

RPL / RCC PRE-ASSESSMENT APPLICATION

Please complete this application form and return to our office

Adventure Resources And Promotion Services (ARAPS) And Outdoor Training College



PO Box 749, Windsor NSW 2756

Phone: (02) 4579 0471 Fax: (02) 4579 0371

Email: araps@aboveandbelow.com.au

Divisions of Above & Below Adventure Company Pty Ltd



- TO COMPLETE THIS FORM:
- Please print clearly
 - All questions must be answered. Incomplete enrolment forms will not be processed.
 - The Federal Government requires all colleges to collect statistics to help with their educational planning and to comply with regulations for accredited training.
 - To complete this form you may need to refer to our website: www.outdoortrainingcollege.com.au

PERSONAL DETAILS

Family name:	Given Name:	Middle:	Birth date: / /	Age:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Street address:		Home phone no.:	Mobile phone no.:	Work phone no.:	
P.O. Box:	City:	State:	Post Code:		

<p>STUDENT ID: [To obtain your Student ID take the first 4 letters of your surname plus the first letter of your first given name then insert your date of birth as six continuous numbers. E.g. Peter Charles Smith, DOB 16/12/68 would be – SMITP161268</p>	<p>Enrolment will NOT BE processed without a valid email address: EMAIL:</p>
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EDUCATION AND TRAINING

<input type="checkbox"/> What year did you complete your HSC or equivalent ____ Are you still attending secondary school? <input type="checkbox"/> Yes <input type="checkbox"/> No School Completed Year 9 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12 <input type="checkbox"/>	<input type="checkbox"/> Never attended school In which year did you complete school? ____ <input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate other than those mentioned Please Send JP Certified copies of your certificates
<input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Advanced Diploma or Associated Diploma <input type="checkbox"/> Diploma (Associate Diploma) <input type="checkbox"/> Certificate IV (or Advanced Certificate / Technician)	 Email

COURSE INFORMATION

Outdoor Recreation courses must include nominated activities that you wish to apply for in your RPL Pre Assessment.
 Detailed Information relating to Outdoor Recreation courses and their nominated activities can be found within the course information web pages at www.outdoortrainingcollege.com.au

Please state which course you wish to apply for:

Nominated Activities (max 3):

RPL & CREDIT TRANSFER INFORMATION

Please list any relevant courses you have completed and attach evidence for each claim you make (copies of certificates etc)

COURSE NAME	INSTITUTION	STATE / COUNTRY	YEAR COMPLETED

The LEARNING & ASSESSMENT Process

E-LEARNING

The e-learning is a web-based learning system used to either build upon, validate or give students the knowledge base required for the unit of competency.

If your course has Government Funding associated with it, there is a requirement for outcomes to be **REPORTED** to the Government on a monthly basis. Outcomes are flagged when you receive an Email of competency after passing exams within the system

PLANNING

Students may be requested to prepare and plan a trip for their activity. This process gives the students the opportunity to put their knowledge base gained from the e-learning into practice. These plans are then reviewed by our assessors and discussed face-to face.

Validation Logs are another method used to gauge the level of experience of students.

FACE-TO-FACE

Students may be requested to attend face-to-face training/assessment for each of the practical elements of your selected activity.

ACTIVITY ASSESSMENT

Adventurous activities such as abseiling, rock climbing, canoeing etc, **CANNOT** be learnt by reading about it, they must be completed face-to-face.

ON-JOB-TRAINING

You should ensure that you maintain your level of competency via on-the-job application of learnt skills (either paid or volunteered)

If your course is part of a Government Funded traineeship or apprenticeship, the assessment process will include employment-based, on-the-job training, employer feedback and other work place scenarios.

**All of the above must be completed holistically
National Qualifications must be Commercial not Institutional**

CREDIT TRANSFER RPL

Recognition of Prior Learning

Evidence of your skills and knowledge may take a variety of forms but you must ensure that it is: **Authentic, Valid, Reliable, Current & Sufficient**

Evidence must demonstrate your competency, try to think how this can be proven! Your word is the weakest form of evidence.

REPORTING to GOVERNMENT Departments

The **Federal and State Governments** provide funding for training for apprenticeships, traineeships, Productivity Placement Programs etc,

The **continuation** of this funding is reliant on enrolled students demonstrating commitment to the courses, this can be achieved by **students completing E-learning** units in a timely manner.

COMMERCIAL Vs INSTITUTIONAL

The course is a **nationally recognised** course.
This means the qualification you will receive is recognised **Australia-wide**.

Therefore you will need to demonstrate the competencies in a range of environments not just within your own workplace, camp, community or sporting facility, volunteer group etc

EMPLOYABILITY SKILLS

Employability skills are defined as skills required not only to gain employment, but also to progress so as to achieve one's **potential**. They are skills that apply across a variety of jobs and life contexts.

There are **eight skills**: communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning, and technology.

TERMS AND CONDITIONS

FEES

Fees are payable on enrolment and non-refundable.

OFFICE HOURS

Adventure Resources And Promotion Services office is open from 9:00 am to 5:00 pm Monday to Friday, excluding public holidays.

WHO CAN ENROL?

Adventure Resources And Promotion Services observes the requirements of the Anti-Discrimination Act 1977 and courses are open to all member of the public, who can fulfill all the course requirements in a safe manner. The student is to be over the age of 16 years. Please note in the interest of student learning it is a policy that children do not accompany their parents to class.

COURSE INFORMATION

Course information is accurate at time of publication. If details change you will be notified. Students are welcome to seek further information including details of training package modules at any time.

CONFIRMATION OF ENROLMENT

Enrolment confirmation and receipts are provided to all students. Course details should be checked as no further information will be provided

MATERIALS

The fees shown for each course covers tuition and Assessment only. If students are required to purchase kits and or material / equipment a list will be given on the first day of the course by the tutor. These items can be purchased through Adventure Resources And Promotion Services or through any outdoor adventure store.

REFUND POLICY

Refunds are only given when a course is cancelled by Adventure Resources And Promotion Services. In such circumstances, students have the option of receiving a full refund or transferring to another course. We reserve the right to alter/ cancel any of the arrangements in our brochure. Adventure Resources And Promotion Services does not accept responsibility for charges in student's personal circumstances and it is therefore important that students choose their course carefully.

CERTIFICATES

Certificates and or Statements of Attainment will be issued upon satisfactory assessment, as provided in the course information sheet. If deemed Not yet competent then and additional assessment fee may be payable.

RECOGNITION

Adventure Resources And Promotion Services recognises the AQF qualifications and statements of attainment issued by any other RTO

RECOGNITION OF PRIOR LEARNING (RPL or RCC)

RPL is available for all courses offered within Adventure Resources And Promotion Services scope. If students feel they have already acquired competence, either formally or informally, in a unit, module or a complete qualification, they may apply for RPL. Students should contact the office for an RPL kit, which contains an RPL Application form, units / modules assessment requirements, types of evidence required and likely fees. If the assessor feels the student has a good chance of success fees will be paid and the process continued. As requirements for RPL may differ for each course / activity, specific details are discussed prior to submitting evidence.

OCCUPATIONAL HEALTH AND SAFETY

Training which takes place in a training room will have adequate lighting and ventilation. Specific evacuation procedures are given at the commencement of the course. Activity specific activities will take place within the outdoor environment which has its own inherit risk factors.

APPEALS AND COMPLAINTS

There is an appeals procedure in place. Please refer to the Student Handbook for more information.

RESPONSIBILITIES OF THE STUDENTS

Students are required to act in a responsible manner at all times. Reasonable and appropriate dress standard should be observed for the environment in which the student is going into. Drugs and alcohol are strictly prohibited

SMOKING

Students are advised that smoking is not allowed in the training room area or whilst participating within the activity specific areas.

MOBILE PHONES

Students are requested to turn off mobile phones during the training room area for the benefit of their fellow students. Mobile Phones must be turned off during activity specific areas as this is a safety issue within the outdoor recreation environment.

PERSONAL PROPERTY

Adventure Resources And Promotion Services does not accept responsibility for any damage or injury to any person or property, or the safety of their vehicles

STUDENT FEEDBACK

It is extremely helpful if students are able to provide feedback that ARAPS can use in its quest for continuous improvement.

Accordingly, students will be sent a Student Feedback Form at the end of each course for completion and we ask that you return it to our Office

PRIVACY POLICY

Adventure Resources And Promotion Service understand that student are concerned about privacy issues, and we aim to maintain confidentiality of information at all times

CREDIT CARD DETAILS

Credit Card details are only used for recording the specific transaction authorised by the student

WORKING WITH CHILDREN CHECK

Child protection legislation makes it an offence for a person convicted of a serious sex offence to work with children under 18. Adventure Resources And Promotion Services accepts students from 16 years of age and it is therefore our policy that all tutors need to complete a prohibited employment declaration before teaching. This is also a requirement of students prior to working with children

DISCLAIMER

While every effort is made to ensure the information provided by our courses are correct, Adventure Resources And Promotion Services can not be held responsible for any necessary changes to the information

PAYMENT DETAILS

Yes, I wish to apply for RPL Pre-Assessment and acknowledge the following terms and conditions of the application:

- **Application fee of \$200 is non-refundable**
- **Applications will not be accepted and/or processed if payment is not included.**
- **RPL Pre-Assessment can take up to 90 days depending on evidence submitted**
- **Only enrolments received within 30 days of the completed RPL Pre-Assessment will receive the enrolment discount of \$200**
- **All RPL evidence must be received with the application – we cannot accept any further evidence at a later date.**

TRAINING & ASSESSMENT

Note: Please ensure payment is included with application.

RPL – Pre-Assessment Application Costs

Cost: \$200.00

PAYMENT DETAILS

PLEASE FIND ENCLOSED A CHEQUE / MONEY ORDER FOR \$ _____

MADE PAYABLE TO ADVENTURE RESOURCES AND PROMOTION SERVICES OR DEBIT MY VISA MASTERCARD

CARD NO: _____ / _____ / _____ / _____ **NAME ON THE CARD:** _____

EXPIRY DATE: _____ / _____ **Signature:** _____ *(I am over 18 years of age)*

APPLICANT DECLARATION

Please answer all questions; complete the following by ticking the boxes or by providing information if necessary. All information will be treated confidentially.

- Please indicate if you do not speak English**
 Do you consider yourself to have a disability, impairment or long term condition that could affect your ability to fulfill any component of this course?

If yes, please explain:

Are you of Aboriginal or Torres Strait Islander origin? Yes No

Note: Only signed enrolment forms will be processed

Student Declaration:

- I agree to abide by the terms and conditions of Above & Below Adventure Company Pty. Ltd. for the purposes of training and assessment.
- I understand and acknowledge the holistic training and assessment process
- I acknowledge and consent that photographs containing my image can be used for promotional and auditing purposes
- I acknowledge that student information may be used by the Department of Education and Training, and other State and Territory training Registration Authorities for research, statistical analysis, program evaluation, post completion surveys and internal management processes.

GOVERNMENT FUNDED COURSES ONLY

- I agree and acknowledge that the continuation of this funding is reliant on demonstration of commitment to the course and that will be demonstrated by completing e-learning units in a timely manner (2 per month)

Signature: _____

Date: _____

Patient/Guardian signature if under 18 years of age

Signature: _____

Date _____