



NAFET

National Academy of Further Education & Training

RPL APPLICATION FORM

Recognition of Prior Learning (RPL) is an assessment process that assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification. You must supply NAFET with the relevant documented evidence in support of your RPL application. Please note that only sighted original documents or certified copies will be accepted.

The award of credit in a course or qualification may lead to the partial or full completion of requirements for that course or qualification. This means the duration of the course may be reduced.

Procedure:

- To apply for RPL, you need to complete this form, attach all supporting evidence to support your application and lodge it in with your enrolment application. Please note that NAFET only accepts applications prior to course commencement.
- Once received, you will be invited for an interview with NAFET where your application will be discussed in detail with you. After your interview, your application will be assessed and any RPL credits will be issued.
- If you do not agree with your RPL assessment decision, you have the right to appeal the decision. Please refer to the *Complaints and Appeals Policy & Procedure* for further details.

Student ID No.									
Given Name(s)									
Surname									
D.O.B (dd/mm/yyyy)				Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>				
Course									
Address									
Suburb				Postcode					
Home Phone				Mobile Phone					
Email									



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As a guide, in your application for RPL, you are advised to supply the following information and attach any documented evidence

What is the highest level of education you have completed?

- Secondary School year 10
- Secondary School year 11
- Secondary School year 12
- TAFE Certificate
- TAFE Diploma
- University undergraduate degree
- University Postgraduate degree
- Masters / PHD

Name of Institution

Highest Qualification Gained

(Attach a photocopy)

Indicate any other education or training you have completed			
Year(s)	Institution	Course Name	Skills gained

Attach certified copies as evidence of training and education. If insufficient space attached additional pages to the application



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Indicate any life experience that may be relevant (things you have done in your life which have given you skills relevant to this course e.g. running a family business, being a member of a club or committee)

Year(s)	Organisation	Role	Skills gained

Attach certified copies as evidence of life experience. If insufficient space attached additional pages to the application

Indicate any employment experience that may be relevant.

Year(s)	Employer	Role	Skills gained

Attach certified copies as evidence of employment (e.g. reference letter from your employer). If insufficient space attached additional pages to the application



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Self-assessment – match your skills, as listed in the previous three sections, with the course learning outcomes. You will need to obtain a copy of the course from National Academy of Further Education & Training to complete this section.

Course Learning Outcomes	My skills from education, training, life and employment

PLEASE ATTACH EVIDENCE THAT MAY SUPPORT YOUR RPL APPLICATION.

Student Signature:		Date:	
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