



RTO 40075

# Recognition of Prior Learning (RPL) Information & Application Form

## What is Recognition of Prior Learning (RPL) and how can it work for me?

It is a way of training organisations recognising that people learn in many ways throughout their lifetime; through formal and non-formal education and training, through life experiences, and through work experiences. RPL takes account of all these experiences to enable a person to be assessed against one or more units of competency, or even for a qualification.

When might RPL be applicable to me? Here are some examples:

- You want to renew your Chemical card in a jurisdiction where a new Statement of Attainment is required by the regulator (NSW every 5 years).
- You had a Chemical Accreditation card and have been active in the industry, but your card lapsed more than a year ago.
- You have other formal qualifications and have been actively using AgVet chemicals, but now need to get an Accreditation Card.
- You have been working with chemicals for a few years, and now need full accreditation.

The RPL process matches what people already know and can do against the Knowledge Evidence, Performance Evidence, and Assessment Conditions in competency standards. If they can show that they are competent in one or more units of competency, then they won't have to study those units.

RPL allows people to focus on developing new skills and knowledge, rather than re-learning what they already know or can do.

Smith & Georg has the qualified and industry experienced staff to apply RPL and encourages its clients to consider applying for RPL in any training programs / courses that we offer; it may well simplify the process and save time.

## How does Skills Recognition work in the RPL process?

The process is divided into the following steps:

### 1. Initial support and counselling

This involves providing clients with the opportunity to discuss their eligibility for RPL with someone who is familiar with the process, the competency standards, and with the client's industry. In Smith & Georg the principal trainer/assessor usually provides this counselling; although it can be provided by other trainer/assessors. The counsellor must explain the RPL process, including; how the interview will take place; how a decision on competence will be made by the assessor; what happens if the client is assessed as (1) Competent or (2) Not Yet Competent; and the appeal process.

### 2. Gathering evidence and determining competence

Evidence is gathered during a structured phone conversation between the assessor and the RPL applicant, using the appropriate *RPL Interview Checklist* (see below) as a guide. After this conversation, the assessor makes a judgement on whether the applicant is deemed provisionally competent (subject to the applicant providing verifying physical evidence) or not.

### 3. Post-assessment and Guidance

If the applicant is deemed provisionally competent based on the evidence provided in the phone interview, the assessor will ask him/her to provide some physical evidence (as per the *RPL Interview*

*Checklist* – below) to support the information they provided during the phone interview. Once that evidence has been received, the assessor will make the final determination of competence. Processing of the *Statement of Attainment* and *Chemical Accreditation Card* will not proceed until this evidence has been received and assessed as being adequate by the assessor.

If the applicant is not deemed to be competent, the assessor will negotiate a strategy for the applicant to gain extra knowledge and skills to fill any gaps, and to then demonstrate competence to the assessor.

#### 4. Record-keeping and Monitoring

Applicants will be enrolled following normal procedures, except that their mode of study will be recorded as RPL.

Records of phone conversations, physical evidence provided by the applicant, and determinations of the assessor will be kept securely for 6 months and will then be destroyed.

Any units of competence and/or qualifications awarded to the applicant will be recorded and reported in the same manner as other results and kept indefinitely.

#### 5. Feedback and Appeals

Feedback will be sought from applicants on the way in which the skills recognition process was handled. This information will be used to improve the process where possible.

Appeals should be made initially to the assessor(s). If not satisfied, the applicant can appeal to the Managing Director of Smith & Georg. If still not satisfied, appeal can be made by following Smith & Georg's Appeal Process, as explained in the Policies and Procedures Manual available on the Smith & Georg website at <http://www.smithandgeorg.com.au/aboutus/policies-and-procedures>

### **RPL Interview Checklist**

The Smith & Georg assessor will ask the RPL applicant questions about the following topics:

1. Transporting chemicals
2. Storing chemicals
3. Before you apply chemicals
4. Personal Protective Equipment (PPE)
5. Measuring and mixing chemicals
6. Calibrating sprayers
7. Resistance management
8. Disposal
9. Legislation
10. Records
11. New factors/developments in the past 5 years (eg Delta T, Spray quality, Surface temperature inversions, etc)

# Chemical Accreditation & NSW Reaccreditation Application Form

AHCCHM304 Transport and store chemicals & AHCCHM303 Prepare and apply chemicals

Complete this RPL Application form and return it to Smith & Georg along with any fees required.

This form also asks for information that we are required to provide to the government. Please answer all questions to the best of your ability.

## Applicant Details

First name \_\_\_\_\_ Middle name \_\_\_\_\_

Family name \_\_\_\_\_

Postal Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Residential Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Mobile \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender  Male  Female

Country of Birth \_\_\_\_\_ Town/City of Birth \_\_\_\_\_

Smith & Georg is committed to protecting your privacy, see Smith & Georg's Policies and Procedures  
[www.smithandgeorg.com.au](http://www.smithandgeorg.com.au)

**I accept Smith & Georg's privacy policy. I accept our mutual obligations. I give permission for Smith & Georg to verify, locate or obtain my USI number. I confirm that the details I provide on this form are correct, and that all the work I submit is my own work.**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Send completed form, enrolment fees and any other requirements to Smith & Georg:**

Post 9 Quinns Rd, Forreston SA 5233  
Phone 08 8389 1856 Freecall 1800 991 985  
Fax 08 8389 1854  
Email [admin@smithandgeorg.com.au](mailto:admin@smithandgeorg.com.au)

Units of competence for which you want recognition of prior learning	AHCCHM304 Transport and store chemicals AHCCHM303 Prepare and apply chemicals
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<b>Current Employment</b>	
Are you currently employed?	YES <input type="checkbox"/> / NO <input type="checkbox"/>
If Yes, in which occupation are you currently employed?	.....
Who is your current employer?	.....
<b>Related Training</b>	
Have you undertaken any training courses related to transporting, storing, handling and using agricultural and veterinary chemicals? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If Yes</b>	
<b>Name of course</b>	<b>Training provider (eg Smith &amp; Georg or TAFE)</b>

Your experience using chemicals				
Chemical application equipment	How many times have you applied chemicals in the past 12 months?			
	None	1-5	5-10	More than 10
Boom sprayer				
Tree/vine (canopy) sprayer				
Knapsack or small hand-held sprayer				
Powered handline				
Animal health applicators				
Other (please specify)				
Your industry experience				
Industry	Years of experience in past 10 years			Yes, but more than 10 years ago
	0-1 year	2-5 years	5-10 years	
Grain cropping				
Tree and vine crops				
Vegetable growing				
Livestock				
Parks, gardens and bushcare				
Other (please specify)				
List any related qualifications or courses that you have completed				

**Professional Referee(s)** It is important that you provide details of at least one professional referee who can comment on your work and experience with chemicals. Your assessor will contact the referee(s) to verify the information that you provide to the assessor.

Name	.....
Position	.....
Organisation	.....
Phone Number	.....
Relationship to applicant	.....
Name	.....
Position	.....
Organisation	.....
Phone Number	.....
Relationship to applicant	.....

**Recent employment history**

Employer's Name	Period of Employment		Position Held	Full Time Part-time Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					

**If you are including documents in your application, please provide a brief description below**

Document Description (e.g. resume, photos, certificates, etc.)	Office Use Only – Assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation

**Are you of Aboriginal or Torres Strait Islander origin?**

- No     Yes, Aboriginal     Yes, Torres Strait Islander

**Main Language spoken at home** \_\_\_\_\_

**How well do you speak English?**    Very well    Well    Not well    Not at all

**Do you have a disability, impairment or long-term condition?**    Yes    No

If Yes then please indicate the area(s) of disability, impairment or long-term condition:

- Hearing/Deaf     Physical     Acquired Brain Impairment  
 Learning     Mental illness     Medical Condition  
 Intellectual     Vision     Other (please specify)

**Current Employment Status** (please indicate main one)

- |  |  |
|--|--|
| <input type="checkbox"/> Full time employee                        | <input type="checkbox"/> Unemployed-seeking full time work   |
| <input type="checkbox"/> Part time employee                        | <input type="checkbox"/> Unemployed-seeking part time work   |
| <input type="checkbox"/> Self-employed-not employing others        | <input type="checkbox"/> Not employed-not seeking employment |
| <input type="checkbox"/> Employer                                  |  |
| <input type="checkbox"/> Employed-unpaid worker in family business |  |

**Main reason for undertaking this course**

- |   |  |
|---|--|
| <input type="checkbox"/> To get a job                     | <input type="checkbox"/> I wanted extra skills for my job          |
| <input type="checkbox"/> To develop my existing business  | <input type="checkbox"/> To get into another course of study       |
| <input type="checkbox"/> To start my own business         | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To try for a different career    | <input type="checkbox"/> Other Reason (please specify)             |
| <input type="checkbox"/> To get a better job or promotion |  |
| <input type="checkbox"/> It was a requirement of my job   |  |

**Have you completed any of the following qualifications? Tick ALL applicable boxes**

- |  |  |
|--|--|
| <input type="checkbox"/> Bachelor Degree or Higher Degree                    | <input type="checkbox"/> Certificate II                    |
| <input type="checkbox"/> Advanced Diploma or Associate Degree                | <input type="checkbox"/> Certificate I                     |
| <input type="checkbox"/> Diploma (or Associate Diploma)                      | <input type="checkbox"/> Certificates other than the above |
| <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) |  |
| <input type="checkbox"/> Certificate III (or Trade Certificate)              |  |

**Highest School Level achieved**

- Completed year 12  
 Completed year 11  
 Completed year 10  
 Completed year 9  
 Completed year 8 or below

**Still at school**    Yes    No    **Year last at school** \_\_\_\_\_

## Important You must have a USI\*

\*What is the **Unique Student Identifier (USI)**? All people studying nationally recognised training in Australia are required to have a Unique Student Identifier(USI). To set up your USI and access to our training records and results (transcript) go to [www.usi.gov.au](http://www.usi.gov.au)

**If you do not hold a USI training providers cannot by law issue you a Certificate, Statement of Attainment, Parchment or Transcript for your training**

Please tick and complete one of the following:

My Unique Student Identifier (USI) is \_\_\_\_\_

To obtain a *USI*, log onto [www.usi.gov.au](http://www.usi.gov.au) and create one (it should only take a few minutes)

or

I have a USI, I give Smith & Georg permission to obtain it

<b>PAYMENT DETAILS</b> <i>Thank you if you have already paid.</i> If you have not paid, please complete the following:	
<b>RPL for Chemical Accreditation</b> \$390pp (GST-exempt)	\$
<b>RPL for Chemical Reaccreditation</b> \$340 (GST-exempt)	\$
<b>SPECIAL OFFER!</b> Weather Meter \$212.50 each (inc. GST) (Normally \$250)	\$
<b>TOTAL PAYABLE</b>	<b>\$</b>
PAYMENT OPTIONS	
<input type="checkbox"/> <b>Direct Debit</b>	BSB: 015-621 Account No: 3504 72 884 Reference: Your Name
<input type="checkbox"/> <b>Credit Card</b>	_ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _ Expiry: _ _ / _ _ CVV _ _ _
<input type="checkbox"/> <b>Cheque Enclosed</b>	

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