

Application for Recognition of Prior Learning (RPL)

Formal Learning

Application Details

This form enables you to apply for Recognition of Prior Learning (RPL) for particular unit(s).

You will need to provide evidence in the form of original or certified copies of official transcripts and academic records from your previous educational institution. An RPL assessor will then determine if you meet all the requirements to be granted an RPL for the applied unit(s).

Application Procedure

1. You should make an appointment to meet with your Director of Studies (DOS) to discuss your application; this will ensure you have a clear understanding of the procedure and which formal documents/evidence you will need to provide to support your application.
2. After you have discussed your application with your DOS, complete all sections with evidence (original or certified copies) attached to this application and return to your DOS.
3. You will be required to pay the standard fee of \$250.00 per application (Please note there is a maximum of 3 units per application).
4. You should pay these fees at reception and show the receipt to your DOS in order for the RPL to be further considered (Please note that the application fee applies regardless of the RPL decision outcome).
5. The application will be assessed and you will be informed of the outcome with 5 working days.

Please note: If there is no equivalent unit or Cambridge International College (WA) is unable to decide equivalence because of lack of previous course/study evidence, then it is unlikely that you will be granted an RPL.

SECTION A: Personal Details

Given Name:

Family Name:

Residential Address:

Student Number: DOB:

E-mail: @cic.edu.au

Other e-mail:

Mobile:

SECTION B: Course Details at Cambridge International College (WA)

CIC Course Code:

CIC Course Title:

Unit Code and Title for which RPL is sought:

Unit Code	Unit Title	OFFICE USE ONLY			
		Term	Nominal Hrs	Date	Sign

SECTION C: Prior Formal Studies

Name of institute:

Course Code:

Course Title:

Date Completed:

Name of institute:

Course Code:

Course Title:

Date Completed:

Name of institute:

Course Code:

Course Title:

Date Completed:

Documents Attached (Please ensure you have attached all relevant documentation for this application)

- Academic Transcript (Original/Certified Copy)
- Subject Descriptor/Learning Outcomes
- Other, Please specify

SECTION D: Declaration

I certify that the information provided by me is true and accurate and that I have been advised of the fee and policy applicable to this application.

Signed (Student)	<input type="text"/>	Date:	<input type="text"/>
Signed (DOS)	<input type="text"/>	Date:	<input type="text"/>

I have been informed in writing about the outcome of this application, I acknowledge and understand the decision made by the VET Academic department regarding this application and agree with the outcome.

Student signature:

Date:

SECTION E: Notification of RPL outcome (to student and administration)

Decision outcome with explanation:

OFFICE USE ONLY (Equivalence assessed by assessor)					
Unit Code	Unit Title	Approved (Provide explanation)	Denied – (Provide explanation)	Assessor Signature	Date

Academic Department to Sign off Only

- Student has been advised in writing of the RPL application outcome by DOS
- Student has signed acceptance of the assessment and/or been advised that they have 20 working days to lodge an appeal if requested (DOS)
- New course plan scheduled (DOS)
- TEAMS Updated (DOS)
- CoE/PRISMS Updated (Admissions)
- Application with copies of academic evidence scanned and filed in student file

Director of Studies Signature:	<input style="width: 300px; height: 25px;" type="text"/>	Date:	<input style="width: 150px; height: 25px;" type="text"/>
Admissions Personnel Signature:	<input style="width: 300px; height: 25px;" type="text"/>	Date:	<input style="width: 150px; height: 25px;" type="text"/>
VET Administrator Signature:	<input style="width: 300px; height: 25px;" type="text"/>	Date:	<input style="width: 150px; height: 25px;" type="text"/>