TAFE APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)

VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

This form is for enrolled or future VU students who have work experience or have various types of practical learning to such an extent that they are eligible to apply for Recognition of Prior Learning (RPL).
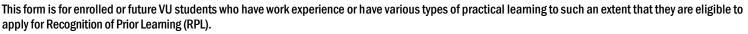
All students are advised to read the 'IMPORTANT INFORMATION' section prior to completing and submitting this application form. It is provided to assist enrolled or future students to make a successful application for RPL.

The submission of this form with supporting evidence is the first step in this process. After it has been reviewed by a qualified assessor you will be contacted to progress your application to the next stage.

Please write in BLOCK LETTERS using a black or blue pen.

I am applying as a: ☐ FUTURE STUDENT (NEW APPLICANT)   ☐ CURRENTLY ENROLLED STUDENT

SECTION A PERSONAL DETAILS

FAMILY NAME: _____   STUDENT ID: ☐☐☐☐☐☐☐

GIVEN NAME: _____   DATE OF BIRTH: DD MM YY

STREET NUMBER AND NAME (or PO BOX): _____

SUBURB: _____   STATE: ☐☐   POSTCODE: ☐☐☐☐

EMAIL: _____

COUNTRY (If Not Aus.): _____   PHONE: _____   MOBILE: ☐☐☐☐☐☐☐☐☐☐

ARE YOU AN INTERNATIONAL ONSHORE STUDENT ☐ YES ☐ NO

SECTION B COURSE DETAILS

VICTORIA UNIVERSITY COURSE (MANDATORY)
Course for which you wish to apply for RPL (please also complete information for individual Unit(s) of Competency)

COURSE CODE: _____   LOCATION: _____   PATHWAY CODE (If Applicable): _____

COURSE TITLE: _____

SECTION C – CLAIM FOR RECOGNITION OF PRIOR LEARNING (RPL)

OTHER LEARNING - EG. PAID WORK
Other learning includes non-formal learning and experience that relates to the unit(s) of competency for which recognition is being sought.
Please attach a statement linking your experience to the unit/s concerned. The claim for RPL may draw upon:
- An employment history detailing position descriptions and letters of support from immediate supervisors
- Certificates received from voluntary or work organisations
- Awards, prizes and other achievements
- Contributions to the community or activities which are relevant to the selected course of study.

Only include information that is relevant to this application

1. EMPLOYMENT HISTORY

NAME OF COMPANY	COUNTRY/STATE	DATES WORKED FROM – TO		POSITION AND DUTIES
		START DATE	END DATE	
		START DATE	END DATE	
		START DATE	END DATE	
		START DATE	END DATE	

2. CERTIFICATES, PRIZES, AWARDS OR OTHER ACHIEVEMENTS

- _____
- _____
- _____

OTHER LEARNING (EG. LIFE EXPERIENCE, VOLUNTARY WORK, ETC)

Please note that in some circumstances the granting of RPL may disadvantage you in terms of the requirements for membership of professional bodies (eg. the accounting professional bodies have rigid requirements for the granting of credit and/or RPL) and/or Federal Government requirements applicable to international students. Contact the relevant Teacher or Manager for further details.

1. In your opinion, what skills and knowledge have you acquired that relates to this program/course?

_____

_____

_____

_____

2. What type(s) of non-credentialed programs/training/study have you undertaken and experience acquired since leaving school relevant to this application?

_____

_____

_____

_____

_____

_____

SECTION D - LIST OF SUPPORTING EVIDENCE ATTACHED (Please refer to IMPORTANT INFORMATION on the following page)

Evidence should be a close match with the learning outcomes/objectives for the unit(s) of competency for which RPL is sought.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

SECTION E - STUDENT DECLARATION

- I have fulfilled all requirements required to be eligible for consideration.
- To the best of my knowledge, the information given in this application is correct and complete.
- I understand that submitting false or misleading information may result in any offer of a place withdrawn at any stage, including after a course has commenced.
- I understand that the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.
- The University is under no obligation to consider an application submitted after the due date.
- I authorise VU to conduct a search and retrieval of my academic record from my previous institution(s) to verify the information contained in my application.
- I understand that Victoria University collects, stores, and uses personal information in accordance with the University's Privacy Policy, available at www.vu.edu.au/privacy

Signature of Applicant:_____ Date:_____ / _____ / _____

HOW TO LODGE YOUR APPLICATION

ONLINE - ADMISSIONS CENTRE

If completing this form as part of your application to study at VU, please print, complete, scan and upload it, along with supporting documentation, as part of the online application process.

IN PERSON (ON CAMPUS) - STUDENT SERVICE CENTRES

City Flinders	Footscray Nicholson
Footscray Park	City King
St Albans	Werribee
Sunshine	

POSTAL - MAIL ADDRESS

Admissions and Pathways Office
Victoria University
PO Box 14428
MELBOURNE VIC 8001

FOR MORE INFORMATION

Email: ASKVU Question Tab www.vu.edu.au/askvu
Online Live Chat: ASKVU Chat Tab www.vu.edu.au/askvu
Telephone: Student Contact Centre + 613 9919 6100
Student Service Centre: See above

IMPORTANT INFORMATION

WHAT IS RECOGNITION OF PRIOR LEARNING (RPL)?

Recognition of Prior Learning (RPL) is an assessment process that assesses the competency of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited course for which RPL is sought. Where RPL is granted you will be considered to have already successfully completed the unit(s) of competency, and will not have to participate in training or assessment activities for that unit(s). In determining where RPL may be granted, the University must be confident of the currency of the applicant's competency. In fields where practice/technology is changing rapidly, RPL may not be granted.

Credit Transfer recognises formal education that you have previously undertaken. If you have successfully completed any units from the course in which you are enrolling, or their equivalent, you may be eligible for Credit Transfer. If eligible, you may receive exemptions from units you have already completed. The units previously completed must be identical or equivalent to those in the course you are seeking credit for. Please complete TAFE APPLICATION FOR CREDIT TRANSFER form to apply for Credit Transfer for units completed at other institutions or against other courses.

Victoria University will recognise Qualifications and Statements of Attainment issued by any Australian Registered Training Organisation. RPL is also available where Victoria University has developed structured qualification linkages from one course/qualification to another. For more information on pathways go to: www.vu.edu.au/pathways. As an enrolled International onshore student if your study load falls below the standard full time study load, please attach a completed Application for Reduced Study Load form. Applications are available from student forms reduced study load or overload (PDF, 172 KB).

Australian students should be aware that the granting of RPL could affect study load and therefore eligibility for Austudy or Abstudy. If you are an onshore international student you need to check with Victoria University International that your visa status is not put at risk by the granting of RPL. Refer to www.vu.edu.au/international. Future students will need to resubmit applications for RPL if they fail to enroll at Victoria University within 12 months of receiving notice of approval.

Please note that the awarding of RPL may disadvantage you in terms of meeting the requirements for membership of professional bodies (e.g. the accounting professional bodies have rigid requirements for granting of credit) and/or Federal Government requirements applicable to international students.

To discuss RPL further please contact us on +61 3 9919 6100 and ask for the course manager of the course for which you are seeking RPL.

SUBMISSION DETAILS

* RPL/RCC assessments will usually be completed within four weeks. Ask your teacher or Program Manager whether you should attend classes while you wait for the result.

* If you are completing this form as part of your application to study at VU, please print this form, complete, scan and upload it, along with any supporting documentation, as part of the online application process – the online application form will prompt you to upload these documents. If you are not applying online or if you are applying outside the admission period, you can either post to the appropriate mail address present on this form and below or deliver it in person to a Student Service Centre.

PROSPECTIVE INTERNATIONAL (ONSHORE AND OFFSHORE) STUDENTS
Please address your application to: Victoria University International, PO Box 14428, Melbourne VIC 8001

SUPPORTING EVIDENCE/DOCUMENTATION - PLEASE ENSURE THAT YOU KEEP A COPY OF YOUR APPLICATION AND ALL SUPPORTING DOCUMENTATION

This application will be assessed based on the type of evidence supplied. Each piece of evidence should be clearly identified and numbered as an attachment, then listed on the first page of this form. If exemption is granted it will be recorded on your academic record. If exemption is not granted there may be a request for further evidence. You will be notified in writing on the outcome of your application.

Students must provide certified copies of qualifications and Unit(s) of Competency/Study/Syllabus information from the relevant course guide. Do not send original documents. A photocopy of an original document can be certified (signed and dated) as a true copy of the original document by an authorised person (i.e. Justice of the Peace, police officer, doctor, accountant, school principal, bank manager etc.). This person must sight both the original and the photocopy. You may be asked to show the original documents at a later stage.

Overseas or private University certified copies of academic study must be provided from the appropriate government body/professional association recognised in Australia for onshore students or an equivalent authority for students studying at an offshore site. Documents in languages other than English must be accompanied by an English translation. The translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) or an equivalent body for offshore students.

PLEASE NOTE: Your former Institution(s) and/or current/former employer(s) may be contacted in the interest of soliciting further information and/or clarification of your claim for RPL.

DO I HAVE TO PAY A FEE TO APPLY FOR RPL?
In May 2012, the State government announced a series of changes to funding for vocational education and training. Fees for RPL may now apply for students who commence study from July 1, 2012.

To view VU Enrolment Fees and Charges please visit: www.vu.edu.au/fees

WHAT ELSE SHOULD I KNOW?
· Credit transfer is only available if you are enrolling in at least one other unit in addition to the one in which you are applying for credit.
· You will be notified of the results in writing.

WHERE CAN I GET MORE INFORMATION?
The staff in your Department can give you more detailed information. They will help you with identifying unit/s in which you could apply for RPL. They will give you information about any structured qualification linkages that apply to your course/qualification. To discuss RPL further, please contact us on +61 3 9919 6100 and ask for the course manager of the course for which you are seeking RPL.

IS THERE AN APPEAL PROCESS?
Contact the course manager if you are concerned about the outcome of your RPL application. They will try to resolve any issues you may have. If a suitable resolution cannot be found, you can submit a written appeal. An independent person will review written appeals.

STUDENT TO COMPLETE – RECOGNITION OF PRIOR LEARNING (RPL) APPLIED FOR AT VICTORIA UNIVERSITY		DEPARTMENT TO COMPLETE			
VU UNIT CODE	**VU UNIT TITLE**	**GRANTED**	**NOT GRANTED**	**RPL ASSESSMENT DATES START DATE**	**END DATE**
ACMSPE310A	PROVIDE BASIC CARE OF MAMMALS	Y		01/10/2015	31/10/2015

OFFICE USE ONLY   EVIDENCE ATTACHED ☐ YES ☐ NO   EQUIVALENCE TO AQF (ie, NOOSR Asst)

CREDIT IS BEING OFFERED FOR (GOVT CREDIT BASIS): Tick √	√	100 - Higher Education study only	√	200 - VET study only (comp VET Credit Details)	√	300 - Combination of HE & VET study (comp VET Credit Details)
	√	400 - Study at provider outside Australia	√	500 - Work experience in /outside of Australia	√	600 - Other

VET CREDIT DETAILS (List over page) Complete these when Govt Credit Basis (above) is 200 or 300	VET FIELD OF EDUCATION						VET LEVEL DETAILS			VET PROVIDER TYPE	

ASSESSOR	PRINT NAME:		SIGNATURE:		STAFF ID:		DATE:	DD	MM	YY
MANAGER	PRINT NAME:		SIGNATURE:		STAFF ID:		DATE:	DD	MM	YY
RPL PROCESSED BY	PRINT NAME:		SIGNATURE:		STAFF ID:		DATE:	DD	MM	YY

∗ **RESULT**   **SR = RPL GRANTED**   **SRN = RPL NOT GRANTED**

∗ **RPL**   **RPL can be based on life experience, work experience, training provided at work or studies undertaken in another course.**

TAFE Recognition of Prior Learning (RPL) and Credit Transfer Procedure
TAFE Application for Recognition of Prior Learning (RPL) – P005-F02 v1.0 October, 2015

RTO Code: 3113, CRICOS Provider No: 00124K (Melbourne) 02475D (Sydney)
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COLLEGE USE ONLY - FIELD OF EDUCATION of prior VET study

Code	Field	Code	Field	Code	Field
Natural and Physical Sciences		050500	Forestry Studies	**Society and Culture**	
010100	Mathematical Sciences	050700	Fisheries Studies	090100	Political Science and Policy Studies
010300	Physics and Astronomy	050900	Environmental Studies	090300	Studies in Human Society
010500	Chemical Sciences	059900	Other Agriculture, Environmental and Related Studies	090500	Human Welfare Studies and Services
010700	Earth Sciences	**Health**		090700	Behavioural Science
010900	Biological Sciences	060100	Medical Studies	090900	Law
019900	Other Natural and Physical Sciences	060300	Nursing	091100	Justice and Law Enforcement
Information Technology		060500	Pharmacy	091300	Librarianship, Information Management and Curatorial Studies
020100	Computer Science	060700	Dental Studies	091500	Language and Literature
020300	Information Systems	060900	Optical Science	091700	Philosophy and Religious Studies
029900	Other information technology	061100	Veterinary Studies	091900	Economics and Econometrics
Engineering and Related Technologies		061300	Public Health	092100	Sport and Recreation
030100	Manufacturing Engineering and Technology	061500	Radiography	099900	Other Society and Culture
030300	Process and Resources Engineering	061700	Rehabilitation Therapies	**Creative Arts**	
030500	Automotive Engineering and Technology	061900	Complementary Therapies	100100	Performing Arts
030700	Mechanical and Industrial Engineering and Technology	069900	Other Health	100300	Visual Arts and Crafts
030900	Civil Engineering	**Education**		100500	Graphic and Design Studies
031100	Geomatic Engineering	070100	Teacher Education	100700	Communication and Media Studies
031300	Electrical and Electronic Engineering and Technology	070300	Curriculum and Education Studies	109900	Other Creative Arts
031500	Aerospace Engineering and Technology	079900	Other Education	**Food, Hospitality and Personal Services**	
031700	Maritime Engineering and Technology	**Management and Commerce**		110100	Food and Hospitality
039900	Other Engineering and Related Technologies	080100	Accounting	110300	Personal Services
Architecture and Building		080300	Business and Management	**Mixed Field Programmes**	
040100	Architecture and urban environment	080500	Sales and Marketing	120100	General Education Programmes
040300	Building	080700	Tourism	120300	Social Skills Programmes
Agriculture, Environmental and Related Studies		080900	Office Studies	120500	Employment Skills Programmes
050100	Agriculture	081100	Banking, Finance and Related Fields	129900	Other Mixed Field Programmes
050300	Horticulture and Viticulture	089900	Other Management and Commerce		

VET QUALIFICATION – level of education of prior VET study for which credit was offered

Code	Qualification	Code	Qualification	Code	Qualification
001	Vocational Graduate Certificate	423	Bridging and Enabling Course at Diploma Level	521	Certificate II
002	Vocational Graduate Diploma	511	Certificate IV	522	Statement of Attainment at Certificate II Level
411	Advanced Diploma	512	Statement of Attainment at Certificate IV Level	523	Bridging and Enabling Course at Certificate II Level
412	Statement of Attainment at Advanced Diploma Level	513	Bridging and Enabling Course at Certificate IV Level	524	Certificate 1
415	Bridging and Enabling Course at Advanced Diploma	514	Certificate III	525	Statement of Attainment at Certificate I Level
421	Diploma	515	Statement of Attainment at Certificate III Level	999	Other qualification not elsewhere classified
422	Statement of Attainment at Diploma Level	516	Bridging and Enabling Course at Certificate III Level	000	No Credit/RPL was offered for VET

VET TYPE PROVIDER where VET study undertaken

Code	Provider	Code	Provider	Code	Provider
10	University	21	High School or Australian Technical College	0	No Credit/RPL was offered for VET
19	Other Higher Education Provider	29	Other VET provider		
20	TAFE	90	Not elsewhere categorised		

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