

# APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)

## WHAT IS RECOGNITION OF PRIOR LEARNING (RPL)?

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.

## WHO IS RPL 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 Recognition of Prior Learning (RPL).

## 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 Student Service Centre.

## PROSPECTIVE INTERNATIONAL (ONSHORE AND OFFSHORE) STUDENTS

Please address your application to: Victoria University International, PO Box 14428, Melbourne VIC 8001

## ENROLLED INTERNATIONAL (ONSHORE) STUDENTS

As an enrolled International onshore student if, as a result of RPL, your study load falls below the standard full time study load, please attach a completed Application for Reduced Study Load form. Applications are available from student forms [reduced study load or overload \(PDF, 172 KB\)](#). You also need to check with Victoria University International that your visa status is not put at risk by the granting of RPL. Refer to [www.vu.edu.au/international](http://www.vu.edu.au/international).

## SUPPORTING EVIDENCE/DOCUMENTATION

This application will be assessed on the evidence supplied. Each piece of evidence should be clearly identified and numbered as an attachment, then listed on the third page of this form. 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.

If relevant, applicants must provide certified copies of qualifications and Unit(s) of Competency/Study/Syllabus information from the relevant course guide. Do not send original documents. 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.

Overseas or private University certified copies of records of academic study must be provided from the appropriate government body/professional association recognised in Australia for onshore students or an equivalent authority for students studying at an offshore site. 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.

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

## ASSESSMENT OF EVIDENCE

If upon assessment of the evidence supplied, the assessor judges that you may be eligible for RPL you will be contacted to progress your application. The next stage of the assessment may include an interview, demonstration / observation of skills or a test. You will be advised of what is required and an appropriate time will be scheduled with you.

## HOW WILL I BE NOTIFIED OF THE RPL ASSESSMENT OUTCOME?

You will be advised in writing of the outcome of your RPL application. If your application for RPL is successful your academic record will show an 'SR' grade for the relevant unit/s. 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 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?

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

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

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

## PERSONAL DETAILS:

I AM APPLYING AS A:

- FUTURE STUDENT (NEW APPLICANT)  
 CURRENTLY ENROLLED STUDENT  
 INTERNATIONAL ONSHORE STUDENT

GIVEN NAME		FAMILY NAME																		
STUDENT ID		MOBILE																		
EMAIL ADDRESS																				

## COURSE DETAILS - VICTORIA POLYTECHNIC COURSE

COURSE CODE	
COURSE TITLE	

## CLAIM FOR RPL

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)

Please note that in some circumstances the granting of RPL may disadvantage you in terms of the requirements for membership of professional bodies (eg. the accounting professional bodies have rigid requirements for the granting of credit and/or RPL) and/or Federal Government requirements applicable to international students. Contact the relevant Teacher or Manager for further details.

- In your opinion, what skills and knowledge have you acquired that relate to this program/course?
- What type(s) of non-credentialed programs/training/study have you undertaken and experience acquired since leaving school relevant to this application?

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## LIST OF SUPPORTING EVIDENCE ATTACHED

Evidence should be a close match with the learning outcomes/objectives for the unit(s) of competency for which RPL is sought.

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## APPLICANT DECLARATION

- 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](http://www.vu.edu.au/privacy)
- I have retained a copy of this application and all supporting evidence

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)



UNIT INFORMATION		ASSESSOR TO COMPLETE		
VU UNIT CODE	VU UNIT TITLE	ASSESSMENT <u>START DATE</u> : This form may need to be submitted before a decision has been made therefore the form can be submitted to DMS for processing with only a start date.	ASSESSMENT <u>END DATE</u> Once assessment is complete, the form must be submitted again with an end date if the application took more than one day to assess.	GRANTED? <b>YES OR NO</b> This form must still be submitted if the RPL is not granted
<i>EXAMPLE: FNSACC501</i>	<i>FINANCIAL AND BUSINESS PERFORMANCE INFO</i>	<i>25/02/16</i>	<i>30/6/16</i>	<i>YES</i>

**OFFICE USE ONLY:**

EVIDENCE ATTACHED  YES  NO

If the unit wishing to be recognised is **not** listed in CAMS, this form must be sent to [VPoly.Governance@vu.edu.au](mailto:VPoly.Governance@vu.edu.au) for approval and processing.

**RESULT CODES:**  
 SRG = RPL GRANTED  
 SRN = RPL NOT-GRANTED  
 WD = RPL WITHDRAWN

<b>STUDENT DETAILS</b>	FIRST NAME:		SURNAME:		STUDENT ID:					
<b>ASSESSOR:</b>	FULL NAME:		SIGNATURE:		STAFF ID:		DATE:	DD	MM	YY
<b>MANAGER:</b>	FULL NAME:		SIGNATURE:		STAFF ID:		DATE:	DD	MM	YY
<b>PROCESSED BY:</b>	FULL NAME:		SIGNATURE:		STAFF ID:		DATE:	DD	MM	YY