



**RECOGNITION OF PRIOR LEARNING
APPLICATION KIT**

Contents

What is Recognition of prior learning (RPL).....	3
Difference between RPL and Credit Transfer	3
Recognition of Prior Learning (RPL).....	3
Credit Transfer	3
Courses eligible for RPL	3
Fees and charges	4
Policy.....	4
Assessment procedure	4
Expected process timelines	5
RPL Application form	Error! Bookmark not defined.

What is Recognition of prior learning (RPL)

Recognition of Prior Learning (RPL) is an assessment process of an individual's previously obtained skills and knowledge that has been achieved outside the formal education and training system.

1. The RPL process includes a competency conversation with the applicant, and a competency conversation with the Student Manager on applicable unit requirements.
2. Last page of the applicant's logbook and must be formally certified, along with all Flight Training Records
3. DAA may request applicants undertake additional/special assessments. These include knowledge and practical tasks and are in addition to the competency conversation.
4. Applicants may be required provide a resume or consecutive list of recent employment, which includes dates of employment, description of work undertaken, and contact details of the employer or supervisor. Contact information for supervisors / employers must reflect the workplace / organisation. Personal contact details will not be accepted.
5. Applicants who offer third party information (supervisor / employer) are required to disclose their role, experience, and qualifications relevant to the industry and/or unit outcomes as a part of the verification process. Please consider any third-party reporters carefully, and ensure they are aware of these requirements.
6. Any supporting evidence from previous employers, volunteer organisations, clubs or associations (eg, position description, letter of support, etc.) must be on official letterhead.

Difference between RPL and Credit Transfer

Recognition of Prior Learning (RPL)

RPL involves an assessment process of an individual's previously obtained skills and knowledge that has been achieved outside the formal education and training system. Skills and Knowledge will need to be current (in the last 12-18 months) and evidence in the form of Resume, Job Descriptions, and References will need to be provided in support of application. Assessment will involve a Competency conversation, Documentation and Third-Party Verification.

Credit Transfer

Where a person has previously completed equivalent competencies or learning outcomes (via formal learning) in the same or similar field in which they are currently studying.

Documentation of previous competencies achieved in the form of "Results of Assessment" is required. This document will be verified with issuing Registered Training Organisation (RTO). *Please discuss this with your Instructor at the commencement of your course and they will assist you with this process.*

Courses eligible for RPL

RPL is offered for "Vocational Education and Training Courses", this is Diploma equivalent.

DAA's has the following courses on scope: (applicants eligible to apply)

1. Diploma of Aviation Commercial Pilot Licence
2. Diploma of Aviation Instrument Rating

Fees and charges

The cost of RPL assessment may vary between individuals as each applicant will possess a unique set of experiences, skills and knowledge, which will determine if a full or partial qualification can be obtained.

DAA's fees and charges are listed below:

1. Non-refundable administration fee \$150.00 AUD
2. Students who possess RPL(A) \$150.00 AUD
3. Students who possess PPL(A) \$300.00 AUD

Additional fees and charges may be incurred if students are required to undertake additional/special assessment to verify competency standards. These fees and charges are aligned with DAA's fees structure and schedule for aircraft training. Applicant will be notified of further fees prior to assessment commencement.

Policy

DAA ensures that individual's prior learning is recognised, irrespective of how or where the learning has taken place including recognising the qualifications and Statements of Attainment issued by other Registered Training Organisations.

Applications for PRL will be managed and assessed by the Assessment Team within DAA and must hold relevant qualifications and experience.

RPL will be granted for units of competency/training phases where it can be substantiated that the applicant has achieved the units of competency ONLY such as performance and knowledge evidence and all relevant key learning outcomes. Students must possess a competency standard one (1) as per the Part 61. Manual of Standards Civil Aviation Safety Authority to be considered for RPL.

Assessment procedure

RPL applications for qualification verification and assessment should be lodged with the following documents attached:

1. A valid Pilot Licence issued by the issuing government and abides by the rules of the International Civil Aviation Organisation/Civil Aviation Safety Authority
2. A Log Book appropriately certified by the relevant authority of the Licence issuing State
3. A Certificate of Attainment issued by an Australian Registered Training Organisation which is authorized to deliver pilot training under AQF
4. Copy of all student flight training files and records
5. The student may be required to undertake a practical skills assessment flight test to verify appropriate attainments claimed prior to acceptance into the course. An assessment and verification of the application will be undertaken. (Further information/ documentation may be requested to be supplied and assessed).
6. Applicant is then notified of the assessment decision. Where applicable, credit will be given and recorded for units of competence completed elsewhere.
7. Exemptions will be granted and recorded for achievement of the equivalence of a unit of competency.
8. A Statement of Attainment will also be issued.
9. Applicants may appeal a decision. Appeals should be lodged with the Department of Education

Expected process timelines

Responsibility	RPL Assessment process	Expected timeframes
1. Applicant	Return RPL Application form with supporting documents	Checked by DAA to ensure all documents are submitted
2. Enrolment Team	File assigned and forwarded to Assessment Team	Within 48 hours of receipt
3. Assessment Team	Team to conduct review of Evidence provided, contact applicant to discuss RPL options and request additional evidence	Within 48 hours of receipt
4. Student	Student submits additional documents if required	If no additional documents supplied within 2 weeks, RPL application CANCELLED
5. Assessment Team	Additional evidence received. Assessment Team conducts Pre-Assessment Skills Plan. Identifying units for RPL/ Formal training. Pre-Skills Forwarded to Enrolment Team for processing	
6. Enrolment Team	RPL Quote and Pre-Skills sent to Student via email for signing and acceptance of quote. Pre-Skills processed, Fees incurred Invoices generated and emailed to Student for payment	Payment due within 7 days then become overdue. As RPL is a Holistic Assessment then payment needs to be paid in full before assessment can commence.
7. Enrolment Team	Payment received, processed. Enrolment Team advised Assessment Team to commence RPL Assessment.	Payment Plan not available for RPL Students
8. Assessment Team	Assessor conducts Assessment Submitting all Assessment records and aligned evidence to RPL Team for checking/ processing/ and resulting of RPL units	Allow 2-4 weeks for full assessment to occur and student advised of outcome
9. Assessment Team	Assessment Team advises student of what is required (If any) formal training, additional assessment etc.	
10. Enrolment Team	Assessment Team advises Enrolment team of enrolment advice and RPL granted and formalised	Student awarded

Recognition of prior learning application form

SECTION A: APPLICANT DETAILS

A.1. TITLE: Mr Mrs Miss Ms

Family Name or Surname:

Given Name:	Date of Birth: (DD/MM/YYYY):
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Residential address:

Phone number:	Email address:
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Please TICK the course details you intend to claim RPL

Diploma of Aviation (Commercial Pilot Licence - Aeroplane)

Diploma of Aviation (Instrument Rating)

SECTION B: EDUCATION HISTORY

Please list the following in the space provided below

1. Institution name
2. Course studied
3. Year enrolled/graduated
4. Qualification achieved (Certificate, Diploma, Bachelor etc)

SECTION C: EMPLOYMENT HISTORY

Please list the past 5 years of employment in the space provided below

1. Organisation name
2. Role/Position
3. Year commencement
4. Year Completed
5. List 2 job references
6. MUST attach copy of Resume/CV

Organisation name:	Role/Position:
Year Commencement:	Year Completed:
Reference 1: Phone: Email:	Reference 2: Phone: Email:
Organisation name:	Role/Position:
Year Commencement:	Year Completed:
Reference 1: Phone: Email:	Reference 2: Phone: Email:
Organisation name:	Role/Position:
Year Commencement:	Year Completed:
Reference 1: Phone: Email:	Reference 2: Phone: Email:
Organisation name:	Role/Position:
Year Commencement:	Year Completed:
Reference 1: Phone: Email:	Reference 2: Phone: Email:

Attach copy of current CV/Resume

- YES
- NO

SECTION D: QUALIFICATIONS

Please list the following in the space provided below

1. Qualification achieved (Certificate, Diploma, Bachelor etc)
2. Supporting documentation (academic transcript, records of results, statement of attainment, award)

Attached documents

- Statement of attainment
- Academic transcript
- Record of results
- Qualification/Award

Fees and charges

Non-refundable assessment fee is charged prior to RPL assessment. Prices may change without notice. Refer to assessment process for further information. Quote amount is inclusive of non-refundable assessment fee. Quoted assessment fee must be paid within 7 days post invoicing. Failure to pay within the determined timeframe may result in cancellation of RPL application.

DECLARATION
<input type="checkbox"/> I have read and accept the conditions of RPL assessment.
Signature: _____
Date: _____ (DD/MM/YYYY)

OFFICE USE ONLY

SECTION F: PAYMENT DETAILS

FEES / PAYMENT DETAILS (Fee Calculation)	
RPL Assessment Fee	<input type="checkbox"/> \$150.00 AUD: RPL(A) Training phase 1-3 <input type="checkbox"/> \$300.00 AUD: PPL(A) Training phase 4 <input type="checkbox"/> \$400.00 AUD: CPL (A) Training phase 5 <input type="checkbox"/> Special/additional assessment (as per fee schedule) <input type="checkbox"/> Practical Skills assessment (as per fee schedule)
Non-refundable assessment fee	\$150.00 AUD
Others (if any)	
RPL ASSESSMENT TOTAL (QUOTE AMOUNT)	AUD \$

Quote acceptance
<input type="checkbox"/> I have read and accept the conditions of RPL assessment.
<input type="checkbox"/> I accept the quotation amount of \$_____ to conduct the RPL assessment
Signature: _____
Date: _____ (DD/MM/YYYY)

Return your application and necessary documentation

To: Diamond Airline Academy

Attention: RPL Assessment Team

E: assessment@diamond.edu.au

PAYMENT ACCOUNT DETAILS

The course application fee should be made payable by bank transfer to:

Account Name: Diamond Airline Academy Pty Ltd

Bank Name: Westpac Banking Corporation

Branch Number: 033-358

Account Number: 630-235

Swift Code: WPACAU2SXXX

**Important: If you do send an Electronic Funds Transfer (EFT), please inform us so that we can confirm the arrival of your deposit with our bank.*

The course registration fee must otherwise be paid in the form of a bank cheque, and made payable to Diamond Airline Academy Pty Ltd. Diamond Airline Academy is not responsible for any monies paid to an agent or third party.