assessment of the risk of falls				
3. Implement fall minimisation strategies				
4. Monitor fall minimisation strategies				
5. 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	Collect technical data to support client health care plan	Unit Code	CHCAC410A	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Prepare to collect technical data according to individualised plan				
2. Undertake and monitor technical data collection according to individualised plan				
3. Comply with organisation's procedures for handling the range of contingencies which may arise				
4. Clean and store materials and equipment				
5. Document client information				

<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	Conduct individual assessment	Unit Code	CHCCS403A	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Prepare for the assessment				
2. Conduct individual assessment				
3. Interpret and report on assessment results within scope of the job role				
4. Provide assessment feedback and information				
5. Reflect on own practice				

<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	Administer and monitor medications	Unit Code	CHCCS424A	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Identify situations that pose a potential risk to the safe administration of medications				
2. Prepare for medication administration within a variety of settings				
3. Identify and prepare for the client for administration of medication				
4. Administer required medications within legal parameters				
5. Monitor client response to administered medication				
6. Comply with the organisation's procedures for handling the range of issues/contingencies which may arise				
7. Complete medication distribution and administration				

<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/>

