

RECOGNITION OF PRIOR LEARNING (RPL) APPLICATION AND ASSESSMENT RECORD

UNIT OF COMPETENCY:	
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Note:

*The submission of this application must be accompanied by the **Evidence Criteria** document that relates specifically to the unit being applied for RPL.*

RPL ASSESSMENT

Assessment of this unit will be against all aspects of the unit of competency and will be assessed using;

- Evidence supplied in the Evidence Criteria sheet
- Resume outlining skills, knowledge and experience gained in the work environment. Workplace experience will be checked by at least one (1) Reference check
- Any informal or formal training or qualifications gained that may relate to the skills and knowledge associated with this unit.
- Life experience that demonstrates competence in this unit of competency.

RPL ASSESSMENT PROCESS

- Step 1: Obtain the RPL Application and Assessment Record and it's associated Evidence Criteria document.
- Step 2: Complete enrolment form and pay non-refundable fee.
Note: The remainder of the RPL is charged at \$300 per hour. This charge applies to the time required to complete the Assessment.
- Step 2: Complete the information required for this application and lodge the application and supporting evidence to the Learning & Content Manager
- Step 3: The Learning & Content Manager will appoint an assessor to undertake the assessment. The assessor will contact you if they require clarification on any items of your evidence.
- Step 4: You will be advised in writing of the outcome of the RPL, the time, the associated cost and any gaps.
- Step 5: On completion of the assessment you will be required to pay the final amount for the RPL and then a Statement of Attainment will be issued in the normal manner.

PERSONAL DETAILS:

Name: _____

Address: _____

_____ **P/Code:** _____

Telephone: _____ **Email:** _____

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REQUIRED INFORMATION

Note: If any of the following information is in your resume then you are not required to repeat here.

EDUCATION/TRAINING COMPLETED

Course/Education	Organisation	Course Duration	Certificate Number
(i.e: Certificate / Diploma / Degree)	(TAFE/ Company/ Private Provider)	(Number of Hours / Weeks / Years)	

RELEVANT EMPLOYMENT DETAILS

Name Of Company Employer	Position And Duties Performed	Employment Duration	Contact Details

OTHER RELEVANT EXPERIENCE

This experience can range from a full-time paid position or hobby, volunteer work, interest etc. that relates to the unit of competency applying for:

REFEREE'S DETAILS:

Name: _____

Role/Position: _____

Telephone: _____ Email: _____

DECLARATION:

I hereby declare that all details in this application are true and accurate.

Applicant Signature: **Date:**

IMPORTANT

Please ensure you have attached all copies of transcripts/course certificates undertaken/details of work duties etc to support your application. Often a detailed resume can aid the RPL process.

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RPL ASSESSORS CRITERIA

Assessment Record	Yes	No	Comment
Adequate supporting evidence and documentation supplied for all aspects of the unit?			
Adequate validation of supporting evidence and documentation supplied against; <ul style="list-style-type: none"> ○ Performance criteria ○ Skills ○ Knowledge ○ Critical aspects 			
Relevant work history/experience established?			
Is there sufficient evidence supplied to demonstrate adequate skill level?			
Is there sufficient evidence supplied to demonstrate adequate knowledge?			
Reference check details Record: <ul style="list-style-type: none"> • name & position of referee ----- ----- • date of the conversation ----- 			
Does the referee support the applicant's claims?			

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RPL UNIT ASESSMENT SUMMARY FORM

Unit Code and Title:	
Student Name:	

Assessment Criteria	Assessment Outcome		
	C or NYC	If NYC & remedial action	Signature
Evidence of skills, knowledge and experience that relate to this unit.			
Evidence of skills, knowledge and experience gained in the work environment			

COMMENTS

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COMPETENCY COMPLETION SIGN OFF:

Trainer/Assessor Signature: **Date:**

Student Signature: **Date:**