



Section One: Personal Details

Please read the RPL Information Sheets before completing this form. Sections One and Two are required for all applications. Complete other sections as relevant to your application.

Name: _____

Address: _____

Day contact Phone: _____

Fax: _____

Email: _____

Are you currently enrolled with CCS? Yes No

Name and Number of the CCS Unit/s for which RPL is being sought? _____

Section Two: Declaration and Signature

I declare that all the information submitted in this application is correct and complete. I understand that if I do not fully complete and sign the application form, my application will not be processed.

I have attached *Certified* copies of all documents.

I understand that CCS may check official records from any educational institution attended by me.

I have read and understand the RPL Information Sheets.

I understand that CCS reserves the right to vary or reverse any decisions regarding enrolments or academic credit made on the basis of incorrect or incomplete information.

Signature: _____

Date: _____

Information collected via this form will only be used by CCS for the purposes for which it is being collected in accordance with CCS' functions and activities.

Applicant's Name: _____

Section Four: Tertiary Educational Experience

Complete this section to apply for credit on the basis of prior studies at university or other tertiary providers. If providing details of more than one Unit of study, please submit one page per Unit.

Name of Institution: _____

Name of Degree / Course: _____

Was the Course Accredited: Yes No

If **Yes**, the name of the Accrediting body: _____

Name of Unit: _____

Length of Unit (hours): _____

Number of Credit Points of Unit: _____

Grade Received: _____

Year Studied: _____

Details of Unit studied, including learning outcomes: _____

Give details of assessments / assignments / examinations: _____

Applicant's Name: _____

Section Five: Other Educational Experience

Complete this section to apply for credit on the basis of prior studies at TAFE or other VET accredited providers. If providing details of more than one Course, please submit one page per Course.

Name of College / Private provider: _____

Name of Course / Award: _____

Was the Course / Award accredited? Yes No

If **Yes**, the name of the Accrediting body: _____

Length of Course (hours): _____

Grade Received: _____

Year Studied: _____

Details of Course / Award studied, including relevant topics covered and learning outcomes: _____

Give details of assessments / assignments / examinations: _____

Applicant's Name: _____

Section Six: Relevant Work Experience

Complete this section to apply for credit on the basis of work experience. If providing details of more than one position of employment, please submit one page per position.

Position Held: _____

Name and Address of Employer: _____

Length of time position held: _____

If counselling, number of hours spent in face-to-face counselling: _____

If counselling, number of hours supervised: _____

Name of Supervisor and contact details: _____

Provide Details of Work Experience: _____

Applicant's Name: _____

Section Seven: Relevant Life Experience

Complete this section to apply for credit on the basis of any other activities you have done and/or are currently involved with, which have given you skills and knowledge which could be relevant to the Unit/s for which you are claiming RPL. Community, leisure, recreational, hobby, church, family or home-based activities could be noted. You may use more than one page.

Description of specific life experience: _____

Description of specific skills and knowledge learned: _____

Description of how this experience is relevant to CCS Unit/s: _____

Applicant's Name: _____

Section Eight: Previous Study with CCS

Complete this section to apply for credit on the basis of prior studies with CCS. You do not need to supply details of the Course or your Assessment, as CCS will access this through its own files.

Year you commenced study: _____

Year you completed study: _____

Did you complete the Diploma of Counselling Studies: Yes No

Comments: _____

Applicant's Name: _____

Section Nine: List of Attachments for RPL

Please attach *Certified Copies* of all supporting documents. *Do not send originals.* Keep a copy of your application.

Please tick where applicable

- Remittance Advice with Payment or receipt number
- Awards or Testamurs
- Result Notices or Academic Transcript
- Description of Tertiary Unit/s including Learning Outcomes
- Description of TAFE or other VET course/s including Learning Outcomes
- Statement of Duties of vocational work undertaken
- Reference/s or Statement/s of Support from place/s of work
- Personal Reference/s
- Certificate of Business Registration and letter from accountant or solicitor stating how long you have been continuously engaged in the business and the nature of the business.

Other supporting evidence that will substantiate the applicant's achievements (eg copies of assignments, description of way in which outcomes of Unit/Course studies correspond with outcomes of CCS Unit/s):

- _____
- _____
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