



## **RECOGNITION OF PRIOR LEARNING (RPL)**

### **Information for RPL Applicants**

#### **What is RPL?**

Where a student has received qualifications, either from an overseas or another Australian educational facility, or where they can demonstrate their competency in the subject matter through vocational or life experience, they may apply for RPL for particular AIHFE unit/s of study so they do not have to repeat learning or competencies that they have already achieved.

#### **How to apply for RPL**

The applicant should first undertake a process of self-auditing; comparing their qualification / experience and available supporting evidence against the AIHFE unit of study contents to ensure their knowledge and skills matches the AIHFE unit/s. The unit of study contents can be found in the AIHFE course prospectus or in the course outlines published on the AIHFE website. As some AIHFE subjects may have more than one unit of competencies prospective applicants must carefully read the mapping document published on the website. If you have any question, please contact us.

If after going through the AIHFE units of study the applicant then believes they have sufficient evidence to support their claim for RPL, the evidence must be clearly marked showing which AIHFE unit of study, knowledge and skill is related to which supportive evidence and complete the RPL Application Form accordingly. If there is no sufficient evidence attached the application will be rejected.

If you are submitting an application for RPL based on informal learning such as work experience then the AIHFE reserves the right, with your permission, to contact your employer or place of work to assess your skills and knowledge as they apply to your application.

Since RPL is a lengthy process and should be performed by a qualified assessor, there will be a fee charged for RPL process and please contact the administration for the RPL process fees before you send the relevant application and the evidence. The fees should be agreed upon and paid before RPL process begin.

Once the application, evidence and the fees is received an assessor will be appointed and the assessor will contact the applicant if further evidence is required.

RPL process will be completed and the outcome will be informed to the applicant with in 8 weeks of the submission of required, evidence, application and the fees.

Example of evidence include but not limited to transcript of your qualification with detailed unit outline, certified qualifications, course syllabi, supervisor's letters, job description, your CV/biodata, work experience.

If the AIHFE subjects is the same as a unit of competency as per the mapping, candidate should be able to demonstrate the meeting of all the elements listed in the unit of competency and performance criteria. Please note that providing a transcript of another qualification without sufficient evidence of the contents of the unit for which you are seeking RPL, is not sufficient evidence to consider RPL.



## RECOGNITION OF PRIOR LEARNING (RPL)

### APPLICATION FORM

**Please complete all sections of this application form in CAPITAL LETTERS using blue or black pen**

Title: ..... Gender: M / F

Surname Name: ..... Given Name/s: .....

Email address (required): ..... Date of Birth: .....

☎ Mobile: ..... ☎ Home: ..... ☎ Work: .....

Postal Address: .....

Residential Address during AIHFE study time:  
.....

Residential Address **outside** AIHFE study time (if different from the above).....

Your unique student identifier number :.....  
(If you don't have one you can apply by visiting <https://www.usi.gov.au/students>)

Were you born in Australia (please circle) YES NO      Aboriginal      YES NO

Country of Birth .....      Torres Strait Islander YES NO

AIHFE Student identification number: .....

Course of study at AIHFE: .....

Date of submitting application with evidence:

Please complete the table below to identify which AIHFE unit/s of study you wish to apply for RPL from. If you require additional space, please attach a separate piece of paper.

AIHFE unit of study number	AIHFE unit of study name	Reason for the claim	Evidence supplied
			Written documentation/evidence to substantiate your claims MUST be attached to this application. Evidence must be clearly labelled identifying which AIHFE unit of study it related to.


**Declaration by applicants**

I certify that the information in this form and the supporting documents are correct and complete. I authorise the AIHFE to obtain any information relating to my academic record. I acknowledge the provision of incorrect information or documentation relating to my claim for Recognition of Prior Learning may result in cancellation of my enrolment.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Official Use only**

Date of receiving application: .....

Date of completion of processing application: .....

Please fill units and tick appropriate boxes for each:

<b>AIHFE Unit</b>	<b>Full RPL Granted (No fee)</b>	<b>Enrol in RPL unit (Half Unit Fee)</b>	<b>RPL not granted (Enrol in AIHFE unit full fee)</b>	<b>Additional Notes</b>

**Additional Notes**

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