



## RECOGNITION OF PRIOR LEARNING (RPL) APPLICATION

Use this form where you do not hold the specific unit of competency or equivalent unit.

### DOCUMENTARY EVIDENCE REQUIRED

You must ensure that any relevant documentation is attached to your application.

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Certified copies</b> of Official Academic Records and explanation of grades (do NOT send originals). Copy of completed Statement of Attainments, and/or Transcript of Results | <input type="checkbox"/> <b>Course outlines</b> which include: level of study/topics covered, duration of the course, contact hours, methods of assessment, textbooks used. |
|---|---|

**Certified copy** – copies must be certified as true copies by a university or college Registrar, a Commissioner for Declarations or by a person authorised to certify passport applications. Each copy must bear an original signature with a certification that the document is a true copy of the original. Alternatively, you can bring originals plus photocopies to the relevant teacher for certification.

### PERSONAL DETAILS

Surname/Family Name \_\_\_\_\_ Student USI: \_\_\_\_\_

Given Names \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone: Home ( ) \_\_\_\_\_ Mobile \_\_\_\_\_

### RTO PROGRAM DETAILS

RTO Program towards which you are seeking RPL: \_\_\_\_\_

When do you intend to commence this program? \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

### PREVIOUS STUDIES

Previous Programs: \_\_\_\_\_

Name of Institution (in full): \_\_\_\_\_

### STUDENT DECLARATION

I declare to the best of my knowledge the information supplied is correct and complete. I acknowledge that incomplete information may result in the application being returned to me. I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications, skills and experience. I have read and retained the attached information sheet.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received	
Signature	Date



## RPL APPLICATION

Unit of Competency		Evidence meets UOC Requirements		Approved	Not Approved
Unit Code	Unit Title	Yes	No	Signature of Assessor	Reason

## FOR OFFICE USE ONLY

Assessor Recommendation for RPL		Action	Comments
		RTO advised NO RPL <input type="checkbox"/>	
		RPL Noted on student record <input type="checkbox"/>	
		Other Action <input type="checkbox"/>	
Name			
Signature			
Date			
Position			

Document title: Recognition of Prior Learning (RPL) Application Form

Version date: 12 February 2026 Version 1.1

Review date: December 2026

Ownership: Kingston State College

Approved by: RTO Manager

## RPL Application Explanatory Notes

**PLEASE READ THIS INFORMATION BEFORE COMPLETING AND SUBMITTING YOUR APPLICATION FORM.**

**PLEASE DO NOT RETURN THIS PAGE WITH YOUR APPLICATION FORM.**

### **What is RPL?**

Recognition of Prior Learning (RPL) is the acknowledgment of skills and knowledge obtained through formal training, work experience and/or life experience. The purpose of this process is to identify and assess previously acquired skills and knowledge against the required competency standards.

Your skills will be assessed against industry standards. This is done by an RPL assessor. You may be asked to:

- perform tasks or jobs
- talk about and explain how you do those jobs
- provide samples of your work
- provide certificates/statements of attended – workshops, seminars, short courses
- provide evidence of workplace inductions and performance appraisals
- provide current CV and job descriptions
- provide letter of support; third party reports; references

A visit to your workplace may be organised so you can demonstrate your abilities. You may have to provide job descriptions, references or performance appraisals.

### **Completing the form:**

This form provides you initial information about applying for RPL. More information is provided in the Student Handbook. If you wish to apply for RPL, please complete this initial application form and submit to your teacher as soon as possible.

### **Application Process**

- Apply for RPL by completing and submitting this form to your teacher
- Upon receipt of your application, you will be provided with an RPL kit.
- Complete and submit RPL kit and all evidence to your trainer
- Assessor will review and assess your RPL evidence; your assessor may ask for additional evidence if required
- If your application is successful in your RPL application, you will not have to complete the unit/s for which you are granted RPL.

### **Notes:**

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