



## LAF COLLEGE OF VOCATIONAL EDUCATION PTY LTD

# RPL APPLICATION FORM

**AQF definition of RPL:** Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal and informal learning) to determine the credit outcomes of an individual application for credit (National Quality Council Training Packages glossary.)

### Section A: Candidate details

Family Name: \_\_\_\_\_ Given Name \_\_\_\_\_

DOB: \_\_\_ / \_\_\_ / \_\_\_\_\_ Course Name: \_\_\_\_\_ Course Code: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

### Section B:

#### Part 1: Formal Training

Formal learning is the learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification). If insufficient space please attach additional pages to the application.

Year(s)	Institution	Course Name

#### List relevant skill knowledge


#### Part 2: Informal Training (Leave blank if not applicable)

(Informal learning: is learning gained through work, social, family, hobby or leisure activities and experiences. Unlike formal or non formal learning, informal learning is not organized or externally structured in terms of objectives, time or learning support.) If insufficient space please attach additional pages to the application.

Year(s)	Organisation	Role/Duties


**Part 3: Non-formal Training (Leave blank if not applicable)**

(Non-formal learning refers to learning that takes place through a structured program of learning but does not lead to an officially accredited qualification) If insufficient space please attach additional pages to the application.

Year(s)	Organisation	Course/Learning outcomes

**Section C:**

**Part 1: Employment History-** If insufficient spaces please attach additional pages to the application.

Period of Employment		Employer Name	Type of Employment	Description of major duties
From	To	Include address and contact phone number	Full time Part Time Casual	

**Part 2: Referees -** If insufficient spaces please attach additional pages to the application.

Referee Name	Position	Organisation	Phone/Mobile Number	Email address

**Candidate Declaration:**

The candidate is responsible in submitting a completed self assessment checklist and supporting documents(i.e. curriculum vitae, work reference letter) in order to make a valid application.

I \_\_\_\_\_ confirm that I have attached the above required documents.

Candidates Signature: \_\_\_\_\_

Date; \_\_\_\_\_

**FOR OFFICE USE**

By ticking this box I confirm the candidate has completed a valid RPL application with sufficient supporting documentation.

Administrator/ Assessor Name: \_\_\_\_\_

Administrator/ Assessor Signature: \_\_\_\_\_ Date:\_\_\_\_\_