

Recognition of Prior Learning Application (RPL)



Abex Training Group (Abex) offers students the opportunity to apply for Recognition or Prior Learning (RPL). RPL is a process that acknowledge RPL includes reducing your study load and completing your course earlier. Please note RPL is not an easy option as the process is “evidence based” which means you must provide correct, concise and verified evidence.

Abex’s Student Handbook www.abextraining.com.au provides the RPL policy and procedure.

How to apply for RPL

1. Applications for Recognition must be lodged using this [Application for Recognition of Prior Learning form](#)
2. Submit your application with relevant documents (portfolio of evidence) attached.
3. An RPL non-refundable fee of \$300 is required to be submitted with this application. A receipt will be issued upon receipt of payment.
4. An assessment and verification of the application will be undertaken.
5. You will be notified of the assessment decision and you will be invited to attend an interview to discuss the results, provided feedback and given advice in relation to specific units where there is enough evidence to proceed.
6. You will be issued selected “unit RPL pack/s” which will provide you instructions as to how you provide detailed evidence of knowledge, skill and ability against each unit of competency.
7. Where applicable, credit will be given and recorded for identical units of competence completed elsewhere.
8. Exemptions will be granted and recorded for achievement of the equivalence of a unit of competence.
9. A Statement of Attainment will also be issued.
10. You may not be happy with the outcome. You may appeal a decision. Appeals should be lodged with Abex following the ‘Complaints and Appeals’ procedure set out in the Student handbook located on the website www.abextraining.com.au

Please complete this Application for RPL and submit to Abex for assessment. As part of your application you will Identify the Qualification code and title, along with each unit code and title. Abex qualifications and course codes can be located on our website; <http://abextraining.com.au/courses/>

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2. Current Employment details; Provide proof of current employment i.e. duty statement/s, reviews for work performance, letter from Employer.



Employer:

Position:

Work phone: Email:

3. Previous Employers/Work Experience; List your work history. Include any part time or casual positions you have held.

Employer	Location	Position	Duration

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4. Education & Training; Provide photocopies of any certificates, statements of attainment, academic records including both TAFE and University



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Secondary School

Highest level completed at school:

Name of school and location: Year completed:

Further Study; list any further education or study you have done, whether completed or not.

Organisation	Location	Course/Units	Duration	Completed

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5. Industry training and/or professional development;

List other training you may have completed. Include product training, professional memberships, volunteering, community service, on the job training, and short courses not covered elsewhere.

Organisation or Company	Location	Description of Training	Duration	Date Completed

6. Other Life Experience List any other experiences that have helped you gain skills. This may include volunteer work, sporting clubs, school committees, involvement in community organisations etc.

Organisation or Group	Description of involvement	Duration

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7. Current study; Are you currently doing any study? If so, please provide details of the course and the organisation running it.

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8. Other information to support this application; List and attach any other information to support your application. This could include current and employer references, letters from customers, awards, prizes, community organisation participation etc.



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10. Student Declaration

Declaration by Student			
<p><input type="checkbox"/> I wish to apply for Recognition of Prior of Learning for the units of competency listed.</p> <p><input type="checkbox"/> I have attached certified copies of certificates and statements of attainment; I have achieved previously from other courses and training providers.</p> <p><input type="checkbox"/> I declare that required documentation supplied is legitimate, true and correct.</p> <p><input type="checkbox"/> I understand that the Assessor will verify my certification documentation for validity.</p> <p><input type="checkbox"/> I agree to pay the fee of \$300 for this application.</p> <p><input type="checkbox"/> I understand that the RPL process is an assessment only process whereby I submit evidence. Abex will count any competency achievement towards any grading in future competency based summative assessments.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> I understand that Abex is not responsible for searching or discovering any information or supporting evidence.</p> <p><input type="checkbox"/> I understand that I am responsible to supply all supporting evidence and information required by Abex, and I shall pay any additional search and discovery fees incurred as a result of insufficient evidence being provided.</p> <p><input type="checkbox"/> I understand that I shall not be entitled to any refund of fees if I do not meet the competency standards and that any further training and assessments, I require, shall be at my expense at the current Abex rate.</p> <p>I, _____ understand that if this application is successful, I will receive a “unit” RPL pack provided to me from Abex at a briefing session. The “unit” RPL pack will be invoiced at \$250 per unit and paid within 30 business days of issuance.</p>			
Student Signature:		Date:	/ /

