

RPL Application Form

Section 1 – Client Details

Client Name:		Date:	/ /
Contact Tel:		Mobile:	
Address:			
Email:			
Qualification / Course:			

Section 2 – Application and Declaration

Client :

- I wish to apply for Recognition of Prior of Learning for the units of competency/modules listed below.
- I have attached original copies of certificates I have achieved previously from other courses and training providers.
- I declare that certification documentation supplied is legitimate, true and correct.
- I understand that the Assessor will verify my certification documentation for validity.
- I agree to pay the fee of \$..... for document administration and a fee of \$..... per assessment for any challenge test that is required for me to confirm my competency.
- I understand that Travel and accommodation for an Assessor to conduct on site assessments (if required) will be added to any assessment fees quoted.
- I understand that the RPL process is an assessment only process whereby I submit evidence. ACTIVE TRAINING will count any competency achievement towards any grading in future competency based summative assessments.
- I understand that there is no training or learning guide provided to me in this process and that I am using this process to fast track my certification.
- I understand that ACTIVE TRAINING is not responsible for searching, or discovering any information or supporting evidence.
- I understand that I am responsible to supply all supporting evidence and information required by ACTIVE TRAINING, and I shall pay any additional search and discovery fees incurred as a result of insufficient evidence being provided.
- I understand that I shall not be entitled to any refund of fees in the event that I do not meet the competency standards and that any further training and assessments I require shall be at my expense at the current ACTIVE TRAINING rate.
- I have supplied a copy of my most recent CV / Resume to demonstrate my industry experience and education.

I, _____ have read the RPL Policy and understand that if this application is successful that a RPL pack will be provided to me for the relevant units of competency, at a briefing session. I understand that I will only receive RPL for those modules upon successful submission of all requirements as outlined in the RPL Pack for each module.

Client Signature:		Date:	/ /
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Section 3 – Workplace Referees who can support my RPL Application

Referee 1 - Name and Contact Details :	
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