

## RPL Application Form

### What is Recognition of Prior Learning (RPL)?

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 in this unit you must provide evidence that addresses and meet the requirements for this unit. Your evidence may take a variety of forms and could 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 assessor must be confident that the applicant is currently competent against all elements of competency within this unit and must ensure that submitted evidence is authentic, valid, reliable, current and sufficient.

### Who Can Apply

RPL is for full units only. If partial RPL is awarded for elements within a unit of competency, then the applicant must complete the other remaining elements to achieve the full unit.

### How does the RPL process work?

The entire process is explained at the initial interview. Evidence that is presented by the applicant is matched to the performance criteria contained within the elements for the unit(s) 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?

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

You will be notified of the outcome within four weeks of the RPL application / final interview.

<b>Personal details:</b>			
Family name:			
Given name:			
Address:			
Phone:		Mobile	
Email:			
<b>What is the qualification or unit of competency you are seeking RPL for</b>			
Qualification/unit of competency code and title			
<b>Instructions:</b>			
<ol style="list-style-type: none"> <li>1. Describe any education, qualification or training course you have undertaken that are relevant to your application.</li> <li>2. Attach any evidence that you have of your education, qualification and / or courses.</li> <li>3. If you have undertaken more than two (2) courses, copy this page and attach the details to this application.</li> </ol>			
<b>Education and training</b>			
Qualification/course name:			
Date commenced:		Date completed:	
Name and address of training provider			
Indicate the type if evidence attached to this form:	<input type="checkbox"/> Trade certificate <input type="checkbox"/> Statement of results/ Academic transcript	<input type="checkbox"/> Plumbing registration <input type="checkbox"/> Other (please state)	
Describe how this course is relevant to your application			

Qualification/course name:			
Date commenced:		Date completed:	
Name and address of training provider			
Indicate the type if evidence attached to this form:	<input type="checkbox"/> Trade certificate <input type="checkbox"/> Statement of Results / Academic transcript	<input type="checkbox"/> Plumbing registration <input type="checkbox"/> Other (please state)	
Describe how this course is relevant to your application			

**Work experience****Instructions:**

1. List any work experience, full-time, part-time or casual that you think is relevant to your application.
2. Attach evidence of this work experience; e.g. references, proof of employment, photographs of work.
3. Describe the type of work you performed and indicate how much direction or supervision you received in your work.
4. Provide examples
5. If more space is needed describe and attach evidence of the relevant work experience.
6. If you wish to provide additional work experience please copy this page and attach to your application.
7. Start with the most recent work

Employers name:

Employers  
address:

Contact name

Contact number

Describe the work experience, including the nature of the work performed and the level of direction or supervision, level of decision making, and your responsibilities. Please give examples.

Date from:

Date to:

Describe how this work is relevant to your application.

**Other relevant experience****Instructions:**

1. Describe any other experiences/activities/memberships that may have helped you gain relevant skills.
2. Attach evidence you have of this activity/membership/experience.
3. If more space is needed attach the details and evidence to this application.

Describe the experience, activity, membership including the nature of the work performed and the level of direction or supervision, level of decision making, and your responsibilities. Please give examples.

Date from:

Date to:

Describe how this experience is relevant to your application.

**Applicants declaration****You must read and sign this declaration**

I declare that:

1. I have supplied complete, correct and up to date information on this form.
2. I authorise the RTO to make any inquiries necessary to assist in the assessment of my competencies and to use any information and evidence supplied in this application for that purpose.

**Applicants signature:****Date:**

**Assessor summary**

*Summary of why unit granted/not granted.*


**1. Assessment outcome**

RPL:		Assessor Name:	
Granted/ Not Granted:		Signature:	
Date:			

**2. Assessment feedback**

Feedback method:		<b>Date:</b>	
Further action required:			