

APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL) & RECOGNITION OF CURRENT COMPETENCY (RCC)

WHAT IS RECOGNITION OF PRIOR LEARNING (RPL) AND RECOGNITION OF CURRENT COMPETENCY (RCC)?

Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) against the requirements specified in the training package or VET accredited course for which RPL is sought.

Recognition of current competency is a specific form of RPL, it only applies where an individual is required to maintain current competency in one or more units of competency linked to a license or regulatory requirement. To meet these requirements, individuals may present for re-assessment in units previously attained.

WHO IS RPL OR RCC FOR?

This form is for any enrolled or future VU student who wishes to have their relevant and documented work experience, non-equivalent formal training and/ or various types of practical learning assessed for RPL. This form should also be used to request re-assessment of previously completed units for recognition of current competency.

SUBMISSION DETAILS

If you are a currently enrolled student, you should submit this form to your teacher or course Manager. Ask your teacher or course Manager whether you should attend classes while you wait for the result.

If you are completing this form as part of your application to study at VU, please print this form, complete, scan and upload it, along with any supporting documentation, as part of the online application process – the online application form will prompt you to upload these documents. If you are not applying online or if you are applying outside the admission period, you can either post to the appropriate mail address present on this form below or deliver it in person to a VUHQ Student Service Centre.

PROSPECTIVE INTERNATIONAL (ONSHORE AND OFFSHORE) STUDENTS

Please address your application to:

Victoria University International, PO Box 14428, Melbourne VIC 8001

ENROLLED OVERSEAS (ONSHORE) STUDENTS

If your successful RPL application results in a reduced study load less than the standard full time study load, please attach a completed [Application for Reduced Study Load form](#). Check with Victoria University International that your granted RPL does not affect your Study Load requirements as an overseas student. Refer to www.vu.edu.au/international.

ASSESSMENT OF EVIDENCE

This application is the first step in the Skills Recognition process; it will be reviewed by a skills recognition assessor to determine whether there is sufficient evidence to support an application for Skills Recognition. On page 3 of this form you should list the evidence you intend to present to support your application. Evidence may include, but is not limited to, a current resume, position descriptions, certificates from short courses or professional development activities, workplace documents, project reports, third party reports (references), photographs / videos and portfolios. The evidence provided should relate to work, study, informal learning and qualifications attained within the past three years.

The skills recognition assessor will contact you to arrange an initial meeting at which the full Skills Recognition process will be explained and you will be provided with a Skills Recognition Kit that will guide you through the evidence collection process.

PLEASE NOTE If relevant, you must provide certified copies of qualifications and Unit(s) of Competency/Study/Syllabus information from the relevant course guide. A photocopy of an original document can be certified (signed and dated) as a true copy of the original document by an authorised person (i.e. Justice of the Peace, police officer, doctor, accountant, school principal, bank manager etc.). You may be asked to show the original documents at a later stage.

Documents in languages other than English must be accompanied by an English translation. The translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) or an equivalent body for offshore students.

Your former Institution(s) and/or current/former employer(s) may be contacted to obtain information and/or clarification of your claim for RPL..

HOW WILL I BE NOTIFIED OF THE RPL or RCC ASSESSMENT OUTCOME?

You will be advised in writing of the outcome of your RPL or RCC application. If your application for RPL is successful your academic record will show an 'SR' grade for the relevant unit/s. If your application for RCC is successful, your academic record will show the unit under Advanced Standing Granted. If your application is not successful you may need to enroll in the relevant unit/s, participate in the training program and complete the assessment requirements

IS THERE AN APPEAL PROCESS?

Contact the course manager if you are concerned about the outcome of your RPL or RCC application. They will try to 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.

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

Skills Recognition is an assessment process. Skills Recognition fees for domestic applicants are charged at the same rate as for standard eligible enrolment in the relevant unit/s. Please note if your application for RPL or RCC is not successful you may incur further fees to enroll in the unit/s. To view VU Enrolment Fees and Charges please visit: <https://www.vu.edu.au/victoriapolytechnic/course-fees>

Overseas student fees are inclusive of all assessment processes, no additional fee is payable for Skills Recognition assessment.

WHERE CAN I GET MORE INFORMATION?

Staff members in the teaching department for your course can give you more detailed information. They can help you to identify unit/s for which you could apply for RPL and they will provide you with information about any structured qualification linkages that apply to your course/qualification.

To discuss RPL or RCC further, please contact us on +61 3 9919 6100 and ask for the course manager of the course for which you are seeking RPL or RCC.

Please write in **BLOCK LETTERS** using a black or blue pen.

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1. PERSONAL DETAILS

GIVEN NAME		FAMILY NAME	
STUDENT ID (If known)		MOBILE	
EMAIL ADDRESS			
ENROLMENT STATUS	<input type="checkbox"/> FUTURE STUDENT (NEW APPLICANT) <input type="checkbox"/> CURRENTLY ENROLLED STUDENT <input type="checkbox"/> INTERNATIONAL ONSHORE STUDENT		

2. COURSE DETAILS - VICTORIA POLYTECHNIC COURSE

COURSE CODE	
COURSE TITLE	

3. I AM APPLYING FOR

- RECOGNITION OF PRIOR LEARNING (RPL)
 RECOGNITION OF CURRENT COMPETENCY (RCC) – Please proceed to section 5

4. TYPE OF ASSESSMENT REQUESTED EVIDENCE

OTHER LEARNING – (eg. PAID WORK)

Other learning includes non-formal learning and experience that relates to the unit(s) of competency for which recognition is being sought. Please attach a statement linking your experience to the unit/s concerned. Only include information that is relevant to this application.

The claim for RPL may draw upon:

- An employment history detailing position descriptions and letters of support from immediate supervisors
- Certificates received from voluntary or work organisations
- Awards, prizes and other achievements
- Contributions to the community or activities which are relevant to the selected course of study.

NAME OF COMPANY	COUNTRY/STATE	DATES WORKED FROM – TO		POSITION AND DUTIES

OTHER LEARNING (EG. LIFE EXPERIENCE, VOLUNTARY WORK, ETC)

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- To the best of my knowledge, the information given in this application is correct and complete.
- I understand that Victoria Polytechnic reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.
- I authorise Victoria Polytechnic to conduct a search and retrieval of my academic record from my previous institution(s) to verify the information contained in my application.
- I understand that Victoria Polytechnic collects, stores, and uses personal information in accordance with the University's Privacy Policy, available at www.vu.edu.au/privacy
- I have retained a copy of this application and all supporting evidence

Signature: _____ Date: ____ / ____ / ____

