

# APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL) & RECOGNITION OF CURRENT COMPETENCY (RCC)

## WHAT IS RECOGNITION OF PRIOR LEARNING (RPL) AND RECOGNITION OF CURRENT COMPETENCY (RCC)?

Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) against the requirements specified in the training package or VET accredited course for which RPL is sought.

Recognition of current competency is a specific form of RPL, it only applies where an individual is required to maintain current competency in one or more units of competency linked to a license or regulatory requirement. To meet these requirements, individuals may present for re-assessment in units previously attained.

## WHO IS RPL OR RCC FOR?

This form is for any enrolled or future VU student who wishes to have their relevant and documented work experience, non-equivalent formal training and/ or various types of practical learning assessed for RPL. This form should also be used to request re-assessment of previously completed units for recognition of current competency.

## SUBMISSION DETAILS

If you are a currently enrolled student, you should submit this form to your Assessor or Course Coordinator or Manager. Ask them whether you should attend classes while you wait for the result.

If you are completing this form as part of your application to study at VU, please print this form, complete, scan and upload it, along with any supporting documentation, as part of the online application process – the online application form will prompt you to upload these documents. If you are not applying online or if you are applying outside the admission period, you can either post to the appropriate mail address present on this form below or deliver it in person to a VUHQ Student Service Centre.

## PROSPECTIVE INTERNATIONAL (ONSHORE AND OFFSHORE) STUDENTS

Please address your application to:  
Victoria University International, PO Box 14428, Melbourne VIC 8001

## ENROLLED OVERSEAS (ONSHORE) STUDENTS

If your successful RPL application results in a reduced study load less than the standard full time study load, please attach a completed [https://www.vu.edu.au/sites/default/files/international/pdfs/FOR\\_Reduce-Study-For-Int-Students\\_A98\\_AU.pdf](https://www.vu.edu.au/sites/default/files/international/pdfs/FOR_Reduce-Study-For-Int-Students_A98_AU.pdf)

Check with Victoria University International that you're granted RPL does not affect your Study Load requirements as an overseas student. Refer to [www.vu.edu.au/international](http://www.vu.edu.au/international).

## ASSESSMENT OF EVIDENCE

This application is the first step in the Skills Recognition process; it will be reviewed by a skills recognition assessor to determine whether there is sufficient evidence to support an application for Skills Recognition. . On page 3 of this form you should list the evidence you intend to present to support your application.. Evidence may include, but is not limited to, a current resume, position descriptions, certificates from short courses or professional development activities, workplace documents, project reports, third party reports (references), photographs / videos and portfolios. The evidence provided should relate to work, study, informal learning and qualifications attained within the past three years.

The skills recognition assessor will contact you to arrange an initial meeting at which the full Skills Recognition process will be explained and you will be provided with a Skills Recognition Kit that will guide you through the evidence collection process.

**PLEASE NOTE:** If relevant, you must provide certified copies of qualifications and Unit(s) of Competency/Study/Syllabus information from the relevant course guide. A photocopy of an original document can be certified (signed and dated) as a true copy of the original document by an authorised person (i.e. Justice of the Peace, police officer, doctor, accountant, school principal, bank manager etc.). You may be asked to show the original documents at a later stage.

Documents in languages other than English must be accompanied by an English translation. The translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) or an equivalent body for offshore students.

Your former Institution(s) and/or current/former employer(s) may be contacted to obtain information and/or clarification of your claim for RPL.

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## HOW WILL I BE NOTIFIED OF THE RPL or RCC ASSESSMENT OUTCOME?

You will be advised in writing of the outcome of your RPL or RCC application. If your application for RPL is successful your academic record will **show an** 'Exempt' status for the relevant unit/s. If your application for RCC is successful, your academic record will show the unit under Advanced Standing Granted. If your application is not successful you may need to enrol in the relevant unit/s, participate in the training program and complete the assessment requirements

## IS THERE AN APPEAL PROCESS?

Contact the Course Coordinator or Manager if you are concerned about the outcome of your RPL or RCC application. They will try to resolve any issues you may have. If a suitable resolution cannot be found, you can submit a written appeal. An independent person will review written appeals.

## DO I HAVE TO PAY A FEE TO APPLY FOR RPL/RCC?

Skills Recognition is an assessment process. Skills Recognition fees for domestic applicants are charged at the same rate as for standard eligible enrolment in the relevant unit/s. Please note if your application for RPL or RCC is not successful you may incur further fees to enrol in the unit/s. To view VU Enrolment Fees and Charges please visit:

<https://www.vu.edu.au/victoriapolytechnic/students/fees-scholarships>

Overseas student fees are inclusive of all assessment processes, no additional fee is payable for Skills Recognition assessment.

## WHERE CAN I GET MORE INFORMATION?

Staff members in the teaching department for your course can give you more detailed information. They can help you to identify unit/s for which you could apply for RPL and they will provide you with information about any structured qualification linkages that apply to your course/qualification.

To discuss RPL or RCC further, please contact us on +61 3 9919 6100 and ask for the Course Coordinator or Manager of the course for which you are seeking RPL or RCC.

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Please write in BLOCK LETTERS using a black or blue pen.

## 1. PERSONAL DETAILS

GIVEN NAME		FAMILY NAME								
STUDENT ID (If known)		MOBILE								
EMAIL ADDRESS										
ENROLMENT STATUS	<input type="checkbox"/> FUTURE STUDENT (NEW APPLICANT) <input type="checkbox"/> CURRENTLY ENROLLED STUDENT <input type="checkbox"/> INTERNATIONAL ONSHORE STUDENT									

## 2. COURSE DETAILS - VICTORIA POLYTECHNIC COURSE

COURSE CODE	
COURSE TITLE	

## 3. I AM APPLYING FOR

- RECOGNITION OF PRIOR LEARNING (RPL)  
 RECOGNITION OF CURRENT COMPETENCY (RCC) – Please proceed to section 5

## 4. TYPE OF ASSESSMENT REQUESTED EVIDENCE

### OTHER LEARNING – (eg. PAID WORK)

Other learning includes non-formal learning and experience that relates to the unit(s) of competency for which recognition is being sought. Please attach a statement linking your experience to the unit/s concerned. Only include information that is relevant to this application.

The claim for RPL may draw upon:

- An employment history detailing position descriptions and letters of support from immediate supervisors  Certificates received from voluntary or work organisations
- Awards, prizes and other achievements
- Contributions to the community or activities which are relevant to the selected course of study.

NAME OF COMPANY	COUNTRY/STATE	DATES WORKED		POSITION AND DUTIES
		FROM	TO	

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## OTHER LEARNING (EG. LIFE EXPERIENCE, VOLUNTARY WORK, ETC)

Please note that in some circumstances the granting of RPL may disadvantage you in terms of the requirements for membership of professional bodies (eg. the accounting professional bodies have rigid requirements for the granting of credit and/or RPL) and/or Federal Government requirements applicable to international students. Contact the relevant teacher or manager for further details.

- In your opinion, what skills and knowledge have you acquired that relate to this program/course?
- What type(s) of non-credentialed programs/training/study have you undertaken and experience acquired since leaving school relevant to this application?

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## 5. LIST OF SUPPORTING EVIDENCE

Evidence should be a close match with the knowledge and performance evidence requirements for the unit(s) of competency for which RPL / RCC is sought.

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## 6. LIST UNITS OF COMPETENCY

For RPL, please include the details of the unit/s of competency you believe should be considered (unit title and code), in relation to this program. For RCC, please include the details of the unit/s of competency you have previously attained for which this RCC application is sought.

VU UNIT CODE	VU UNIT TITLE
EXAMPLE: FNSACC501	EXAMPLE: FINANCIAL AND BUSINESS PERFORMANCE INFO

## 7. APPLICANT DECLARATION

- To the best of my knowledge, the information given in this application is correct and complete.
- I understand that Victoria University Polytechnic reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.
- I authorise Victoria University Polytechnic to conduct a search and retrieval of my academic record from my previous institution(s) to verify the information contained in my application.
- I understand that Victoria University Polytechnic collects, stores, and uses personal information in accordance with the University's Privacy Policy, available at [www.vu.edu.au/privacy](http://www.vu.edu.au/privacy)
- I have retained a copy of this application and all supporting evidence

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

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## THIS PAGE IS FOR OFFICE USE ONLY (ASSESSOR TO COMPLETE)

VU UNIT CODE	VU UNIT TITLE	ASSESSMENT <u>START DATE</u> : This form <b>MUST</b> be submitted before decision has been made. Therefore the form can be submitted to DMS for processing with only a start date.	ASSESSMENT <u>END DATE</u> : Once assessment is complete, the form <b>MUST</b> be submitted again with an end date indicating when the assessment was completed.	ASSESSMENT TYPE RPL OR RCC	GRANTED? YES OR NO This form <b>MUST</b> still be submitted if the RPL or RCC is not granted.
EXAMPLE: FNSACC501	FINANCIAL AND BUSINESS PERFORMANCE INFO	25/02/16	30/6/16	RPL	YES

<b>EVIDENCE ATTACHED:</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If no – note here where the evidence is stored							
<b>STUDENT DETAILS:</b>	FIRST NAME:		SURNAME:		STUDENT ID:					
<b>ASSESSOR:</b>	FULL NAME:		SIGNATURE:		STAFF ID:		DATE:	DD	MM	YY
<b>MANAGER:</b>	FULL NAME:		SIGNATURE:		STAFF ID:		DATE:	DD	MM	YY
<b>PROCESSED BY:</b>	FULL NAME:		SIGNATURE:		STAFF ID:		DATE:	DD	MM	YY