

Section 1 – Client Details			
Client Name:		Date:	/ /
Phone:			
Address:			
Email:			
Qualification / Course:			
Section 2 – Application and Declaration			
Client:			
<input type="checkbox"/> I wish to apply for Recognition of Prior of Learning for the units of competency/modules listed below.			
<input type="checkbox"/> I have attached original copies of certificates I have achieved previously from other courses and training providers.			
<input type="checkbox"/> I declare that certification documentation supplied is legitimate, true and correct.			
<input type="checkbox"/> I understand that the Assessor will verify my certification documentation for validity.			
<input type="checkbox"/> 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.			
<input type="checkbox"/> I understand that Travel and accommodation for an Assessor to conduct on site assessments (if required) will be added to any assessment fees quoted.			
<input type="checkbox"/> I understand that the RPL process is an assessment only process whereby I submit evidence. NextGen Skills will count any competency achievement towards any grading in future competency based summative assessments.			
<input type="checkbox"/> 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.			
<input type="checkbox"/> I understand that NextGen Skills is not responsible for searching, or discovering any information or supporting evidence.			
<input type="checkbox"/> I understand that I am responsible to supply all supporting evidence and information required by NextGen Skills, and I shall pay any additional search and discovery fees incurred as a result of insufficient evidence being provided.			
<input type="checkbox"/> 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 NextGen Skills rate.			
<input type="checkbox"/> I have supplied a copy of my most recent CV / Resume to demonstrate my industry experience and education.			
*Client Signature:		Date:	/ /
*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.			
Section 3 – Workplace Referees who can support my RPL Application			
Referee 1			
Full Name:		Phone:	

RPL Application Form



Address:						
Email						
Referee 2						
Full Name:				Phone:		
Address:						
Email						
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"/>		
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

RPL Application Form



Section 5 – Assessor Endorsement

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

Assessor Name (Print):	Assessor Signature	Date:
		/ /

Admin Use Only

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

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