



Hays International College

CRICOS Number: 02790D Provider Number: 21838

APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)

(STUDENT TO COMPLETE THIS FORM IN **BLOCK LETTERS**)

The Recognition of Prior Learning Application Form has 3 Parts.

Part A relates to Student information.

Part B relates to Units of competency details for RPL – Formal Learning (Credit Transfer required for unit of competency previously attained competency).

Part C relates to Work Experience and evidence required for RPL – Informal and Non-Formal Learning

Please fill in Part A, B and C and attach the required evidence.

Part A – Student Information

FAMILY NAME (SURNAME)	
FIRST NAME (GIVEN NAME)	
OTHER NAME	
HIC STUDENT ID	
UNIQUE STUDENT IDENTIFIER (USI)	
COURSE CODE	
COURSE NAME	
COURSE START DATE	
COURSE END DATE	

Residential Address in Australia:-

Building/Property Name: _____ Flat/Unit Number: _____
Street Number: _____ Street Name: _____
Suburb, locality or town: _____ State/Territory: _____
Postcode: _____ Country: _____
Telephone _____ Mobile _____

RECOGNITION OF PRIOR LEARNING :-

In line with Standards for Registered Training Organisation (RTO'S) 2015, I understand that Hays International College must take into account any of my prior learning in determining the amount of training they will provide to me with regards to my existing skills, knowledge and experience.

Please tick the appropriate box/s :-

Formal learning Yes Not Applicable

Acquired through a structured program of instruction and is linked to the attainment of an AQF Qualification or Statement of Attainment (for example, a Certificate or Diploma)

Non-formal learning Yes Not Applicable

Acquired through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business)

Informal learning Yes Not Applicable

Acquired through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative)



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Recognition of Prior Learning or **RPL** means an assessment process that assesses the competency(s) of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

The benefits of RPL may be the reduced time a student has to spend attending class, undertaking assessments or relearning what they already know. The evidence the applicant provides must be authentic (something they have prepared, produced or has been written about them by a relevant third party), and must be sufficient to demonstrate competence against the unit/s of competence. The applicant must also be able to demonstrate that this evidence is still current and relevant. This may be through a variety of means such as a portfolio of evidence, questions and discussions, written answers, or a practical demonstration.

In order to grant RPL the assessor must be confident that the client is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Qualification Framework accredited courses.

Your assessor will assess your application/evidence based on the following:

Is it Authentic?

- Is the evidence your own work?
- Are the qualifications, references and licences presented by you; authentic documents?

Is it Current?

- Does the evidence show that you can currently perform the competence while working?
- Does the evidence demonstrate that through professional development, experience or continued employment?
- That your skills and knowledge are current?

Is it Sufficient?

- Does the evidence cover the full range of performance identified in the unit of competency?
- Does the evidence show competence over a period of time?
- Does the evidence show competence in a range of contexts?

Is it Valid?

- Does the evidence relate to a unit of competence?
- Does the evidence reflect the four dimensions of competency?
- Does the evidence address the key competencies?



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Part B – RPL – Formal Learning

<u>COURSE IN WHICH RPL IS SOUGHT:</u> - PLEASE <i>tick</i> course/s	
SELECT COURSES	COURSE CODE & TITLE
[]	SIT30813 Certificate III in Commercial Cookery
[]	SIT40413 Certificate IV in Commercial Cookery
[]	CHC33015 Certificate III in Individual Support (Ageing, Home and Community)
[]	CHC43015 Certificate IV in Ageing Support
[]	CHC43415 Certificate IV in Leisure & Health
[]	CHC53415 Diploma of Leisure & Health
[]	22250VIC Certificate I in EAL (Access)
[]	22251VIC Certificate II in EAL (Access)
[]	22255VIC Certificate III in EAL (Further Study)
[]	22258VIC Certificate IV in EAL (Further Study)



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Unit Code	Unit Title	Please Mention Evidence that you have supplied with Application Form



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Part C – RPL – Informal and Non-Formal Learning

Please complete the RPL Kit for units of competency for the qualification seeking RPL through – Informal and Non-Formal Learning. Please visit www.hic.vic.edu.au or ask the relevant Course Co-ordinator.

I wish to apply for RPL – Informal and Non-Formal Learning Yes No Not Applicable

DECLARATION : This must be signed and dated by the applicant

- I declare that the information supplied by me on this form is the best of my understanding and belief, to be complete and correct.
- I have read, understood and agree to all terms and conditions in regards to Course Enrolment.
- Hays International College has explained Recognition of Prior Learning (RPL) so that I can make an informed decision whether or not to proceed with the RPL process.
 - If RPL is granted this will alter the course duration of my enrolment/s which will be recorded against my e CoE's.
 - I will make payment for RPL - Non-Formal or Informal Learning at the time I submit evidence for assessment. I am agreeing that the payment of this RPL - Non-Formal or Informal will be made by me irrespective of whether RPL is granted or not granted.
- I have read, understood and agree to the terms and conditions Education Services for Overseas Students (ESOS) framework located at [https://internationaleducation.gov.au/Regulatory-Information/Documents/ESOSFrameworkfactsheetfinaldraft9May2014\(2\).pdf](https://internationaleducation.gov.au/Regulatory-Information/Documents/ESOSFrameworkfactsheetfinaldraft9May2014(2).pdf)
- I have read, understood and agree to all entry requirements; including but not limited to Fees and Charges; Refund; Deferment, Suspension or Cancellation; policies located at <http://hic.vic.edu.au/documents/forms-policies-international/>
- I acknowledge that Hays International College reserves the right to vary or reverse any decision regarding admission based on incorrect or incomplete information that I may have provided.
- I hereby authorise Hays International College or its Educational Agents to confirm any information contained in this form; obtain details of my enrolment, academic records, examination results from other educational institutions & other relevant authorities.

Applicant's Full Name	Signature	Dated (DD/MM/YYYY)

For Office Use Only:

Form Received by (initials): _____	Date: _____
RPL Assessor Assigned : _____	Date: _____
Student Management System Updated by (initials): _____	Date: _____