



## RECOGNITION OF PRIOR LEARNING APPLICATION FORM

The Recognition of Prior Learning Application Form has 3 Parts.

Part 1 relates to Student information.

Part 2 relates to Units of competency details for RPL Formal Learning / Credit.

Part 3 relates to Work Experience and evidence required for RPL Non-Formal & Informal Learning.

Please fill in Part 1, 2 and 3 and attach the required evidence (Refer to Recognition of Prior Learning and Course Credit Policy and Procedure)

Please speak to the Course Coordinator / Trainer for assistance in completing this form.

Note: All Recognition of Prior Learning requests take a minimum of 10 working days to process.

### **PART 1 - STUDENT DETAILS**

<b>STUDENT NAME:</b>
<b>DATE OF BIRTH:</b>
<b>STUDENT ID :</b> ACE

**COURSE IN WHICH RPL IS SOUGHT** (Please tick appropriate course)

<b><u>SIT- Tourism, Travel and Hospitality Training Package Courses</u></b> <input type="checkbox"/> SIT30816 Certificate III in Commercial Cookery <input type="checkbox"/> SIT40516 Certificate IV in Commercial Cookery <input type="checkbox"/> SIT50416 Diploma of Hospitality Management
<b><u>FBP - Food, Beverage and Pharmaceutical Training Package Course</u></b> <input type="checkbox"/> FBP30417 Certificate III in Bread Baking
<b><u>BSB - Business Services Training Package Courses</u></b> <input type="checkbox"/> BSB40215 Certificate IV in Business – In Transition <input type="checkbox"/> BSB50215 Diploma of Business - In Transition <input type="checkbox"/> BSB60215 Advanced Diploma of Business - In Transition
<b><u>AUR- Automotive Retail, Service and Repair Training Package Courses</u></b> <input type="checkbox"/> AUR30616 Certificate III in Light Vehicle Mechanical Technology - In Transition <input type="checkbox"/> AUR40216 Certificate IV in Automotive Mechanical Diagnosis <input type="checkbox"/> AUR50216 Diploma of Automotive Technology <input type="checkbox"/> AUR31516 Certificate III in Automotive Diesel Engine Technology - <i>In Transition</i>

Does this application relate to the entire qualification?      Yes       No

### **STUDENT DECLARATION**

I hereby declare that the information entered on this form is true and correct

<b>STUDENT SIGNATURE:</b>
<b>DATE:</b>

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## RECOGNITION OF PRIOR LEARNING APPLICATION FORM

**Recognition of Prior Learning** or **RPL** is an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- a. formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);
- b. non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and
- c. informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

The benefits of RPL may be the reduced time a student has to spend attending training, undertaking assessments or relearning what they already know. The evidence the applicant provides must be authentic (something they have prepared, produced or has been written about them by a relevant third party), and must be sufficient to demonstrate competence against the unit/s of competence. The applicant must also be able to demonstrate that this evidence is still current and relevant. This may be through a variety of means such as a portfolio of evidence, questions and discussions, written answers, or a practical demonstration.

In order to grant RPL the assessor must be confident that the client is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Qualification Framework accredited courses.

Your assessor will assess your application/evidence based on the following:

### Is it Authentic?

- Is the evidence your own work?
- Are the qualifications, references and licences presented by you are authentic documents?

### Is it Current?

- Does the evidence show that you can currently perform the competence while working?
- Does the evidence demonstrate that through professional development, experience or continued employment?
- That your skills and knowledge are current?

### Is it Sufficient?

- Does the evidence cover the full range of performance identified in the unit of competency?
- Does the evidence show competence over a period of time?
- Does the evidence show competence in a range of contexts?

### Is it Valid?

- Does the evidence relate to a unit of competence?
- Does the evidence reflect the four dimensions of competency?
- Does the evidence address the key competencies?

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## PART 3: RPL NON-FORMAL & INFORMAL LEARNING - WORK EXPERIENCE

Resume / CV Attached: -      Yes       No

Employers name and Location	Job Role	Employment date :- From                  To	Description of Work Related to this RPL application Nature of work

If space provided is insufficient, please copy this page.



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**Work Experience:** Please provide information of any additional work experience, etc. that you think might be relevant. Attach additional pages if necessary.


**Other Interests or skills which relate to work skills or the competencies for which you are requesting RPL:**

List any other things that have helped you to gain skills to support your application. For example, being a parent, involvement in school committees, organising a family business, accounts, and involvement in any hobby groups, team, club, society, association or community organisations. Briefly describe your involvement including official positions.


**Education and Training**

What is the highest level of formal schooling achieved? \_\_\_\_\_

When was this completed? \_\_\_\_\_

Where was this completed? \_\_\_\_\_

**Additional studies (studies you have undertaken since leaving school):**

Dates	Level of Study (e.g. Apprenticeship, Certificate, industry course, etc.)	Details of study (e. Title of trade, name of course, etc.)	Results



## RECOGNITION OF PRIOR LEARNING APPLICATION FORM

Have you been involved in any other courses such as OH&S training, short courses, etc.? Please provide details below.


Indicate the ways in which you believe your prior and current experience relates to the course for which you are applying for Recognition of Prior Learning.


Any other information in support of your application for RPL.




# RECOGNITION OF PRIOR LEARNING APPLICATION FORM

## OFFICE USE ONLY

<b>APPLICATION RECEIVED BY :</b>		<b>DATE :</b>
<b>SIGNATURE:</b>		
<b>ASSESSOR ASSIGNED:</b>	<b>DATE HANDED TO ASSESSOR:</b>	
Assessor recommendation – Course Credit Granted <input type="checkbox"/> Yes <input type="checkbox"/> No		
Outcome provided to Student: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Assessor name:		
Assessor Signature:	Date:	
<b><u>(International students only)</u></b>		
If any change to enrolment load?	<b>Yes or No</b>	
Does a new CoE need to be issued?	<b>Yes or No</b>	
CoE Amended on PRISMS	<b>Yes or No</b>	
If any change to enrolment load, has this been reported to PRISMS	<b>Yes or No</b>	
Updated on Student Management System	<b>Yes or No</b>	
Updated by:	Date Updated:	
Student notified of the Outcome	<b>Yes or No</b>	
Informed by:	Date Informed:	
Outcome Letter Placed in Student File: <b>Yes or No</b> (Please Circle One)		
Filed by: _____		