RPL CHECKLIST FOR STUDENTS

To ensure an effective RPL Process, students should:

1. ☐ Obtain information about RPL.

2. ☐ Obtain a copy of the Training Record Book for the vocational training program(s) of your subject.

3. ☐ Read the relevant learning outcomes for the competencies/ training programs as listed in the Training Record Book.

4. ☐ Assess your abilities/ competencies with guidance from your teacher and/or the VET Coordinator in the learning outcomes/ competencies/ training programs.

5. ☐ Decide if you think you possess the knowledge and skills of the learning outcome(s)/ competencies / and, if so, you should apply for RPL.

6. ☐ Complete an RPL Application Form.

7. ☐ Gather evidence that supports your application

8. ☐ Give the completed RPL Application form to your teacher

9. ☐ Receive notification from your teacher to show:

   either (a) that you have gained your RPL (go to 10);
   or (b) that you need to supply more information and/or attend an interview (go to 7)
   or (c) that you have not gained full/ partial RPL and you receive feedback (go to 12).

10. ☐ (if you are successful) be exempt from those learning outcomes/ competencies/ training programs.

11. ☐ ensure your Training Record Book is signed off.

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12. ☐ (if you were partially successful) you may decide to progress more quickly through the competencies/ training program by completing only those aspects for which you do not have prior learning.

13. ☐ (if you were unsuccessful) you may decide to request an RPL Appeals Form.

14. ☐ gather further evidence that supports your application.

15. ☐ submit your completed RPL Appeals Form and the further evidence to the person nominated in the College's Complaint and Appeals Policy, who will arrange for a second suitably qualified person to assess the evidence.

16. ☐ receive a notification about whether:

    either   (a)   you have gained RPL (go to 10).
    or   (b)   you have not gained full/ partial RPL and receive feedback (go to 17).

17. ☐ seek to progress more quickly through the competencies/ training program by completing only those aspects for which you do not have prior learning.

RPL APPLICATION FORM

Student Name: _____   Date: ___/___/___

Course: _____

Units of Competency		Details of relevant previous experience including formal training, work experience and life experience (interests, skills etc)	FOR OFFICE USE		
Code	Name	Attach copies of relevant evidence	Assessor's comments and recommendations	Comp.	NYC

Student's signature: _____   Date: ___/___/___

Assessor's signature: _____   Date: ___/___/___

RPL NOTIFICATION

_____ has been granted Recognition of Prior Learning for the following units of competency:
(Student Name)

Competency Code	Name

No information is printed below this line

OR

_____ has not been granted Recognition of Prior Learning for the following units of competency:
(Student Name)

Competency Code	Name

No information is printed below this line

Assessor's signature: _____   Date: ___/___/___