

## APPLICATION -Recognition of Prior Learning

All documents provided as evidence for RPL must be authentic and **submitted** with this application in **digital** format.

Students applying for Recognition of Prior Learning (RPL) for one or more units of competency must complete this form. This information will form part of the evidence gathering process, and the Trainer and Assessor will assist the student with understanding further evidence requirements. All information gathered will remain confidential.

**Complete all sections in full.**

### Section 1 – Candidate Details

Student Name:			
School name:		Year level:	
Course:			
Trainer/Assessor			

### Section 2 – Units of Competency

Qualification Application Details	
Qualification code	
Qualification Title	

Please identify the Modules for the applied RPL qualification.

(Please tick ✓)

Module Code	Module Name	Core	Elective

## Section 3 – Employment History

Are you currently or have you ever been employed? (please tick ✓)	Yes No (if <b>NO</b> move to <b>Section 4</b> )
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If **YES**, please provide details below of the occupation/s you have held that are relevant to this RPL application?

### Details: Employer 1

Business name:		Address:			
Workplace Supervisor name: <i>(Will be contacted as a professional referee)</i>			Contact #		
Period of Employment: (DD/MM/YYYY)	From:	/	/	To:	/ /
Position held:		Full Time	Part- time	Casual	Work Experience
Description of duties performed:					

**Please attach evidence for each module to support your application. This could include**

- ✓ Certificates/Statement of Results/Attainment
- ✓ Reference which can be contacted
- ✓ Resume
- ✓ Photos
- ✓ Performance reviews
- ✓ Job descriptions

You may be asked to provide further information/evidence, attend further interviews, complete written/oral assessment, and undertake demonstration of skills, workplace assessment/observation or skills test. Please be aware you may be required to undertake some or all of these depending on the evidence you provide and the qualification or course being applied for.

## Section 4 – Additional Evidence

Is there any further information you wish to give to support your application( Please supply below)

## Section 4 – Further Training

Have you undertaken any training courses related to the Qualification/Module applied for?

Yes

N

(if **NO** move to **Section 5**)

If **YES**, please provide details below.

### Training 1

What were you trained in? (Provide detailed description)

Training completion date: (DD/MM/YYYY)

//

State/Country where trained:

Name of course and institution (if applicable)

### Training 2

What were you trained in? (Provide detailed description)

Training completion date: (DD/MM/YYYY)

//

State/Country where trained:

Name of course and institution (if applicable)

## CANNING COLLEGE

<b>Qualification/Course Code:</b>	
<b>Qualification/Course Title:</b>	

Satisfactory / Unsatisfactory	Evidence collected	Comment Evidence meets requirements (if "unsatisfactory", reason must be documented)
Module Code/Title:		
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Performance criteria <input type="checkbox"/> Performance evidence <input type="checkbox"/> Knowledge evidence	
Module Code/Title:		
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Performance criteria <input type="checkbox"/> Performance evidence <input type="checkbox"/> Knowledge evidence	
Module Code/Title:		
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Performance criteria <input type="checkbox"/> Performance evidence <input type="checkbox"/> Knowledge evidence	
Module Code/Title:		
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Performance criteria <input type="checkbox"/> Performance evidence <input type="checkbox"/> Knowledge evidence	
Module Code/Title:		
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Performance criteria <input type="checkbox"/> Performance evidence <input type="checkbox"/> Knowledge evidence	

## Canning College

RPL Result:  Granted  Denied  More evidence required

Feedback Given:  Yes  No

Assessor Comments:

\_\_\_\_\_  
Assessor Name

\_\_\_\_\_  
Assessor Signature

\_\_\_\_\_  
Date

## ACCEPTANCE BY THE STUDENT

I accept and agree to the assessment decision made in relation to my application for RPL

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

(If you do not accept/agree with this decision please complete a Student Complaints and Appeals form and follow the appropriate formal appeals process)

Policy- RPL Application Form	Version Control: V1	CPC :00463B
Canning College RTO: 2047	Date Created : 6 Nov 2018	RTO Manager: Adelfo Sabatini

## RPL ASSESSOR CHECKLIST

### Pre - Assessment

- Applicant informed of RPL assessment process and advised of which module/s to enrol in.
- Applicant Enrolled
- Support provided to applicant as required

### Post – Assessment

- Evidence Mapping completed
- RPL Assessment Outcomes Form Completed.
- RPL Applicant provided with Feedback of assessment outcome
- Results entered into Reporting to Parents (RPL Code 60)
- Applicant awarded Statement of Attainment

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