


APPLICATION FOR RECOGNITION OF PRIOR LEARNING OR CURRENT COMPETENCE (RPL/RCC)

Trainee/Applicant Name: _____

Employer: _____

IMPORTANT

- Please ensure you have attached all copies of transcripts, course certificates undertaken, details of work duties etc. to support your application.
-  recognises the Qualifications and Statements of Attainment issued by other Registered Training Organisations.
- Be advised it is the applicant's responsibility to provide adequate information and reliable evidence to support this claim for recognition of competencies currently held.
- Actual evidence provided will be retained on Trainee record.

ANSWER THE FOLLOWING QUESTIONS TO ALLOW AN ACCURATE ASSESSMENT TO BE MADE

DETAILS OF UNITS

COMPETENCY CODE	COMPETENCY NAME

EDUCATION/TRAINING COMPLETED

COURSE/EDUCATION (ie: Certificate/Diploma/ Degree)	ORGANISATION (TAFE/University/Company/ Private Provider, RTO)	COURSE DURATION (Number of Hours/Weeks/Years)

Please attach a copy of results or certificates for courses listed.

SUBJECTS STUDIED

SUBJECT DETAILS (Course Title/Description of Key Areas covered)	SUBJECT DURATION (Number of Hours/Weeks/Years)

EMPLOYMENT DETAILS


NAME OF COMPANY EMPLOYER	POSITION AND DUTIES PERFORMED	EMPLOYMENT DURATION

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OTHER RELEVANT EXPERIENCE/EVIDENCE Please list.

I hereby declare that all details in this application are true and accurate.

Trainee/Applicant Signature: _____ Date: _____

Thank you for completing this application.
 will advise you of the assessment outcome in due course.

TRAINER COMMENTS

TRAINER: OUTCOME

COMPETENCY CODE	COMPETENCY NAME	EVIDENCE PROVIDED to meet competency Yes/No

Certificate Name: _____
Certificate Code: _____

Name of Trainer (print): _____
Signature of Trainer: _____ Date _____

OFFICE USE ONLY

If application **NOT** supported. Detail reason(s):

Future Options advised to Applicant. Detail(s):

- Issue Outcome Letter to Applicant DOCSLA4402-19 (OR)
- Issue Statement of Attainment DOCSLA4402-22 (copy to trainee file)
- Credits awarded recorded on Trainee Records (inc. Training Plan).

Retain this application in Trainee file. Copy of this application filed separately for State Government reporting purposes.