

# Application for Recognition of Prior Learning (RPL)

(Vocational Education and Training)

Please read the information pertaining to RPL on page 3 **before** completing and submitting this application

## 1 – STUDENT DETAILS

ACAP student ID number

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Course Name \_\_\_\_\_

(e.g. Diploma of Counselling)

Title \_\_\_\_\_ First Name \_\_\_\_\_ Family Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

## 2 – APPLICATION DETAILS

Modules for which you are claiming RPL

Please note: You must be enrolled in these modules in order to apply for RPL.

MUST be completed by STUDENT	Office Use Only		
	Approved	Signature Assessor	Comment
ACAP Module name / Unit of Competency Code	Yes /No		
	Yes /No		
	Yes /No		
	Yes /No		

I have enclosed:

- Certified copies of Statement of Attainments / Transcripts  
(Not photocopies of certified copies)
- RPL Kit
- Supporting evidence e.g. unit outlines, resume, job descriptions, employer letters (on letterhead) references

### 3 – DECLARATION AND SIGNATURE

I declare that the information provided in my application for RPL is true and accurate and that I have read the Policy and Procedure information prior to submitting this application. I authorise the College to update my enrolment in accordance with the outcome of this application.

**Student Signature**

X SIGN HERE
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**Date**

D	D	/	M	M	/	Y	Y	Y	Y
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### 4 – OFFICE USE ONLY

	Date	Signature
Received by College		
Received by Assessor		
Notification Sent to Student		
Fee paid		

**Applications may be lodged in person or posted to the relevant campus**

**SYDNEY**  
Administration  
ACAP  
Locked Bag 11  
Strawberry Hills  
Sydney NSW 2012

**MELBOURNE**  
Administration  
ACAP  
PO Box 12322,  
A'Beckett Post Office  
Melbourne VIC 8006

**BRISBANE**  
Administration  
ACAP  
PO Box 10469  
Adelaide Street  
Brisbane QLD 4000

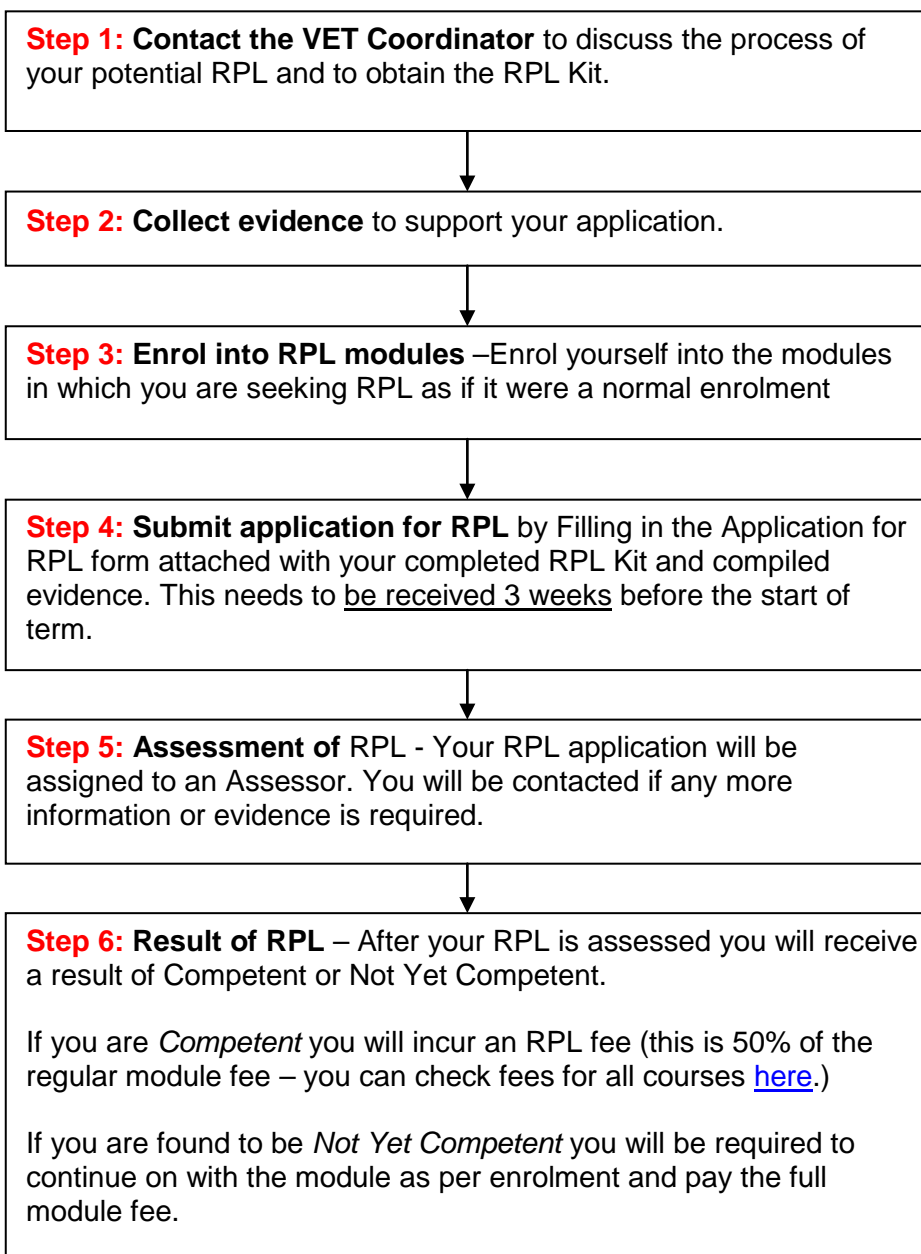
#### **Appeals**

Appeals can be made in accordance with the Academic Grievances and Appeals Policy and Procedure which can be found at [www.acap.edu.au](http://www.acap.edu.au)

## IMPORTANT INFORMATION FOR STUDENTS APPLYING FOR RPL

RPL is an assessment process that assesses your non-formal, formal and informal learning to determine the extent to which you have achieved competency towards the modules/units of competency in ACAP Vocational Education and Training courses. The evidence provided by you must be relevant, current, authentic and sufficient. The fee for an RPL assessment is 50% of the regular module fee.

### THE STEPS OF THE RPL PROCESS



For more information pertaining to RPL please refer to the link below:  
<http://currentstudents.acap.edu.au/managing-my-course/student-handbooks/vet-credit-transfer-and-rpl/>