

RPL APPLICATION COVER SHEET



This form and attached supporting documentation must be submitted to Australian College of Skills and Education (ACSE), in sufficient time for your application to be assessed and finalised before course commencement date. As a guide, submit this form when applying to study with ACSE if you wish to seek recognition.

(Your Name): _____

Date: _____

(Your Address): _____

(Phone Number & Email) _____

A: RPL COURSE AND BASIS FOR RPL

ACSE Student # (if known):

Course Code and Name:

I am requesting Recognition of Prior Learning on the basis of *(tick one box only)*:

- ☐ Previous studies, formal and informal, OR
☐ Previous professional and work experience, OR
☐ A combination of previous studies and previous professional and work experience.

B: DETAILS OF RPL LEVEL BEING SOUGHT

Indicate whether you will be seeking full or partial RPL. Also indicate if you have current units of competency from another VET qualification and will be seeking direct Credit Transfer. If unsure about the terms RPL and/or Credit Transfer, please ask ACSE staff.

- ☐ Full RPL Only
☐ Partial RPL Only
☐ Credit Transfer Only
☐ Combination of RPL and Credit Transfer

IMPORTANT POINTS – PLEASE READ

- Prior to RPL consideration being given, you will be required to attend an initial interview with a trainer/assessor. This can take place via telephone, Web Link (Skype, Google Hangouts) or in person.
- You will be asked some simple questions about work and professional history, formal and informal study and other relevant life skills. The trainer needs to establish some baselines to provide you with initial feedback on suitability for RPL and the likelihood of success toward full or partial RPL and provide options for gap training.
- Once that is complete and if you understand the process fully and wish to proceed, then we can advise further and commence enrolment.
- This Cover Sheet is only an expression of interest on your part and a record that you wish to proceed with an RPL process. It does not confirm that the RPL process has commenced or will be successful.
- A training team member will be in touch within 72 hours of this form being submitted to arrange a suitable time for an RPL Initial Interview.

Student Signature: _____

OFFICE USE ONLY

Date Lodged with Administration:	RPL Process Commenced: <input type="checkbox"/> YES <input type="checkbox"/> NO If no, explain why: _____
	RPL Pack Issued: <input type="checkbox"/> YES Issue Date: _____
Date of Initial Interview:	RPL Pack Returned <input type="checkbox"/> YES Date Returned: _____
Name of Trainer/Assessor:	Secondary Interview Date: _____
RPL Granted: <input type="checkbox"/> YES FULL <input type="checkbox"/> YES PARTIAL <input type="checkbox"/> YES PARTIAL WITH GAP TRAINING <input type="checkbox"/> NO	
Administration Staff Member Actioning (Name): _____ Signature: _____	
Date: _____	