

Application for recognition of prior learning (RPL)

RPL means that skills and knowledge you have achieved through previous training, work or life experience are acknowledged. RPL will be granted only where sufficient evidence is provided of competence for an entire unit of competency. Please note that RPL will not be granted for partial units of competency.

You must lodge your RPL application form prior to your course commencing. We recommend lodging your form at least two weeks before the commencement of your course. You may be asked to attend an interview with an RPL assessor.

There is an initial application fee of \$200.00 (non-refundable fee if unsuccessful). If you are successful in your application a further \$65.00 per unit fee will apply. The number of units for which RPL is granted will determine the final fees owing for enrolment into remaining units of competency within each course. (Additional fees if assessment pathway is required)

To apply for RPL:

1. **Complete** this form
2. **Attach** copies of your supporting documentation. The copies must be certified by a Justice of the Peace (JP) or Commissioner for Declarations. If applying in person you can bring the original documents.
3. **Provide** a copy of either your birth certificate, passport or driver's licence (*as well as documents to verify any change of name*) which has been certified by a Justice of the Peace or a Commissioner for Declarations. If applying in person you can bring the original documents.

FIRST NAME:	
LAST NAME:	
DATE OF BIRTH:	
ADDRESS (including state and postcode):	
PHONE NUMBER/S:	
EMAIL:	
COURSE NAME:	
COURSE CODE:	
RPL application fee	\$200.00 (including GST) <i>This is a non-refundable fee</i>

Your application for RPL must be supported by evidence. The type of evidence which may be submitted includes:

1. Qualification/certificate/transcript of results/statement of attainment
2. Awards (relevant to job role)
3. Work experience (paid or unpaid)
4. Job description/contracts (list of the general tasks, or functions, and responsibilities of positions held)
5. Performance agreements/appraisals/references from employers and/or supervisors
6. Case studies/samples of practical activities
7. Work logs/timetables/payslips
8. Statutory declaration/interview/testimonial
9. Opportunity to demonstrate competence

Complete this form, attach certified documentation and submit in person or by mail to Adept Training,
83 Marion Street Harris Park NSW, by fax to 1300 366 045 or to admin@adepttraining.com.au

OFFICE USE ONLY	
<input type="checkbox"/> GRANTED <input type="checkbox"/> DENIED <input type="checkbox"/> MORE EVIDENCE REQUIRED	
ASSESSOR NAME:	DATE: