ATLANTIS
college of management
RTO 41458 CRICOS 03482G

Level 14,474 Flinders Street,
Melbourne, Vic 3000
03 9614 7857
info@atlantis.edu.au

Application for Recognition of Prior Learning (RPL)

Student Number	

Leave blank if the applicant is not an enrolled ACM student

Name	

Telephone Number	

Email Address	

Date of Application	

Application ID Reference	

Introduction

1. Information and Instructions

ACM provides recognition of prior learning for skills and knowledge acquired through various forms of practical and life experience.

Applications for RPL will be accepted at any time.   You must allow ten working days for your application for recognition of prior learning to be processed.   Information about the qualifications and units of competency offered by ACM are available on the ACM website and in the student handbook. Information about the performance criteria and the required knowledge and skills for each unit of competency are available from training.gov.au.   You should ask at the reception desk if you require help obtaining this information.

The fee for processing an application for recognition of prior learning is listed in the current schedule of fees. You may obtain a copy of this from the student reception desk.

If you have any questions about the processes for applying for RPL, you should ask at the reception desk, or make an appointment with the Student Services Manager.

2. Steps in applying for RPL

1. **Initial request**

    You should enquire at the reception desk. You will be provided with information about how the Recognition of Prior Learning (RPL) process works and about how to apply for it.

2. **Self assessment against performance criteria and required skills and knowledge.**

    You will be provided with information about how to conduct a self assessment against the performance criteria and the required skills and knowledge of the unit(s) of competency for which you have applied for RPL.

    ACM's Academic Director will provide you with a document which contains details of the elements of competence and the performance criteria of the unit of competency or units of competency for which you wish to apply for RPL.

    You can also obtain information about units of competency in the qualification in which you are enrolled by visiting the website of the National Training Information Service (NTIS) www.ntis.gov.au.

3. **Decide upon appropriate referees who can support your application.**

    You must provide contact details for at least three referees. The referees should be able to support the claims that you make about skills and knowledge in the units of competency for which you are claiming RPL. They should be able to verify that you have the skills and knowledge you claim you have. You should contact the referees before listing them on this application form.

4. **Complete this application form and submit it along with appropriate supporting documentation.**

    You must return the completed application form, and all of your supporting documentation, to the ACM reception desk.   Please make sure that you provide as much supporting documentation as you can.

5. **Determination of completeness**

    The Academic Director or a delegated assessor will determine the completeness and relevance of the documentation you have supplied. At this step, you may be asked to address issues, answer questions or provide additional information.

6. **Assessment**

    Qualified ACM academic staff will compare the evidence you have supplied with the performance criteria and required skills and knowledge for the unit.   They will also contact the referees you have listed to confirm the skills and experience you have listed.

7. **Interview**

    You may need to meet with an assessor to have a professional conversation about your knowledge and skills. To confirm your skills and knowledge, you may be asked to undertake some of the assessment tasks for the units of competency for which you have applied for RPL.

8. **Explanation of outcome and acceptance by the student**

    The assessor will explain to you the outcome of your application for RPL and you will be asked to sign a document to indicate your acceptance of the outcome. You may appeal against the outcome of the RPL assessment using the ACM appeals process. You have twenty days to lodge an appeal after being advised of the outcome of the application.

3. Evidence you will need to supply	
You must provide evidence with your application for RPL. Evidence may include, but is not limited to:	
• Certified copies of certificates, qualifications and other documents from courses undertaken at other institutions.	• Statements outlining courses and or study that you have undertaken and the learning outcomes/ competencies from these.
• Certified copies of statements, references or articles about your employment or community involvement	• Resume of work experience which may include reports from work colleagues
• Relevant samples of work	• Details of positions held in the workforce
• Licences	• Photographs of work undertaken
• Diaries	• Task sheets / job sheets
• Log books	• Details of articles published
• Site training records	• Pay slips
• Membership of relevant professional associations	• Industry awards
• Performance appraisals	• Industry involvement
• Relevant work or other experiences	• Synopsis of seminars attended
• Reports of own research/analysis undertaken	

Section One (Basis of application)

On what basis are you claiming recognition of prior learning? (e.g. previous study, work experience, life experience). You may list one, two or all three of these.

Section Two (AQF Qualification)

For which AQF qualification offered by ACM are you applying for recognition of prior learning?

Section Three (Units of competency)

You must complete the table below, identifying the units at ACM for which you are applying for recognition of prior learning and whether you are applying on the basis of previous study, work experience or life experience.

Unit Code	Unit Name	Basis of your application for Recognition of Prior Learning		
		Previous study	Work experience	Life experience

Section Four (Skills and experience)

In your opinion, what skills and/or experience do you already have which are relevant to the units of competency for which you wish to apply for recognition of prior learning?

Section Five (Training)

List any formal or informal study or training relevant to this application that you have undertaken since you have left school.

Section Six (Documentation)

For each unit of competency for which you are applying for RPL, you are to provide details of relevant prior study, training, or work or life experience.   You will do this is Section Seven.

It is very important that you attach thorough documentation to support the comments that you make in Section Seven.

In this section of the RPL application form, you are to list all of the documents you are supplying in support of your application. A sample list of relevant documentation is supplied on page two of this application form.

You will need to cross reference the documents you list below with the units for which you are applying for RPL (in Section Seven). That is, for every unit for which you are applying for RPL, you will need to identify one or more of the documents you list below in support of your application for recognition of prior learning for that unit of competency.

Please supply all of the documents you list below in a folder and submit it with this form. All of the documents must be either originals or certified copies of originals.

Please list here the documents which you are attaching in support of your application:

1. _____

2. _____

3. _____

4. _____

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Section Seven (Details of relevant study, training, or work or life experience.

For each unit of competency for which you are applying for RPL, you are to provide details of relevant prior study, training, or work or life experience.

Unit for which you are applying for RPL

Code

Name

Details of relevant prior study, training, or life experience

Documents listed in Section Six which support your application for RPL for this unit of competency (tick the boxes as appropriate)

| Document | 1 | | 2 | | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | | 9 | |

| | 10 | | 11 | | 12 | | 13 | | 14 | | 15 | | 16 | | 17 | | 18 | |

Unit for which you are applying for RPL

Code

Name

Details of relevant prior study, training, or life experience

Documents listed in Section Six which support your application for RPL for this unit of competency (tick the boxes as appropriate)

Document   1   2   3   4   5   6   7   8   9

            10   11   12   13   14   15   16   17   18

Unit for which you are applying for RPL

Code

Name

Details of relevant prior study, training, or life experience

Documents listed in Section Six which support your application for RPL for this unit of competency (tick the boxes as appropriate)

Document   1 ☐   2 ☐   3 ☐   4 ☐   5 ☐   6 ☐   7 ☐   8 ☐   9 ☐

10 ☐   11 ☐   12 ☐   13 ☐   14 ☐   15 ☐   16 ☐   17 ☐   18 ☐

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Unit for which you are applying for RPL

Code	

Name	

Details of relevant prior study, training, or life experience

Documents listed in Section Six which support your application for RPL for this unit of competency (tick the boxes as appropriate)

Document   1 ☐   2 ☐   3 ☐   4 ☐   5 ☐   6 ☐   7 ☐   8 ☐   9 ☐

10 ☐   11 ☐   12 ☐   13 ☐   14 ☐   15 ☐   16 ☐   17 ☐   18 ☐

Unit for which you are applying for RPL

Code

Name

Details of relevant prior study, training, or life experience

Documents listed in Section Six which support your application for RPL for this unit of competency (tick the boxes as appropriate)

Document   1 ☐   2 ☐   3 ☐   4 ☐   5 ☐   6 ☐   7 ☐   8 ☐   9 ☐

  10 ☐   11 ☐   12 ☐   13 ☐   14 ☐   15 ☐   16 ☐   17 ☐   18 ☐

Unit for which you are applying for RPL

Code

Name

Details of relevant prior study, training, or life experience

Documents listed in Section Six which support your application for RPL for this unit of competency (tick the boxes as appropriate)

Document   1 ☐   2 ☐   3 ☐   4 ☐   5 ☐   6 ☐   7 ☐   8 ☐   9 ☐

10 ☐   11 ☐   12 ☐   13 ☐   14 ☐   15 ☐   16 ☐   17 ☐   18 ☐

Unit for which you are applying for RPL

Code

Name

Details of relevant prior study, training, or life experience

Documents listed in Section Six which support your application for RPL for this unit of competency (tick the boxes as appropriate)

Document   1 ☐   2 ☐   3 ☐   4 ☐   5 ☐   6 ☐   7 ☐   8 ☐   9 ☐

10 ☐   11 ☐   12 ☐   13 ☐   14 ☐   15 ☐   16 ☐   17 ☐   18 ☐

Section Eight (Referees)

Please provide details of at least three people who can support your application.

Referee One

Name

Title

Place of work

Telephone Numbers

Business   Home   Mobile

Email address

Reason for supplying this person as a referee

Referee Two

Name

Title

Place of work

Telephone Numbers

Business   Home   Mobile

Email address

Reason for supplying this person as a referee

Referee Three

Name

Title

Place of work

Telephone Numbers

Business   Home   Mobile

Email address

Reason for supplying this person as a referee

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Section Nine (Signature upon completion)

Please sign here when you submit your application

Signature

Date

Section Ten (RPLs provided - to be completed by ACM)

You have been provided with Recognition of Prior Learning for the following units:

Unit Code		Unit Name	
Unit Code		Unit Name	
Unit Code		Unit Name	
Unit Code		Unit Name	
Unit Code		Unit Name	
Unit Code		Unit Name	
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Unit Code		Unit Name	
Unit Code		Unit Name	
Unit Code		Unit Name	
Unit Code		Unit Name	

Signature (Academic Director)

Date

Section Eleven (Acknowledgement)

Please sign here to acknowledge that you have received advice about the outcome of your application for recognition of prior learning, and that you understand and accept the outcome of your application for recognition of prior learning. You must sign here only <u>after</u> your application has been processed and you have received this notification.

Signature

Date

Please note:

 You may appeal against the recognition of prior learning decision. If you wish to appeal, you must do so in writing, within twenty working days of the date of the following date:

Please refer to the complaints and appeals policy and procedures in the Student Handbook.

If you are not a student, you may request a copy of the student handbook. It will be provided to you free of charge.