Ripponlea Institute

RPL Application Form

Personal Details	
Family Name:	
Given Name/s:	
Address:	
Phone:	

Names of course/s or unit/s or competency for RPL application:		
Code	**Title**	**Rationale**

Recognition of Prior Learning is an assessment-only process that assesses the competency of an individual—competency which may have been acquired through formal, non-formal and/or informal learning. This assessment seeks to determine the extent to which an individual meets the requirements of a Unit of Competency.

Recognition of Prior Learning Assessment Tools will be offered to learners upon application to learners who, for example:

- Have previous learning experiences or background in the area
- Have completed past study without attainment of an accredited qualification

Procedure:

1. Student indicates their decision to apply for RPL as soon as possible.
2. Student decides for which units of competency they wish to apply for RPL.
3. Student reads the RPL Policy and Procedures contained in the Student Handbook.
4. Student completes online enrolment and indicates that they would like to apply for RPL for specific units.
5. Administration processes online enrolment and records enrolment of student.
6. RTO Administrator provides the student with RPL Application Form and other RPL information as necessary.
7. Student completes and submits RPL Application form.
8. RTO Administrator provides the student with RPL Assessment Tools for relevant units.
9. Student submits all requirements of RPL Assessment Tools.
10. Assessment is undertaken as per Ripponlea Institute's Policy and Procedure for assessment.