

Recognition of Prior Learning Request Form

Version 1.0



SHAFSTON
SCHOOL OF BUSINESS



**The Mary
McConnel School**

Student's Personal Details			
Family Name:		Request Date:	
Given Name:		Student ID No.:	
Course Name:		Course code:	
Email Address:		Mobile No.:	

Recognition of Prior Learning (RPL) is a process that assesses your competency — acquired through formal and informal learning — to determine if you meet the requirements for a unit of study.

You can use a variety of documentation to apply for RPL. This includes, but is not limited to: records of completed training, assessment items, assessment records, declarations from your employer, and/or a copy of your student records provided by ASQA.

Please indicate the unit(s) you are requesting RPL for			
Unit Code:		Unit Name:	
To begin the RPL process, we need to gather some initial information to assess your suitability.			
Q1. Have you previously completed the exact unit at another educational institution?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Q2. Have you previously completed a superseded unit at another educational institution?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Q3. Have you read the unit outline as per training.gov.au?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Q4. Do you believe you have the relevant experience/training to meet the expected outcomes from the unit description?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Q5. Can you provide evidence to support your experience?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Please provide any supporting documents with this application to students@shafston.edu

The Vocational Education team will assess your preliminary application within 72 hours of receipt. Should they require any further information they will contact you directly. Should your initial application be deemed to be acceptable, you will be invited to attend a meeting with the head of department to discuss the next steps in Recognition of Prior Learning and will be issued with an RPL kit for the unit.