

TAFE APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL/RCC)–A80



A NEW SCHOOL OF THOUGHT

Please read the information and instructions on the reverse of this form carefully prior to completing this form.

		STUDENT ID NUMBER					
STUDENT NAME						CAMPUS	
COURSE TITLE						COURSE CODE	
STUDENT SIGNATURE						DATE	

YOUR MAILING ADDRESS

IS THERE A CHANGE OF ADDRESS? (Y/N) IF YES, PLEASE ALSO SUBMIT A PERSONAL DETAILS AMENDMENT FORM

DETAILS OF RPL/RCC CLAIMED

UNIT/MODULE CODE	UNIT/MODULE TITLE	OFFICE USE ONLY					
		ANCHOR YEAR	DELIVERY PLAN	RPL GRANTED		RCC GRANTED	
				Yes	No	Yes	No

Assessed By (please print)..... Signature..... Ext..... Date.....

Authorised by (HOD)..... Signature..... Ext..... Date.....

TAFE DEPARTMENT – OFFICE USE ONLY

Date received/...../..... Application Checked..... Supporting documentation attached Yes / No

Initials



ACKNOWLEDGEMENT

Student Name..... Student ID..... Date/...../.....

Your application for Recognition of Prior Learning/Recognition of Current Competency has been received on the date shown above

STUDENT CONTACT CENTRE <ul style="list-style-type: none"> • Future Students www.vu.edu.au/gotovu • Current Students www.vu.edu.au/askvu • Telephone + 61 3 9919 6100 • Fax + 61 3 9919 4429 • Web www.vu.edu.au 	STUDENT SERVICE CENTRES <ul style="list-style-type: none"> • City Flinders • City King • Footscray Nicholson • Footscray Park • Melton • Newport • St Albans • Sunbury • Sunshine • Werribee 	MAIL TO Victoria University Enrolment and Fees Section PO Box 14428 MELBOURNE VIC 8001
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INFORMATION FOR TAFE STUDENTS APPLYING FOR RPL/RCC

WHAT IS RPL/RCC?

Recognition of Prior Learning / Recognition of Current Competency (RPL/RCC) is an assessment process that matches the skills and knowledge you have achieved, through study and life/work experience with what would be covered in specific subjects/modules within a course. Where you successfully complete the RPL/RCC assessment you will receive an ungraded pass for those subjects/modules.

HOW DO I APPLY FOR RPL/RCC?

You must be enrolled in the subjects/modules you are applying for RPL/RCC in.

- Speak with your teacher or the Program Manager before you submit your application. They will provide information about evidence you need to provide and/or any assessment tasks to be undertaken.
- Make sure you keep a copy of the application form and the evidence for your records.
- Take your application with evidence attached to the Department. They will sign and date the acknowledgement and return it to you.

You will be contacted if you need to attend an interview or participate in an assessment activity.

DO I HAVE TO PAY A FEE TO APPLY FOR RPL/RCC?

You are required to pay the Tuition Fee for the Unit of Study(s)/modules as usual. If your application is successful the Tuition Fee relating to your total enrolment will be recalculated excluding the Unit of Study/modules you have been granted RPL/RCC in. A refund will then be made where necessary.

In most cases there is no other charge made to students for RPL/RCC assessments.

If a board/party outside of Victoria University is involved in the assessment process an Assessment Fee may be charged.

Where an Assessment Fee applies this will be stated in the information provided by your Department.

WHAT ELSE SHOULD I KNOW?

RPL/RCC assessments will usually be completed within four weeks. You will be notified of the result in writing. Ask your teacher or Program Manager whether you should attend classes while you wait for the result.

WHERE CAN I GET MORE INFORMATION?

The staff in your Department can give you more detailed information. They will help you with identifying subjects/modules that you could apply for RPL/RCC or Credit Transfer in.

They can guide you in collecting evidence for a RPL/RCC application as well as advise you whether you should attend classes while your application for RPL/RCC is assessed.

IS THERE AN APPEAL PROCESS?

Contact the Head of your Department if you are concerned about the outcome of an RPL/RCC application. They will try and resolve any issues you may have. If a suitable resolution cannot be found you can submit a written appeal. An independent person will review written appeals.

CRICOS Provider No: 00124k

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You should contact us if your details change, or if you believe the information we have about you is not accurate. You may seek access to personal and health information SSD holds about you by contacting SSD, and you will be advised at the time of your request for access of any applicable fee. Formal access applications under the Freedom of Information (FOI) Act can be made to the University's FOI Coordinator, Governance and Policy Branch, PO Box 14428, MELBOURNE VIC 8001, or foi@vu.edu.au. Information regarding Victoria University's Privacy Policy can be obtained from the University's Privacy Officer who can be contacted at the same address. Full details of Victoria University's Privacy Policies can be viewed on the internet at www.vu.edu.au.