

HFS17 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:	Give	en Name:							
Student ID:									
Course Code:	Cour	se Name:							
SECTION B: Student Fo	ormal Training details								
1	ng that takes place through a structured progran space, please attach additional pages to the app	n of learning that leads to the full or partial achievement of an officially accredited lication)							
Year/s	Institution	Course Name							
Relevant skills & knowledge:									
	nformal Training Details (Leave blank)								
Informal learning 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.									
(If insufficient space, please attach additional pages to the application)									
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 I	E: Armed Fo	rces Details (Leave bl	ank if not applicable	le)			
Branch of	Service						
Trade clas on dischar							
Date of discharge							
SECTION I	F: Employme	ent History (If insuffic	cient space, please a	attach additional page.	s to the application)		
Period of E	mployment	Employme	nt Details	Employment Types			
		1			o to the application) Description of major duties		
Period of E	mployment	Employme	nt Details Address &	Employment Types Full time/Part-			
Period of E	mployment	Employme	nt Details Address &	Employment Types Full time/Part-			
Period of E	mployment	Employme	nt Details Address &	Employment Types Full time/Part-			
Period of E	mployment	Employme	nt Details Address &	Employment Types Full time/Part-			
Period of E	mployment	Employme	nt Details Address &	Employment Types Full time/Part-			
Period of E	mployment	Employme	nt Details Address &	Employment Types Full time/Part-			
Period of E	To To	Employme Company Name	Address & Phone Number	Employment Types Full time/Part-	Description of major duties		
Period of E	To To	Employme Company Name	Address & Phone Number	Employment Types Full time/Part- time/Casual	Description of major duties		
Period of E	To To	Employme Company Name	Address & Phone Number	Employment Types Full time/Part- time/Casual	Description of major duties		
Period of E	To To	Employme Company Name	Address & Phone Number	Employment Types Full time/Part- time/Casual	Description of major duties		



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:								
Ι (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:				