

## RECOGNITION OF PRIOR LEARNING (RPL) APPLICATION FORM

V2.8 SEPTEMBER 2019

### Student Information

This Information is provided to prospective students as part of the pre –registration process. This information is for applicants who are applying Recognition of Prior Learning through previous qualifications, work experience and other supporting evidence

The kit may be used both during and after student application is lodged

*Payment of A\$250 RPL application fee (non-refundable) must be accompanied with this application form.*

*Assessment fee per unit for RPL based on work experience and previous qualification other than Australian qualifications is AU\$300 per unit.*

## Application Procedure

### When to Apply

- All prospective students are offered an opportunity to apply for RPL upon registration
- When you complete APSI student Application Form, you can indicate your intention to apply for RPL

### Cost of this application

*Payment of A\$250 administration fee must be accompanied with this form. Assessment fee per unit for RPL based on work experience and previous qualification other than Australian qualifications is A\$300 per unit.*

### How to apply

- Refer to Course Information flyer which listed all competency unit codes, names and descriptions
- You must follow all instructions and attach to your completed form certified copies of all supporting evidence ie academic transcripts, certificates, statements of attainment, work references, full resume, awards, subscriptions, personal references – with enough information for the Institute to verify your evidence
- All supporting documents must be translated into English language

### How to Submit

- After completing the forms and attaching your evidence please submit along with your application form and email to [info@apsi.edu.au](mailto:info@apsi.edu.au) with your name as the subject title.
- Admissions Officer will forward your application and forms to the course coordinator for assessment.

### How long will it take?

- It will take a minimum of 5 working days to assess your application. Students are encouraged to submit RPL application at least 2 weeks before course commencement date.

### How will know the results?

- Course Coordinator will notify you the result via an RPL Notification Letter
- The letter will outline the results of your application and the reason for the Institute's decision
- When you are granted RPL or Exemption status this will be entered onto your academic record as 'RPL'
- The credit discount fee is \$100 per unit. There is no discount for fast track option.
- The adjustment will appear in your final instalment invoice.

### **What will happen next?**

You will receive a letter detailing the results of your application, impacts on course duration, fees and processes for appeal.

Student visa holders must note that if the granting of RPL reduces the ability of the student to undertake a full time study load registration will be denied.

Student visa holders must note that any changes to course duration must be reported to Department of Immigration via PRISMS.

The granting of RPL will affect course length, resulting in a new course end date. Adjustments to course length will take into account college breaks – such that if the end date of the shortened course falls at the end of a college break the new course end date will be taken as the start date of that college break.

If the RPL is granted before the production of a new COE, the resulting course net duration (as reduced by the Exemption) will be specified in the new COE.

Results of this application and any adjustments to course duration and price will be detailed in an accompanying letter.

### **What if you disagree?**

- If you do not agree with the decision of the Institute you are welcome to use the Institute's appeal procedure and apply for an appeal or involve an independent third party to review your application. In this case the third party would need to be a qualified Assessor/trainer (Certificate IV in Training and Assessment) and have an academic qualification equivalent to the level being considered. If you cannot organise this assessor the Institute will organise one for you.

**Family Name:** \_\_\_\_\_

**Given Names:** \_\_\_\_\_

**Qualification Name:** \_\_\_\_\_

**RPL through Work Experience/ Professional Development/ previous qualifications**

You may apply for RPL on the basis of previous and/or current work experience. However for your application to be successful the Institute must be able to view detailed evidence of position(s) held and functions performed as well as consider that these functions meet the requirements of the listed competency units. Please supply all supporting evidence such as position description, employment contract, timesheets, academic transcripts, course curriculum for mapping against each unit of competency.

Please list the competency unit codes that you are requesting RPL	
Unit of Competency Unit code only	Details of work experience and position description or previous qualifications

**(Please submit work references – the Institute will need to verify all work references)**

### **Declaration**

I declare that to the best of my knowledge the information supplied in this application is correct and complete. I acknowledge that the provision of incorrect information or documentation relating to my application may result in withdrawal of any offer of a place and that such withdrawal may take effect at any stage of the course at the discretion of the Institute.

**Signature of applicant:**

**Date:**

*Please return this completed application from with proof of payment of \$250 non-refundable application fee to email [info@apsi.edu.au](mailto:info@apsi.edu.au)*