

Template for the Candidate Information Form

The following template provides the basis for a *Candidate Information Form* to capture initial information about prospective RPL candidates (additional to any RTO-required forms or processes). In completing the form, the candidate provides some initial information and may also attach documents such as a Resume or reference.

The blank form would typically be provided to a person registering their interest in RPL, and could be provided by an RTO contact person such as an RPL Coordinator, Information Officer. When providing the form, that person should also give the candidate brief and accurate information about the likely RPL processes.

At the first enquiry, or after being accepted for RPL the candidate should also be provided with the Candidate Guide from this *RPL Toolkit*. That document advises them on the RPL assessment processes involved.

If the prospective RPL candidate completes this form before commencing the RPL assessment process, the RTO has some initial information to consider in deciding their RPL eligibility and participation.

Once the candidate is enrolled with the RTO, the assessor can also consider the information and any initial evidence provided by the candidate in the initial interview and planning session (Step 1 of the RPL assessment process recommended in this *RPL Toolkit*).

Delete this page before using.

Note: This template is from the *RPL Assessment Toolkit for CHC50113 Diploma of Early Childhood Education and Care Forms and Templates*. See the **Assessor Guide** of that suite of resources for further information on its application.

Candidate Information Form: RPL for CHC50113 Diploma of Early Childhood Education and Care

Instructions and notes

Use this form if you are applying to participate in Recognition of Prior Learning (RPL) for **CHC50113 Diploma of Early Childhood Education and Care**. When completed, it will provide the Registered Training Organisation (RTO) with information to use in considering your application to participate in RPL. The RTO will provide you with information on the RPL assessment process, and may require you to complete other forms, or participate in other processes.

Personal details

| | | | | | | | |
|---|------------------------------|-----------------------------|---|------------------------------|-----------------------------|----------|--|
| Family name | | | | Given names | | | |
| Home address | | | | | | Postcode | |
| Postal address | | | | | | Postcode | |
| Phone numbers | Home | | | | Work | | |
| | Mobile | | | | Fax | | |
| Email address | | | | | | | |
| Are you a permanent resident of Australia? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Do you need the assistance of an interpreter? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | |
| Do you have any need special needs, e.g. need for special aids or adjustments, to undertake practical assessment? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | | | | |
| If 'Yes', please provide details of any special needs, or discuss these with the RTO contact person or RPL assessor before enrolment. | | | | | | | |

| Current employment (If you are not employed please go to the next section of this form) | | | |
|--|-----------|-------------------------------------|-----------------------------|
| What is your current job title? | | How long have you been in this job? | |
| Who is your current employer? | | | |
| Please briefly list your duties in this job. | | | |
| Previous employment and other work roles | | | |
| RPL recognises that you may have gained valuable skills and knowledge in paid (and unpaid) working roles. For example, you might have worked in an early childhood education and care service where you designed and implemented curriculum, implemented an approved learning framework or supervised others. In completing the following section, think about working roles relevant to your application. | | | |
| List brief details of any relevant work you have done (paid or unpaid). | Job title | Employer or organisation | Dates of work |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| I have attached a CV or Resume <i>(Please attach this if you have one.)</i> | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

List some of the tasks you can do (or have done) in paid or unpaid work that might relate to early childhood education and care work.

Related (non work) experience

RPL also recognises that you may have gained skills and knowledge in experiences such as informal training, volunteer work or clubs. For example in informal roles, you might have used people and communications skills, handled funds, worked in committee processes, spoken to stakeholders or participated in informal training or self-development activities. If you have relevant (non-job) experiences, please list them below.

Qualifications, Statements of Attainment or workplace training

If you have any qualifications, Statements of Attainment or other awards from a training organisation, please list them below.

| | | | |
|---|---|-------------|--|
| Is there any more information you wish to give in support of your application to participate in RPL? (Attach other pages if needed.) | | | |
| | | | |
| Declaration | I declare that the information contained in or provided with this application is true and correct. | | |
| Applicant's signature | | Date | |