Vocational Education
Advanced Standing – RPL Application

Definition of Advanced Standing – Recognition of Prior Learning (RPL)
RPL is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit against units in a qualification. Fees may Apply.

Instructions for Students
1. Complete Section A and forward this RPL Application to Student HQ.

Section A – Student Details

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred contact number</td>
<td>Given Name</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
</tbody>
</table>

Instructions for Student HQ
1. Enter the RPL Application into the Advanced Standing functionality of Student One and record the application date as the date the application has been received. Delete the assessment start and end dates.
2. Ensure the status is updated to 'unassessed'.
3. Forward RPL application to the Course Advice Specialist (CAS) in the relevant Centre.

Instructions for CAS
1. Complete Section B.
2. Forward RPL Application to nominated staff member to give advice on RPL for the course.

Section B – Department Nominee Details

<table>
<thead>
<tr>
<th>Department Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Member Name</td>
</tr>
</tbody>
</table>

Instructions for Department Nominee
1. Contact the student to discuss RPL Application to determine whether the student should proceed.
2. Record outcome in Section C.
   - For applications not proceeding, explain the reasons to the student and return RPL Application to CAS for the application to be withdrawn in Student One.
   - For proceeding applications, complete Section D.
3. Ensure the student signs Section D.
4. Scan and email Section A – D of the RPL Application to the CAS.

Section C – Outcome of Initial RPL Meeting

<table>
<thead>
<tr>
<th>Date</th>
<th>Summary of Meeting</th>
<th>Proceed with RPL Application</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

| Staff Name | Signature | Date |

Instructions for CAS
1. For applications not proceeding, delete the student's application in Student One.
2. For proceeding applications, enter date of the initial meeting from Section C as the assessment start date and the end date will be four weeks from this date. Enter the RPL unit details from Section D into Student One. Fees may be generated.
Instructions for Assessor(s)
1. For each unit, provide student with RPL tool.
2. Conduct RPL assessment(s).
3. Complete Section E as RPL outcomes are decided.
4. When the RPL process is complete forward the RPL application and summary of evidence, RPL tool(s), to CAS.

Instructions for CAS on receiving the completed RPL Application
1. Enter outcome RPLC/RPLN into Advanced Standing functionality and updated the status.
2. For each unit, enter the date from Section E as the end date.
3. Upload the RPL application and evidence supplied to the student file.

Section D – RPL Unit(s) and Assessor Details

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Assessor Name</th>
<th>RPL Interview Date</th>
<th>Assessor Signature</th>
<th>Date</th>
<th>Outcome RPLC/RPLN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I agree to undertake the RPL process for the units listed above and pay any fees that are generated.

Student Signature

Date

Section E – RPL Outcome Record

I agree to undertake the RPL process for the units listed above and pay any fees that are generated.

Student Signature

Date