

This form is to be used when submitting an RPL (Recognition of Prior Learning) application. Please complete every field and provide as much detail as possible. Should you require more space please add pages as required.

Section 1 - RPL DETAILS:			
Industry in which you are seeking RPL:			
Unit(s) of competency in which you are seeking RPL:			
Section 2 - PERSONAL DETAILS:			
Surname:			
First Name(s):			
Other Name(s):			
Address:			
Postal Address:			
Email:			
Phone:			
Date of Birth:			
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Unspecified
Are you a Permanent Resident of Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you need an interpreter to help you with an interview?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you have a disability which we should be aware of?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will you need special aids if you are required to undertake a practical assessment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Please provide details of any special needs so that we can assist you if required:			

Section 3 - CURRENT EMPLOYMENT DETAILS:			
Are you currently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, in which occupation are you employed?			
What is your current job title?			
Who is your current employer?			
How long have you worked in this job approximately?	Year/s	Month/s	
Is this occupation in the same industry as the industry in which you are applying for RPL?	<input type="checkbox"/> Yes	<input type="checkbox"/> No - if no go to next section	
If yes, list some of the main tasks you perform as part of your work that you think are relevant to your RPL application:			
If you have further recent industry experience relevant to your application, please attach another sheet or your current resume:			
Section 4 - KNOWLEDGE AND SKILLS:			
Rate your knowledge and skills against the qualification/industry relevant to your RPL application			
Industry Area:			
Please select for each section below	Yes	No	Possibly
I think my experience is of a high level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I think I am skilled to do this job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know how to do the work tasks really well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can explain my experience and provide documentary evidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have undertaken much of this work without supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 5 - FURTHER TRAINING					
I have attended training courses in this area of work		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If yes, what training did you undertake? Include date training completed (month, year)					
Section 6 - PROFESSIONAL REFEREES (relevant to work situation if not already listed on your resume):					
Contact 1 - Name:					
Position and Organization:					
Address of Organization:					
Email Address:		Phone No.:			
Contact 2 - Name:					
Position and Organization:					
Address of Organization:					
Email Address:		Phone No.:			
Section 7 - EMPLOYMENT HISTORY (if not provided on your resume to be attached):					
Employer name, address, and phone no.	Period of Employment DD/MM/YY		Position	FTE/PT/Casual	Major Duties
	From	To			
1.					
2.					
3.					
4.					
Any additional information to give in support of your application:					

Section 8 - DOCUMENTS:

If including documents (i.e., resume, photos, awards, videos, statement of completion, etc.) with your application please provide a brief description of each below:

DECLARATION:

I declare that the information contained in this application is true and correct and that all documents are genuine.

Candidate Signature:

Date:

OFFICE USE ONLY – Assessors Evidence Summary Sheet

Final assessment will be completed once the RPL process has been completed in full by your trainer/assessor(s). The outcome will be dependent upon the satisfactory completion of each of the elements of the RPL portfolio. All assessments and this summary are to be retained by your Trainer/Assessor. If you have any questions relating to assessment, please ask your Trainer/Assessor or refer to our student handbook.

RPL DETAILS:			
Unit of Competency/Competencies for RPL:			
CANDIDATE DETAILS:			
Surname:			
First Name(s):			
RPL Date:			
Assessor Name:			
Assessor Contact No.:			
EVIDENCE SUMMARY:			
Evidence Collected:		Competency Demonstrated:	
Questions – Interview, Written, Other:		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Practical Skills Demonstration		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Third Party Report		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Other Evidence		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
ASSESSMENT OUTCOME:			
<input type="checkbox"/> Competent		<input type="checkbox"/> Not Yet Competent	
Assessor Signature:			
Date of Assessment:			