



## Application for Recognition of Prior Formal Learning

### INSTRUCTIONS

1. Before commencing this application, candidates should first read the RECOGNITION OF PRIOR LEARNING POLICY AND PROCEDURE on the website.
2. Discuss your application with Director of Studies if you have already commenced your studies. They will be able to provide guidance on the steps, and information on the service fee if applicable.
3. Identify the unit(s) of competency/subject for which you are seeking Recognition of Prior Formal Learning.
4. Gather the official transcripts and academic records from your previous education providers that you wish the college to consider when assessing your competency.
5. If you are unable to visit the college to provide the originals of those documents, you will need to post copies that have been certified by a Justice of the Peace. Attach them to the completed application form.

### PERSONAL DETAILS

Name:			
Course:			
Address when studying:			
Contact Information:	Mobile:		
	E-mail:		
Start Date:		End Date:	

### Prior Formal Studies

Institution name		Completion date
Course name		
Institution name		Completion date
Course name		



List the units for which you wish to apply for **recognition of prior formal learning**:

Unit Code	Unit of Competency/Subject	Rosehill College Unit Code	To be completed by Rosehill College	
			(✓) Granted	Approving Officer's Signature / Date

I certify that the information provided by me is true and correct.

Student Signature: \_\_\_\_\_  
\_\_\_\_\_

Date:

I have been advised in writing of the outcome of my Application for Recognition of Prior Learning.

I do/do not wish to lodge an appeal.

Student Signature: \_\_\_\_\_  
\_\_\_\_\_

Date:

Assessor's Signature: \_\_\_\_\_  
\_\_\_\_\_

Date:

**Office use only**

DOS: \_\_\_\_\_

Student Service: \_\_\_\_\_

Trainer: \_\_\_\_\_



## Application for Recognition of Prior Informal or Non-Formal Learning

### INSTRUCTIONS

1. Before commencing this application, candidates should first read the RECOGNITION OF PRIOR LEARNING POLICY AND PROCEDURE located on the website.
2. Discuss your application with Director of Studies if you have already commenced your studies. They will be able to provide guidance on the steps, and information on the service fee if applicable.
3. Identify the unit(s) of competency/subject for which you are seeking Recognition of Prior Formal Learning.
4. Gather the official transcripts and academic records from your previous education providers that you wish the college to consider when assessing your competency.
5. If you are unable to visit the college to provide the originals of those documents, you will need to post copies that have been certified by a Justice of the Peace. Attach them to the completed application form.

### PERSONAL DETAILS

Name:			
Course:			
Address when studying:			
Contact Information:	Mobile:		
	E-mail:		
Start Date:		End Date:	

List the units for which you wish to apply for **recognition for prior informal or non-formal learning**:

Previous Workplace Training ( if applicable)	Matching Unit(s) of Competency/ Subject(s) at Rosehill		To be completed by Rosehill College	
	Unit code	Competency name	Approved by	Date



Please provide any documentation you have to support your application for RPL. This could be, for example: A Job Description, Performance Appraisal, Reference(s), or letters from previous employers (on company letterhead).

If there is not enough space provided below to document your experience, use a separate piece of paper and attach it to this document.

<b>Work Experience</b>	<b>Life Experience</b>	<b>Non-formal Courses</b>
Company:   Phone No:   Contact Person:   Position:   Dates of Employment:   Duties:	<i>(E.g. work, social, family, hobby or leisure activities and experiences)</i>  Hobbies and Interests:   Volunteer Work:   Community Work:	Short Courses:      Other:
Company:   Phone No:   Contact Person:   Position:   Dates of Employment:   Duties:	<i>(E.g. work, social, family, hobby or leisure activities and experiences)</i>  Hobbies and Interests:   Volunteer Work:   Community Work:	Short Courses:      Other:



I certify that the information provided by me is true and correct.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have been advised in writing of the outcome of my Application for Recognition of Prior Learning.

I do/do not wish to lodge an appeal.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assessor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office use only**

DOS: \_\_\_\_\_

Student Service: \_\_\_\_\_

Trainer: \_\_\_\_\_