RPL recognises what you have already learnt from other courses, other life experiences, from work experience and from any other training provided at work and measures it against the competency standards and learning outcomes of the core units associated with ACSM qualifications.

If your experience is relevant, you may not have to complete part of the course or unit. It is important to apply for RPL before course enrolment if you think that you have already gained some experience that may be relevant to the ACSM qualification. The ACSM RPL process is structured to minimise time to the applicants and to provide adequate information, support and opportunities for participants to engage in the RPL process.

**There are three types of RPL available to applicants:**

1. **Skills Recognition**

Skills Recognition is the recognition of the current practice of make up services in a salon context. Skills Recognition may be suitable for applicants who can provide evidence of having at least two years current experience in:

* Client consultation
* Treatment planning
* Producing looks
* Future treatment planning and aftercare
* Client treatment documentation

Skills Recognition involves the completion of all theory units via the ACSM Student Portal, though instead of completing the clinical competencies (hands-on practical skills) over the duration of the units selected for RPL, candidates book a Skills Assessment in which each procedure is demonstrated to a qualified ACSM Trainer and Assessor. The ACSM Trainer and Assessor will make an assessment judgement based on your performance in all of the following areas:

* Client communication/consultation
* Identify cautions and contraindications to treatment
* Develop and discuss treatment plan
* Producing make up looks
* Technique
* Future treatment planning and aftercare
* Record keeping and future treatment booking.

The above will be reinforced by a series of oral questions to ensure the candidate holds the underpinning theoretical knowledge (eg. Anatomy and physiology, legislations relating to treatments, equipment knowledge, and scope of practice).

A Skills Assessment will be completed at ACSM Student clinic (Perth).

**To apply for Skills Recognition for any clinical/practical unit(s), you be will required to:**

1. Complete pages 3-4 of this form and submit with your online application
2. Your eligibility for Skills Recognition will be discussed during the pre-enrolment interview with a Course Coordinator
3. **Knowledge Recognition**

Knowledge Recognition is the recognition of prior learning from other courses, life skills and work experience. Knowledge Recognition is applied to the theory units of the ACBT course. Knowledge Recognition may be suitable for applicants who can provide evidence of having successfully completed formal qualifications/courses/units in a make up field.

**To apply for Knowledge Recognition for any theory unit(s), you be will required to:**

1. Complete pages 3-4 of this form with the required evidence and submit with your online application
2. Your eligibility for Knowledge Recognition will be discussed in your pre-enrolment interview with a Course Coordinator
3. If the Knowledge Recognition process is approved by the Course Coordinator, the candidate will be required to sit an online pre-assessment test for the specific unit(s). The purpose of the assessment is to establish current knowledge level on the unit’s topic
4. Upon successful completion of the online pre-assessment test, additional assessments and/or knowledge evidence will be requested
5. If the candidate fails the online pre-assessment test, the Knowledge Recognition process will cease and the candidate will be advised to enroll in the unit(s).
6. **Credit Transfer**

Credit Transfer is applicable if the applicant has completed a unit(s) at another learning facility (eg. University or TAFE), which are identical to the competency standards and learning outcomes in the ACSM unit(s).

**To apply for Credit Transfer, you be will required to:**

1. Complete pages 3-4 of this form and submit with your online application
2. Provide evidence of completed courses/unit eg. Statement of Academic Record/Degree/diplomas etc.

**Fees Associated with RPL**

**Skills Recognition:** Skills Assessments are conducted on a one-to-one basis. Time is dependent on the units requested for RPL. The fee is 50% of the fee stated fee for the Remedial massage course cluster.

***Please note*:** If the candidate cannot demonstrate all required clinical competencies, additional training and assessment will be required. This will incur an additional fee and extend the duration of the Skills Assessment.

**Knowledge Recognition:** The fee for Knowledge Recognition is 50% of the stated fee of the unit. If the applicant does not successfully compete the online pre-assessment test, the Knowledge Recognition fee can be transferred to full unit payment.

**Credit Transfer:** There is usually no fee associated with a Credit Transfer.

ACSM RPL Application Form

**Please complete this form and return to:**

|  |  |
| --- | --- |
| Australian College of Specialist Make up  60 Stirling Street Perth, WA, 6000 | P O Box 8477  Perth Business Centre, WA, 6849 |
| Fax No: +61 8 9228 2769  🖰 enquiries@acsm.edu.au |  |



**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Title | Surname | Given Name(s) |
|  |  |  |

**I wish to apply for RPL for the following units for the following course (please tick):**

**CU51015 Diploma of Screen and Media**

|  |  |  |
| --- | --- | --- |
|  | CUAPPR505 | Establish and maintain safe creative practices |
|  | CUAIND502 | Maintain and apply creative arts industry knowledge |
|  | BSBCRT501 | Orginate and develop concepts |
|  | CUAMUP401 | Design, apply and remove make-up |
|  | CUAMUP403 | Style hair for performances or productions |
|  | CUAMUP402 | Maintain make –up and hair continuity |
|  | CUAMUP502 | Design and apply specialised make up |
|  | CUAMUP503 | Design and apply special make-up effects |
|  | CUAMUP504 | Create prosthetics for special make up effects |
|  | BSBCRT402 | Collaborate in a creative process |
|  | BSBDES402 | Interpret and respond to a design brief |
|  | BSBPMG522 | Undertake project work |
|  | BSBMKG537 | Develop a social media engagement plan |
|  | SHBBMUP003 | Design and apply make up for photography |
|  | SHBBMUP004 | Design and apply remedial camouflage |

**Evidence to be attached**

|  |  |  |
| --- | --- | --- |
|  |  | I have evidence of having two or more year’s current experience as a beauty therapist. Please attach letters from employers or any other relevant evidence. |

|  |  |  |
| --- | --- | --- |
|  |  | I have evidence of having successfully completed courses/units/qualifications in the field of beauty therapy may have the same learning outcomes as the unit(s) I’ve specified. Please attach Statement of Attainment or Academic Transcript etc. |

**PLEASE NOTE:** Once the Course Coordinator has assessed this application form, your RPL status will be discussed with you during your pre-enrolment interview.