

National Recognition – RPL Application Form

Application Process

Prior to completing and submitting this application you should meet with your trainer / assessor to familiarise yourself with the process moving forward and to also get a better understanding of your chances of your application being successful.

You should discuss in detail with your trainer / assessor all of the relevant documentation and instructions contained within the Recognition / RPL Kit.

The trainer / assessor will provide valuable guidance and examples of the documentation you will require to submit as evidence.

Student Details

Name:			
Residential Address:			
State:		Post Code:	
Mobile Phone No:		Home Phone No:	
Email Address:			

Course Details:

Qualification Code:	
Qualification Title:	

I am applying for: (tick one option)	National Recognition (no fees applicable)	<input type="checkbox"/>	Recognition of Prior Learning (RPL) (fees are applicable)	<input type="checkbox"/>
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List the Qualification or Units of Competency for which you are seeking recognition

Please Note: QTHC charges a fee to assess students for RPL and this is dependent on the selected units of competency. The RPL fee will be advised upon receipt of your application and must be paid before your application will be processed.

Qualification / Unit Code	Qualification / Unit Title

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List the relevant Certificates, Statement of Attainments & Academic Transcripts you are submitting as evidence

Qualification / Course Code	Qualification / Course Title	Organisation (TAFE / University / Company / Private Provider)	Qualification / Course Duration (hours / weeks / years)	Date Issued

List the relevant Units of Competency / Subjects you are submitting as evidence

Unit / Subject Code	Unit / Subject Title	Unit / Subject Description & Key Areas Covered

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List the relevant Units of Competency / Subjects you are submitting as evidence

Unit / Subject Code	Unit / Subject Title	Unit / Subject Description & Key Areas Covered

List details of your Employment History

Name of Company	Position and Duties Performed	Employment Duration (dates from – until & full time or part time)

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List the Supporting and Additional Evidence you are submitting

Evidence / Supporting Documents Attached	Please Tick
Detailed Resume / Curriculum Vitae	<input type="checkbox"/>
Third Party Report	<input type="checkbox"/>
Work Experience Examples	<input type="checkbox"/>
Personal / Life Experiences	<input type="checkbox"/>
Volunteer Work	<input type="checkbox"/>
Verbal Assessment (carried out with the trainer / assessor)	<input type="checkbox"/>
Observation / Demonstration Documentation (carried out with the trainer / assessor)	<input type="checkbox"/>
Other	<input type="checkbox"/>

Applicant's Declaration

I have read and understood all details regarding the National Recognition Policy – RPL Application.

I hereby declare that all details and documents that I am submitting are true and accurate and are notated copies of my own original documents / work.

Name of Participant:

Participant Signature:

Date:

Application Processing Details (office use only)

Application Received by:

Date:

Fees Calculated: (if applicable):

Amount

Applicant Notified

Date:

Allocated to: (Trainer / Assessor)

Date:

Application Outcome

Application Approved

Application Not Approved

Name of Trainer / Assessor:

Trainer / Assessor Signature:

Date:

Documentation in Student File:

Yes

Date:

File Submitted for Data Entry:

Yes

Date:

Applicant Notified of Outcome:

Yes

Date:

Application Payment Received:

Yes

Date: