

CFS17 RPL Application Form

This form must be submitted together with an appropriate Enrolment Form

'Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit' (Australian Qualifications Framework Council).

SECTION A: Student Details		
Family Name:	<input style="width: 95%;" type="text"/>	Given Name: <input style="width: 95%;" type="text"/>
Student ID:	<input style="width: 100%;" type="text"/>	
Course Code:	<input style="width: 95%;" type="text"/>	Course Name: <input style="width: 95%;" type="text"/>
SECTION B: Student Formal Training details		
<u>Formal learning</u> is the learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification. <i>(If insufficient space, please attach additional pages to the application)</i>		
Year/s	Institution	Course Name
<u>Relevant skills & knowledge:</u>		
SECTION C: Student Informal Training Details <i>(Leave blank if not applicable)</i>		
<u>Informal learning</u> is learning gained through work, social, family, hobby or leisure activities and experiences. Unlike formal or non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support. <i>(If insufficient space, please attach additional pages to the application)</i>		
Year/s	Organisation	Role/Duties

SECTION D: Student Non-formal Training Details *(Leave blank if not applicable)*

Non-formal learning refers to learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.
(If insufficient space, please attach additional pages to the application)

Year(s)	Institution/Organisation	Course/Learning Outcomes

SECTION E: Armed Forces Details *(Leave blank if not applicable)*

Branch of Service	
Trade classification on discharge	
Date of discharge	

SECTION F: Employment History *(If insufficient space, please attach additional pages to the application)*

Period of Employment		Employment Details		Employment Types	Description of major duties
From	To	Company Name	Address & Phone Number	Full time/Part-time/Casual	

SECTION G: Referees *(If insufficient space, please attach additional pages to the application)*

APPLY FOR RECOGNITION OF PRIOR LEARNING

*Students are required to base their application on the units of competency identified in the self-assessment checklist as being the units of competency for which the student wishes to perform an RPL assessment.
In case of insufficient space please photocopy this page only for your use and attach it to the application form.*

INSERT UNIT(S) OF COMPETENCY YOU WISH TO APPLY FOR RPL

Unit code	Unit Name

Student Declaration:

I confirm that I complete the evidence guide and the self-assessment checklist prior to making this RPL application. I certify that I have attached my portfolio of documentary evidence, the evidence guide, and the self-assessment checklist with this RPL application. I understand that failure to attach all of the above identified documents would result in an invalid application. I declare that the documentary evidence provided in my portfolio is true and accurate.

Student Signature Date

FOR OFFICER USE

By ticking this box I confirm the student has completed a valid RPL application with sufficient supporting documentation and has attached a portfolio of documentary evidence / an evidence guide / a self-assessment checklist.

Administrator / Assessor Name:

Administrator / Assessor Signature: Date: