

## RPL application form

Recognition of Prior Learning (RPL) is one way that you can have current skills and knowledge assessed by a registered training organisation to see if they meet today's industry standards. RP assessment recognises your skills and knowledge, no matter how, when or where your learning occurred. RPL could provide you with a full or partial qualification.

The NTT RPL application form has two parts; part A is the candidate information section that you complete once only and part B must be completed for each Unit of Competency you want to RPL.

*E.G. If you are applying to RPL nine Units of Competency then you complete part A once and complete part B nine times, once for each subject documenting the evidence you are submitting for that subject.*

**Please complete both parts and return to National Technical Training with attached evidence.**

### PART A

#### Candidate information

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: (home) \_\_\_\_\_

Phone: (mobile) \_\_\_\_\_

Course code: \_\_\_\_\_ Course name: \_\_\_\_\_  
*e.g. CUE30203 e.g. Certificate III Live Production, Theatre & Events*

Work reference 1: \_\_\_\_\_ Phone: \_\_\_\_\_

Work reference 2: \_\_\_\_\_ Phone: \_\_\_\_\_

Employment history: *(paid or voluntary)*

| Organisation | Years/months experience | Work related activities | Unit to which activities relate. |
|--------------|-------------------------|-------------------------|----------------------------------|
|              |                         |                         |                                  |
|              |                         |                         |                                  |
|              |                         |                         |                                  |

*I hereby certify that the information provided and the documentation attached are true and correct.*

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



**Office use only**
**Date received:**

| <b>Evidence</b>  | <i>Evidence meets requirements (if unsatisfactory reason must be documented.)</i> |                      |                |
|------------------|---|----------------------|----------------|
|                  | <i>Satisfactory/<br/>Unsatisfactory</i>   | <i>Evidence Used</i> | <i>Comment</i> |
| <i>Element 1</i> |   |                      |                |
| <i>Element 2</i> |   |                      |                |
| <i>Element 3</i> |   |                      |                |
| <i>Element 4</i> |   |                      |                |
| <i>Element 5</i> |   |                      |                |
| <i>Element 6</i> |   |                      |                |

**Evidence types:**

|   |  |   |   |
|---|--|---|---|
| 1 | <i>Portfolio/workplace documents</i>                           | 4 | <i>Interview/questioning</i>              |
| 2 | <i>Transcript/relevant qualifications/results/unit outline</i> | 5 | <i>Observation/challenge test or task</i> |
| 3 | <i>Third party report</i>                                      | 6 | <i>Audio visual/photo/visual</i>          |

**RPL result:**       **Granted (J)**     **Not granted (M)**

**Student feedback given:**  Yes  No

**Assessor name:**

**Assessor comments:**

*(Overall comments to the candidate must be documented)*

**Assessor signature:**

**Date:**

**Candidate signature:**

*(After receiving teacher feedback)*

**Date:**