

## Request to use RPL/RCC Evidence for Practical Assessments

If you believe that you have prior experience, qualifications and/or skills and do not need to have these skills re-assessed by a qualified assessor or by video, please keep reading. The following page will be part of the documentation record for RPL (Recognition of Prior Learning) participation, evidence and assessment. To ensure compliance with all of our external (Government) and internal (Ausintec Academy/StudyHorses.com/OnlineHorseCollege.com) departments, please complete all the steps listed below.

1. In your 'Practical Assessments' record book, next to each assessment task, write the type of evidence you will use to show us that you are already competent in these skills.

It could be

- Written Documentation

- Work history (CV, resume)
- Position description (current and previous)
- Professional development (courses and workshops)
- Qualifications (VET and non VET)
- Trade papers
- Other

- Demonstration of Underpinning Knowledge

- Interview
- Case study
- Project
- Assignment
- Data file
- Other

- Demonstration of Skills or Tasks

- Skills test
- Presentation (oral, DVD, video etc)
- Portfolio of documents (reports, plans, manuals, etc)
- Competition Results
- Visual evidence (videos, photographs, models, art pieces)
- Workplace visit
- Other

- Verification

- References
- Testimonials
- Third party report
- Third party Statutory Declaration
- Other assessors

- Work Placement Assessment

2. Complete application on the next page

3. Please send together in the same envelope/package

a. your 'Practical Assessment' workbook filled in with relevant information for RPL/RCC

b. the completed 'Application to use RPL/RCC for Practical Assessments' on the next page and

c. either original evidence or certified copies of evidence (if you are unable to have your copies certified, please attach a Statutory Declaration stating that you have given us a

true copy of the original document)

## Application to use RPL/RCC for Practical Assessments

*(If you don't use this form please supply the following information)*

Name: .....

Email: .....

Student/User No: .....

Phone No: .....

Practical Assessment No: .....

Course Title: .....

## RPL Request Information

Assessment Criteria	Evidence of Prior Learning matching Assessment Criteria
(include assessment number, area and task e.g., 2H02, Can you tie up a horse using a quick release knot?)	(e.g. letter from employer describing how you met the criteria:-  <i>Sally is proficient in tying horses up with a quick release knot, to a piece of baling twine attached to a post. She always follows recognised procedure by tying horses up so that they have a maximum of 30cm of lead for head movement and ensuring horses are not tied close together where they could become entangled or be kicked by the next horse. During all activities in the workplace and with horses she wore correct attire such as riding boots, jodphurs, shirts with sleeves and a hat.)</i>

**FOR STUDY HORSES USE ONLY:**

Granted/Not Granted

Reason/s: .....  
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Further Action: .....  
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