| RPL Application Form |
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| **Section 1 – Client Details**  |
| **Client Name:**  |  | **Date:** |  / /  |
| **Contact Tel:** |  | **Mobile:**  |  |
| **Address:**  |  |
| **Email:**  |  |
| **Qualification / Course:**  |  |
| **Section 2 – Application and Declaration**  |
| **Client :**[ ]  I wish to apply for Recognition of Prior of Learning for the units of competency/modules listed below. [ ]  I have attached original copies of certificates I have achieved previously from other courses and training providers. [ ]  I declare that certification documentation supplied is legitimate, true and correct. [ ]  I understand that the Assessor will verify my certification documentation for validity. [ ]  I agree to pay the fee of $.............. for document administration and a fee of $............ per assessment for any challenge test that is required for me to confirm my competency. [ ]  I understand that Travel and accommodation for an Assessor to conduct on site assessments (if required) will be added to any assessment fees quoted.[ ]  I understand that the RPL process is an assessment only process whereby I submit evidence. COMPANY NAME will count any competency achievement towards any grading in future competency based summative assessments.[ ]  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. [ ]  I understand that National Civil Train is not responsible for searching, or discovering any information or supporting evidence. [ ]  I understand that I am responsible to supply all supporting evidence and information required by National Civil Train, and I shall pay any additional search and discovery fees incurred as a result of insufficient evidence being provided. [ ]  I understand that I shall not be entitled to any refund of fees in the event that I do not meet the competency standards and that any further training and assessments I require shall be at my expense at the current National civil Train rate. [ ]  I have supplied a copy of my most recent CV / Resume to demonstrate my industry experience and education. I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the RPL Policy and understand that if this application is successful that a RPL pack will be provided to me for the relevant units of competency, at a briefing session. I understand that I will only receive RPL for those modules upon successful submission of all requirements as outlined in the RPL Pack for each module. |
| **Client Signature:** |  | **Date:** | [ ]  / /  |
| **Section 3 – Workplace Referees who can support my RPL Application**  |
| **Referee 1 - Name and Contact Details :**  |  |
| **Referee 1 - Name and Contact Details :**  |  |
| **Section 4 – Units /Modules Outcome**  |
| **Unit Code** | **Unit Name**  | **Assessor Only**  |
| **Evidence supplied** | **Evidence Verified**  | **Progress to RPL Pack** | **Assessor Initial** |
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| **Section 5 – Assessor Endorsement**  |
| [ ]  I declare that the is sufficient evidence to warrant the client progressing through RPL process for the above noted units/modules .  |
| **Assessor Signature:** |  | **Date:** | [ ]  / /  |
| **Admin Use Only** |
| **SMS Updated :** | [ ]  Yes  | [ ]  No | **Date:** |  / /  | **Initial:** |  |
| **Client file updated :** | [ ]  Yes  | [ ]  No | **Date:** |  / /  | **Initial:** |  |