



**Bachelor of Adult Learning and Development (BAL&D)
Recognition of Prior Learning - Application Portfolio 2010**

Use the following pages to prepare your RPL portfolio. Each section is on separate page(s). Use this as the cover page to any information you need to attach. You may fill in the information on the cover page or attach your own sheets.

Name (Family)..... First Name)

.....

Employer (Name & address).....

.....

Home Address

.....

Phone: Work Home

Fax :

Email:

The information on these forms is collected for the primary purpose of assessing your RPL application. Other purposes of collection are attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the Faculty of Education to assess your application. Personal information may also be disclosed to the education institutions or your employer(s) to make an informed decision about the application or matters that concern the student's enrolment at Monash. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011 or privacyofficer@adm.monash.edu.au

BLOCK RECOGNITION OF PRIOR LEARNING (RPL)
YOU MUST APPLY FOR BLOCK RPL EXEMPTION TO BE ELIGIBLE FOR THE COURSE (SECTIONS 1-4)

Section 1 - Experience as an Adult Educator

Reference to the term 'adult educator' or 'adult education' refers to broad experience in the facilitation of adult learning and development. This could include teaching or training through formal or informal methods (like mentoring), program planning, course development and/or delivery, workplace training and/or assessment, and the management/coordination of training programs/projects.

1.1 Employment History

- a) Please attach a resume to this application.
- b) Highlight below any positions you have held which are relevant to your experience as an adult educator.

Year	Organisation	Position	Responsibilities

1.2 Evidence of your involvement in adult education

In order to assess your application, we need evidence of your skills and knowledge in adult education. This may include one or more of the following ways:

- a) A letter from your current or a recent employer that you are competent in your work as an adult educator or trainer (including non-paid work).
- b) Recent evaluations of your teaching/adult education performance from students and/or supervisors (no more than six).
- c) An example of a program you have developed (preferably not a large document).

Section 2 – Courses in Adult Education and Training

2.1 Formal Courses in Adult Education and Training

Include formal courses (or modules) in adult education and training that you have completed at university/TAFE and/or Registered Training Organisations (RTOs). Attach **certified copies** of certificates, transcripts of results, etc.

Year	Course Title	Institution	Results/ Award

2.2 Non-Formal Courses

List any non-formal courses in adult education you have completed including professional development programs, in-service courses, short courses etc.

Attach **certified evidence** for each course in your RPL Portfolio.

Year	Course Title	Institution

Section 3 – Other qualifications and courses

3.1 Formal Courses

List any other formal University/TAFE/RTO courses you have undertaken (started, partially or wholly completed).

Include **certified copies** of certificates, transcripts of results etc in your RPL Portfolio.

Year	Course Title	Institution	Results/ Award

3.2 Non-Formal Courses

List any non-formal courses you have attended in relation to your field of practice. It could include professional development programs, in service training, short courses, staff development courses etc.

Year	Course Title	Institution

Section 4 – Life Experience Learning

4.1 Community or Voluntary Activities

List and briefly describe any community or voluntary activities in which you have been involved and which you think contribute to your skills as an adult educator.

Attach any documentary evidence where possible and include in your RPL Portfolio.

Year	Organisation	Responsibilities

4.2 Life Experience Learning

- a) Write about those learning experiences in your adult life which have contributed significantly to your personal growth and development as someone now engaged professionally in adult education/ adult learning.
- b) How do you anticipate that study at university would enhance your educational practice? Consider why you are applying and your major objectives in undertaking this course.

Write between 300-500 words (1-1.5 pages) in response to BOTH a) and b) and include in your RPL Portfolio.