Recognition of Prior Learning (RPL) refers to an assessment process that assesses the competencies an individual may have acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET-accredited courses. In accordance with the VET Quality Framework and conditions of registration, students may apply for a formal recognition of existing competencies against an AQF qualification, accredited course, unit of competency or module that the Australian Polytechnic Institute is registered to deliver prior to them commencing their course study.

*\*If you are unsure of your eligibility for RPL, please discuss with your trainer/assessor, and they will advise you accordingly.*

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| **STUDENT DETAILS** | | | |
| **Student Name** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |
| **Address** | Click or tap here to enter text. | **Postcode** | Click or tap here to enter text. |
| **Phone** | Click or tap here to enter text. | **Mobile** | Click or tap here to enter text. |
| **Email address** | Click or tap here to enter text. | **Birthday** | Click or tap to enter a date. |

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| **UNITS / MODULES FOR WHICH RPL IS REQUESTED** | |
| **Course / Qualification Code and Title** | Click or tap here to enter text. |
| **Unit / Module Code** | **Unit / Module Title** |
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| **WORK EXPERIENCE** | | |
| **Include in the space below any relevant full-time, part-time or casual work experience. Also include any relevant voluntary or unpaid work. Start with the most recent job first.** | | |
| **Employer**  *(Provide company, address and contact information)* | **Description of work** | **Employment date**  *(start and end date)* |
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| **LIFE EXPERIENCE** | | | |
| **Provide details of any other experiences that have helped you to gain relevant skills. For example, involvement in a committee, working in a family business, or participating in a team, club, association, or community organisation. Describe your participation and official position** | | | |
| **Organisation** | **Official Position** | **Roles / Duties** | **Date**  *(start and end date)* |
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| **EDUCATION AND TRAINING** | |
| **HIGHEST LEVEL OF TRAINING** | Click or tap here to enter text. |
| **COMPLETION DATE** | Click or tap to enter a date. |
| **INSTITUTION** | Click or tap here to enter text. |

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| **OTHER EDUCATION AND TRAINING** | | | | |
| **Include in the space below any studies you have undertaken. You may attach additional details to this application.** | | | | |
| **Course Duration** | **Course Name** | **Level of study / Type of training** | **Institution** | **Results** |
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| **Student Signature** |  | **Date** | Click or tap to enter a date. |