



PO Box 2042 Bayswater  
Victoria 3153  
Australia  
Phone: + 61 3 9729 0400  
Facsimile: + 61 3 9729 7325  
[nationaloffice@wia.org.au](mailto:nationaloffice@wia.org.au)  
ABN 56 004 920 745

## Application for Recognition of Prior Learning (RPL) Amateur Operators Certificate of Proficiency (Standard)

PLEASE READ CAREFULLY THE ATTACHED INFORMATION

### A) Applicant Details:

Title: ..... Given Name 1: ..... Given Name 2: .....

Surname Name: ..... Date of Birth: ..... / ..... / .....

All personal information will be treated in accordance with the WIA Privacy Policy and relevant State and Commonwealth legislation.

### B) Postal Address of Applicant

Street No/Name/Box..... Town/Suburb.....

..... State ..... Postcode.....

Phone Number: ..... Mobile Number: .....

Email: .....

I declare that the information / evidence that I submit for this RPL relates to myself and is true and correct.

..... Date: .....  
Signature of Applicant (required)

In order to determine your qualifications/experience at Standard Level Theory, you must complete Part C

For further information on completion of this application and the requirements for consideration of RPL please read the Notes.

### Payment

The application fee of \$100.00 inc GST must accompany this application.

I enclose cash, cheque or money order for \$\_\_\_\_\_, OR 1 authorise payment of \$\_\_\_\_\_ by way of debit to my

Mastercard  Visa Card Number: \_\_\_\_\_

Valid to: \_\_\_\_/\_\_\_\_ Name on card: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please send completed Application for RPL assessment with the \$100 application fee to:

WIA Office, Examinations Officer  
PO Box 2042, BAYSWATER VIC 3153  
Phone (03) 9729 0400  
Email [nationaloffice@wia.org.au](mailto:nationaloffice@wia.org.au)

### For Office Use

Date Application for Assessment of RPL received: ...../...../.....

Date assessment received: ...../...../.....

## **READ THESE NOTES BEFORE YOU COMPLETE PART C**

### **BACKGROUND**

All assessments involving the Recognition of Prior Learning (RPL) shall be conducted by a Nominated Assessor appointed for that assessment by the WIA Exam Service, who will conduct the assessment under the direction of the WIA's Nominated Training Organisation, who shall in all cases make the final decision as to the granting of RPL taking into account the recommendation of the Nominated Assessor.

RPL is relevant only to the issue of an Amateur Operator's Certificate of Proficiency (Advanced) or an Amateur Operator's Certificate of Proficiency (Standard). RPL is not available for the issue of an Amateur Operators Certificate of Proficiency (Foundation). RPL is not relevant to the issue of a licence on the basis of an overseas licence, for example the issue of an Australian Advanced Licence on the basis of a Harmonised Amateur Radio Examination Certificate (HAREC) licence or the issue of an Australian licence on the basis of an overseas qualification that is recognised by Australia, for example a HAREC qualification. An amateur visiting Australia may operate for up to 90 days on the basis of his overseas licence in accordance with the Class Licence issued by ACMA to allow visiting amateurs to operate in Australia and an overseas amateur may, if his licence is recognised by ACMA, be granted an Australian licence. These are all part of the ACMA licensing function. In the context of applications, RPL is relevant only to the Australian qualification of an Amateur Operator's Certificate of Proficiency, either Standard or Advanced.

The WIA will not issue an Amateur Operators Certificate of Proficiency on the basis of RPL unless the candidate has passed at least one part of an approved examination, and ordinarily two parts, namely the practical assessment and the regulations qualification

### **NOTES FOR CONSIDERATION OF RPL STANDARD LEVEL**

#### **What is Recognition of Prior Learning**

Recognition of Prior Learning (RPL) is an assessment process that recognises competencies you currently have, regardless of how, when or where the learning occurred. This includes competencies attained through any combination of formal or informal training and education, work experience or general life experience. In order to apply for recognition of prior learning you must provide evidence that addresses and meets the requirements for an Amateur Operators Certificate of Proficiency Standard Theory. Your evidence may take a variety of forms and must include:

- Certificates and/or qualifications achieved
- References from past employers
- Testimonials from clients and previous work samples
- Substantiated *Curriculum Vitae*

To be able to grant RPL the Nominated Assessor must be confident that the applicant is currently competent against all assessment objectives within the ACMA syllabus document and must ensure that submitted evidence is authentic, valid, reliable, current and sufficient.

#### **Who Can Apply**

RPL is for full examinations only. Partial RPL will not be considered RPL does not apply to Foundation Licence.

#### **Application Fee**

There is a fee of \$100.00 to process an application for RPL.

#### **How does the RPL process work?**

Evidence that is presented by the applicant is matched to the performance criteria contained within the ACMA syllabus applied for. The evidence is assessed using the following criteria:

- Is the prior learning relevant to the course and address the performance criteria specifically?
- Is the knowledge and skill current?
- Is it authentic and can be verified?
- Is the knowledge and skill appropriate to the level of the unit?

The WIA process will involve a WIA allocated Nominated Assessor and the WIA Nominated Training Organisation who will make a final determination. A written report detailing the outcome is provided to the WIA Exam Service. A Nominated Assessor or WIA Nominated Training Organisation may interview each candidate.

## Outcomes of RPL

There are three possible outcomes of RPL. These are:

- RPL granted
- RPL declined due to insufficient evidence where further evidence will be requested
- Not yet competent.

### How long will it take to be informed?

You will be notified of the outcome within 20 working days of the RPL application being lodged at the WIA Office.

### What is Credit Transfer?

Credit transfer recognises any formal qualifications you have achieved. You will need to provide a copy of the qualification and a list of the units achieved. These must match the units you are mapping against. If the units are from a similar / earlier qualification you will need to map these and discuss with the relevant WIA Nominated Assessor.

## NOW COMPLETE PART C AND BEFORE YOU SUBMIT YOUR DOCUMENTS LOOK AT THIS CHECKLIST

### Checklist

Have you provided the following?

1. Fully completed RPL application form
2. Your CV or resume detailing relevant work experience
3. Certified copies of relevant certificates and /or other qualifications
4. Syllabus documents from the qualifying institution relating to submitted qualifications (preferred)
5. Topic lists from the qualifying institution relating to submitted qualifications (acceptable)
6. Copies of relevant statements of attainment
7. Syllabus documents from the qualifying institution relating to submitted statements of attainment (preferred)
8. Topic lists from the qualifying institution relating to submitted statements of attainment (acceptable)
9. Certified translations of any documents not in English
10. Statement as to relevant work/life experience
11. Any other relevant and/or supporting evidence

### Part (C) Amateur Operator Certificate of Proficiency Title STANDARD THEORY

See Amateur Operator's Certificate of Proficiency Standard syllabus.

<b>Assessment Objectives Area</b>	<b>List qualifications / transcript submitted to meet criteria</b>	<b>Detailed work experience to meet criteria</b>	<b>Assessed C or NYC Nominated Assessor</b>	<b>WIARTO Validation</b>
Mathematics				
Mains power				
Mains power supplies				
Voltage and current				
Resistance				
Ohms Law				
Power in DC circuits				
Capacitance				
Inductance				
AC Circuits				
Impedance and reactance				
Tuned circuits				
Transformers				
Solid state devices				
Block diagrams of simple transmitters				
Mixers				
Modulation				
Amplifiers				
Transmission quality				
Receiver parameters and terminology				
Simple block diagrams of a receiver				
Frequency converter				
IF amplifiers				
Automatic gain control				
Transceivers				
Transmission line basics				

Baluns				
Antennas				
Standing wave ratio				
Antennal matching units				
Identification of common antennas				
Radiated power				
Electromagnetic radiation				
Ionosphere				
Interference points of entry electronic equipment				
Filters				
EMC				
Dangerous voltages				
Electrical safety equipment to be approved				
Awareness of State Electricity Authority requirements				
Electrical earthing				
Fuses				
Correct fuse to be used				
Replacing fuses				
Station layout for safety				
Power lead safety				
Know location and desirability of a mains off switch				
Actions to be taken in the event of an accident involving electricity				
Electric shocks				
Call for help and and resuscitation techniques				

Battery safety				
Antennas and safety				
Dangers of radio waves				
EMR and safe distance				
Antenna erection				
Securing and sitting antennas				
Lightning protection				
Safe use of head phones				
Station security				
Frequency measurements				
RF power measurements				
SWR measurements				
Multimeter measurements				

**Part (D)**

Nominated Assessors Name: ..... Number: .....

Date: .....