

RECOGNITION OF PRIOR LEARNING (RPL) / SKILLS RECOGNITION APPLICATION FORM

Please write in BLOCK LETTERS using a black or blue pen.

STUDENT DETAILS:			
I am applying as a:	<input type="checkbox"/> Future student (new applicant) <input type="checkbox"/> Currently enrolled student <input type="checkbox"/> International onshore student		
Student Name:		Student ID:	
DOB:		Mobile No:	
Email Address:			
Address:			
COURSE DETAILS:			
Course Code:			
Course Title:			

CLAIM FOR RPL

OTHER LEARNING – Paid work- Fast track training – Gain promotion

Other learning includes non-formal learning and experience that relates to the unit(s) of competency for which recognition is being sought. Please attach a statement linking your experience to the unit/s concerned. Only include information that is relevant to this application.

The claim for RPL may draw upon:

- An employment history detailing position descriptions and letters of support from immediate supervisors
- Certificates received from voluntary or work organisations
- Awards, prizes and other achievements
- Contributions to the community or activities which are relevant to the selected course of study.

Name of company	Country/state	Dates worked		Position and duties
		From	- To	

OTHER LEARNING (EG. LIFE EXPERIENCE, VOLUNTARY WORK, ETC)

Please note that in some circumstances the granting of RPL may disadvantage you in terms of the requirements for membership of professional bodies (eg. the accounting professional bodies have rigid requirements for the granting of credit and/or RPL) and/or Federal Government requirements applicable to international students. Contact the relevant Teacher or Manager for further details.

- In your opinion, what skills and knowledge have you acquired that relate to this program/course?
- What type(s) of non-credentialed programs/training/study have you undertaken and experience acquired since leaving school relevant to this application?

LIST OF SUPPORTING EVIDENCE ATTACHED

Evidence should be a close match with the learning outcomes/objectives for the unit(s) of competency for which RPL is sought.

Students will be assessed for eligibility of RPL. Formal assessment process will be explained and commenced and can be a variety of practical demonstration and theory. Students will then be provided outcome which can meet a variety of needs.

APPLICANT DECLARATION

- To the best of my knowledge, the information given in this application is correct and complete.
- I understand that DNA Kingston Training reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.
- I authorise DNA Kingston Training to conduct a search and retrieval of my academic record from my previous institution(s) to verify the information contained in my application.
- I understand that DNA Kingston Training collects, stores, and uses personal information in accordance with the Privacy Policy.
- I have retained a copy of this application and all supporting evidence.

Students Signature:		Date:	
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UNIT INFORMATION		ASSESSOR TO COMPLETE		
UNIT CODE	UNIT TITLE	ASSESSMENT START DATE: This form may need to be submitted before a decision has been made therefore the form can be submitted to DMS for processing with only a start date	ASSESSMENT END DATE: Once assessment is complete, the form must be submitted again with an end date if the application took more than one day to assess	GRANTED? YES OR NO This form must still be submitted if the RPL is not granted

COLLEGE OFFICE USE ONLY - (this section)

Evidence attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Result codes: RPL granted RPL not granted RPL withdrawn	
Student Name:		Student ID:	
Assessor:		Date:	
Manager:		Date:	
Processed By:		Date:	