

RECOGNITION OF PRIOR LEARNING APPLICATION FORM



This form is for students who wish to apply for Recognition of Prior Learning.

What is Recognition of Prior Learning?

Recognition of Prior Learning (RPL) involves assessment of relevant prior learning (including formal, informal and non-formal learning). Credit may be granted for prior knowledge and skills, which exempts you from completing relevant units within your course.

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.

Please see the University [Credit Policy](#) for more information.

Please note: a fee is applicable for TAFE RPL applications.

How to complete this form:

This form can be used by Higher Education and TAFE students.

TAFE Students	HE Students
Complete section 1, 2 and 3	Complete section 1, 2 and 3
Complete section 4.1	Complete section 4.2
Complete section 5 and 6	Complete section 5 and 6

1. PERSONAL DETAILS

Student ID Family name

Given names Date of birth

Email address Mobile no.

Enrolment status ☐ Future student (new applicant) ☐ Currently enrolled student ☐ International onshore student

2. COURSE DETAILS

Course title Course code

3. UNIT DETAILS

Please list the unit/s for which you wish to claim RPL.

VU Unit Code	VU Unit Title

What type of evidence should I provide to support my application?

Evidence may include a current resume, position descriptions, certificates from short courses or professional development activities, workplace documents, project reports, references from employers, photographs/videos and portfolios.

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

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 by an authorised person.

4.1. TAFE STUDENTS

This section is for TAFE students only - If you are a studying a Higher Education course, please go to section 4.2

Work/Volunteer/Learning Experience

Name of Company	Country/State	Dates worked		Position & Duties
		FROM	TO	

What skills and knowledge have you acquired that relate to your program/course, including on-credentialed programs/training/study?

Please list all supporting evidence that you intend to include with your application:

Evidence should be a close match with the knowledge and performance evidence requirements for the unit/s of competency for which RPL is sought.

4.2. HIGHER EDUCATION STUDENTS

You must complete a Learning Outcomes Mapping table for each unit for which you are applying for exemption. When completed, attach with this form and submit together.

How can I find the Learning Outcomes for my unit?

To find the Learning Outcomes for your unit, [search for your course](#) and click on the **Course Structure** tab. You will then be presented with a list of units. You can click into each unit to find the Learning Outcomes.

Unit title Unit code

Learning Outcomes (LO) List each Learning Outcome in this column	Relevant Prior Experience List work/volunteer experience or formal/ non-formal training that demonstrate achievement of the learning outcome	Evidence/Documentation Add the supporting evidence in this column. The actual evidence will need to be attached as part of your application.
LO 1:		
LO 2:		
LO 3:		
LO 4:		
LO 5:		

Unit title

Unit code

Learning Outcomes (LO) List each Learning Outcome in this column	Relevant Prior Experience List work/volunteer experience or formal/ non-formal training that demonstrate achievement of the learning outcome	Evidence/Documentation Add the supporting evidence in this column. The actual evidence will need to be attached as part of your application.
LO 1:		
LO 2:		
LO 3:		
LO 4:		
LO 5:		

Have extra units you wish to apply for?

You can download extra copies of the Learning Outcomes Mapping Table that you can fill out and attach to this form as part of your application.

[Download Learning Outcomes Mapping Table.](#)

Not sure how to fill out the table?

You can download a filled sample for your reference.

[Download Sample](#)

5. STUDENT DECLARATION

Please check all boxes.

- ☐ To the best of my knowledge, the information given in this application is correct and complete.
- ☐ I understand that Victoria University reserves a right to vary or reverse any decision made on the basis of incorrect or incomplete information.
- ☐ I authorise Victoria University 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 University 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

6. HOW DO I SUBMIT MY APPLICATION?

For HE students:

Currently enrolled: Please submit this form along with your supporting documents to (???)

Applying to study at VU: Please submit this form along with your supporting documents to (???)

The RPL request will be sent to the Course Chairs (or equivalent) for consideration and assessment. Additional information may be requested, and you may be required to attend an interview to discuss your RPL request. Once an outcome is determined, the Credits team will notify you accordingly.

Submission checklist HE students.

Make sure you provide the following with your application:

- ☐ Application for Recognition of Prior Learning form including a Learning Outcomes Mapping table for each unit in which you are applying for RPL
- ☐ Extra Learning Outcomes Mapping tables (if applying for more than 2 units)
- ☐ Supporting evidence

For TAFE students:

Currently enrolled: Submit this form to your Assessor or Course Coordinator or Manager. You should attend classes while you await the result.

Applying to study at VU: If you are completing this form as part of your application to study at VU, please scan and upload this form, along with any supporting documentation, as part of the online application process.

Submission checklist TAFE students.

Make sure you provide the following with your application:

- ☐ Application for Recognition of Prior Learning form.
- ☐ Supporting evidence

OFFICE USE ONLY - ASSESSOR TO COMPLETE

VU Unit Code	VU Unit Title	Assessment Start Date This form MUST be submitted before decision has been made. Therefore the form can be submitted to DMS for processing with only a start date.	Assessment End Date Once assessment is complete, the form MUST be submitted again with an end date indicating when the assessment was completed.	Assessment Type: RPL or RCC	Granted: Yes or No The form MUST still be submitted if the RPL or RCC is not granted.

Evidence attached ☐ Yes ☐ No If no, note where the evidence is stored

Student details

First name

Last name

Student ID

Assessor

Full name

Staff ID

Signature

Date

Manager

Full name

Staff ID

Signature

Date

Processed by

Full name

Staff ID

Signature

Date

PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the departments of education and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](#) on our website, our frequently asked questions at [ASKVU](#) or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION: We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy.

CONTACT US

If you have any questions, you can access **ASKVU** (askvu.vu.edu.au), speak to us via live chat or call us on **+61 3 9919 6100**.

Our **VUHQs** are located at the following campuses:

- ♦ City Campus
- ♦ Footscray Park
- ♦ Sunshine
- ♦ Footscray Nicholson
- ♦ St Albans
- ♦ Werribee