RPL Application Form

Section 1 – Applicant Details			
Applicant Name:		**Date:**	
Contact Tel:		**Mobile:**	
Address:			
Email:			
Qualification / Course:			

Section 2 – Application and Declaration

Applicant:

☐ I wish to apply for Recognition of Prior of Learning for the units of competency/modules listed below.

☐ I have attached original copies of certificates I have achieved previously from other courses and training providers.

☐ I declare that certification documentation supplied is legitimate, true and correct.

☐ I understand that the Assessor will verify my certification documentation for validity.

☐ I agree to pay the fee of $..... for document administration and a fee of $..... per assessment for any challenge test that is required for me to confirm my competency.

☐ I understand that Travel and accommodation for an Assessor to conduct on site assessments (if required) will be added to any assessment fees quoted.

☐ I understand that the RPL process is an assessment only process whereby I submit evidence. Industries Services Training (IST) will count any competency achievement towards any grading in future competency based summative assessments.

☐ I understand that there is no training or learning guide provided to me in this process and that I am using this process to fast track my certification.

☐ I understand that IST is not responsible for searching, or discovering any information or supporting evidence.

☐ I understand that I am responsible to supply all supporting evidence and information required by IST, and I shall pay any additional search and discovery fees incurred as a result of insufficient evidence being provided.

☐ I understand that I shall not be entitled to any refund of fees in the event that I do not meet the competency standards and that any further training and assessments I require shall be at my expense at the current IST rate.

☐ I have supplied a copy of my most recent CV / Resume to demonstrate my industry experience and education.

I, have read the RPL Policy and understand that if this application is successful that a RPL pack will be provided to me for the relevant units of competency, at a briefing session. I understand that I will only receive RPL for those modules upon successful submission of all requirements as outlined in the RPL Pack for each module.

Applicant Signature:		**Date:**	

Section 3 – Workplace Referees who can support my RPL Application

Referee 1 -	

Name and Contact Details :	
Referee 1 - Name and Contact Details :	

Section 4 – Units /Modules Outcome

Unit Code	Unit Name	Assessor Only			
		Evidence supplied	Evidence Verified	Progress to RPL Pack	Assessor Initial
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
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		☐	☐	☐	

Section 5 – Assessor Endorsement

☐ I declare that the is sufficient evidence to warrant the applicant progressing through RPL process for the above noted units/modules .

Assessor Signature:		Date:	

Admin Use Only

SMS Updated :	☐ Yes	☐ No	**Date:**		**Initial:**	
Applicant file updated :	☐ Yes	☐ No	**Date:**		**Initial:**	