



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 already achieved.

How to apply for RPL

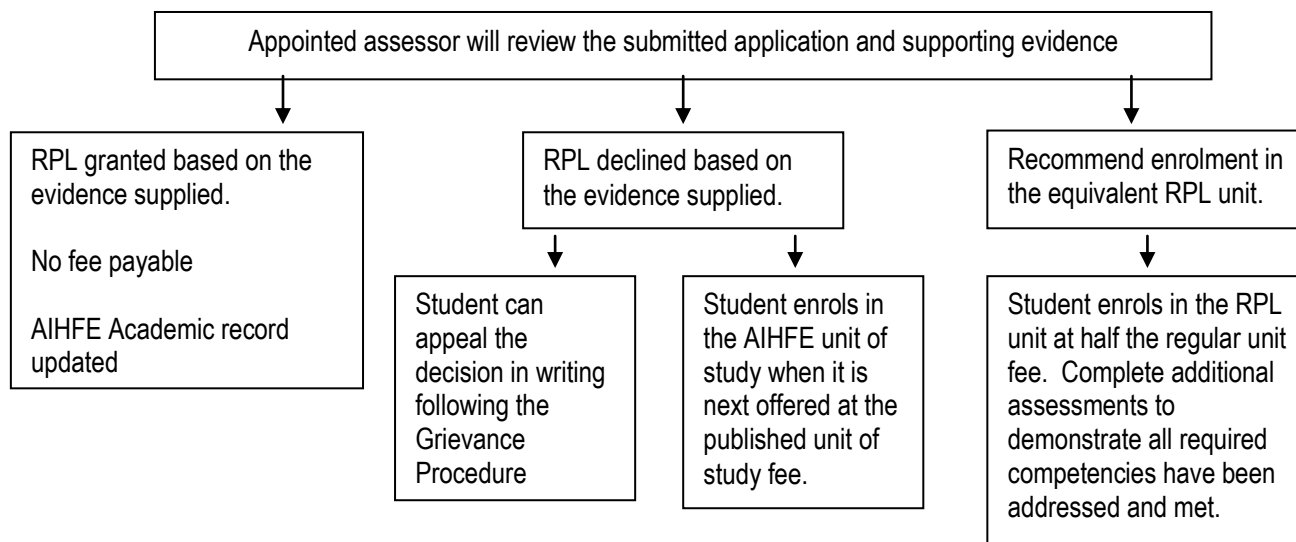
The applicant should first undertake a process of self auditing; comparing their qualification / experience and available supporting evidence against the AIHFE unit of study content they wish to apply for RPL for. The unit of study contents can be found in the AIHFE course prospectus or in the course outlines published on the AIHFE website.

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 the supporting evidence is relating to and complete the RPL Application Form.

The completed **RPL Application Form** should then be submitted to the AIHFE administration together with certified copies of official transcripts, records and/or certificates. These must be certified by the issuing Institution. *Please do not send originals.* If you submit the application in person the AIHFE Administration can take copies of original documents and note them accordingly.

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. The application and supporting documentation will then be forwarded to the assessor for assessment. The assessor will review the evidence supplied and compare it to the learning outcomes of the AIHFE units of study that RPL is being applied for.

RPL APPLICATION PROCESS ONCE IT HAS BEEN SUBMITTED TO THE AIHFE



What is regarded by the AIHFE as appropriate supporting evidence when applying for RPL?

Appropriate forms of supporting evidence include formal academic studies previously undertaken with another accredited educational provider institution or informal learning such as work or life experience, self-studies you have undertaken or non-accredited courses.

Evidence may include:

- Certified copies of academic certificates, transcripts and course content (eg course outline)
- Description of your work that reflects appropriately on your individual competencies in terms of RPL sought
- Confirmation from your superiors/clients of the relatedness of your previous studies/work/experience to RPL sought

RECOGNITION OF PRIOR LEARNING (RPL)

APPLICATION FORM

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

Surname Name: Given Name/s:

Email address (required):

☎ Mobile: ☎ Home: ☎ Work:

Postal Address:

Residential Address during AIHFE study time:

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

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 <small>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.</small>

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

Please fill units and tick appropriate boxes for each:

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

Additional Notes

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