APPLICATION FOR REGOGNITION OF PRIOR LEARNING (RPL)

WHAT IS Recognition of Prior Learning (RPL)?

RPL is a 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.

Recognition of Prior Learning is ideal for people who have worked in industry for a few years and may have attended in house training or PD session but never completed a formal qualification.

If RPL is linked to an enrolment into a course of study, it is recommended to apply for RPL prior enrolling into a course. This will assist to adjust the training plan to meet the requirements of the student. Please contact admissions to arrange an initial interview with the course coordinator to discuss your requirements, work experiences and formal or informal learning. After the interview you can apply for RPL by completing the form "Application for Recognition of Prior Learning".

How to apply for RPL?

Step 1: Complete this form and attach relevant evidence. The Course Coordinator will contact you within 7 days to verify your work experience, current knowledge and skills before progressing to the formal RPL application process. Please attach the following details to this application plus a **$200 RPL application fee (non-refundable).**

- ☐ CV with a complete work history (minimum of 2 years)
- ☐ Any formal or informal evidence of learning relating to the UoC you seek recognition for
- ☐ Third Party supporting reference and contact details

Step 2: Complete **AIWT enrolment form** and pay RPL fee as per invoice issued by accounts. The Assessor will complete the RPL Kit. When the RPL KIT is completed, email to Assessor to arrange further requirements (workplace assessment, question bank, third party reports...).

Section A – Personal Details	
Student ID (if applicable):	
Name:	
Address: Postcode: Suburb: Country:	
Phone No:	Email:

Section B – List the Qualification and/or Unit of Competency you wish to apply RPL for	
Code	**Name of Qualification or UoC**

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Section C – Employment History

Are you currently employed?
- ☐ **Yes – if yes, in what current occupation are you currently employed?**
- ☐ **No**

Employer / From - To	Company / Contact Details/ Supervisor Name

Section D – List any relevant Qualification and/or Unit of Competency you have completed in the past!

Date issued	Qualification/ UoC Code and Name	RTO Name

Privacy Notice

Under the Data Provision Requirements 2012, AIWT is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd. (NCVER)

Your personal information (including the personal information contained in your enrolment form and in your training activity data) may be used or disclosed by AIWT for statistical, regulatory and research purposes. AIWT may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

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NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Student Declaration and Consent
- ☐ I declare that the information I have provided to the best of my knowledge is true and correct.
- ☐ I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

STUDENT SIGNATURE: _____ DATE: _____

*PARENT/GUARDIAN SIGNATURE: _____ DATE: _____
*Parental/guardian consent is required for all students under the age of 18.
  Signature can be an electronic acknowledgment

Review of my Application
- ☐ I have attached relevant evidence to this application
- ☐ I have attached evidence of $ 200 application fee
- ☐ I have read and understand the attached Privacy Notice and give my consent as described
- ☐ I certify that the attached evidence given in support of this application is accurate and complete. I understand this application will not be processed unless I provide all required documentation and I understand that the RPL process can only be started, if sufficient work experience, formal or informal learning is demonstrated.

Name & Signature   **Date**

OFFICE USE ONLY Assessment of Application	Date	Officer
Application received and forwarded to the relevant course coordinator		
$ 200 Application Fee is invoiced and paid (circle)		
Interview is set up with Course Coordinator		
Course Coordinator approved to proceed to Step 2 (Full RPL process)		
Enrolment form is complete RPL is set up in SMS		

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