RPL Application Form

Section 1 – Client Details				
Client Name:		**Date:**	/	/
Phone:				
Address:				
Email:				
Qualification / Course:				

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. NextGen Skills 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 NextGen Skills is not responsible for searching, or discovering any information or supporting evidence.
- ☐ 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.
- ☐ 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.
- ☐ 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
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		☐	☐	☐	

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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

				Date:		Initial:	
SMS Updated :	☐ Yes	☐ No	**Date:**	/ /		**Initial:**	
Client file updated:	☐ Yes	☐ No	**Date:**	/ /		**Initial:**	