

**RECOGNITION
OF
PRIOR LEARNING
STUDENT INFORMATION GUIDE**

How previous studies, skills and work experience
can contribute toward a qualification in Small Animal
Bowen therapy at Smart Bowen Pty Ltd

This Information Guide has been prepared to assist you in your RPL application to recognize knowledge and skills that you currently have that may contribute toward a unit, or units of study in a vocational qualification offered at Smart Bowen Therapy (SBT). This knowledge and/or skills may have been gained through previous learning or, equally, through skills acquired on the job or in your life experiences. If you already have the skills and knowledge that a course of study would teach you, applying for Recognition of Prior Learning (RPL) would eliminate or reduce the need to retrain.

Let us explain more.

What is PRL?

- An RPL recognises what you already know, no matter where you learnt it, so that:
- you may not have to do these parts of the course again or

You may have learned from:

- other courses
- from life experience
- from work experience
- any training provided at work

If what you have learnt at work or elsewhere is relevant to the course or pre-requisites for a course, you may not have to do these parts of the course again.

Why apply - what's in it for me?

It is important to apply for RPL if you think you have already got some experience that might be relevant to your course.

The advantages of applying for RPL are:

- You can work out whether your experience is similar to that required by the performance criteria and elements in the Units of competencies of the course.
- If you have already achieved some of the goals of the course, you may not have to do those units of the course again.
- This may enable you to finishing your course earlier, not have such a heavy course load, or being able to do extra studies in a desired area.
- It enables you to do new subjects that are challenging, and you will not be required to do subjects in which you have already gained experience.
- It recognises that you are entering a course with many skills - that you are not a total beginner

How it works - what happens?

- In the 'RPL Kit' you are be given the course Units, *elements of competency* and *performance criteria*. You compare your knowledge and skills against the course competencies
- And you start by simply answering the questions in the kit with a yes or no.
- If after completing the questions, you decide that you meet much of the criteria required in a unit, you should apply to RPL that unit.
- You will then be asked to provide Smart Bowen with details of the evidence of your skills and experience which is relevant to the elements and performance criteria. See Page 4 & 5 for details on the evidence required and what you can use
- Sometimes after completing this process, you will be asked for more information, or you may ask to have an interview to provide additional information we need to complete the process.
- You are welcome to phone us to discuss the outcome of your application.

What do I do now?

If you think you might be eligible to RPL, you need to complete an RPL application form (part A, B, and C as appropriate) and supply the appropriate paperwork evidence to Smart Bowen. If you are not sure about whether to apply for RPL you should contact Smart Bowen to discuss your situation if you are unsure.

Parts A and B are compulsory to complete if applying for RPL's in the common/core competencies, with part C being only for those people applying for RPL in the Bowen Specialisation Units of competency.

It is always a good idea to apply to RPL even if you're unsure whether you will be successful. It is common for applicants to gain more RPL than expected.

Just to elaborate a little more, this recognition can take the form of:

- **Work experience:** you probably have developed skills and knowledge and have participated in on-the-job training that can be assessed for recognition in the course. This takes into consideration paid or unpaid work including part time, full time or casual work both in Australia and overseas.
- **Life experience:** many people learn things working for a community or voluntary organization as well as participating in sport, leisure activities and hobbies.
- **Formal training:** generally refers to courses or training programs that result in the achievement of a qualification. Recognition for prior formal learning that is less than 10 years old is recognised through a separate process of Credit Transfer (CT). By stating you have a "statement of Attainment" for any particular Unit you will be given a Credit Transfer.

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- **Informal training:** occurs in many organizations as a normal part of day-to-day work. Informal training is a valid approach to improving employee skills and motivation. Informal training can take the form of mentoring, ad hoc training sessions by staff members, group briefings, internal communications and web based tutorials or training.

The Application Process

You must first be enrolled in the chosen course of study before making an application for RPL. A separate application will need to be submitted for each unit of study you wish to RPL. All RPL applications must be received no later than 21 days prior to the commencement of the Unit of study is scheduled for delivery.

Step 1 - Course Information

Obtain the course information if you have not already done so. Course information can be found in either the Course Guide booklet or the loose leaf flyers freely available at SBT. You will need this information to help you decide which unit/s of study that you may have the required knowledge and/or skills for.

Step 2 – Selection of unit/s of study

After reading the course guide, select the unit/s of study that you think you may have the required knowledge and/or skills for and obtain the Unit Statement for the unit/s from SBT. This Unit Statement details the learning outcomes for the unit. Compare your skills, knowledge and experience with what the unit will teach you. If you believe that you already know, and can do, what is taught, then proceed to the next step in the application process

Step 3 – Self Assessment

Once you have selected the unit/s of study, and have a printed copy of the “Recognition of Prior Learning Evidence Checklist”, using the Checklist template, you can commence a self-assessment to ensure you have the relevant evidence to support your application.

Step 4 – Collecting the Evidence

Evidence is any information that proves what you know and what you can do. The following table lists the types of evidence that are considered assessable in an RPL application.

<i>Primary – Direct evidence</i>	<i>Secondary – Indirect evidence</i>
Certified copies of Formal and Informal qualifications (originals may need to be sighted): <ul style="list-style-type: none">• Certificates• Diplomas• Degrees• Statements of results• Training courses completed for work or personal interest• Awards	References and testimonials: <ul style="list-style-type: none">• Employers/supervisors• Colleagues (both paid and unpaid work)• Community groups• Clients

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<i>Primary – Direct evidence</i>	<i>Secondary – Indirect evidence</i>
<p>Note: any formal qualification that is over 5 years old will need to be supported by evidence of continued professional development subsequent to the awarding of the qualification</p>	
<p>E-mail evidence: communications that highlight:</p> <ul style="list-style-type: none"> • Assistance provided • Work activities 	<p>Documentation:</p> <ul style="list-style-type: none"> • Job descriptions • Curriculum Vitae or Resumé
<p>Records of workplace activities:</p> <ul style="list-style-type: none"> • Reports • Meeting minutes/agendas • Worksheets • Notes • Presentations • Financial reports • Business plans 	<p>Diary/journal: you can use this method to record what you do both at home, in the workplace and in recreational activities to demonstrate:</p> <ul style="list-style-type: none"> • Supervisory skills • Participatory skills • Communication skills
<p>Portfolio:</p> <ul style="list-style-type: none"> • Articles written • Videotapes that show you performing the relevant skills such as clinic 	
<p>Direct observation of a skill or competence:</p> <ul style="list-style-type: none"> • Clinic 	

To help SBT staff assess your evidence and maximize its potential for success, it is important that you provide the best information that is available to you.

The three key criteria for good evidence is it should be:

- **Current:** the information *should not be more than 10 years old* and *should prove that you have kept up with current trends* in the profession.
- **Relevant:** the information you provide should show a direct relationship to the knowledge and/or skills you are claiming to have.

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- **Authentic:** you need to be able to show that the information relates to your knowledge and/or skills and not that of another person. You can do this by validating it with a third party. The College may contact the appropriate persons to confirm your information. You must also sign a 'Statutory Declaration' stating that all of the information supplied in your RPL application is true and correct.

Step 5 – Creation of Portfolio of information

- Once you have collected the best evidence possible, assemble this with the unit's evidence checklist template (**Part B of the RPL Kit.**)
- Insert the evidence you have collected which demonstrates your knowledge and/or skills against the learning outcomes (**make sure you cross reference this to the units of competency.**)
- Photocopy the evidence and **submit certified copies of the originals**, with your application.
- Attach the evidence to the template.
- **Retain the originals** of any evidence for yourself and a copy of the application documents as your record of the application until it has been assessed and the results issued to you.

Step 6 – Submit application

Complete the application form (part A of the RPL Kit) and attach your portfolio of evidence with Part B of the RPL Kit.

Submit these documents to the Directors of:

Smart Bowen Pty Ltd, P.O. Box 198, Lancefield, Victoria 3435.

The Assessment Process

When an application for RPL is received, it is evaluated by College staff. They will make a judgement on the quality of the evidence you have provided against the learning outcomes for the unit. Once this evidence has been assessed, the staff may require you to undertake further assessment to demonstrate your knowledge and/or skills before they make a decision on your application. This may take the form of either:

- **An interview:** this provides you with an opportunity to clarify any details of your evidence or to demonstrate your knowledge through oral questioning.
- **A challenge test:** this may be required when your formal learning may not give a clear indication that you have the underpinning knowledge.
- **A challenge task:** a demonstration before a staff member can often be the best form of assessing skills such as clinic

You will be advised of the outcome of your application by a company director within 21 days from when you submitted your application. If your application is unsuccessful, a company director, or Course Coordinator will advise you where your application did not support the learning outcomes. You may then

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appeal under the Company's appeals Policy. Alternatively, you may submit a second application, making sure you address the issues identified in the feedback on your original application.

The Recognition Process

If your application is successful, a grade of RPL/RCC or CT (i.e. Recognised Prior Learning, Recognition of Current Competency or Credit Transfer) will be awarded to you. The appropriate grades will appear on your student record once you receive the notification that your application has been successful.

It will also appear on your academic history and any academic transcripts that are issued by the Company on your behalf.

Previous students of the Smart Bowen for Small Animal Bowen Therapy training programs

As previous students of the Smart Bowen for Small Animals or the recent 'Certificate of Small Animal Bowen Therapy' you have the opportunity to upgrade to the new Nationally Recognised, Government Accredited "Certificate IV in Small Animal Smart Bowen Therapy" at a very low cost. We normally charge \$50 each for common units and \$35 each for Bowen specialization units, however you will see that we are making it much more affordable for you at the moment. Any units for which you apply for RPL and we find that we cannot grant recognition, the fee that you have paid for that units RPL processing is taken off the cost of you completing that unit with Smart Bowen Pty Ltd.

Below is the list of competencies that you are required to meet to gain this new Nationally Recognised, Government Accredited, training program.

Carefully read the information in each section before you tick the yes or no box.

When you tick a yes box you must be able to supply us with evidence that you are able to do what you say you can. This may be in any of the forms as suggested above in the primary and secondary evidence section. If you need to write something to support your claim make sure that you keep it short, relevant and to the point. It only has to establish that you CAN do something or you DO know something.

Use the cost calculator to work out the total fees for us to process your RPL application and include the payment with the application. If you over pay, we will refund you the excess payment, if you under estimate your payment, we will invoice you for the difference.

Cost Calculator for your CT/RPL/RCC's

Unit	RCC / RPL Unit processing	Credit Transfer from Statement of Attainment	
COMMON UNITS	Cost per Unit	Cost per Unit	TOTAL COST
HLTFA 301B Apply First Aid	Not available	\$ 5.00	\$
HLTIN301A Comply with the Infection Control Policies and Procedures for health work	\$50.00	\$ 5.00	\$
HLTCOM405B Administer a Practice	\$50.00	\$ 5.00	\$
HLTCOM6B Make referrals to other health care professionals when appropriate	\$50.00	\$ 5.00	\$
RUV1101A Prepare for animal care work	\$ 20.00	\$ 5.00	\$
RUV2107A Provide first aid for animals	\$ 20.00	\$ 5.00	\$
RUV2102A Follow the OH & S procedures in an animal care environment	\$ 20.00	\$ 5.00	\$
RUV3593A Work effectively in the companion animal industry	\$ 20.00	\$ 5.00	\$
VPAU210 Apply the principles of basic anatomy and physiology to dogs and other small animals	\$ 20.00	\$ 5.00	\$
	Total Cost of Core Units =		\$

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As previous Small Animal Smart Bowen Therapy Students there is no fee for completing the Small Animal Bowen Therapy specialization units

If you have training in Small Animal Bowen Therapy at another training institution the cost per unit for the RPL process is \$35 per Unit

Bowen Therapy Specialization Units	Bowen Units @ \$ 0.00 per Unit or \$35.00 per unit	Cost per Unit \$ 0.00	
Unit	RCC / RPL Unit processing	Credit Transfer from Statement of Attainment	
VPAU211 Work within a Small Animal Bowen Therapy framework			
VPAU212 Provide the Small Animal Bowen Therapy health assessment			
VPAU213 Plan the Small Animal Bowen Therapy treatment strategy			
VPAU214 Provide the Small Animal Bowen Therapy treatments			
	<i>Total Specialization units Costs =</i>		\$ _____,00
<i>Total Cost of all units of CT/RPL/RCC =</i>			\$

Here is a check list for your convenience.

Application for Recognition of Prior Learning Forms A, B and C completed with all of the required detail

Certified copies (or notarised) of all of your “qualifications” that you are presenting as evidence

Statutory declaration form signed by a suitably qualified person

Payment in full as per the calculation above. *(Applications for RPL received without payment will not be processed until full payment is received) If you have miscalculated we will invoice you for the difference, or if you have overpaid we will refund the excess amount.*

Remember that the more information you can give us for RPL especially in areas that you do not have a ‘statement of attainment’ for, the better opportunity you have of gaining the qualification through the RPL system.

If you have any questions regarding the RPL process, please contact Brian on 03 5429 2010 or on Mobile 0408 813 495.

