Students may apply for recognition of relevant learning and practice. Please consult the table below for the maximum placement hours that you may be granted. Please note, the requirements and maximum hours for RPL vary for each course.

### What am I eligible to apply for?

<table>
<thead>
<tr>
<th>Course</th>
<th>Number of Placements</th>
<th>Total hrs Required</th>
<th>What am I eligible to apply for?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma of Community Services (Case Management) CHC50902</td>
<td>1</td>
<td>140</td>
<td>Students who apply and are successful for individual module RPL, are eligible to apply for a maximum of 12 hours per module.</td>
</tr>
<tr>
<td>Diploma of Counselling and Communication</td>
<td>1</td>
<td>140</td>
<td>Students who apply and are successful for “Theory and Practice of Supervision” are eligible to apply for 140 hours. Students who are not successful are eligible to apply for a maximum of 50% of their placement hours (70 hours).</td>
</tr>
<tr>
<td>Advanced Diploma of Applied Social Science</td>
<td>2</td>
<td>280</td>
<td>Students are eligible to apply for a maximum of 50% (140 hours).</td>
</tr>
<tr>
<td>Bachelor of Applied Social Science</td>
<td>2</td>
<td>400</td>
<td>Students are eligible to apply for a maximum of Student Placement 1 (150 hours). ** Students who are successful in obtaining RPL for Student Placement 1 may also wish to apply for Advanced Standing for “Developing Professional Practice” through the Academic Department.</td>
</tr>
<tr>
<td>Graduate Certificate in Counselling Skills</td>
<td>1</td>
<td>140</td>
<td>Students are eligible to apply for a maximum of 50% (70 hours).</td>
</tr>
<tr>
<td>Graduate Diploma of Counselling (12)</td>
<td></td>
<td>140</td>
<td>Students who apply for and who are granted Advanced Standing for “Theory and Practice of Supervision” are eligible to apply for 140 hours. Students who are not successful are eligible to apply for a maximum of 50% of their placement hours (70 hours). ** Students applying for Advanced Standing for “Theory and Practice of Supervision” must first complete an application for Advanced Standing through the Academic Department and then complete an RPL application for their placement hours.</td>
</tr>
<tr>
<td>Graduate Diploma of Counselling (16)</td>
<td></td>
<td>200</td>
<td>Students who apply and who are granted Advanced Standing for “Theory and Practice of Supervision” are eligible to apply for a maximum of “Fieldwork Placement 1”, totaling 100 hours. Students who are not successful are eligible to apply for a maximum of 50% of “Fieldwork Placement 1” (50 hours). ** Students applying for Advanced Standing for “Theory and Practice of Supervision” must first complete an application for Advanced Standing through the Academic Department and then complete an RPL application for their placement hours.</td>
</tr>
</tbody>
</table>

### How is eligibility for RPL assessed?

To be eligible for RPL, students need to be able to describe what has been learnt from the student’s relevant educational, employment, professional/personal development, community based and/or other organisational work experiences. Students must demonstrate how this experience equates to the learning outcomes of the Student Placement, which include:

1. Application of specialised theory into practice in a relevant environment that is challenging and supportive
2. Consolidate and develop their specialised knowledge and skills base
3. Network and develop links within the placement organisation and across the industry
4. Identify, clarify and explore career options
5. Enhance their personal and professional development
6. Build and develop their professional confidence

Graduate Diploma of Counselling (16) students must also demonstrate how this experience equates to the learning outcomes of the module “Fieldwork Placement 1”, which include:
1. Identify counselling and communication skills observed within the context of the experience
2. Identify and work through professional goals set by the student and supervisor
3. Integrate the learning from the experience into professional practice
4. Identify areas of personal and professional interest as a result of this experience

Students will need to provide the Student Placement Department with a detailed portfolio to support their application.

What do I need to do?

Step 1: Self assess and discuss intention to apply for RPL with Student Placement Department

Applicants should first self assess against the Student Placement Learning Outcomes as described on page one to determine their level and degree of competency and experience. Applicants who believe that they possess the required level or degree of competency may contact the Student Placement Officer and discuss the formal submission of an application for RPL.

Step 2: Prepare an RPL Portfolio

An RPL Portfolio is a collection of documents that contain evidence to support an application for recognition of workplace learning. RPL Portfolio contents must demonstrate the application of skills, knowledge and theory concurrent with the student’s chosen course of study. The RPL Portfolio is to be presented in a logical and structured way and contain the following documents:

1. An Application Letter requesting recognition for a specified number of placement hours. The letter should also contain an autobiographical narrative describing and detailing what you have learned from your relevant experiences and how this experience equates to the learning outcomes of the Student Placement (approx. 1000 words). Relevant experiences may include educational, employment, professional/personal development, community based and/or other organisational work experiences.
2. A current Resume of your relevant educational, employment, personal and professional development and community-based and/or organisational work experiences.
3. A set of documents including job descriptions and letters from employers (on letterhead) demonstrating prior workplace learning and current competency in relevant skills.
4. Two professional references relating the student’s application of skill and performance to his or her chosen field of practice.
5. Completed Application Form (refer to the final page of this document).

Step 3: Portfolio submission and assessment

Post or deliver your completed Student Placement RPL Portfolio and Application Form to:

<table>
<thead>
<tr>
<th>Sydney • Distance • Online</th>
<th>Brisbane Campus</th>
<th>Melbourne Campus</th>
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</thead>
<tbody>
<tr>
<td>ACAP Student Placement Coordinator</td>
<td>Student Placement Coordinator</td>
<td>Student Placement Coordinator</td>
</tr>
<tr>
<td>Locked Bag 11, Strawberry Hills NSW 2012</td>
<td>PO Box 10469, Adelaide Street Brisbane QLD 4000</td>
<td>PO Box 12322, A’Beckett Street Melbourne VIC 8006</td>
</tr>
</tbody>
</table>

Upon submission, the portfolio will be assessed by the Student Placement Department who will notify the student once their application for RPL has been processed.

Incomplete RPL Applications and Portfolios which do not include/address the five points above will not be assessed and will be returned to the student.

Step 4: Notification and appeals procedure

Recognition will be granted or not granted for the specified number of placement hours.

The applicant will be notified by mail of the assessment outcome within approximately 21 working days from the date of submission.

If the application is unsuccessful, the applicant will have fourteen (14) days to appeal in writing to the Registrar. The final arbiter in the Appeals Process is the Dean who will interview the applicant independently and reassess the submitted Portfolio. The applicant will be notified by letter of the outcome of the Appeals Process decision. This decision will then be final.
Application for Student Placement RPL

You must keep a copy of the Portfolio for personal reference and are advised not to submit original versions of certificates etc. as these will not be returned.

1 – STUDENT DETAILS

ACAP student ID number

Title________ Family Name__________________________ Given Name(s) ______________________________

Contact Phone _______________________________ Mobile_______________________________________

Address__________________________________________________________________________________

E-mail Address_____________________________________ Course Name___________________________

2 – APPLICATION DETAILS

This application consists of:

- Application Letter detailing
  - Name and Student Number
  - Course Name
  - Number of hours requesting
  - 1000 word autobiographical narrative describing what has been learnt from the student's relevant educational, employment, professional/personal development, community based and/or other organisational work experiences. Students must demonstrate how this experience equates to the learning outcomes of the Student Placement

- Current Resume

- A set of supporting documents including
  - Job descriptions
  - Letters from employers on letterhead

- Two Professional References relating the student's application of skill and performance to his or her chosen course of study

- Completed Application Form

3 – OFFICE USE ONLY

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<th>Received by College</th>
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<th>Signature:</th>
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<th>Approved/ Not Approved Hours if approved:</th>
<th>Date:</th>
<th>Signature:</th>
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<th>Notification sent to applicant</th>
<th>Date:</th>
<th>Signature:</th>
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T 02 9964 6300
F 02 9964 6370
studentplacementsyd@acap.edu.au
Locked Bag 11
Strawberry Hills NSW 2012

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