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Australian College of Commerce & Management

# Application for Recognition of Prior Learning (RPL)

Student Name

Course

**Part 1 – Initial Request**

This application is an initial request to be exempt from some parts of your study based on RPL.

Indicate the units and basis for exemption below (and list additional units if insufficient space).

A College Assessor will then call you to discuss the evidence that you are likely to need.

| Unit Code and Name(s) for Exemption | Basis of Exemption – Tick appropriate boxes |
|---|---|
| 1. | ☐ Exact Unit of Competency already completed<br>☐ Similar formal study undertaken<br>☐ Work / Life Experience<br>☐ Other: |
| 2. | ☐ Exact Unit of Competency already completed<br>☐ Similar formal study undertaken<br>☐ Work / Life Experience<br>☐ Other: |
| 3. | ☐ Exact Unit of Competency already completed<br>☐ Similar formal study undertaken<br>☐ Work / Life Experience<br>☐ Other: |
| 4. | ☐ Exact Unit of Competency already completed<br>☐ Similar formal study undertaken<br>☐ Work / Life Experience<br>☐ Other: |

Signature ✘

Date

**Part 2 – Formal Request**

Complete this section if after discussion with the College Assessor you decide to submit a formal RPL application. The evidence rules are summarised below:

| | |
|---|---|
| RPL Based on Prior Studies of the Same Units | Requests based on previous vocational studies require a JP certified copy of the Qualification Statement of Attainment listing the specific unit/s codes or you must give us USI access to see your study history (unless those studies were completed at this College). RPL on this basis is called Credit Transfer. |
| RPL By Portfolio - Supporting Evidence to be provided | To request RPL based on other evidence you must provide a range of evidence forms/ documents that can clearly meet all requirements of Units requested. Note that a resume and job description are not regarded as evidence of the skills and knowledge needed.<br><br>Based on the conversation with the College Assessor you will be provided with guidance on the types of evidence needed.<br><br>Please note, Portfolio Reviews require the Assessor to be assured that the evidence presented for assessment is the applicant's own work. By lodging RPL evidence the applicant authorises the College to make unrestricted verifications to test and ensure Authenticity.<br><br>WebClass shows outlines the details of what is needed to be evidenced for each Unit of Competence. |
| Exemptions and Impact on Traineeships and Funded Courses | The College is required to ensure that state funded traineeship enrolments still offer valid outcomes after all RPL has been processed. In some cases if you are exempt from the majority of the course a Traineeship registration may not be accepted by State Training. New Entrant Trainees are exempt from RPL Fees. Existing Worker Trainees and are charged as below.<br><br>RPL may not be funded in other state funded programs and you will be liable for RPL fees for those units. |

## Recognition of Prior Learning Application Fees

Fees are not payable for recognition based solely on Credit Transfers from other courses.

The following fees apply for RPL assessment in addition to the course fees:

- Certificate II & III Applications $400 minimum or $100 per unit whichever is greater
- Certificate IV Applications $800 minimum or $200 per unit whichever is greater
- Diploma Applications $1200 minimum or $300 per unit whichever is greater
- Advanced Diploma Applications $1600 minimum or $400 per unit whichever is greater

# Request For Formal RPL Assessment

**I request formal RPL Assessment.**

Please complete the following:

☐ I have read the RPL and Credit Transfer Policy on the ACCM College website.

☐ Please tick this box if you are Assessment Fee exempt as a New Entrant Trainee

☐ Please tick this box if you are only seeking Credit Transfers

☐ I agree to the fees payable as listed above, and acknowledge that they are not refundable regardless of assessment result.

**Payment Authorisation Required In Advance**

☐ I have attached a Cheque payable to the Australian College of Commerce and Management

☐ I authorise Credit Card Payment – Please debit my: ☐ VISA ☐ MasterCard

| | |
|---|---|
| Credit Card Details | Card Type: |
| | Card Number: |
| | Name on Card: |
| | Card Expiry: CCV: |
| Signature | ✘ |
| Date | |