



RPL Application Form

RECOGNITION OF PRIOR LEARNING

Are you skilled in your industry of work?

Do you have extensive industry experience?

Require the qualification paperwork to prove it?

Recognition of Prior Learning (RPL) could be the answer for you!

Your existing skills, knowledge and industry experience could help you obtain a recognised qualification, through an assessment process called Recognition of Prior Learning (RPL). You could be granted a full or partial qualification which can save you valuable time and money, whilst enhancing your career prospects.

WHAT IS RECOGNITION OF PRIOR LEARNING?

Recognition of Prior Learning is a way in which an individual can have their current skills and knowledge assessed by a Registered Training Organisation (RTO) to see if they meet the current industry standards.

Recognition of Prior Learning assessments recognises your skills and knowledge, regardless of how, when or where your learning occurred.

Recognition of Prior Learning could provide you with a full or partial qualification. It could also be used to identify what training you may need to complete your full qualification.

Have you gained knowledge and skills through your work, life experiences, training or education? Even if you have never formally studied or trained in a particular area, you may be able to have your skills formally recognised.

ARE YOU A CANDIDATE FOR RECOGNITION OF PRIOR LEARNING?

The RPL process could suit you if you have:

- Industry work experience
- Prior formal training
- Skills and knowledge gained through employment in industry
- Short course/workshop and work-based learning
- Trade skills
- Paid or unpaid work experience
- Relevant life experience

WHAT ARE THE BENEFITS OF FORMAL RECOGNITION?

Formal recognition of your skills could help you with:

- Improved job security
- Re-entry into the workforce
- Job promotion
- Career change
- Employment opportunities
- Improved career development
- Planning for your future training requirements
- Entry into a training course

YOU WILL NEED TO PROVIDE EVIDENCE TO SUPPORT YOUR CLAIM FOR RECOGNITION

The RPL assessor will discuss with you the appropriate evidence you are required to provide to support your application and assess whether your current skills meet the current industry standards. This may include:

- Certificates and/or qualifications
- Relevant formal qualifications
- Resume
- Work samples
- Performance reviews and/or work service reports
- References and/or reports from your manager or employer
- Professional industry references
- Client testimonials
- Job descriptions
- Photos or actual work samples
- In-house training/workshop or short-course

Receiving recognition for your skills can result in you completing your chosen qualification in a reduced time period, including having to spend a reduced amount of time undertaking training and assessment.

WHAT DOES IT COST TO UNDERTAKE RPL?

RPL will be charged at the normal tuition course fee for the units of competence the student is enrolled into.

TAKE THE FIRST STEP TO HAVING YOUR SKILLS FORMALLY RECOGNISED

1. Contact WA Academy
2. Consider what evidence you may already have that demonstrates your skills and knowledge
3. Talk to our RPL Assessors about matching your existing skills to your chosen qualification. The Assessor will work with you to identify the most appropriate evidence you would be required to provide.
4. Apply for Recognition of Prior Learning.
5. The RPL Assessor will make a decision on your application and will advise you of the outcome.

Undertaking an RPL process will help you to identify your current level of skills, knowledge and experience.

WANT TO KNOW MORE?

Contact WA Academy to find out more about the RPL process and if you are eligible so you can demonstrate your skills and knowledge.

Phone: (08) 9356 2269

Email: info@waacademy.com

Personal Details			
Family name:			
Given name:			
Address:			
Phone:		Mobile:	
Email:			
What is the qualification or unit of competency you are seeking RPL for			
Qualification / unit of competency code and title			
Instructions: <ol style="list-style-type: none"> 1. Describe any education, qualification or training course you have undertaken that are relevant to your application. 2. Attach any evidence that you have of your education qualification and/or courses. 3. If you have undertaken more than two (2) courses, copy this page and attached the details to this application. 			
Education and Training			
Qualification / course name:			
Date commenced:		Date completed:	
Name and address of training provider			
Indicate the type of evidence attached to this form:	<input type="checkbox"/> Trade certificate <input type="checkbox"/> Statement of results / academic transcript <input type="checkbox"/> Resume <input type="checkbox"/> Work samples <input type="checkbox"/> Client testimonials <input type="checkbox"/> Photos <input type="checkbox"/> Other (please specify)		
Describe how this course is relevant to your application			

Qualification / course name:			
Date commenced:		Date completed:	
Name and address of training provider			

Indicate the type of evidence attached to this form:	<input type="checkbox"/> Trade certificate <input type="checkbox"/> Statement of results / academic transcript <input type="checkbox"/> Resume <input type="checkbox"/> Work samples <input type="checkbox"/> Client testimonials <input type="checkbox"/> Photos <input type="checkbox"/> Other (please specify)		
Describe how this course is relevant to your application			
Work Experience			
Instructions: <ol style="list-style-type: none"> 1. List any work experience, full-time, part-time or casual that you think is relevant to your application. 2. Attach evidence of this work experience; e.g., references, proof of employment, photographs of work. 3. Describe the type of work you performed and indicate how much direction or supervision you received in your work. 4. Provide examples. 5. If you wish to provide additional work experience, please copy this page and attached to your application. 6. Please commence with your most recent work experience. 			
Employers name:			
Employers address:			
Contact name:		Contact number:	
Describe the work experience, including the nature of the work performed and the level of direction or supervision, level of decision making, and your responsibilities. Please also provide examples.			
Date from:		Date to:	
Describe how this work is relevant to your application:			

Other relevant experience			
Instructions: <ol style="list-style-type: none"> 1. Describe any experience and/or activities that may have helped you gain relevant skills. 2. Attached evidence you have of this experience/activity relevant to your application. 3. If more space is required, please attached the details and evidence to this application. 			
Describe the experience or activity including the nature of the work performed and the level of direction or supervision, level of decision making, and your responsibilities. Please also provide examples.			
Date from:		Date to:	
Describe how this experience/activity is relevant to your application:			

Applicants' Declaration	
You must read and sign this declaration	
I declare that: <ol style="list-style-type: none"> 1. <i>I have supplied complete, correct and up-to-date information on this form.</i> 2. <i>I authorise the RTO to make any inquiries necessary to assist in the assessment of my competencies and to use any information and evidence supplied in this application for that purpose.</i> 	
Applicants signature:	
Date of application:	

Assessor to complete

Assessor summary

Summary of why unit granted / not granted:

Assessor outcome

RPL:		Assessor Name:	
Granted/Not Granted:		Assessor Signature:	
Date:			