



RECOGNITION OF PRIOR LEARNING (RPL)

Application & Evidence Guide

To be read in conjunction with the Recognition of Prior Learning (RPL)
and Credit Transfer (CT) Information Booklet

info@etea.edu.au

www.etea.edu.au

MELBOURNE

Head Office
Suite 3
132 Burgundy Street
HEIDELBERG VIC 3084

PO Box 448
HEIDELBERG VIC 3084
Tel: (03) 9450 0500
Fax: (03) 9450 0501

ADELAIDE

Level 2 East
50 Grenfell Street
ADELAIDE 5000

PO Box 261
RUNDLE MALL SA 5000
Phone: (08) 8150 9500
Fax: (08) 8150 9501

SYDNEY

Suite 7, Level 4,
377 Sussex Street
SYDNEY NSW 2000

PO Box 20031
World Square
SYDNEY NSW 2000
Phone: (02) 9267 4873
Fax: (02) 9267 2578



RECOGNITION OF PRIOR LEARNING APPLICATION FORM

First name: _____ Last name: _____

Postal Address: _____

_____ Postcode _____

Home phone: _____ Mobile: _____

Email: _____

Name of course you are enrolling in: _____

UNITS FOR WHICH RPL IS BEING SOUGHT

	Unit Code	Unit Title
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

FEE CALCULATION

_____ X \$ _____ = \$ _____
Total Number of Units: Fee (per unit): Total Fee on Application:

I have read and understood the application process as explained in the Information Booklet and Evidence Guide.

Signed: _____ Date: _____

EVIDENCE GUIDE

GENERAL INFORMATION

There is no set formula for the type and amount of evidence required for a unit(s). It is important that the evidence can be easily related to the expected skill/knowledge of that unit. This means avoiding general statements or evidence, (information that you often find on Resumes) such as “Works well with others and supports work colleagues”. This does not provide evidence of how you do this, how consistently you do this and what you understand of the skills/knowledge required to perform this to an expected standard.

Make sure that you fill in the ‘**evidence type**’ section for each unit. This enables the assessor to reference the right evidence to units. Where Third Party evidence is supplied please number them 1, 2, 3, etc... for ease of cross-reference.

At the time of requesting RPL, ETEA will confirm with you which unit(s) you are seeking RPL for and ETEA will then send you the appropriate information for each relevant units.

It is quite appropriate for one piece of evidence to be used for more than one unit and is to be recorded each time it is used in the evidence type section. Please note that Third Party evidence documentation must include:

- Name of author
- Work title
- Organisation
- Relationship with applicant (Supervisor/Manager)
- Author’s signature
- Date
- Author contact details

SUMMARY OF EVIDENCE TYPES

Work example: This may be a project or work that you have done that relates to a unit(s).

Work sample: This usually means being assessed in the workplace.

Third Party evidence: Provided by a supervisor to support your application and relates to the unit(s) that you are applying for RPL.

Resume: A record of your experience in the field relevant to your application.

HOW YOUR APPLICATION WILL BE ASSESSED

Your assessor will be a qualified, competent, and experienced person who will assess your application using the following criteria:

- Evidence demonstrates clear understanding of knowledge required to consistently perform in line with the learning outcomes of the unit(s);
- Evidence demonstrates clear understanding of skill(s) required to consistently perform in line with the learning outcomes of the unit(s); and
- Evidence demonstrates consistent application of process, policy and procedure as they relate to current practice and in line with unit learning outcomes.

The Assessor will contact you if further information is required or to arrange a practical assessment

Applications can be mailed or hand delivered. Please refer to the front page of this document for details. As previously indicated it is highly recommended that you make a copy of ALL documents in your application.

THIRD PARTY EVIDENCE DECLARATION FORMS

To be completed by person(s) providing Third Party evidence and submitted with your application.

THIRD PARTY EVIDENCE DECLARATION

I, _____, declare that the information provided is a true and
(Insert name)
accurate representation of the applicant's current skills and/or knowledge as stated herewith.

Name: _____

Signed: _____

Date: _____

Document Reference Number: _____

THIRD PARTY EVIDENCE DECLARATION

I, _____, declare that the information provided is a true and
(Insert name)
accurate representation of the applicant's current skills and/or knowledge as stated herewith.

Name: _____

Signed: _____

Date: _____

Document Reference Number: _____

RELEVANT WORK HISTORY/EXPERIENCE

If you are providing a current resume, you do not need to complete this section.

Position Title:	
Company Name:	
Contact Person's Name:	
Contact Person's Position Title:	
Contact Person's Telephone:	
Employment Dates From:	To:
Summary of position:	

Position Title:	
Company Name:	
Contact Person's Name:	
Contact Person's Position Title:	
Contact Person's Telephone:	
Employment Dates From:	To:
Summary of position:	

EVIDENCE FORM UNIT OF COMPETENCY

Unit Code:		Unit Name:	
			Evidence Type
Element 1			
Element 2			
Element 3			
Element 4			
Element 5			
Element 6			
Element 7			
Element 8			

COMMENTS IN SUPPORT OF RPL FOR THIS UNIT (OPTIONAL)

DOCUMENT REFERENCE SUPPORTING RPL FOR THIS UNIT
