



# RPL Application Form

## Section 1 – Client Details

<b>Client Name:</b>		<b>Date:</b>	/ /
<b>Contact Tel:</b>		<b>Mobile:</b>	
<b>Address:</b>			
<b>Email:</b>			
<b>Qualification / Course:</b>			

## Section 2 – Application and Declaration

**Client :**

- I wish to apply for Recognition of Prior of Learning for the units of competency/modules listed below.
- I have attached original copies of certificates I have achieved previously from other courses and training providers.
- I declare that certification documentation supplied is legitimate, true and correct.
- I understand that the Assessor will verify my certification documentation for validity.
- I agree to pay the fee of \$..... for document administration and a fee of \$..... per assessment for any challenge test that is required for me to confirm my competency.
- I understand that Travel and accommodation for an Assessor to conduct on site assessments (if required) will be added to any assessment fees quoted.
- I understand that the RPL process is an assessment only process whereby I submit evidence. Bedford College will count any competency achievement towards any grading in future competency based summative assessments.
- I understand that there is no training or learning guide provided to me in this process and that I am using this process to fast track my certification.
- I understand that Bedford College is not responsible for searching, or discovering any information or supporting evidence on my behalf.
- I understand that I am responsible to supply all supporting evidence and information required by Bedford College, and I shall pay any additional search and discovery fees incurred as a result of insufficient evidence being provided.
- I understand that I shall not be entitled to any refund of fees in the event that I do not meet the competency standards and that any further training and assessments I require shall be at my expense at the current Bedford College rate.
- I have supplied a copy of my most recent CV / Resume to demonstrate my industry experience and education.

I, \_\_\_\_\_ have read the RPL Policy and understand that if this application is successful that a RPL pack will be provided to me for the relevant units of competency, at a briefing session. I understand that I will only receive RPL for those modules upon successful submission of all requirements as outlined in the RPL Pack for each module.

<b>Client Signature:</b>		<b>Date:</b>	/ /
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## Section 3 – Workplace Referees who can support my RPL Application

<b>Referee 1 - Name and Contact Details :</b>	
<b>Referee 1 - Name and Contact Details :</b>	



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## Section 4 – Units /Modules Outcome

Unit Code	Unit Name	Assessor Only			
		Evidence supplied	Evidence Verified	Progress to RPL Pack	Assessor Initial
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Section 5 – Assessor Endorsement

I declare that the is sufficient evidence to warrant the client progressing through RPL process for the above noted units/modules .

<b>Assessor Signature:</b>		<b>Date:</b>	/ /
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### Admin Use Only

<b>SMS Updated :</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date:</b>	/ /	<b>Initial:</b>	
<b>Client file updated :</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date:</b>	/ /	<b>Initial:</b>	