



REQUEST FOR RECOGNITION OF PRIOR LEARNING (RPL) FORM

PERSONAL DETAILS (as shown on passport)

| | | | | | | |
|-----------------------------|--|--|--|--|--|--|
| Family Name | | | | Given Name/s | | |
| Student Number | | Phone | | Email | | |
| Address in Australia | | | | | | |
| Qualification | | | | | | |
| Unit Information | UNIT CODE AND TITLE | COST | RPL GRANTED | COURSE REDUCED | COE ADJUSTED | |
| | | \$ | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | \$ | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | \$ | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Invoice/Receipt | Invoice / Receipt provided to Student | <input type="checkbox"/> Yes <input type="checkbox"/> No | | Date | | |

**Cost as stated in Letter of Offer*

| | | | | | |
|--------------------------|--|--|-------------|--|--|
| Student Signature | | | Date | | |
|--------------------------|--|--|-------------|--|--|

| | | | | | | | |
|-----------------------------------|--|------------------|--|--|-------------|--|--|
| AMA College Representative | | Signature | | | Date | | |
|-----------------------------------|--|------------------|--|--|-------------|--|--|



RECOGNITION OF PRIOR LEARNING (RPL) PROCESS

RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning is the formal acknowledgement of competencies a person has, regardless of how, when or where the learning occurred. It is an important part of Vocational Training and Assessment.

Competencies may be gained through:

- On-the-job work experience.
- In-house training (both accredited and non-accredited).
- Formal training.
- Life experience.
- A combination of some or all of the above.

RPL Application Process

AMA College provides the opportunity for students to apply for recognition of their prior learning.

AMA College will make available information regarding gaining recognition of prior learning to all students.

Where a student wishes to apply for recognition of their prior learning, should complete this Request for RPL form and lodge it with the Student Support Office. You will be provided with a Student Guide to Recognition of Prior Learning (RPL) and an Application for RPL for each unit of competency applied for.

RPL can only be awarded on a whole unit of competence basis and will be charged at at the rate specified in the Letter of Offer for each Unit of Competency.

Once enrolled, students should contact their AMA College trainer/assessor to discuss the quantity, type of evidence and form in which the evidence is to be provided. The trainer/assessor will review the evidence provided and conduct an assessment of the student against the requirements of the particular unit of competency to determine whether competency is demonstrated or whether additional gap training is required and how this is to be achieved.

RPL Outcomes

Where AMA College grants RPL to a student, it will:

1. Provide a written record of the decision to the student, and retain the written record of acceptance for two years after they cease to be a student.
2. Note the student record that competency in a particular unit has been achieved through RPL



RECOGNITION OF PRIOR LEARNING (RPL) PROCESS

Should granting of RPL to a student result in a reduction in the student's course length, AMA College will:

1. Inform the student of the reduced course duration following granting of RPL and ensure the Confirmation of Enrolment is issued only for the reduced duration of the course
2. Report any change in course duration to the Department of Home Affairs.

Appealing RPL Outcomes

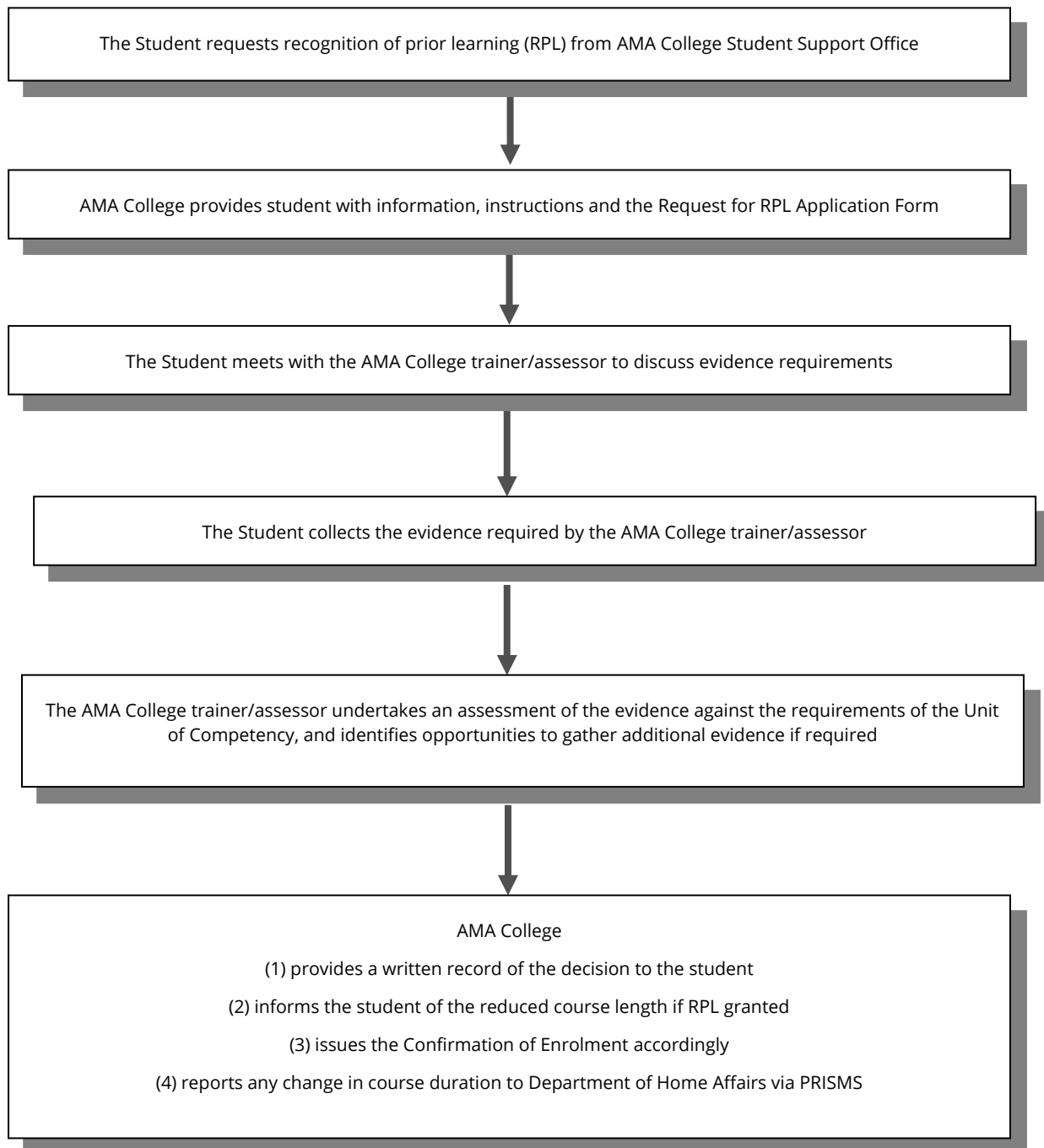
Should the student wish to appeal the RPL process, they can, as with all other assessment decisions, access the AMA College's Complaints and Appeals Policy. Contact your Student Support Office for information



RECOGNITION OF PRIOR LEARNING (RPL) PROCESS

FLOWCHART

The flowchart below provides a visual concept of the RPL Application Process.





RECOGNITION OF PRIOR LEARNING (RPL) PROCESS

INFORMATION OF EVIDENCE REQUIREMENTS

The following information will assist you in the collection of evidence, and outlines the different types of evidence that you might collect for your AMA College trainer/assessor.

| | |
|--|---|
| Certifications | Industry workshop certificates of completion or attendance |
| Direct demonstration /observation | Performance of a task, or range of tasks, either in the workplace or in a simulated work environment, witnessed directly by an assessor |
| Indirect demonstration | Use of photographs, videos, etc. showing performance of a task when the assessor cannot be present |
| Products | Models, items, objects that have been made, fixed or repaired by the candidate |
| Workplace documents | Rosters, budgets, reports, standard operating procedures etc. developed by the student |
| Questions - written and oral | Asking the student about real or hypothetical situations to check understanding, task management and contingency management skills |
| Assignments | Projects, reports, essays, etc. relevant to the Language, Literacy and Numeracy requirements of the Unit of Competency |
| Third party reports | Documented and verified reports from supervisor, colleague, subject expert, trainer or others |
| Self-assessment | A Student's personal statement on their performance (not generally sufficient in isolation) |
| Simulation | Simulated activity to accommodate difficult to demonstrate criteria e.g. emergencies, contingencies, difficult behaviours etc. |
| Portfolios | Collections of evidence compiled by the Student |