

Recognition of Prior Learning Application Form

This application form helps MiTraining determine if Recognition of Prior Learning (RPL) is a suitable assessment pathway for a student.

Before completing this application form, please take the time to read the Recognition of Prior Learning (RPL) Policy available on the MiTraining website. The policy provides a detailed explanation of RPL and the RPL Assessment Process.

RPL Assessment is a rigorous process that is conducted to the same standard as undertaking summative assessment for accredited programs of study. Pursuing RPL requires you to provide specific and relevant evidence that supports existing skills and knowledge and that aligns to the requirements of each training product.

## RPL Application Steps

1. Complete the Application Form and, together with a copy of your current resume, submit by email to [enquiries@mitraining.edu.au](mailto:enquiries@mitraining.edu.au)
2. Upon receipt of the completed form, MiTraining will provide Self-Assessment Checklists for each unit of competency you’re considering seeking recognition for. Complete the checklists as they will assist in determining your suitability for RPL Assessment
3. Participate in a preliminary discussion with MiTraining to determine if RPL is a suitable assessment pathway based on your existing skills and experience

If it’s determined that RPL is a potential pathway and you wish to pursue the RPL process, a non-refundable application fee of $250 will be payable. Please refer to the Annual Fee Schedule available on the MiTraining website for a full list of charges for RPL Assessment.

If it’s mutually agreed that RPL is not a suitable pathway, MiTraining will provide advice on relevant formal learning opportunities and the enrolment process.

# Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | | |
| Mailing Address |  | | |
| Phone |  | USI |  |
| Email |  | | |

# Application Details

|  |  |
| --- | --- |
| Type of application | Full Qualification (all units of competency)  Select unit/s of competency |
| Are you a permanent resident of Australia? | Yes  No |
| Do you have any learner support needs including adjustments to undertake practical assessment tasks? | Yes  No |
| If Yes, please provide details | |
|  | |

# RPL Information

Please list each unit of competency for which RPL is being sought, together with the name of the qualification if applicable. Refer to the National Register of VET at [www.training.gov.au](http://www.training.gov.au) for a complete list of unit codes and titles.

**Note**: RPL can only be granted for full units of competency.

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| --- | --- |
| Qualification Code | Qualification Name |
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| --- | --- |
| Unit Code | Unit Name |
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# Employment History and Work Experience

RPL recognises that you may have gained valuable skills and knowledge in various work roles. Please outline the skills and experience gained through your employment history that are relevant to the units of competency for which you’re seeking RPL.

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| --- | --- | --- | --- |
| Current employer name |  | | |
| Job title |  | Time in position |  |
| Briefly list key duties |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Previous employer name |  | | |
| Job title |  | Time in position |  |
| Briefly list key duties |  | | |

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| --- | --- | --- | --- |
| Previous employer name |  | | |
| Job title |  | Time in position |  |
| Briefly list key duties |  | | |

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| --- | --- | --- | --- |
| Previous employer name |  | | |
| Job title |  | Time in position |  |
| Briefly list key duties |  | | |

Please provide a brief overview of any other work or volunteer experience related to your application for RPL.

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| Work Experience |
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# Formal Education and Training

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| --- | --- |
| What is the highest level of formal education you have achieved? |  |
| Name of qualification |  |
| Date qualification completed |  |
| Name of issuing institute |  |

# Declaration

I declare that the information provided in this application form is true and correct.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |