.
Recognition of Prior Learning Application Form

Western BUSINESS School
RTO: 4183

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:

If you have indicated your interest in RPL during the pre-training review process,   please complete this initial application form (over the page) before your training commences.   The application form will be reviewed by an assessor, who will give you further information in relation to evidence required, and 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. Please sign and date all Parts of this form.

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 continue with the application for RPL, please complete the form over the page (ticking the appropriate box), sign and date where indicted and return to RTO administration.   Organise for an RPL kit to be sent to the trainee.

Part A- Personal Details			
Full Name:			
Address:			
Suburb & Postcode:			
Telephone No:		Mobile No:	
Host Employer (if applicable)			
Name of Course you are undertaking (if applicable):			

Western Business School is a registered trading name of WPC Group Ltd
Warning - Uncontrolled when printed! The current version of this document is kept on the WBS O drive.
Document No.: RTO_FOA3.31   Western Business School Provider ID 4183
Authorised by: General Manager   Document Owner: RTO Administration Manager   Page 1 of 2
Original Issue: 17/2/2015   Current Version: 1/02/2018   Review Date: 1/02/2020

Recognition of Prior Learning Application Form

Provide details about the units you wish to apply for RPL.

Competency Code	Competency Name
INITIAL EVIDENCE/SUPPORT DOCUMENT REQUIRED	

Resume/Curriculum Vitae	Yes / No
Current Certification	Yes / No
	Yes / No
	Yes / No
	Yes / No

Western Business School is a registered trading name of WPC Group Ltd
Warning - Uncontrolled when printed! The current version of this document is kept on the WBS O drive.
Document No.: RTO_FOA3.31   Western Business School Provider ID 4183
Authorised by: General Manager   Document Owner: RTO Administration Manager   Page 2 of 2
Original Issue: 17/2/2015   Current Version: 1/02/2018   Review Date: 1/02/2020