

Please read the information pertaining to RPL on page 2 before completing and submitting this application.

1. Student details

Student Number:
Qualification you are seeking RPL for (e.g. CHC52015 Diploma of Community Services – Case Management):
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify):
First name:
Last name:
Other names:
Phone number:
Email address:
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what occupation are you currently employed:
Employer name:

Professional references

Referee's name #1:
Position:
Organisation:
Phone number:
Mobile number:
Email address:

Referee's name #2:
Position:
Organisation:
Phone number:
Mobile number:
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	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Any additional comments:			

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.

Applicant's signature:

Date (DD/MM/YYYY):

4. Office use only

	DATE	SIGNATURE
Received by College		
Received by Assessor		
Notification Sent to Student		
Fee paid		

Returning this form

Applications may be lodged by email, in person or posted to the relevant campus.

To view our campus contact details visit:
acap.edu.au/contact-us

Appeals

Appeals can be made in accordance with the Academic Grievances and Appeals Policy and Procedure which can found at 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.

Step 1: Contact the course coordinator to discuss the process of your potential RPL and to obtain the RPL kit.

Step 2: Collect evidence to support your application.

Step 3: Enrol into RPL modules - enrol yourself into the modules in which you are seeking RPL as if it were a normal enrolment.

Step 4: Submit application for RPL by filling in the Application for RPL form attached with your completed RPL Kit and compiled with evidence. This needs to be received 3 weeks before the start of term.

Step 5: Assessment of RPL - your RPL will be assigned to an Assessor. You will be contacted if any more information or evidence is required.

Step 6: Result of RPL - after your RPL is assessed, you will receive a result of Competent or Not Yet Competent.

If you are *Competent*, you will incur an RPL fee (this is 50% of the regular module fee - you can check course fees at www.acap.edu.au/studying/fees-and-funding).

If you are found to be *Not Yet Competent*, you will be required to continue on with the module as per enrolment and pay the full module fee.

For more information pertaining to RPL please refer to the link below:

www.acap.edu.au/current-students/managing-my-course/a-z-policies