

Application for RPL for the Diploma of Practice Management or Short Course Clinical Supervision

The Australian Institute of Healthcare Education (AIHE) uses an RPL process to assess these students' knowledge and/or skills within the Allied Health environment, to be at or above the level of the qualification being delivered.

As part of this, the applicant will be required to complete formal documentation to support their application and provide valid evidence of experience in the health and community service field.

Areas of deficiency at this level will need to be undertaken as formal study.

Note: a number of institutions offer similar qualifications and the Core units will be the same, however only AIHE offer the electives suitable to the Clinical Environment. Please contact AIHE for more details if required.

Any student wishing to apply for exemption from any units of competency are also required to submit an application for RPL clearly stating which units of competency are being applied for. In order to achieve RPL for any unit of competency **all** relevant units of study must have been successfully completed relevant to that unit of competency as outlined in the table below.

The decision for granting of RPL lies ultimately with the Academic Manager under the process of the RPL application as outlined in the following form for the student to complete.

Process

1. Contact AIHE
2. Apply for RPL through the formal channel by sending an email to info@aihe.edu.au. We will reply and send you the application form on the next page if you don't have this. (Step 1)
3. Complete the form sent to you and send it back to AIHE via info@aihe.edu.au. (See step 3)
4. Attach all evidence as needed. (See Step 4)
5. Have a discussion with a qualified AIHE Assessor. (See step 5)
6. If you tick all the criteria, then your experience and qualifications will be recognised with a formal email and you will received a certificate appropriate to the level.

NOTE: Not everyone may be eligible for all areas of study. As a recognised Training Provider, AIHE ensure that all legal requirements are adhered to for their students in order that their qualifications are of high standing in the industry.

Step 1: Your details

Please contact AIHE directly to discuss on how to approach an application for RPL. During this communication AIHE will strive to obtain as much details as possible from you to determine if it is reasonable to proceed with a formal RPL application.

Step 2: Complete RPL Application

If after discussion with AIHE it is deemed suitable to continue with the RPL Application, please complete the details below and return it to AIHE with certified copies of any supporting documents. See Step 4 in relation to supporting documentation

Table 1 RPL DOCUMENTS TO SUPPORT UNITS AS INDICATED

Step 3: Reason for RPL

Please tick the reason you are applying for RPL and include what evidence you are providing to support your application (see Step 4 for examples)

- Applying for RPL for exemption in completing the short course in Clinical Supervision (*see in the table 1 in step 4, the units which support the Short course are highlighted*)
- Applying for exemption for some / all units in the HLT 7715 Diploma in Practice Management exemption for certain units of competency (please select from the table 1)

Step 4: Evidence supporting the application

RPL Evidence

Examples of evidence may include any or all of the following such as:

- Certificates, transcripts (these must be certified by a JP)
- Other learning experiences such as formal certified (*but not nationally recognised*) courses, company training and development initiatives, personal development courses, or general interest courses/seminars/events. (Copies of certificates/ statements from workplace support this as evidence. We will need formal proof.
- Resumes, work history or jobdescriptions (*only the most recent 3-5 years will be considered*)
- Workplace evidence. You may be asked to provide a Declaration from your workplace supervisor. Note that experience must be recent (last 3-5 years) to be eligible.
- Letters and/ or references, including confirmations from your employers, clients or community groups.
- References from your paid or unpaid work experience
- Samples of your work, including reports, articles , publications or other where your name proves that you have contributed or written the document. Note, you may need a reference or additional supporting evidence to prove it is yours.
- **A workplace referee** (contact details including name, phone, email) of someone who will support your evidence.

NOTE:

- Any evidence you submit as part of your application must confirm that your skills and knowledge are current.
- When you apply for exemption you may also be asked questions by AIHE relating to your skills and knowledge, or be required to undertake an interview, practical assessment to demonstrate that your skills and knowledge are current.
- Copies of original certificates or other documents must be certified by a Justice of the Peace (JP). Alternatively, you may bring the original documentation to be sighted by AIHE staff who can then certify your copies.
- If you are seeking credit for your overseas qualifications, you should provide certified translations of any qualifications or documents.
- If you need to translate documents, you may call the NSW Community Relations Commission. The Commonwealth Department of Immigration and Citizenship has a free translation service for certain documents, for migrants who have been Australian permanent residents for less than two years.
- Application forms for Exemptions are available from AIHE on request.

If you have any questions regarding the suitability of the evidence you are collecting, please contact AIHE to discuss ways evidence may be gathered.

Step 5: Submit application for RPL

Submit this form with your other Application forms to AIHE by emailing all documents to info@aihe.edu.au with the heading RPL in the subject.

Step 6: AIHE review of documentation

- AIHE will review the documentation you have supplied within 7-14 days of receiving your application.
- You will be contacted and may need to answer some questions to support your application.
- If your evidence is sufficient for granting of RPL you will be notified as such within the next 14 days.
- If your evidence is insufficient for granting of RPL the Academic Manager will contact you with two options:
 - Request for additional evidence and a time frame requiring this evidence to be submitted.
 - Refusal to grant RPL with an explanation as to the reasons the RPL was not granted.
- If you are unsatisfied with the outcome of this process you are eligible to appeal this decision under the academic grievance policy which is available in the Student Information Guide.

Application Form

Course Name	PLEASE HIGHLIGHT WHICH COURSE YOU ARE APPLYING FOR RPL		
	1. HLT 7715 Diploma in Practice Management; or 2. Short Course in Clinical Supervision		
Surname			
First Name		DATE	
Address			
State		Postcode	
Telephone		Mobile Number	
Email address			
Signature			
CODE	UNIT NAME	Name of attached documents which support RPL application (includes certificates/ report from employer/ evidence of workplace activity for each of the units you are applying for.	Approved (AIHE)
CHCDIV001	Work with diverse people		
CHCLEG003	Manage legal and ethical compliance assessment		
HLTADM004	Manage health billing and accounting system		
HLTINF003	Implement and monitor infection prevention control policies and procedures		
HLTWHS004	Manage work health and safety		
BSBCUS501	Manage quality customer service		
BSBFIM501	Manage budgets and financial plans		

BSBMED301	Interpret and apply medical terminology appropriately		
BSBMGT502	Manage people performance		
BSBRSK501	Manage risk		
ELECTIVES			
CHCPRP007	Work within a Clinical Supervision Framework		
PSPGEN048	Support workplace coaching and mentoring		
BSBLDR501	Develop and Use Emotional Intelligence		
HLTAHW062	Supervise health care team		
CHCPRP003	Reflect on and improve own professional practice		

ADDITIONAL INFORMATION

Please provide any additional information you feel will assist us in determining your eligibility for RPL. (example, workplace documentation you have created/ emails/ supervisor report/transcripts of courses you have attended/ resume and work experience .

Please note that you must also provide a referee who will be contacted for evidence you provide.

Referee Name

Phone number/ email

Place of work and relationship to you.
