

# RPL APPLICATION FORM



Information requested on this form is for the national training database and for tracking purposes.

Given Name(s):	Family/Last Name:
Date:	Signature:

What course/units are you interested in enrolling in and gaining RPL for?

Are you happy with the unit selection in the template training plan provided to? If no list other units you would prefer, a staff member can help you with this.

Have you SUCCESSFULLY completed study and obtained any of the following qualifications? (please tick)

<input type="checkbox"/> Bachelor Degree or Higher Degree	<input type="checkbox"/> Certificate III (or Trade Certificate)
<input type="checkbox"/> Advanced Diploma or Associate Degree	<input type="checkbox"/> Certificate II
<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Certificate I
<input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/> Certificates other than the above

Detail which courses you have completed

Briefly your past (within 5 years) experience, skills and knowledge relating to this application.

Are you currently working in the same industry as the course for which you are apply for? Briefly describe your current role.

## What is Recognition of Prior Learning?

Recognition of prior learning (RPL) is the process used to **assess** individuals' existing level of knowledge and skills against individual or multiple units of competencies. You can show how your job tasks and skills used in your current work or in past work experience could be equivalent to a partial or full qualification, through a facilitated and assessor-driven model.

RPL is different from Credit for Prior Learning (CPL) or Credit Transfers. If you have completed a past nationally-accredited qualification you may be able to claim direct Credit Transfers.

## How to apply for RPL

- i. Complete this form and submitted to Serve It Up [info@serveitup.com.au](mailto:info@serveitup.com.au) call at any time and we can discuss the process with you. If you require credit transfer also complete a different credit transfer form
- ii. Attach an up-to-date resume
- iii. Your form will be reviewed by an assessor, who will then contact you to discuss your application and the process
- iv. A meeting will then be scheduled to discuss your application and experience, skills and knowledge (meeting could be face-to-face, via skype etc). They will explain the RPL template, types of evidence and how to put together your portfolio
- v. RPL costs will then be discussed, application fee is \$250 plus an additional \$60 per hour required for physical assessment with trainer/assessor, if additional materials or gap training and assessment is required, these fees will be as per the standard hourly rate per scheduled hour for that unit, view the statement of fees available on our website
- vi. RPL interviews will be organised with you throughout your RPL process to verify/assess the evidence, document assessor's observations and identify any areas where gap training & assessment might be required.
- vii. RPL Assessment might include some or all of the following:
  - Interview of the applicant, their previous trainers, employers and supervisors
  - Verbal questioning
  - Formal verification of documents
  - Attending an assessment review
  - Practical demonstration of skills
- viii. The Assessor assesses the RPL application against the course units and must complete an assessors comments and feedback form to accompany your RPL application
- ix. The Assessor forwards the application to the Training Manager for authorisation.
- x. If credit is authorised you will be informed as soon as possible
- xi. If credit is not authorised on the basis of the documentation provided, the Assessor will determine what additional information/evidence is required, from whom it will be obtained, and how it will be obtained.