





Navitas College of Public Safety

## RPL Application and Enrolment

*Please note – Information provided on this form is used by the State Training Authority for statistical purposes without identifying you.*

**12. Qualification – Units of Competence**

I am applying for RPL for the following qualification / units of competency. If you are applying for only specific units contained within a qualification please list the units and the unit codes you are applying for. If you are applying for the full qualification you are only required to list the qualification code.

Unit of Competency	Code
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	

(Attach Further Sheets if Necessary)

**13. Qualifications and Experience (Overview)**

What formal qualifications and experience do you currently possess that may be relevant to you application for RPL? (Please provide brief details including relevant training/educational institution)

#### 14. Declaration

I declare that the information contained in this application is true and correct. The information and details that I will be including in my self-assessment and evidence portfolio is legitimate and can be validated for the purposes of my assessment for RPL and RCC.

Signed:

Date:     /     /

#### 15. Office Use Only

Date application received:

Received by:

Processed by:

Contact made with applicant on date:     /     /

Notes:

## An Overview of Our Client Services including Access and Equity

Access and Equity is about achieving equality for all our clients whilst recognising there may be individual needs or differences between them. This means, the College and its staff are mindful of the specific needs of every client including language, literacy and numeracy, and various supports persons might need. At all times we seek to provide consistency.

### 1. Selection, Enrolment (4.1.01) and Induction/Orientation (4.1.10)

To be selected into a course, you must complete an enrolment application, pay a fee and for some security courses satisfy selection criteria outlined on the course information brochure. Once the enrolment and fee has been accepted by the College you are eligible to start the course. Your induction and orientation will occur in the first session of training.

### 2. Course Information (4.1.09)

Course information including content and vocational outcomes can be viewed on our website ([www.ncps.edu.au](http://www.ncps.edu.au)) or by calling our training division on (61 + 3) 8327 2600 and asking for a course brochure or additional information. Our information will also include starting times, venue details, course duration, delivery and assessment methods.

### 3. Fees, Charges and Refund Policies (4.1.08)

The RPL administration and RPL assessment fees are non-refundable once paid. Refer RPL Guide and AD453 Recognition of Prior Learning & Unit of Competency Fees Schedule for more information.

### 4. Language, Literacy and Numeracy (LLN) (4.2.12)

Access for training must be equal for all trainees and NCPS will not discriminate based upon LLN. Where LLN levels are extremely low, NCPS will provide information on where a trainee can obtain assistance with their LLN issue. Ultimately it is the choice of a trainee as to whether or not they proceed with the enrolment.

### 5. Client Support, Welfare and Guidance Services (4.2.11)

NCPS will assist clients in accessing support, welfare or guidance services where an issue is outside the relative expertise of College staff. Any referral will be in accordance with our Privacy Policy that seeks to protect the interests of all parties including the trainee.

### 6. Flexible Learning and Assessment (4.2.09)

The College recognises that some trainees may have individual needs in the processes of learning and assessment. In each case, where a student has requested an alternative method of learning and/or assessment, the College's Course Coordinator or nominee will consider the request and advise the trainee in writing of the outcome. Any variation to common College delivery or assessment strategy will be incorporated in the trainee's file.

### 7. Appeals and Complaints (4.6.02)

Appeals and complaints should be directed to NCPS' College Director. If you are not satisfied with the outcome you should contact the Victorian Registration and Qualification Authority on (61 + 3) 9637 2806.

### 8. Discipline (4.6.03)

Trainees are expected to dress and act in an appropriate manner whilst at the College. This means respecting other people, not using coarse language towards or in the presence of others, and being courteous. Incidents of serious misconduct will amount to exclusion from training. Serious misconduct means theft, assault, being under the influence of liquor or a drug, or causing risk of injury or of a dangerous event happening. Serious misconduct will be dealt strictly in accordance with relevant State or Commonwealth law.

### 9. Recognition of Prior Learning (RPL) (4.1.11) & Mutual Recognition (4.1.05)

RPL is available to participants where competence is determined through previous training, expertise or relevant work or life experience where such competence aligns with course content. The College recognises AQF qualifications & statements of attainment issued by other registered training organisations. To apply you need to request an RPL Information Pack. This pack details how to apply, the types of evidence required and the costs involved. All requests for RPL must be received at least 5 days prior to commencement of training.

### 10. Personal Health and Safety (4.2.20)

Participants completing any of the College's programs do so at their own risk and are obliged to identify any physical conditions which may impact on their health and safety.