

RECOGNITION PROCESSES

Introduction

1. DITC is a unit of AFTG and is required to grant RPL, RCC and MR in accordance with its obligations as an RTO responsible to AFTG. DITC delivers a unique set of courses to meet certain outcomes of the DCP and some aspects of RPL and RCC are not applicable to this school. As there are no equivalent RTO delivering equivalent training, MR (in its entirety) is not applicable to DITC.

Purpose

2. The purpose of this instruction is to detail the DITC policy and procedures regarding recognition.

Scope

3. This Instruction applies to all DITC students, irrespective of Service or rank.

Definitions

4. The following definitions apply throughout this instruction:
- a. **Recognition of Prior Learning.** RPL is defined as the recognition that a candidate has the skills and knowledge; obtained through formal training, work experience and/or life experience; to meet the eligibility criteria or pass an exemption test for a DITC course as detailed in the Course Training Specification.
 - b. **Recognition of Current Competencies.** RCC recognises a candidate's current ability to successfully meet a competency standard at a determined level of competency.
 - c. **Mutual Recognition.** MR recognises qualifications held by an individual where they have been issued by another RTO.

Entry Requirements

5. The publications and equipment required to complete this Instruction are DI(AF)AAP 2002.001 – *Manual of Ground Training*.

Instructions

6. **Application of RPL to DITC Courses.** The following table lists the core business courses delivered by DITC. Not all DITC courses are listed. For courses not listed, candidates are to meet the DITC CTO and the target course entry levels measured by the ADFELPS. If a student does not meet the target course ADFELPS entry level profile requirements (across all macro skills) or is not granted RPL at the nominated stage, then OFC, in consultation with at least two other RPL Panel members, may withdraw the member from candidature.

Course	RPL	RPL Criteria	Eligibility Criteria
AUSTFAMIL	Available	Meet CTOs	Waivers considered in accordance with instruction DI (G) PERS 05-13. IP Div FET final authority for waivers.
ARPF	Available	Exceeds or equals minimum ADFELPS levels as indicated on target course profile	IP Div FET final authority for waivers.
MELT	Available	Meet CTOs	Meets ADFELPS levels on four language macro skills.
ETDC	Available	Meet CTOs	Skills and knowledge across topics covered in the MELT curriculum with minimum of two years in-country teaching experience post-MELT. Meets ADFELPS levels on four language macro skills.
ARTC	Available	Meet CTOs	DCP Students – Competent in ETDC CTOs with 2 years minimum experience as English language teacher (in-country) with a wide experience of teaching different levels of English up to upper-intermediate level. ADF and SWP students – considered on a case-by-case basis.
ECDC	Available	Meet CTOs	DCP Students – Competent in ETDC CTOs with 2 years minimum experience as English language teacher (in-country) with a wide experience of teaching different levels of English up to upper-intermediate level. Current position as English language training development officer (or equiv) in DCP English language training unit.

7. All applications for RPL received by DITC shall be supported and assessed in accordance with the following directions.

8. **Course Information.** In recognition that the responsibility is on the applicant to provide a convincing case in support of RPL, course information such as CTO and LO are to be made available to the candidate in preparation for their RPL application.

9. **Support.** Applicants needing guidance when preparing an RPL claim may seek OFC support to explain the different aspects of course curricula required for the application. Defence Section staff and ALAs in DC countries can obtain copies of all documentation related to this SI. Additional copies of the RPL Application are available from DITC upon request.

10. **Adequacy of Evidence.** Applicants must allow sufficient processing time for RPL applications, noting any extra time required for appeals. Ideally, applications should be received at DITC a minimum of eight weeks before the start of the scheduled AUSTFAMIL/ARPF aligned with the candidate's target course. All applications for RPL are to be completed by the candidate, who is also required to provide documentary evidence in English. Applicants are to consider ways in which their prior experience relates to the eligibility criteria of the selected course. Application forms that are not accompanied by specific and certified documentary evidence will be returned to the candidate, along with the 'Outcome' page their application, indicating what additional evidence/information is required.

11. **RPL Panel.** The RPL Panel comprises OFC, TDO and a minimum of one SME. The RPL Panel will meet to consider all RPL applications. There may be, on some occasions, a need to hold extraordinary meetings to determine a candidate's suitability. The RPL process is outlined in annex A. All outcomes decided by the panel are documented on the last page the applicant's application. This page is then filed and a copy returned to the ALA/candidate no later than five days after the application has been received or four weeks prior to the start of the course, whichever is the earlier.

12. **RPL Feedback.** The TDO is responsible for liaising with ALAs/candidates or sponsor/candidates to highlight the outcomes of an RPL Application and returning the 'Outcomes' pages of the application back to the candidate. The RPL panel assessment will consist of one of the following:

- a. Recommendation that RPL be granted.
- b. Recommendation that RPL be denied.
- c. Request that the candidate provide additional evidence in support of the application.

Where recognition is denied, the applicant will be provided with a summary of the assessment and advised of the appeal provisions. Copies of all the relevant documentation are to be returned to the applicant with originals being retained on file at DITC regardless of the application outcome.

13. **Appeal.** Applicants have the right to appeal a decision made at the completion of the RPL process. Applicants are to forward any appeal to CO DITC for review within one week of being notified of a RPL Panel decision. The grounds for appeal written in English should show cause as to why the application should have been approved. On receipt of an appeal, CO DITC will decide an appropriate course of review. Appeals must be settled no less than four weeks before the start of the relevant programmed AUSTFAMIL/ARPF prior to the DITC target course to allow for course administration. Copies of all the relevant documentation are to be returned to the applicant with originals being retained on file at DITC irrespective of the appeal outcome.

Annex:

A. RPL Guide and Application

Related Orders, Instructions and Publications

DI (G) PERS 5-13, Annex C

DI (AF) AAP 2002.001, Chapter 20.

Defence International Engagement Manual, Chapter 6.

Glossary Entries

ADF	Australian Defence Force
ADFELPS	Australian Defence Force English Language Profiling System
AFTG	Air Force Training Group
AL	Amendment List
ALA	Australian Language Adviser
ARPF	Administration and Reception Period Familiarisation
ARTC	ADFELPS Rater Training Course

AUSTFAMIL	Australian and Military Familiarisation Course
CO	Commanding Officer
CTO	Course Training Outcome
DC	Defence Cooperation
DCP	Defence Cooperation Programme
DITC	Defence International Training Centre
ETDC	English Teaching Development Course
FET	Foreign Education and Training
IP Div	International Policy Division
LO	Learning Objective
MELT	Methodology of English Language Training Course
MR	Mutual Recognition
Nov	November
OFC	Operations Flight Commander
PERS	Personnel
RAAF	Royal Australian Air Force
RCC	Recognition of Current Competency
RPL	Recognition of Prior Learning
RTO	Registered Training Organisation
SI	Standing Instruction
SME	Subject Matter Expert
SWP	South West Pacific
TDO	Training Development Officer

Sponsor: OFC

Defence International Training Centre Recognition of Prior Learning Guide and Application

Background

1. Defence International Training Centre (DITC) is an element of RAAF College (RAAFCOL), a Registered Training Organisation (RTO) under the National Training Framework (NTF). DI (AF) AAP 2002.001 *Manual of Ground Training* states that Recognition of Prior Learning (RPL) is a key component of the government's NTF, a requirement for all civilian accredited RAAF training. Under RAAF training, DITC is committed to RPL for all DITC delivered training courses.

2. Notwithstanding RPL and Recognition of Current Competencies (RCC), DITC under the guidance of DI (AF) AAP 2002.001 is also required to provide Mutual Recognition (MR) of an individual's qualifications issued by other RTOs. DITC primarily produces and delivers courses for the Australian Defence Organisation's (ADO) Defence Cooperation Programme (DCP) and at times is restricted in applying all elements of RPL, RCC and MR against DITC courses.

3. RPL is the acknowledgment that skills and knowledge may be obtained through formal training, work experience and life experience. The focus of RPL is on skills and knowledge held, rather than location of learning. The issue of RAAF training awards under the provision of RPL involves assessing the outcomes of formal training, work experience and life experience against the prescribed requirements for RAAF training.

4. This form is to be used to request RPL for DITC courses. The policy covering the application of RPL for RAAF training is prescribed in DI (AF) AAP 2002.001, Chapter 20. In addition, general advice regarding the application of the RPL to RAAF training and its role in assisting members achieve the issue of accredited awards may be obtained from Operations Flight Commander (OFC).

5. In the RPL process, the onus is on the applicant to supply the evidence necessary to support their application. This evidence will usually be in the form of documents which confirm prior training, experiences and qualifications achieved that support your application. When completed, the application, including the required supporting documentation attached, should be submitted to:

OFC
DITC
RAAF Williams
Laverton
Victoria 3027
Australia

Fax: +61 3 2956 2913

Phone: +61 3 2956 2358

6. When received, this application will be evaluated by the DITC RPL assessment panel. The DITC RPL Panel is made up of the OFC, Training Development Officer (TDO) and a minimum of one Subject Matter Expert (SME). Accordingly, sufficient documented evidence in English must be available to assist the RPL assessment panel consider your application. Documentation may comprise copies of certificates, letters of validation and course information outlines. The applicant

should keep a copy of all material included with this application. Appeals against decisions made by this panel are to be directed to the Commanding Officer of DITC (CO DITC) through OFC.

Plain Language Guide to the Application Process

7. Upon being advised of selection for training at DITC, candidates should consider whether they wish to apply for RPL, RCC or MR. To assist in making this decision, DITC is able to provide the following documents:

- a. DITC RPL guide and application (this document).
- b. Relevant course curriculum, containing the Course Training Outcomes (CTO) that will need to be addressed in the application.
- c. Relevant extracts from AAP 2002.001 *Manual of Ground Training*.

8. **Evidence.** Having read the provided documents, the candidate should begin completing the application form. Most of the form is quite simple to complete. However, when stating a case for RPL and the evidence supporting that case, applicants should ensure that they clearly address each CTO of their course. All documents must be in English and copies of documents must be 'certified true copies'. If not done, the application will be unsuccessful. Examples of how CTOs may be addressed are provided below:

- a. A university transcript or certificate of completed under-graduate or post-graduate qualifications including additional information about each course identifying the hours attended with specific details of the curriculum covered in the particular subjects (eg a certified print-out of curriculum). This information usually appears in University/College handbooks or on the Internet.
- b. The application should identify which particular individual course CTO(s) the evidence supports.
- c. CTOs which require practical experience (eg MELT CTO 1) should provide details of position, levels taught, materials used, methodology used and indicate hours per week/duration spent teaching.
- d. CTOs such as 2, 3, 4 and 5 need both:
 - (1) evidence of courses attended to underpin the knowledge; and
 - (2) details of position, levels taught, materials used, methodology used and hours per week/duration applying the skill.

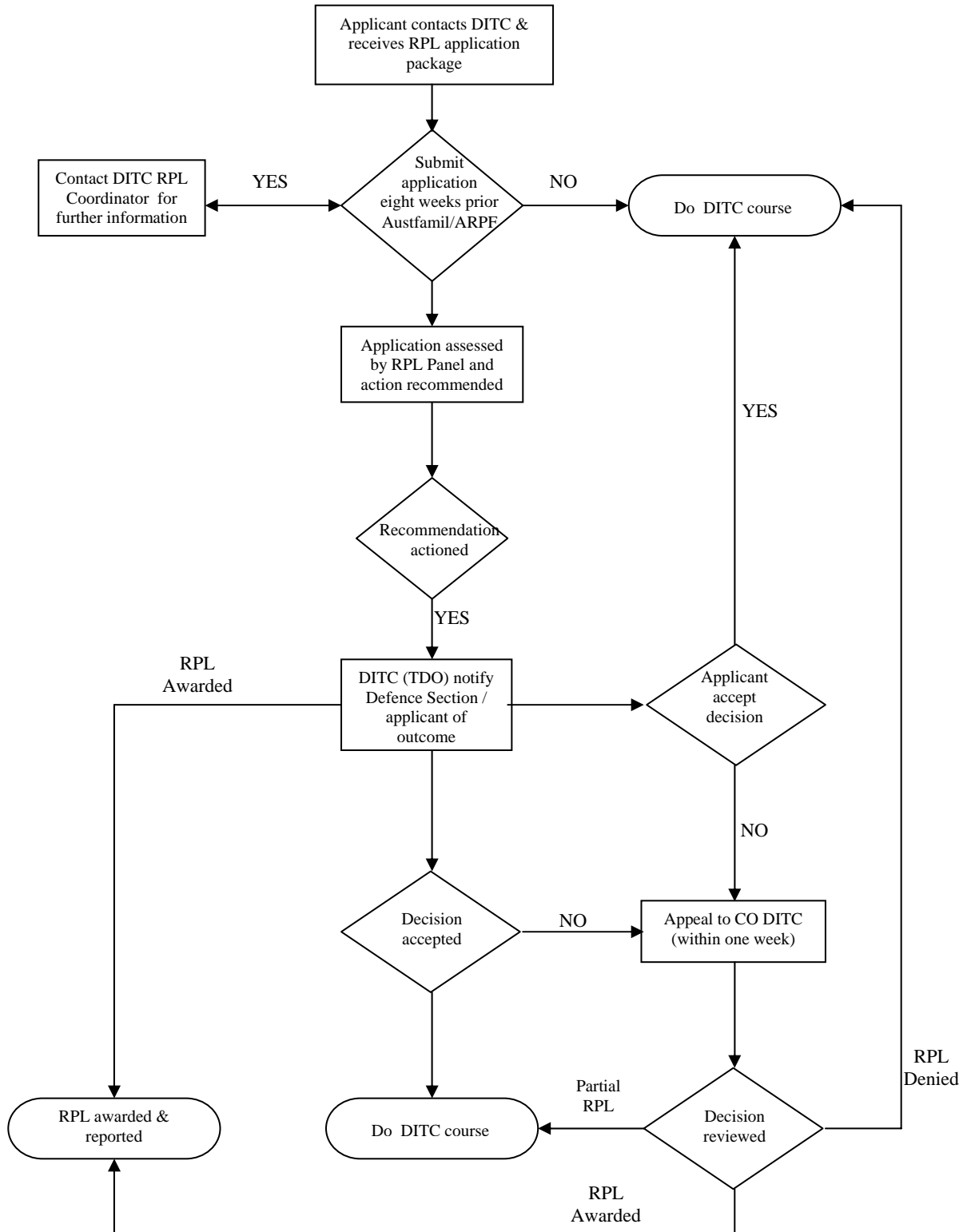
9. When completed, the application form should be submitted to DITC. It must reach DITC no later than eight weeks before the AUSTFAMIL/ARPF course begins to allow time for the completion of administrative requirements of granting RPL.

10. When DITC receives the application, it will be processed within one week. The application will be considered by a board consisting of senior instructors and experts on the course to see whether the application for RPL can be accepted. It should not be assumed that it will be accepted, as many factors are considered when looking at an application for RPL.

11. When a decision has been reached, the applicant will be advised through the Defence Section of the Australian Embassy or High Commission in the applicant's country.

12. **Appeals.** If dissatisfied with the decision or any part of the RPL application process, the applicant may appeal to CO DITC. The appeal should be forwarded through OFC. This appeal must be in writing and should specify:

- a. the decision or process that are being appealed against,
- b. the reason that the applicant feels the decision was wrong or the process was unfair, and
- c. the outcome desired if the CO upholds the appeal.



APPLICANT DETAILS

Service Number	Rank or title (in full)		
Full Name			Country
Job Title		Specialisation/Mustering/Corps	
Contact Details (<i>work address, e-mail address, phone number, fax number</i>)			

COURSE FOR WHICH RPL IS BEING SOUGHT

Title of DITC Course

YOUR CASE FOR RPL

Provide an outline of your case for RPL. Reference should be made to formal teaching courses that you have completed either in your own country or overseas. Make sure to include any employment experience (either military or civilian) you may have had in the teaching field. Documentary evidence should be provided to support your case, ie. copies of qualifications, certificates, letters from employers, etc. Please attach evidence. Attach additional pages as necessary.

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EVIDENCE

Provide a listing of documentary evidence provided to support this application. Evidence may comprise copies of certificates, letters of validation and course information statements. (Certified copies of evidence must be attached).

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Additional or general information in support of application.

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Please ensure that you have included as much information as possible to assist in the assessment of your claim. You will be contacted if it is necessary to clarify and/or substantiate your claims. The Australian Embassy/High Commission will be notified of the outcome of your application within a week of DITC receiving your application form.

I certify that the information presented in this application is correct to the best of my knowledge.

Applicant Signature	Date

----- *DITC use only (applicants do not complete this section)* -----

OUTCOME**APPLICANT DETAILS**

Service Number	Rank or title (in full)	
Full Name		Country

Recommendation resulting from the assessment of this application.

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	Signature	Date
OFC		
TDO		
SME		
SME (optional)		

Additional Evidence/Information Required		IF YES	Items Required
No	Yes		

Date Applicant Notified of Recommendation	File Reference

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