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 VET Quality Framework and conditions of registration, students may apply for a formal recognition of existing competencies against an AQF qualification or accredited course or unit of competency or module that Australian Polytechnic Institute is registered to deliver prior they commence 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 on a committee, working in a family business or involvement in a team, club, association or community organisation. Describe your involvement 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. |