knowledge
experience
humanity

# RECOGNITION OF PRIOR LEARNING (RPL) - APPLICATION FORM

## Introduction

Recognition of Prior Learning (RPL) is an evidence-based, equitable, and transparent process that assesses prior learning and/or experience, resulting in course credit, which exempts a student from enrolment in a particular subject. The College recognises the value of prior learning and experience. All students who attend the College are entitled to apply for RPL for the course in which they are enrolled. All applications will be assessed equitably and fairly by the College. The application process is detailed in the Pathways Policy.

## Application Details

| | | |
|---|---|---|
| Course Title (Student must be enrolled in a course) | | |
| | | |
| Subject title for which RPL is being sought. Please note:<br>• Due to the course structure, applicants must request course credit for an entire subject<br>• The maximum course credit granted to any one applicant in any one course is to be no more than 40% of the subjects for that course | | |
| | | |
| Date of Submission (Applications must be submitted in writing prior to the administration date) | | |
| | | |
| Title (Mr, Mrs, Ms, Miss) | | |
| Surname | | |
| First Name/s | | |
| Any other name used | | |
| Gender | | Male / Female |
| Home Address | | |
| Postal address (if different from above) | | |
| Telephone Numbers | Home: | Work: |
| | Mobile: | Fax: |
| Date of Birth | | |
| Email Address | | |

## Process of RPL

The College has identified two main streams of applications for RPL; where an applicant has:

a) undertaken previous formal study
b) extensive work experience

### a) Previous formal study

| | |
|---|---|
| Name of Institution where qualification was achieved | |
| Name of Qualification achieved (Dated) | |
| Units of Competency achieved (or provide transcript) | |
| I have provided the following evidence:<br>a. transcript/results (an explanation of grades must be attached)<br>b. detailed subject outlines specifying subject content, assessment and duration (i.e. total number of hours of the course)<br>c. statement of attainment (if applicable), and<br>d. Certificate/award (if applicable). | |
| Where qualifications documentation is in a language other than English, applicants are required to have the qualifications documentation translated into English using the National Accreditation Authority for Translators and Interpreters (NAATI). The College is not responsible for any costs associated with the translation of qualifications documentation. | |

### b) Work Experience

Applicants who possess at least 5 consecutive years full time, or equivalent, work experience in a relevant field, which satisfies the learning outcomes for a subject they are enrolled in, may be eligible for a subject exemption. Applications for RPL based on extensive work experience must be evidence-based. Accordingly, all applications for RPL will result in an assessment to determine the applicant's competency level for the subject.

| Current Employment | |
|---|---|
| Are you currently employed? | Yes / No |
| Occupation currently employed | |
| Who is your current employer? | |

| Applicant's past relevant position & description(s): |
| --- |
| |
| Written submission outlining how the work experience meets the learning objectives of the subject for which they are applying for RPL |
| |

| 6. Professional Referees (relevant to work situation) – Able to give evidence | |
|---|---|
| **Name** | |
| Position | |
| Organisation | |
| Phone Number | |
| Mobile Number | |
| Email Address | |
| **Name** | |
| Position | |
| Organisation | |
| Phone Number | |
| Mobile Number | |
| Email Address | |

**More Information**
Academic Department - Kenvale College
**T** 61 2 9314 6213 **E** admissions@kenvale.edu.au

## Declaration and Acceptance

I declare that the information contained in this application is true and correct and that documents submitted are certified as true copies. I agree and understand that any referees I have provided may be contacted by Kenvale College.

| Applicant Signature | Date |
|---|---|
| | |