



Application for Recognition of Prior Learning Form

INSTRUCTIONS

1. Before commencing this application, the applicants should first read the **Recognition of Prior Learning Policy and Procedure** on our website.
2. Section A is for Application for Formal Prior Learning, and Section B is for Application for Non-Formal Prior Learning.
3. Discuss your application with Director of Studies if you have already commenced your studies. They will be able to provide guidance on the steps, and information on the service fee if applicable.
4. Identify the unit(s) of competency/subject for which you are seeking Recognition of Prior Formal / Non-Formal Learning.
5. Gather the official transcripts and academic records from your previous education providers or employers that you wish the college to consider when assessing your competency.
6. If you are unable to visit the college to provide the originals of those documents, you will need to post copies that have been certified by a Justice of the Peace. Attach them to the completed RPL application form.

PERSONAL DETAILS			
Full Name:			
Student ID:			
Address:			
Contact Information:	Mobile:		
	Email:		
Course Applied:			
Course Start Date:		End Date:	



Section A: Recognition of Prior Formal Learning

List the units for which you wish to apply for Recognition of Prior Formal Learning:

Completed Unit(s) of competency			Rosehill College equivalent Unit(s) of competency		Granted or not (tick) - internal use only
Education Institution	Unit Code	Unit Name	Unit Code	Unit Name	

Documentary Evidence Attached	
1	
2	
3	
4	
5	
6	

Student Signature: _____ Date: _____

Office use only:

Unit (s) of competency approved:

Comments:

DOS Signature : _____ Date: _____



Section B: Application for Recognition of Prior Informal or Non-Formal Learning

List the units for which you wish to apply for Recognition for Prior Informal Or Non-Formal Learning:

Previous Workplace Training (if applicable)	Matching Unit(s) of Competency/ Subject(s) at Rosehill		To be completed by office	
	Unit code	Competency name	Approved by	Date

If there is not enough space provided below to document your experience, use a separate piece of paper and attach it to this document.

Work Experience	Life Experience	Non-formal Courses
Company: Phone No: Contact Person: Position: Dates of Employment: Duties:	<i>(E.g. work, social, family, hobby or leisure activities and experiences)</i> Hobbies and Interests: Volunteer Work: Community Work:	Short Courses: Other:
Company:	<i>(E.g. work, social, family, hobby or leisure activities and experiences)</i>	Short Courses:



Phone No:	Hobbies and Interests:	
Contact Person:	Volunteer Work:	
Position:	Community Work:	Other:
Dates of Employment:		
Duties:		

Please provide any documentation you have to support your application for RPL. This could be, for example: A Job Description, Performance Appraisal, Reference(s), or letters from previous employers (on company letterhead).

Documentary Evidence Attached	
1	
2	
3	
4	
5	
6	

Student Signature: _____ Date: _____

Office use only:

Unit (s) of competency approved:

Comments:

DOS Signature: _____ Date: _____