

# 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 and have it assessed prior to your course commencing. You may be asked to attend an interview with an RPL assessor.

There is an initial application fee of \$500.00 (non-refundable) plus a fee of \$500.00 per Unit of Competency for which RPL is sought.

## Instructions

Please refer to [www.training.gov.au](http://www.training.gov.au) to access all the requirements of this unit of competency.

- To successfully gain recognition of prior learning (RPL), and you will need to provide details of experience and evidence across all sections of the form(s) Adept Training will provide.
- Evidence must be supplied in the form of certified copies or original documents.
- Evidence supplied by you in support of this application will not be returned to you.
- The fee is required before processing this application will commence and is non-refundable, regardless of the outcome.
- You will be required to complete Adept Training's enrolment form, Language, Literacy and Numeracy (LLN) assessment and provide your Unique Student Identifier (USI) number ([www.usi.gov.au](http://www.usi.gov.au)) and photo I.D.
- You will be notified of the assessor's decision within 10 working days of Adept Training's receipt of your completed application form, evidence and fee.

## There are three (3) possible outcomes to an application for RPL:

### RPL Granted

Your application met all requirements of the unit of competency and recognition of prior learning is awarded.

### RPL Denied

Your application did not meet the requirements of the unit of competency. You will receive feedback in the feedback section of this form

### More Evidence Required

Your application stated sufficient experience to meet the requirements of the unit of competency; however you did not provide sufficient evidence to support the application. You will need to supply further evidence as per feedback section of this form.

<b>Student Details</b>					
<b>First Name</b>					
<b>Last Name</b>					
<b>Phone Number</b>					
<b>Email</b>					
<b>Payment Options</b>					
<input type="checkbox"/> Direct Deposit <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque or Money Order <input type="checkbox"/> Cash (in office only)					
<b>Credit Card Details</b>					
<b>Card Number</b>					
<b>Expiry date</b>		<b>CCV</b>			
<b>Card holder name</b>					
<b>Signature</b>					
<b>Banks Details</b>					
<b>BSB</b>	112 879	<b>Account Number</b>	0566 20719	<b>Reference</b>	Your full name

<b>Refer to <a href="http://www.training.gov.au">www.training.gov.au</a> for Unit of Competency codes and names</b>	
<b>Unit Code</b>	<b>Unit Name</b>