



APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)

Use this form to apply for recognition of learning you have completed outside the formal education and training system. Complete the application in consultation with the Head of School and with reference to the Credit and RPL Policy, You can fill in this form electronically, but you will need to print and sign it. Then forward to your Head of School with supporting documentation. Applications will not be processed without the supporting documentation.

STUDENT DETAILS

Student Name: _____ Student Number: _____

CURRENT COURSE DETAILS

Course Name: _____

DETAILS OF RPL REQUESTED Refer to your School Course Information Book for Unit details.

Unit Code	Unit Name	Evidence Template Attached? Yes/No	Credit Points Sought

SUPPORTING STATEMENT FROM HEAD OF SCHOOL

Include a summary of the merits or otherwise of the application. This should, amongst other things, highlight the extent to which you believe the applicant has satisfied the required skill and knowledge outcomes, as well as the perceived gaps in the applicant's informal education. You may wish to recommend areas in which the student should focus their study.

SIGNATURES REQUIRED:

Student's Signature: _____

Head of School's Signature: _____

Date: _____

Date: _____

REGISTRAR'S OFFICE ONLY:

Received on: _____ Approved on: _____

Teaching & Learning C'tee hearing: _____ Letter Sent: _____

RPL APPLICATION EVIDENCE TEMPLATE

This form should be completed for each Unit for which RPL is being requested.

Recognition of Prior Learning (RPL) is given to students who demonstrate that they have satisfied the educational requirements and learning outcomes of particular units of study. The level of competence attained within certain subject areas is demonstrated by providing evidence of such competence. The evidence must be attached to any application for RPL. The following template has been designed to assist you in matching the relevant competencies with your evidence. Please note that in the "Evidence" column you should refer to your attached evidence in note form only.

Student Name: _____ Student Number: _____
Unit Name: _____ Unit Code: _____

UNIT LEARNING OUTCOME (COMPETENCY)

EVIDENCE

PROVIDED?

Refer to the Course Unit Outline for each learning outcome. Use a separate sheet for each Unit.

UNIT LEARNING OUTCOME (COMPETENCY)	EVIDENCE	PROVIDED?