

REQUEST FOR RECOGNITION OF PRIOR LEARNING (RPL)

Student name:		
Student number:		
Address in Australia (if known):		
Suburb:	State:	Postcode:
Contact number:		
Email address:		
Which qualification are you studying (or going to start) to complete?		

List unit(s) for which RPL is sought: [Please use full unit code and title e.g. BSBCMM211 Apply communication skills]

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Type of evidence available

☐ Resume	☐ Employer references	☐ Portfolio	☐ Certificates
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List of supporting evidence to be provided. [Please Note: No evidence is required to be submitted at this stage]

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Reason(s) RPL is being sought:

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Notes &/or comments:

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RECOGNITION OF PRIOR LEARNING (RPL) POLICY

Recognition of prior learning is the acknowledgment of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant status or credit in a unit of competency. A range of evidence is usually used including examples of previous work; documentary evidence of previous achievements, references from persons familiar with the candidate's achievements and in some cases demonstration of performance by means of specially designed RPL tools from within the training and assessment material and tests.

This 'Request for Recognition of Prior Learning (RPL)' form is designed to help students gain recognition for their existing skills, knowledge and experiences that align with the learning outcomes of their current course. Students must complete this form and submit to KOIC's Student Services Officer (SSO) for confirmation at sso@koic.nsw.edu.au. Applications for RPL are encouraged to be requested and confirmed prior to enrolment to allow for proper planning and scheduling.

Once the RPL application has been confirmed, the candidate will be notified and asked to schedule a briefing session with an assigned assessor. During the briefing session the process and requirements will be explained in detail, and the candidate will receive guidance on evidence gathering and the development of an RPL plan. The assigned assessor will support the candidate in collecting relevant evidence, such as work experience records, job descriptions, portfolios, or formal qualifications, and will evaluate this evidence against the unit(s) of competency. Additional interviews, skill demonstrations, or workplace verifications may be required. If the evidence confirms equivalence to the required learning outcomes, credit will be granted, and the results will be formally recorded in the candidate's transcript. For unsuccessful applications, feedback will be provided, and candidates will be guided on alternative pathways to achieve competence.

For more information, please refer to KOIC's Course Credit and Recognition of Prior Learning (RPL) Policy and Procedure. If you have any questions or require assistance in completing this form, please contact the Student Services Officer at sso@koic.nsw.edu.au

Applicant's signature:	Date:
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OFFICE USE ONLY

Initial review and confirmation by Student Services Officer (SSO):

Decision date:
Signature:
Assigned Assessor Name (if applicable):

This is to certify that I, _____ (applicant's name) hereby acknowledge the decision regarding my request for recognition of prior learning. By signing below, I confirm that I understand and agree to adhere to KOIC's Course Credit and Recognition of Prior Learning (RPL) Policy, and I have also been informed of the complaints and appeals process should I wish to contest the decision.

Applicant's signature:	Date:
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