



PUBLIC ACCOUNTANTS' AND AUDITORS' BOARD

RECOGNITION OF PRIOR LEARNING (RPL) ASSESSMENT FORM

PLEASE READ THE INSTRUCTIONS FOR THE COMPLETION OF THIS FORM CAREFULLY AS THE PAAB WILL NOT CONSIDER INCOMPLETE FORMS.

THIS FORM MUST BE COMPLETED IF AN APPLICANT WISHES TO RECEIVE REMISSION IN THE TERM OF A TRAINING CONTRACT ON THE BASIS OF PREVIOUS EXPERIENCE, WHETHER OBTAINED UNDER A PAAB TRAINING CONTRACT OR OUTSIDE A PAAB TRAINING CONTRACT

1 IMPORTANT INFORMATION

- 1.1 The Recognition of Prior Learning (RPL) is a mechanism for the recognition of the achievement of one or more of the competencies prescribed by the PAAB, however obtained, and without the trainee having to go through any further learning intervention in respect of those specific competencies.
- 1.2 RPL is intended to confer a benefit to the trainee accountant in the form of a reduction in the term of his/her training contract.
- 1.3 An RPL application to the PAAB must be finalised and submitted strictly within **TWELVE** months calculated from the date when the trainee commenced employment as a trainee at the ATO/RTO. **Ignorance of the policy or the Training Regulations in this regard will not be exempt or excused.**
- 1.4 RPL may be applied for in the following circumstances:
 - 1.4.1 Where the trainee accountant has entered into a new training contract with an ATO/ RTO following a cancellation of a previous training contract and the trainee requires that his/her previous experience gained under that training contract be recognised;
 - 1.4.2 Where the trainee accountant has transferred his/her training contract to another ATO / RTO and the trainee requires that his/her previous experience gained under that training contract be recognised; and
 - 1.4.3 Where the trainee has obtained some experience outside of a registered PAAB training contract.
- 1.5 The Assessment Process must take the following form:
 - 1.5.1 The trainee must submit a Portfolio of evidence (POE) to the training officer and, where applicable, also his/her latest Development Needs Analysis (DNA) or Interim Review and Needs Analysis (IRNA). The POE should comprise the following:
 - A comprehensive CV, including –
 - details of relevant work experience or job description indicating dates and places where experience was obtained; and
 - a list of relevant training courses attended - including name of provider, name of course, attendance dates, and what was learnt (if applicable)
 - Copies of all qualifications and/or certificates of membership; and

- A testimonial from the previous employer / supervisor or any other relevant documentation (if available).
- 1.5.2 The training officer or another registered assessor must assess the trainee accountant by completing the relevant section of the RPL Assessment form with due consideration given, where applicable, to the previous training officer's evaluation of those competencies, as evidenced on the trainee's latest DNA / IRNA.
- 1.5.3 The training officer or another registered assessor may grant credit in respect of any competency achieved by a trainee accountant that matches a competency prescribed by the PAAB.
- 1.5.4 The training officer must then estimate how much time (within the normal term of the training contract) will be required for the trainee to achieve the remaining prescribed competencies. Based on this estimation, the training officer will recommend to the PAAB for a reduction in the term of the training contract (in months).
- 1.6 EDCOM reserves the right to investigate and evaluate the training officer's recommendation through any means necessary and may also evaluate the information supplied by the candidate to determine the relevance and appropriateness of the candidate's practical training and work experience.

2. AMOUNT OF REMISSION THAT MAY BE GRANTED

2.1 Where an applicant has previously served under a PAAB training contract (Refer to 1.4.1 and 1.4.2 above)

The training officer may grant remission in the term of a training contract up to a maximum of the time served by the trainee under a previous training contract.

2.2 Where an applicant obtained experience outside of a PAAB training contract (See 1.4.3 above)

The training officer may grant remission in the term of a training contract up to a maximum of 12 months.

3. COMPLETION OF THE ASSESSMENT FORMS

3.1 For the TIPP programme all sections must be completed except section C.



PUBLIC ACCOUNTANTS' AND AUDITORS' BOARD

**APPLICATION FOR RECOGNITION OF PRIOR LEARNING
(RPL REMISSION)**

A ADMINISTRATIVE INFORMATION

(To be completed by the trainee accountant)

1 Full names and surname of applicant _____

ID Number

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2 Name of current training officer _____

3 Name of current ATO/RTO _____

4 Highest academic level achieved to date _____

5 Date on which this qualification was achieved _____

6 Term of current training contract

From

DD

MM

YYYY

To

DD

MM

YYYY

7 Period of experience for which recognition is sought

From

DD

MM

YYYY

To

DD

MM

YYYY

8 Place a cross in the relevant box

Experience gained
under THE PAAB
training contract

Experience gained
outside THE PAAB
training contract

B DETERMINATION OF RPL REMISSION BY THE TRAINING OFFICER

In order to decide on the amount of remission to be granted, the training officer must do the following –

A. Tick the **term** of the training contract based on the qualification of the trainee as at the start date of the training contract with your ATO/RTO 36 48 60 months

B. Indicate the **estimated period** that will be required by the trainee to gain competencies on those outcomes where the trainee has been found to be not yet competent months

C. Determine the **amount of possible RPL remission** that may be granted by subtracting B from A, that is (A - B) months

D. Indicate the training officer's decision in the granting of RPL remission having regard to the maximum stipulated in 2.1 and 2.2 above months

I certify that the above information is a true and correct reflection of my evaluation of the applicant's experience gained during the period for which Recognition of Prior Learning remission is sought

Training officer signature

Date

I certify that the above information is a true and correct reflection of my experience gained during the period for which Recognition of Prior Learning is sought and I agree with the remission granted in **D** above.

Trainee accountant signature

Date