



## RPL APPLICATION FORM

STUDENT DETAILS	
Name:	Date of Birth:
Address:	Contact phone number:
Email address:	

QUALIFICATION AND UNIT DETAILS
You seek recognition for
Subject:
Unit Code:
Unit of Competency (UOC):

APPLICATION AND EVIDENCE
<b>STEP 1:</b> Download the UOC from the ACES website for which you are seeking recognition. The UOC can be found on the course page (Advanced Diploma of Building Biology / Certificate IV in Feng Shui) in the table that outlines all of the subjects in the course (scroll down the page).
<b>STEP 2:</b> Map your knowledge and/or experience against the Element, Performance Criteria, Performance Evidence, Knowledge Evidence and Assessment Conditions outlined in the UOC. This will enable you to gather the necessary evidence to demonstrate how and why you have met the requirements of the particular unit.
<b>STEP 3:</b> Complete the 'Assessment Matrix' section on page 3 of this form and attach your evidence. An example of a completed Assessment Matrix can be found <a href="#">HERE</a> .
<b>STEP 4:</b> Pay the RPL Fee of \$350 (per subject/unit you wish to apply for). This is non-refundable regardless of the outcome.
<b>STEP 5:</b> Email this 'Application for RPL form' along with evidence for assessment to <a href="mailto:nicole@aces.edu.au">nicole@aces.edu.au</a>



## RPL APPLICATION FORM

### STUDENT (APPLICANT) DECLARATION

Use the list below to confirm your application is complete:

1. I have read the entire Unit of Competency including the assessment requirements
2. I have attached and clearly identified my evidence to support my application
3. I have paid the RPL fee of \$350

I declare that the information provided by me is true and correct.

Signed:

Date Signed: (dd/mm/yyyy)



## RPL APPLICATION FORM

### ASSESSMENT MATRIX

To complete this section, you need to download the *Unit of Competency* (UOC) related to the subject from the course page of the ACES website ([www.aces.edu.au](http://www.aces.edu.au)). You will then need to copy the Elements, Performance Criteria, Performance Evidence and Knowledge Evidence from the UOC. Note: you must complete a separate matrix for each subject (UOC) for which you seek recognition.

<b>Student Name:</b>		<b>Subject:</b>	
<b>Qualification:</b>		<b>Unit Code:</b>	
<b>Unit of Competency:</b>			

Elements & Performance Criteria	How have you done this?	Evidence to support this



## RPL APPLICATION FORM

Performance Evidence	How have you done this?	Evidence to support this

Knowledge Evidence	How have you done this?	Evidence to support this



## RPL APPLICATION FORM

### STAFF USE ONLY

Student Name: \_\_\_\_\_

Date Application received: \_\_\_\_\_

Subject: \_\_\_\_\_

UOC: \_\_\_\_\_

Assessor notes:

Assessor Recommendations:

Date Approved / Denied: \_\_\_\_\_

Date Student notified of outcome: \_\_\_\_\_

Signature of Assessor: \_\_\_\_\_

Name of Assessor: \_\_\_\_\_

Date signed: \_\_\_\_\_