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RECOGNITION OF PRIOR LEARNING APPLICATION - 2016

This document is required to be completed for all Recognition of Prior Learning (RPL) Application types and must be attached to the online application form under the RPL tab in PDF format.

In this document there are two sections that all applicants must complete –
- The Key Areas of Knowledge – Section 1
- The Project Report Forms – Section 2

RPL applications are for those applicants who do **not** hold a recognised tertiary ICT qualification and who have a minimum of 6 years of closely related experience. Please refer to the Summary of Criteria for further information.

This document provides the opportunity for applicants to demonstrate knowledge learnt throughout their professional experience.

Applicant Name	
Application ID (if known)	
Applicant Date of Birth	DD/MM/YY

SECTION 1 – KEY AREAS OF KNOWLEDGE

INFORMATION ABOUT THE AREAS OF KNOWLEDGE

Please read the following document to assist you in completing Section 1 of this document -The ACS Core Body of Knowledge for ICT Professionals (CBOK).

Applicants must detail the relationship between the selected Areas of Knowledge and their learning from their experience and qualifications. This section of the RPL application needs to be specific as to how and where the applicant has acquired the knowledge.

The ICT Key Areas of Knowledge:

Essential Core ICT Knowledge

    Topic 1.   ICT Professional Knowledge
        Sub Topics are -
            a.   Ethics
            b.   Professional Expectations
            c.   Teamwork Concepts and Issues
            d.   Communication
            e.   Societal Issues

    Topic 2.   ICT Problem Solving
        Sub Topics are -
            a.   Modelling Methods
            b.   Processes to understand problems
            c.   Methods and tools for handling abstraction

General ICT Knowledge

Topic 3. Technology Resources
Sub Topics are -
a. Hardware and Software Fundamentals
b. Data and Information Management
c. Data Communications and Networking

Topic 4. Technology Building
Sub Topics are -
a. Human Factors
b. Programming
c. Information Systems Development and Acquisition

Topic 5. ICT Management
Sub Topics are -
a. IT Governance and Organisational Issues
b. IT Project Management
c. ICT Service Management
d. Security Management

You are required to select one topic from the Essential Core ICT Knowledge (Topic 1 or Topic 2) and one topic from the General ICT Knowledge (Topic 3, Topic 4 or Topic 5). Please ensure you address at least 2 subtopics from each of the topics chosen. In the following expandable typing areas, explain **how you have acquired your in-depth knowledge** in these topic areas through your professional experience.

Important:

- **Identify the Area of Knowledge topic that you have chosen to explain by entering the name of the Area of Knowledge topic in the box.**
- **Explain, in the expandable typing area, how you have acquired the knowledge and illustrate the depth of that knowledge.**
- **You should NOT address all sub topics included in the Area of Knowledge in your explanation. Address at least TWO of the sub topics. Enter the sub topic name(s) in the box.**
- **Be clear and concise in your explanation.**
- **Limit each explanation to no more than one to one and a half pages.**

Essential Core ICT Area of Knowledge: [Enter topic and 2 subtopic names relating to the chosen area]
This section approximately consists of **650-850 words** depends on the ANZSCO code. To order a complete Version visit: Order now!

General ICT Area of Knowledge: [Enter topic and 2 subtopic names relating to the chosen area]
This section approximately consists of **4300-5000 words** depends on the ANZSCO code. To order a complete Version visit: Order now!

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SECTION 2 - RPL PROJECT REPORTS

A project report is a coherent written description of a project or engagement that provides you with the opportunity to show how you perform as an ICT Professional. Each report is to relate to a significant project or work episode undertaken by you during your professional career.

The purpose of these reports is to enable you to demonstrate your command and implementation of the Areas of Knowledge described in Section 1 of this application.

Please note: You are required to provide two project reports.

Of the two reports, one must pertain to a project undertaken within the last three years, and the other for a project within the last five years.

Projects over two years long may be used for both reports under either of the following conditions:
- **The project has clearly-defined work efforts which took place in parallel, each with their own solution development and design activities and their own deliverables.**
- **The project had clearly-defined phases that were executed in succession, each with its own solution development and design activities and deliverables. Note that a second project phase that constructs and implements the solution developed by the first phase does not meet this requirement.**

Depending on the nature of your role in each project, the Project Report should cover an appropriate selection of factors. Appropriate factors will be determined based on the type of ICT project selected. Possible factors include:

- System Analysis and Design and Software Engineering methodologies used;
- Contribution to the processes involved in the design and implementation of enterprise-wide computing systems;
- Programming languages, design paradigms and implementation procedures adopted;
- Database and/or file design and management techniques employed;
- Network topologies, including size, distribution and security facilities installed;
- Project Management and quality assurance techniques followed;
- Internet application design, including database interactivity and security measures implemented;
- ICT managerial activities, demonstrating the nature and extent of responsibilities

Project Summary:			
	Project Name	**Start Date**	**End Date**
Project 1		mm/yy	Mm/yy
Project 2		mm/yy	Mm/yy

A project approximately consists of **2000-3000 words** depends on the nature of project. To order a complete Version visit: Order now!

Instructions

The following pages provide a template for your reports.

When writing your reports please provide your own thoughts – do not just copy project documentation.

Please use the first person in your discussion, so it is clear to the assessor what you did versus what others did – say "I did X" rather than "X was done".

Diagrams from the project documentation may be helpful, but the text should be in your own words. Please ensure that diagrams are relevant, readable, and help the assessor to understand what you did as a member of the project team.

If sections of the Project Report template (see below) are not relevant to your participation in the project, then leave the section blank.

Focus on quality rather than quantity. **Each Project Report should be no more than four or five pages in length.**

SPECIAL NOTE:

By submitting this RPL Knowledge and Project Report form as a component of your ACS skills assessment application, you agree with the following statement:

The applicant confirms that the explanation of their knowledge and project reports submitted in this application truthfully and accurately describe the applicant and the applicant's personal involvement in the projects. The applicant is aware that plagiarism by the applicant will automatically invalidate this application, will jeopardise any future applications from the applicant and will be reported by the Australian Computer Society to the Australian Department of Immigration and Border Protection.

Project 1: <project name>

1. Project Summary

1.1. Identification

Client's Company Name	Legal Name of Entity	
Trading Name/s	Trading Name/s	
Company Size	Number of employees	
Business Address	Street Address Suburb State Postcode Country	
Contact Numbers	Tel: Telephone (include country and area code)	
Web Address	Web address	
Email Address	General email address	
Nature of project		
Location of project		
Name of your employer		

1.2. Duration

	From	To
Total project duration	mm/yy	mm/yy

Your involvement	mm/yy	mm/yy

1.3. Resources

	Your Team	Client
Project team size	No.	No.
Size of team led by you	No.	No.

1.4. Personal Involvement

Please list the phases of the project in which you were personally involved

Start	Completion	Phase Description
mm/yy	mm/yy	
mm/yy	mm/yy	
mm/yy	mm/yy	
mm/yy	mm/yy	

1.5. Describe your role(s) and responsibilities, including the leadership aspects.

A project approximately consists of **2000-3000 words** depends on the nature of project. To order a complete Version visit: Order now!

2. Business Opportunity or Problem

2.1. Describe the business opportunity or problem(s) this project addressed and how it related to the (internal or external) client's needs.

A project approximately consists of **2000-3000 words** depends on the nature of project. To order a complete Version visit: Order now!

2.2. Describe the scope and complexity of the problem.

A project approximately consists of **2000-3000 words** depends on the nature of project. To order a complete Version visit: Order now!

2.3. Describe your relationship and communications with client management / user management / end users.

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3. Solution

3.1. Discuss your contribution to the solution, project or engagement including the rationale behind key choices. Please enumerate the alternatives you considered and your reasons for their rejection.

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3.2. Enumerate and describe the key decisions you made, and the reasons for making them as you did.

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3.3. Describe the design method you used on this project and the rationale for its selection.

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3.4. List the design tools you selected for use on this project and discuss the rationale for their selection.

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3.5. List the major deliverables of the project that you were responsible for or contributed to, and summarize the reason for their inclusion.

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4. Results

4.1. Was your solution implemented? If so, describe the role, if any, you had in the implementation. If not explain why not.

> A project approximately consists of **2000-3000 words** depends on the nature of project. To order a complete Version visit: [Order now!](#)

4.2. *Assess the overall success or failure of the project. Comment on client satisfaction, attainment of objectives, and ultimate versus proposed cost and schedule.*

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4.3. Lessons Learned

In retrospect, what you might have done differently on this project and what lessons did you learn?

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Project 2: <project name>

1. Project Summary

1.1. Identification

Client's Company Name	Legal Name of Entity	
Trading Name/s	Trading Name/s	
Company Size	Number of employees	
Business Address	Street Address Suburb State Postcode Country	
Contact Numbers	Tel: Telephone (include country and area code)	
Web Address	Web address	
Email Address	General email address	
Nature of project		
Location of project		
Name of your employer		

1.2. Duration

	From	To
Total project duration	mm/yy	mm/yy
Your involvement	mm/yy	mm/yy

1.3. Resources

	Your Team	Client
Project team size	No.	No.
Size of team led by you	No.	No.

1.4. Personal Involvement

Please list the phases of the project in which you were personally involved

Start	Completion	Phase Description
mm/yy	mm/yy	
mm/yy	mm/yy	
mm/yy	mm/yy	
mm/yy	mm/yy	

1.5. Describe your role(s) and responsibilities, including the leadership aspects.

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2. Business Opportunity or Problem

2.1. Describe the business opportunity or problem(s) this project addressed and how it related to the (internal or external) client's needs.

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2.3. Describe your relationship and communications with client management / user management / end users.

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3. Solution

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