

Recognition of Prior Learning (RPL) Application Form

Student Name:
Course:

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

RPL exemptions require

- JP certified copies of prior Qualification Statements of Attainment, or
- a portfolio of multiple forms of workplace evidence demonstrating you currently possess the skills and knowledge for the requested units of competency.

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.

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

**If you are claiming more exemptions please complete two forms*

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 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. These are only treated as supporting evidence.

Log on to your WebClass account and download the unit specific RPL Application that outlines the details and documentary evidence required 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.

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.

For Portfolio Reviews, the following fees apply in addition to the course fees:

- Certificate III Applications \$400
- Certificate IV Applications \$800
- Diploma Applications \$1200
- Advanced Diploma Applications \$1600

Assessment fees by Interview or other methods are determined on a case-by-case basis.

Fees are payable prior to assessment of the application, and are payable regardless of whether exemptions are approved or not. (Refer to our Recognition Policy for details)

Payment Authorisation Required In Advance

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 authorise Credit Card Payment – Please debit my: VISA MasterCard

Cardholder's Name:	Amount: \$
Card Number: ____ / ____ / ____ / ____	Expiry: __ / __
	CVV: ____
Cardholder's Signature:	Date:

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

✕ Signature:

Date:
