

Application for Recognition of Prior Learning (RPL)

Please complete the following form and submit to Lead Institute's Administration Department.

Where applicable, a schedule of the relevant fees will be sent to you following your application. A trainer/assessor will be in contact with you shortly and where applicable, an RPL kit will be issued to you for completion.

Section A – student to complete	
Personal details	
Date:	Qualification for which seeking RPL:
Name:	Units of Competency to be included in application:
Student Number:	
Student Address:	
Student Contact Details:	
H	M
E	
Please provide a brief summary of your previous work experience	
Do you currently hold any nationally recognised qualifications?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If "Yes", please list below. Please note that you will be required to produce original versions of the qualifications with this application and the RTO reserves the right to verify all documents produced.	

Is there any other information that wish to provide the Trainer/Assessor that may be relevant to your application? This may include things such as previous experiences in training or experiences with Recognition of Prior Learning.

Yes No

If “Yes”, please provide details below:

Applicant Signature:

Section B – Lead Institute Administration to complete

Fees and charges information provided to applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
RPL Policy and Procedure provided to applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Application forwarded on to relevant Trainer/Assessor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Transcripts verified for authenticity by issuing RTO?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name:

Signature:

Date: