Melbourne College of Business and Technology
RPL Application Form

Application Form for Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process whereby competencies gained through previous work or life experience can be recognised.

Students, who have been working for a number of years, or who have in some other way gained the appropriate skills, may wish to apply for recognition of this previous training or experience. Students may apply for exemptions in a course, a unit of competency, or one or more elements within a unit of competency. The student must have sufficient evidence to demonstrate that the performance criteria for each competency have been met.

To apply for Recognition of Prior Learning complete an application form and return it and an RPL booklet will be forwarded to you

Student Name	Student Number

Qualification Code and Name

Phone	Email

Competencies For RPL

Reason for RPL - Questionnaire

1. Why did you decide to apply for RPL for these units of competency?

2. Where specifically have you worked applying the competencies prescribed in the above units of competency?

3. Explain your job description with reference to the application of competencies from the above units of competency.

4. Where did you study and complete these units of competency – refer to qualifications and certificate documents. (Enclose supporting documentation)

Application Submission

Student Name	Sign	Date

Application received by (name of staff member)	Sign	Date

This Document to be forwarded to the Training Manager for Approval and Action