

What is RPL?

Recognition of Prior Learning (RPL) is the acknowledgment of skills and knowledge obtained through formal training, work experience and/or life experience. The purpose of this process is to identify and assess previously acquired skills and knowledge against the required competency standards.

Instructions to the trainee:

This form provides you initial information about applying for RPL. More information is provided in the Participant Handbook. If you wish to apply for RPL, please complete this initial application form (over the page) with your trainer at the first visit, before your training commences. Western Business School will then provide you with an RPL kit. If your application is successful in your RPL application, you will receive recognition not have to undertake all units in course.

If you do not wish to apply for RPL, complete the form with your trainer and sign where indicated.

Instructions to the assessor:

Explain to the trainee what RPL is and the process for making an RPL application with Western Business School. Discuss and assess with the trainee any previously acquired skills and knowledge which relate to the qualification they are about to undertake.

If the trainee is suitable and wishes to apply for RPL, please complete the form over the page (ticking the appropriate box), sign and date where indicted and return to RTO administration. We will send the trainee an RPL kit.

If the trainee does not want to apply for RPL, please complete the form, (ticking the appropriate box) sign and date where indicated and return to RTO administration.

The RPL process has been explained and offered to me and I do not wish to apply for RPL.

The RPL process has been explained and offered to me and I wish to apply for RPL. I agree to meet with a trainer to review my application and will supply evidence to support my RPL application for the nominated course and units of competency, as listed below. Evidence will be supplied within 4 weeks of the date of this application

Trainee Signature **Date**

I have explained and discussed the RPL process with the trainee; they have declined the offer of RPL.

I have explained and discussed the RPL process with the trainee; the offer has been accepted. The trainee has completed the form over the page. I consider the units listed appropriate for the application.

Assessor signature **Date**

