Mueller College

Student Form

Recognition of Prior Learning Application Form

Students applying for Recognition of Prior Learning (RPL) for one or more units of competency must complete this form. This information will form part of the evidence gathering process, and the Trainer and Assessor will assist the student with understanding further evidence requirements. All information gathered will remain confidential.

Student Details	
Full name	
Year level	
Email address	
Teacher	

Qualification application details		
Qualification code		
Qualification title		
Units of competency for which RPL is being sought		
Code	**Title**	**Evidence Attached**

☐ I declare that the information & documentation given is true and accurate

_____   _____
Signature of Student   Date

For office use only		
Received by:	Signature:	Date:
☐ Documents verified		
☐ Processed date:		

Document title: Recognition of Prior Learning Application Form
File location: /Users/Bryn/Dropbox/1. VET/Register of Documents/VET Register of Documents/RPL/RPL Application Form.docx
Version date: 1 August 2016   Review date: February 2016
Ownership: Mueller College   Approved by: RTO Manager   Page | 1

Mueller College

Employer					
Employer address					
	Telephone:		Dates employed:		
Job details	Job title:			Number of hours per week worked in this role:	
Supervisor	Name:		Telephone:		
Supervision details	Number of supervised hours per week: Length of time supervised:				

Please attach evidence for each unit to support your application. This could include

- ✓ Certificates/Statement of Results/Attainment
- ✓ Reference which can be contacted
- ✓ Resume
- ✓ Photos
- ✓ Performance reviews
- ✓ Job descriptions

You may be asked to provide further information/evidence, attend further interviews, complete written/oral assessment, and undertake demonstration of skills, workplace assessment/observation or skills test. Please be aware you may be required to undertake some or all of these depending on the evidence you provide and the qualification or course being applied for.

Unit Code	Unit Title	Evidence sighted

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Mueller College

Qualification/Course Code:	
Qualification/Course Title:	

Satisfactory / Unsatisfactory	Evidence collected	Comment Evidence meets requirements (if "unsatisfactory", reason must be documented)
Unit Code/Title :		
☐ **Yes** ☐ **No**	☐ Performance criteria ☐ Performance evidence ☐ Knowledge evidence	
Unit Code/Title :		
☐ **Yes** ☐ **No**	☐ Performance criteria ☐ Performance evidence ☐ Knowledge evidence	
Unit Code/Title :		
☐ **Yes** ☐ **No**	☐ Performance criteria ☐ Performance evidence ☐ Knowledge evidence	
Unit Code/Title :		
☐ **Yes** ☐ **No**	☐ Performance criteria ☐ Performance evidence ☐ Knowledge evidence	
Unit Code/Title :		
☐ **Yes** ☐ **No**	☐ Performance criteria ☐ Performance evidence ☐ Knowledge evidence	

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Mueller College

RPL Result: ☐ Granted ☐ Denied ☐ More evidence required

Feedback Given: ☐ Yes ☐ No

Assessor Comments:

Assessor Name	Assessor Signature	Date

ACCEPTANCE BY THE STUDENT

I accept and agree to the assessment decision made in relation to my application for RPL

Student Name	Student Signature	Date

(If you do not accept/agree with this decision please complete a Student Complaints and Appeals form and follow the appropriate formal appeals process)

For office use only		
Processed by:	Signature:	Date:
☐ Student notified		
☐ Evidence retailed on student file		
☐ Student profile/tracking sheet updated		
☐ SDCS updated		

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