



## ACS RECOGNITION OF PRIOR LEARNING (RPL) INSTRUCTION DOCUMENT - 2019

This document provides detailed instructions and information to assist you in completing the ACS Recognition of Prior Learning (RPL) Form. It provides the opportunity for applicants to demonstrate the knowledge learnt throughout their professional experience.

### IMPORTANT NOTICE:

*Misleading and false information is viewed as a major breach of ethical behaviour and will seriously jeopardise your migration prospects.*

*It is your responsibility to indicate when you have drawn on the work of others. Other people's original ideas and methods should be clearly distinguished, and other people's words, illustrations and diagrams should be clearly indicated regardless of whether they are copied exactly, paraphrased, or adapted.*

*Failure to acknowledge your source by clear citation and referencing constitutes plagiarism. All plagiarism will be assessed as not suitable and reported to the Department of Home Affairs.*

*The ACS reserves the right to use software applications to screen your submitted work for matches either to published sources or to other submitted applications. In some cases, you may be asked to submit project reports and other written work submitted with the application for screening by plagiarism detection services.*

*If at any stage in the assessment process plagiarism is detected, the information may be provided to other Australian Government agencies. The assessment will be terminated and the outcome recorded as unsuitable. A refund of the application fee cannot be provided for cases assessed as containing false information or plagiarism.*

<b>Applicant Name</b>	
<b>Applicant Email Address</b>	
<b>Applicant Date of Birth</b>	

Please complete the following 2 sections:

1. The Key Areas of Knowledge – Section 1
2. The Project Report Forms – Section 2



## **SECTION 1 – KEY AREAS OF KNOWLEDGE**

Section 1 is based and will be assessed on the following document. Please ensure you read and understand - [The ACS Core Body of Knowledge for ICT Professionals \(CBOK\)](#).

You must clearly explain how your experience and qualifications meet the selected Areas of Knowledge and specifically how and where you acquired the knowledge.

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.

### **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



**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.

<b>Essential Core ICT Area of Knowledge:</b> [Enter topic and 2 subtopic names relating to the chosen area]
How have you acquired this knowledge in your working environment? Illustrate your depth of knowledge.
<b>General ICT Area of Knowledge:</b> [Enter topic and 2 subtopic names relating to the chosen area]
How have you acquired this knowledge in your working environment? Illustrate your depth of knowledge.

## SECTION 2 - RPL PROJECT REPORTS

A project report is a clear 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 ICT 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 apply 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

### 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 Home Affairs.***



**Project 1: <project name>**

**1. Project Summary**

**1.1. Identification**

Client's Company Name		
Business Address		
Contact Numbers		
Web Address		
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**

	Number
Your team size	
Total project team size	

**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 in the project.**

[EXPANDABLE TYPING AREA]



## 2. Business Opportunity or Problem

**2.1. Describe the business opportunity or problem(s) this project addressed.**

[EXPANDABLE TYPING AREA]

## 3. Solution

**3.1. Discuss your contribution to the solution, project or engagement.**

[EXPANDABLE TYPING AREA]

**3.2. Describe any design or problem solving methods you used on this project.**

[EXPANDABLE TYPING AREA]

**3.3. List the major deliverables of the project that you were responsible for or contributed to.**

[EXPANDABLE TYPING AREA]

## 4. Results

**4.1. Was your solution implemented? If so, describe the role, if any, you had in the implementation.**

[EXPANDABLE TYPING AREA]

**4.2. Assess the overall success or failure of the project.**

[EXPANDABLE TYPING AREA]

**4.3. Lessons Learned**

***In retrospect, what you might have done differently on this project?***

[EXPANDABLE TYPING AREA]



**Project 2: <project name>**

**5. Project Summary**

**5.1. Identification**

Client's Company Name		
Business Address		
Contact Numbers		
Web Address		
Email Address		
Nature of project		
Location of project		
Name of your employer		

**5.2. Duration**

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

**5.3. Resources**

	Number
Your team size	
Total project team size	

**5.4. 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	

**5.5. Describe your role(s) and responsibilities in the project.**

[EXPANDABLE TYPING AREA]



**6. Business Opportunity or Problem**

**6.1. Describe the business opportunity or problem(s) this project addressed.**

[EXPANDABLE TYPING AREA]

**7. Solution**

**7.1. Discuss your contribution to the solution, project or engagement.**

[EXPANDABLE TYPING AREA]

**7.2. Describe any design or problem solving methods you used on this project.**

[EXPANDABLE TYPING AREA]

**7.3. List the major deliverables of the project that you were responsible for or contributed to.**

[EXPANDABLE TYPING AREA]

**8. Results**

**8.1. Was your solution implemented? If so, describe the role, if any, you had in the implementation.**

[EXPANDABLE TYPING AREA]

**8.2. Assess the overall success or failure of the project.**

[EXPANDABLE TYPING AREA]

**8.3. Lessons Learned**

***In retrospect, what you might have done differently on this project?***

[EXPANDABLE TYPING AREA]