

Application for Recognition of Prior Learning (RPL) Informal Learning

Application Details

This form enables you to apply for Recognition of Prior Learning (RPL) for particular unit(s). You will need to provide information about yourself and evidence in the form of supporting documentation to support your application for RPL. An RPL assessor will then determine if you meet all the requirements in order to be granted RPL for the unit(s) which you are applying for.

Application Procedure

1. You should make an appointment to meet with your Director of Studies (DOS) to discuss your application; this will ensure you have a clear understanding of the procedure and which formal documents/evidence you will need to provide to support your application.
2. After you have discussed your application with your DOS, complete all sections with evidence (original or certified copies) attached to this application and return to your DOS.
3. You will be required to pay the standard fee of \$250.00 per application (Please note there is a maximum of 3 units per application).
4. You should pay these fees at reception and show the receipt to your DOS in order for the RPL to be further considered (please note that the application fee applies regardless of the RPL decision outcome).
5. The application will be assessed and you will be informed of the progress of the application with-in 14 days.

Please note: If Cambridge International College (WA) is unable to grant RPL because of lack of evidence, then it is unlikely that you will be granted an RPL.

Supporting Evidence

Please attach to this application supporting evidence which you believe will assist with your application. This may or may not include the following documents;

- A detailed Curriculum Vitae/Resume
- Your position description or descriptions if more than one job applies to your application
- Photos of you at work
- Work examples, projects or portfolios
- Workplace documents you have written or added to
- Records of any workplace training or professional development that you have completed, such as qualifications, statements of attainment or training attendance records
- Memberships of associations, networks or clubs
- References, letters or emails from workplaces or clients
- Workplace, industry or other awards
- Records of hobbies, interests or skills outside of work
- Letter of references from previous employers or clients
- Articles about your employment

After you have submitted this application to your DO, you will be invited to attend an interview with an RPL assessor. Bring along any further information that you feel will assist your application for RPL together with your receipt of payment for your RPL application fee.

SECTION A: Student Detail

Date:			
Student Name:		Date of birth:	
Course:		Student No:	
Address:		Mobile No:	
Email Address:		Group No:	
Residential Address:			

SECTION B: Course Details at Cambridge International College (WA)

CIC Course Code:	
CIC Course Title:	

Unit Code and Title for which RPL is sought:

		OFFICE USE ONLY			
Unit Code	Unit Title	Term	Nominal HRS	Date	Sign

SECTION C: Prior Informal Studies

Previous Workplace Training	Life and Work Experience E.g. hobbies, interests, volunteer work, community work, etc	Non-Formal Courses E.g. short courses, training, etc

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Any additional information:

SECTION D: Declaration

I certify that the information provided by me is true and accurate and that I have been advised of the fee and policy applicable to this application.

Signed (Student) _____ Date: ___ / ___ / _____

Signed (DOS) _____ Date: ___ / ___ / _____

SECTION E: Notification of RPL outcome (to student and administration)

Decision outcome with explanation:

Unit Code	Unit Title	Approved (Explain)	Denied (Explain)	Assessor Signature	Date

ACADEMIC DEPARTMENT TO SIGN OFF ONLY

- Student has been advised in writing of the RPL application outcome by the DOS
- Student has signed acceptance of the assessment and / or has been advised that they have 20 working days to lodge an appeal if requested (DOS)
- New course plan scheduled (DOS)
- TEAMS updated (DOS)
- CoE / PRISMS updated (Admissions)
- Application with copies of evidence scanned and filed in student file

Signed (DOS) _____ Date: ____ / ____ / _____

Signed (Admissions) _____ Date: ____ / ____ / _____

Signed (VET Admin) _____ Date: ____ / ____ / _____

SECTION F: Student Declaration Sign Off

Please read carefully.

I have been informed in writing about the outcome of this application. I acknowledge and understand the decision made by the VET Academic department regarding this application and agree with the outcome.

Student signature: _____

Date: ____ / ____ / _____