

## RECOGNITION OF PRIOR LEARNING (RPL) FORM

STUDENT NAME:		DATE OF BIRTH:
CONTACT NUMBER:		STUDENT ID (if applicable):

In line with Standards for Registered Training Organisation (RTO'S) 2015, I understand that Australian College of the Professions (ACP) takes into account my prior learning in determining the amount of training they will provide to me with regards to my existing skills, knowledge and experience. In signing this form, I am agreeing that:

- I. I acknowledge that ACP must assess my Formal, Non-Formal, and/or Informal learning for Units of Competency in my qualification so as to determine the amount of training they will provide to me with regards to my existing skills, knowledge and experience. Where RPL is granted this will alter the course duration of my enrolment/s which will be recorded against my eCoE's.
- II. I acknowledge that ACP must authenticate the evidence that I provide for Formal Learning (i.e. any Qualification, Statement of Attainment or Record of Results) by contacting the organisation the issued the documentation and confirm that the content is valid.
- III. ACP has explained its Recognition of Prior Learning (RPL) process to me.
- IV. Where ACP proceeds with assessing my Non-Formal and/or Informal learning to the point where I will be providing additional evidence so that I can be deemed competent for a particular Unit of Competency then I am agreeing to pay for the cost recovery of the RPL expenses incurred by ACP as a direct result of processing these two types of RPL on a unit by unit basis.
- V. I agree that I will make payment for cost recovery at the time when I submit my evidence for RPL assessment for Non-Formal and/or Informal learning.
- VI. I also understand and agree that my payment for cost recovery must be made irrespective of whether or not I am deemed competent for Non-Formal or Informal Learning.

STUDENT SIGNATURE:	Date:
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AUSTRALIAN COLLEGE  
OF THE PROFESSIONS  
RTO 41201 CRICOS 03608K

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**Formal Learning** - Acquired through a structured program of instruction and is linked to the attainment of an AQF Qualification or Statement of Attainment (for example, a Certificate or Diploma). ACP will provide course credit on a unit by unit basis based on the evidence provided for formal learning by the student once ACP has confirmed that the content is valid.

<p>I have conducted a RPL interview for <b>Formal Learning</b> with the student.</p>	<p><input checked="" type="checkbox"/> <b>APPLICABLE</b></p>	<p>Where <u>applicable</u>, the evidence to be provided by the student is one or more of the following:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Qualification/ Certificate/Testamur</li> <li><input checked="" type="checkbox"/> Record of Result</li> <li><input checked="" type="checkbox"/> Statement of Attainment</li> </ul>
	<p><input checked="" type="checkbox"/> <b>NOT APPLICABLE</b></p>	

<p><b>ADMINISTRATION DEPARTMENT</b></p> <p><b>Name:</b> <b>Signature:</b></p>	<p><b>Date:</b></p>
<p><i>*Where applicable I have confirmed that the content is valid and have attached a copy of the evidence to this record.</i></p>	
<p><b>ACP ADMINISTRATIVE OFFICER</b></p> <p><b>Name:</b> <b>Signature:</b></p>	<p><b>Date:</b></p>

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**Non-formal learning** - Acquired through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business).

**Informal learning** - Acquired through experience of work-related, social, family, hobby or leisure activities.

ACP will conduct an RPL assessment on a unit by unit basis where the student has satisfactorily provided verbal responses to a range of questions during their competency conversation with the ACP RPL Assessor and has also agreed to provide additional evidence for assessment.

I have forwarded this form and the attached evidence provided by the student to the relevant Training Coordinator for further actioning for <b>Non-formal and Informal learning</b> .	
ACP ADMINISTRATIVE OFFICER Signature:	Date:
<b><u>VET Courses in which the student is wanting to enrol</u></b>	
<b><u>KITCHEN MANAGEMENT AND HOSPITALITY MANAGEMENT COURSES</u></b>	
<input checked="" type="checkbox"/> SIT40521 CERTIFICATE IV IN KITCHEN MANAGEMENT (109539D)	
<input checked="" type="checkbox"/> SIT50422 DIPLOMA OF HOSPITALITY MANAGEMENT (113103J)	
<b><u>EARLY CHILDHOOD EDUCATION AND CARE COURSES</u></b>	
<input checked="" type="checkbox"/> CHC30121 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE (108495H)	
<input checked="" type="checkbox"/> CHC50121 DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE (108494J)	
<b><u>LEADERSHIP &amp; MANAGEMENT COURSES</u></b>	
<input checked="" type="checkbox"/> BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT (104330F)	
<input checked="" type="checkbox"/> BSB60420 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT (106377H)	

**INFORMATION TECHNOLOGY COURSES**

- ICT40120 CERTIFICATE IV IN INFORMATION TECHNOLOGY (105966F)
- ICT50220 DIPLOMA OF INFORMATION TECHNOLOGY (105967E)
- ICT60220 ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY (105968D)

**HEALTH COURSES**

- CHC33021 - CERTIFICATE III IN INDIVIDUAL SUPPORT (113442A) - Ageing and Disability
- CHC43015 CERTIFICATE IV IN AGEING SUPPORT (103194F)
- CHC53315 DIPLOMA OF MENTAL HEALTH (103196D)