

PART 1: RPL APPLICATION INFORMATION

Before you complete this form, refer to the: [Credit and Recognition of Prior Learning \(RPL\) Policy](#) and [Credit and Recognition of Prior Learning \(RPL\) Procedures](#)

What is Recognition of Prior Learning (RPL)?

The RPL process recognises the skills and knowledge you have gained through previous education, training programs, on-the-job training, professional development activities, work (paid and unpaid) and life experiences. Formal qualifications from a TAFE, university, school or a Registered Training Organisation (RTO) containing content that is included in the qualification will be recognised. The RPL process identifies whether you are already competent in some (or all) of the competencies covered in your course.

Why apply for RPL?

To reduce your course load and the overall course time, to reduce costs associated with completing the course and to avoid repeating learning in areas where you already have skill.

Applying for RPL

When you apply for the course you should contact ECC Admissions or Student and Academic Services for further advice. Applications for RPL must be lodged with the appropriate evidence including:

- Certified copies of academic transcripts and/or qualifications with approved English language translations (if applicable)
- Copies of unit outlines describing detailed contents of learning outcomes, assessments and other course materials.
- Any other evidence demonstrating that your experience, skills, knowledge and qualifications meet the academic rigour required under the respective AQF standards.
- Proof of minimum level of English competency matching relevant course entry guidelines.

How do I apply for RPL?

Step 1: Complete the attached RPL application form.

Step 2: Prepare evidence and organise it logically in your submission.

Step 3: Submit your application and evidence.

Step 4: Obtain results of your application.

What are my responsibilities?

During the RPL process you must:

- ensure all information is true and correct to the best of your knowledge; and
- provide information using a statutory declaration from previous employers to show evidence of work experience.

What if I am dissatisfied with the RPL Application outcome?

If you feel that the process used to assess your application for recognition was unfair you can lodge a Formal Review within fourteen Calendar Days of receiving the result of your RPL application.

How is my privacy maintained?

We undertake to keep all records in a secure and safe environment in accordance with regulatory and legislative requirements; however, your application may be assessed by a staff member who is external to ECC and may be examined by regulatory authorities and Edith Cowan University as part of an audit, accountability and registration.

PART 2: RPL APPLICATION EVIDENCE

Acceptable evidence of *formal learning* includes:

- **Certified copies** of academic transcript and/or qualifications with approved English language translations (if applicable)
- **Certified copies** of unit outlines describing detailed contents of learning outcomes, assessments and other course materials.
- Proof of minimum level of English competency for entry requirements as detailed in ECC course materials
- Proof of currency: previous study and/or experience must have been completed within a period of time that is no longer than three times the length of the course for which you are seeking credit. A shorter timeframe may apply for disciplines where the state of knowledge changes more rapidly.

Examples of evidence of *informal learning* include:

<p>Resume and work history</p> <ul style="list-style-type: none"> • qualifications • work history • key responsibilities • competence and achievements • membership of relevant professional associations • hobbies/interests/special skills outside work • references/letters from previous employers/supervisors <p>Copies of qualifications</p> <ul style="list-style-type: none"> • certificates, diplomas or degrees or results of workplace assessment or courses completed at work • any licenses and tickets held e.g. forklift, crane, other site training records and record of site competencies held • supporting letters from community and volunteer groups to verify claims 	<p>Documents of past achievement</p> <ul style="list-style-type: none"> • industry awards • meritorious awards or media articles <p>Work samples</p> <ul style="list-style-type: none"> • assessment tools and instruments you have developed • reports, projects and written materials • objects, drawings or photographs of work undertaken • diaries/task sheets/job sheets/log books <p>Documents and records of workplace activities</p> <ul style="list-style-type: none"> • diaries, records and journals • notes, emails, blogs and completed worksheets • workplace agreements and contracts
--	---

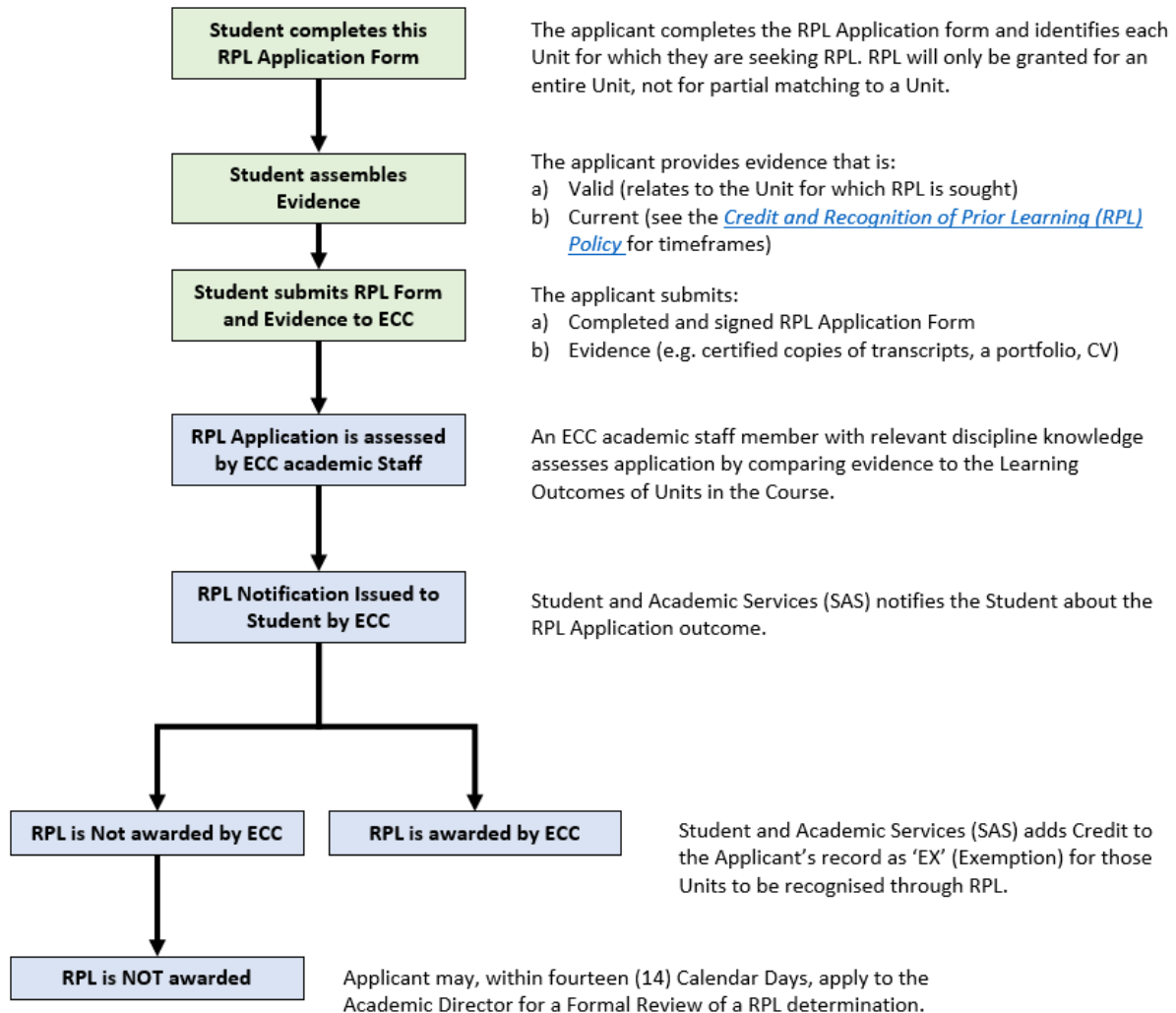
How do I prepare a portfolio of evidence?

Gather evidence for the units for which you are seeking RPL. Compile your evidence in a portfolio that will be checked by a qualified assessor. In addition to looking at your evidence, the assessor may check your current knowledge by oral questioning, written questioning, skills' testing or asking for supplementary evidence such as references or statements of performance from employers or others to verify your claims.

What types of evidence should I present?

The best evidence is relevant, relates directly to the unit and must be at the required standard. Current evidence demonstrates that your skills are up-to-date, authentic and that your claims are genuine.

PART 3: RPL APPLICATION FLOWCHART



Recognition of Prior Learning (RPL) Application Form

PART 4: RPL APPLICATION FORM

Family Name:		Other Names:	
ECC Student #:		ECC Course:	

Applicant Declaration

I declare that, to the best of my knowledge, the information supplied in this application and the documentation support it is true and correct.

Signature:			
Printed Name:		Date:	

Applicant Consent

I, _____, authorise ECC to collect, use and disclose my personal information, including information collected on the enrolment form for the following purposes, to the following organisations or people: for assessment by assessor, to ECC for validation and issuance of the qualification, and/or State/Territory government departments/agencies or as otherwise authorised or required by law.

I understand that this form and the information it contains may be used by the organisation to manage the personal information that it holds about me. I know I can gain access to my information and understand that my information may be disclosed to the organisations/people outlined above. I understand that if I sign this consent form I can withdraw my consent at any time. I am aware that if I do decide to withdraw my consent to the collections, uses or disclosures that I have authorised on this Form, I need to notify ECC in writing.

Signature:			
Printed Name:		Date:	

IMPORTANT NOTES: RPL Application Forms submitted after Week 4 of a Study Period may result in Credit; however, it does not qualify for a refund of fees. RPL Application Forms submitted after Week 4 by Australian domestic students funded under FEE-HELP may incur a debt liability owing to the Commonwealth Government. RPL Application Forms must be received before Close of Business Week 1 to apply Credit for the current Study Period.

History of Formal Learning

Qualification	Educational Institution Name and Location	Date Awarded

Units for which Student is requesting Credit based on Formal and Informal Learning

ECC Unit Code	ECC Unit Name

PART 4: EVIDENCE OF INFORMAL LEARNING

This section provides you with the opportunity to outline your skills/knowledge so they can be matched to the unit for which you are seeking RPL. You will need to:

- a) list the skills and knowledge that you believe you have;
- b) attach evidence of your competence; and
- c) match your evidence to the relevant unit for which you are seeking RPL.

An assessor will judge your evidence against learning outcomes, assessments and standards for the unit.

Informal Study Programs:

Provide a list of informal training sessions you have attended. If possible, attach copies of Certificates, details of course outline, content and dates of study:

Relevant Life Experience:

List any community involvement, personal interests, hobbies or skills which may support your application:

Personal Verification:

Please indicate the name, contact email and telephone number of person(s) who can substantiate claims made in your application:

Attachments:

Please list what attachments you have added to this application: