

UTF03— Recognition of Prior Learning Application

PART 1—Your Personal Details

Your full name:	<input type="checkbox"/> Male
Student ID:	<input type="checkbox"/> Female
Contact number:	
Course Name that you are/will be undertaking with UTAIT	

PART 2— Prior Learning/ Experience Details

List prior learning and working experiences that you have completed _____

☐ Certified copy of your prior learning attached (if applicable)

PART 3— List the unit/s of competency that you wish to apply for recognition

PART 4—Declaration

I declare that to the best of my knowledge the information supplied is correct and complete. I acknowledge that incomplete information may result in the application being returned to me. I recognize that it is my responsibility to provide all necessary documentary evidence of my qualifications and I declare that the official academic records provided are a true record of my academic results. I have read and retained the information sheet.

Student Signature:

Date:/...../.....

PART 4—For Office Use

Date of submission: _____ Form received by: _____ Form assessed by: _____

Student Recognition Information Sheet

Student advised to retain this copy

WHAT IS RECOGNITION OF PRIOR LEARNING?

Recognition of Prior Learning (RPL) is the acknowledgement and recognition of skills and knowledge obtained through learning that has been completed outside the formal education and training system.

Prior knowledge and experience is recognised and measured against the qualification in which you are currently enrolled. You may not need to complete all of a training program if they can demonstrate that they possess all, or some of, the competencies included in the qualification.

HOW DO I DEMONSTRATE THAT I AM COMPETENT IN AN AREA?

Your competency can be demonstrated in a variety of ways including:

- Work experience
- On-the-job training
- Formal or informal training
- Life experience/s

WHAT ARE SOME OF THE DOCUMENTARY EVIDENCE?

You will be required to submit evidence and demonstrate competency for each element listed in the unit of competency for which you are claiming RPL. Mandatory evidence includes:

- Current Resume
- Third Party Verification - sign off sheet by current and previous employers (provided by assessor)
- Undertake in a competency conversation (provided by assessor)
- Demonstration of a skill (Practical units only)

Other evidence may include but not limited to:

- A position description
- Specific examples of work produced
- Formal or informal training certificates
- Job cards
- Evidence highlighting achievements (i.e. letter from employer)

DO I HAVE TO PAY A FEE TO APPLY FOR RECOGNITION OF PRIOR LEARNING (RPL)?

Yes, please refer to the Fees and Charges schedule.

LODGING INSTRUCTIONS

All Recognition forms and any documentary evidence must be lodged **in person** at the reception. All forms must be submitted **at least two weeks prior** to the start of a program. Applications received after that time will be processed but cannot be guaranteed an outcome before the commencement of the training program