

RECOGNITION OF PRIOR LEARNING (RPL) FORM

A separate application form is to be submitted along with the \$250 non-refundable fee for *each subject* you are applying for RPL.

Prior to completing this form, contact the college to gain a better understanding of the chances of your success in application for RPL. You should also read the *Learning Guide* for the subject you wish to apply for, which is available on the ACES website (www.aces.edu.au). In the event you assess yourself as meeting the elements, performance criteria and assessment requirements of the subject, complete this application and pay the \$250 fee. This fee is non-refundable regardless of the outcome. Applications will not be processed until payment is made.

EVIDENCE

Recognition of Prior Learning (RPL) relates to an individual's skills and knowledge, irrespective of how it has been acquired. This includes competencies gained through work experience, employment, formal courses and informal training (not accredited) and other life experiences. All information will be assessed and the student notified of a decision by the college within 21 days of receipt of the application.

Educational experience: This relates to previous study from a non-accredited training institution that relates to the subject you wish to be exempt from. You must include a *certified copy* of your academic transcript plus a course outline, assessment criteria and the subjects' aims and objectives. Training must have been conducted within the last ten years, and must be relevant and up to date.

Documented evidence: All copies of academic transcripts, certificates, diplomas, degrees *must be certified* by an appropriate authority (pharmacist, judge, police person....) otherwise it will not be accepted.
Students applying for RPL for the business skills subject *must* supply a comprehensive business plan.
Documentation of the life / work skills obtained in addition to relevant referees with their contact details
Reports you have completed with client contact details for verification
Licensed electricians should scan and certify their electrical license
Resume (if applicable)

NOTE: Students who have completed the *BSBSMB404 Undertake Small Business Planning* OR *BSBWOR501 Manage Personal Work Priorities and Professional Development* OR *BSBSMB301 Investigate Microbusiness Opportunities* OR *FNSFLT401 Be Money Smart through a Career in Small Business* from an accredited institution (ie Recognised Training Organisation or TAFE), need to complete the *Credit Transfer Form* instead (there is no cost).

Today's Date: _____

STUDENT DETAILS:	
Name:	Address: State: P/code:
Telephone:	Mobile:
Email:	

Which subject are you seeking RPL?

List the relevant Education/Training you have completed in table below:

COURSE / EDUCATION (ie: Certificate/Diploma/Degree)	ORGANISATION (TAFE/University/Company/Private Provider)	COURSE DURATION (Number of Hours/Weeks/Years)

List the Subjects you have studied in the table below:

SUBJECT DETAILS (Course Title/Description of Key Areas covered)	SUBJECT DURATION (Number of Hours/Weeks/Years)

EMPLOYMENT DETAILS (if applicable):	
Employer	Address P/code
Contact	Position
Telephone	Email

Detail your Employment History below (if applicable):

NAME OF COMPANY EMPLOYER	POSITION AND DUTIES PERFORMED	EMPLOYMENT DURATION (ie: List Dates from and until – full or part time)

List the supporting and additional evidence provided with this application:

EVIDENCE/SUPPORTING DOCUMENTS ATTACHED	Tick below
Detailed Resume/Curriculum Vitae	<input type="checkbox"/>
Work Experience (log book)	<input type="checkbox"/>
Statement Transcript of units completed (Original req)	<input type="checkbox"/>
Personal Experiences	<input type="checkbox"/>
Non Accredited Course	<input type="checkbox"/>
Other:	<input type="checkbox"/>

I hereby declare that all details in this application are true and accurate.

Applicant Signature: _____ Date: _____

IMPORTANT: Please ensure you have attached all transcripts/course certificates undertaken and details of work duties to support your application. Detailed completion of this form will assist in your assessment for Recognition of Prior Learning. The training manager will be in contact with you and will contact you of the assessment outcome in due course.

PROCEDURE

STEP 1: REQUEST	STEP 2: ASSESSMENT	STEP 3: PHASE
Submit this form along with documentary evidence and the \$250 fee.	ACES evaluates your submission. Decision made (Grant/Deny/ further information required)	Notification within 21 days of receipt of this application.

ASSESSMENT

The assessment panel will review your application and make the decision as to your application for competency. The evidence you supply must match the course learner outcomes fully and satisfy the assessor that you genuinely have the skills and knowledge you are presenting for recognition. If denied, we will provide you with information as to why the request was denied and/or what additional information is to be provided. If recognition of previous learning is assessed as unfavourable, you will have the chance to appeal the decision. This must be done in writing within 7 days of the rejection letter. Refer to the complaints and appeals policy and subsequent complaints and appeals application form.

NOTE: You may be requested to complete a task to demonstrate your understanding in an area.

OFFICE USE ONLY

Date received: _____

Certified documentation attached: Yes No

\$250 fee provided: Yes No

Staff signature: _____

Date it was assessed: _____

Date student was notified of outcome: _____