



RPL / CREDIT TRANSFER TEMPLATE

RPL Applicant to complete

Applicant Name:

Employer (if applicable):

I declare that the information / evidence that I submit for this RPL application is all my own work.

Applicants Signature..... Date:.....

Date of RPL Assessment work submitted:.....

Please send completed RPL assessment work to:

Park Orchards Learning Centre
P.O. Box 68, PARK ORCHARDS 3114

What is Recognition of Prior Learning

Recognition of Prior Learning (RPL) is an assessment process that recognises competencies you currently have, regardless of how, when or where the learning occurred. This includes competencies attained through any combination of formal or informal training and education, work experience or general life experience. In order to apply for recognition of prior learning in this unit you must provide evidence that addresses and meet the requirements for this unit. Your evidence may take a variety of forms and could include:

- Certificates and/or qualifications achieved
- References from past employers
- Testimonials from clients and previous work samples
- Substantiated *Curriculum Vitae*

To be able to grant RPL it the assessor must be confident that the applicant is currently competent against all elements of competency within this unit and must ensure that submitted evidence is authentic, valid, reliable, current and sufficient.

Who Can Apply

RPL is for full units only. If partial RPL is awarded for elements within a unit of competency, then the applicant must complete the other remaining elements to achieve the full unit.

How does the RPL process work?

Evidence that is presented by the applicant is matched to the performance criteria contained within the elements for the unit(s) applied for. The evidence is assessed using the following criteria:

- Is the prior learning relevant to the course and address the performance criteria specifically?
- Is the knowledge and skill current?
- Is it authentic and can be verified?
- Is the knowledge and skill appropriate to the level of the unit?

How long will it take to be informed?

You will be notified of the outcome within four weeks of the RPL application.

What is Credit Transfer

Credit transfer recognises any formal qualifications you have achieved. You will need to provide a copy of the qualification and a list of the units achieved. These must match the units you are mapping against. If the units are from a similar / earlier qualification you will need to map these and discuss with the relevant trainer.



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Qualification Code and Title

Unit:

Element 1

Performance Criteria	List qualifications / transcript submitted to meet criteria	Detail work experience to meet criteria	Assessed C or NYC

Element 2 *detail here*

Performance Criteria	List qualifications / transcript submitted to meet criteria	Detail work experience to meet criteria	Assessed C or NYC

Element 3 *detail here*

Performance Criteria	List qualifications / transcript submitted to meet criteria	Detail work experience to meet criteria	Assessed C or NYC

Assessors signature:.....