| 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:** | |  | |