



# APPLICATION FOR SKILLS RECOGNITION ASSESSMENT

(RECOGNITION OF PRIOR LEARNING - RPL & RECOGNITION OF CURRENT COMPETENCY (RCC))

Title: Mr Mrs Ms \_\_\_\_\_ Family Name: \_\_\_\_\_ Given Names: \_\_\_\_\_

Student ID: \_\_\_\_\_ (If applicable) Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone Home: ( ) \_\_\_\_\_ Business: ( ) \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

PLEASE COMPLETE THIS GENERAL RPL APPLICATION FORM AND LODGE IT WITH THE VICE PRESIDENT EDUCATION.

## RPL APPLICATION

(a) Name of Program you are seeking RPL in. \_\_\_\_\_

(b) Name of Module(s)/ Unit(s) you are seeking RPL in. \_\_\_\_\_ (Attach list if required)

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

When? \_\_\_\_\_ Where? \_\_\_\_\_

Additional studies which you have undertaken since leaving school:  
Dates, Level of Study (eg. apprenticeship, Details of studies Result

\_\_\_\_\_  
\_\_\_\_\_

Certificate, industry short course) (eg. title of trade, name of course) (eg. pass, not completed)

\_\_\_\_\_  
\_\_\_\_\_

## WORK EXPERIENCE

Indicate in the space provided any work experience, either full time or part time, that you have undertaken. Include any voluntary or unpaid work. Start with the most recent job. State employer, Type of Work F/Time or P/Time, Dates Employed, Company, Address, Contact, Phone (Attach list if required)

\_\_\_\_\_  
\_\_\_\_\_

## OTHER INTERESTS OR SKILLS

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

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

## RECOGNITION OF PRIOR LEARNING ASSESSMENT

**RECOGNITION OF PRIOR LEARNING (RPL)** is the acknowledgement of skills and knowledge obtained through informal training, work experience and life experiences.

A distinction needs to be made between RPL, Credit Transfer and an Exemption.

**CREDIT TRANSFER** is granted when the same module is completed within another course or within the same course but at another institution.

**EXEMPTIONS** are granted on the basis of formal studies completed in a related course. The module may differ but the outcomes are the same as those in the module for which the exemption is granted.

Recognition of Prior Learning is a way of giving people an opportunity to receive recognition for their skills and knowledge, no matter how, when or where they were gained. Either partial and 100% recognition can be granted based on the merit of the specific RPL applicant.

Applicants are required to provide details on work experience (both paid and unpaid work) and life experiences (including hobbies, leisure and parenting etc). Relevant prior learning will be matched against the specified learning outcomes of the course. Applicants will be required to enrol in the modules concerned and pay a fee for the cost of the assessment for each module.

### TO APPLY FOR RPL:

Think about the skills and knowledge you have gained through education and training, work and life experiences that might relate to your study.

Discuss the application with your Program Coordinator, and obtain from them the Learning Objectives for the module(s).

Try to match your skills and knowledge with the module learning outcomes. Remember that any formal studies that you have completed may constitute a *Credit Transfer* application for the module, not RPL. Discuss with your Program Coordinator if you are unsure.

Complete the application form with copies of supporting documentation, and forward these to the Vice President Education. The more information provided, the more likely your application will be dealt with speedily.

### AFTER COMPLETING THE APPLICATION FORM, applicants who are applying for Recognition of Prior Learning **MAY BE INVITED TO ATTEND AN INTERVIEW.**

This will be arranged by the facilitator who will discuss the interview format, time, etc with you. The purpose of the interview will be to confirm and clarify your request for recognition and to make sure that all relevant prior learning has been identified.

Please bring to the interview anything which you believe could assist your application, for example: Copies of any statements, references or articles about your employment or community involvement;

Copies of school reports, certificates or statements about your education and training;

Relevant work samples such as memos, reports, completed work products;

The outline of any courses which you have undertaken;

Any other information which you feel might aid the assessment of your request;

Materials / documents as requested by the facilitator.

You can nominate an appropriate advocate for your RPL interview, who can support your claims for RPL and / or provide general support to you during the interview process.

IF UNSUCCESSFUL, YOU MAY APPEAL THE DECISION, EITHER ON THE BASIS OF PROCEDURES FOLLOWED OR ON THE ASSESSMENT MADE. THE APPEAL WILL REQUIRE YOU TO ATTEND ANOTHER INTERVIEW WITH EITHER A DIFFERENT FACILITATOR OR A DIFFERENT MODULE EXPERT.

### For Office Use Only

Recommended / Not Recommended \_\_\_\_\_  
Course Director / Assessor (signed / dated)

Approved / Not Approved \_\_\_\_\_  
Vice President Education (signed / dated)

Course Results applied to database \_\_\_\_\_  
(signed / dated)