

RPL Application Form

Section 1 – Client Details

Client Name:		Date:	/ /
Contact Tel:		Mobile:	
Address:			
Email:			
Qualification / Course:			

Section 2 – Application and Declaration

Client :

- I wish to apply for Recognition of Prior of Learning for the units of competency/modules listed below.
- I have attached original copies of certificates I have achieved previously from other courses and training providers.
- I declare that certification documentation supplied is legitimate, true and correct.
- I understand that the Assessor will verify my certification documentation for validity.
- I agree to pay the RPL process fee for assessment only and understand that in the that there is any unit that are not able to be assessed through the RPL process an additional fee may apply in order to achieve a Full Qualification.
- I understand that Travel and accommodation for an Assessor to conduct on site assessments (if required) may be added to any assessment fees quoted.
- I understand that the RPL process is an assessment only process whereby I submit evidence. TRAINING FOR ME will count any competency achievement towards any grading in future competency based summative assessments.
- I understand that there is no training or learning guide provided to me in this process and that I am using this process to fast track my certification.
- I understand that TRAINING FOR ME is not responsible for searching, or discovering any information or supporting evidence.
- I understand that I am responsible to supply all supporting evidence and information required by TRAINING FOR ME, and I shall pay any additional search and discovery fees incurred as a result of insufficient evidence being provided.
- I understand that I shall not be entitled to any refund of fees in the event that I do not meet the competency standards and that any further training and assessments I require shall be at my expense at the current TRAINING FOR ME rate.
- I have supplied a copy of my most recent CV / Resume to demonstrate my industry experience and education.
- I understand that I have 3 months to complete the RPL process. If I have not provided all the evidence required, I may be charged an additional fee of \$50 for every additional month.

I, _____ have read the RPL Policy and understand that if this application is successful that a RPL pack will be provided to me for the relevant units of competency, at a briefing session. I understand that I will only receive RPL for those modules upon successful submission of all requirements as outlined in the RPL Pack for each module.

Client Signature:		Date:	/ /
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Section 3 – Workplace Referees who can support my RPL Application

Referee 1 - Name and Contact Details :	
Referee 1 - Name and Contact	

