



RECOGNITION OF PRIOR LEARNING APPLICATION 

RTO 21832 CRICOS 03356C

EMAIL: [RPL@AGB.EDU.AU](mailto:RPL@AGB.EDU.AU) PHONE: 1300 123 242 CORRESPONDENCE: PO BOX 1284, GEELONG, VIC, 3220

This form is for enrolled and future AGB students who have work experience or have various types of practical learning to such an extent that they are eligible for recognition of Prior Learning (RPL)

All students are advised to read the 'IMPORTANT INFORMATION' section prior to completing and submitting this application from. It is provided to assist enrolled or future students to make a successful application for RPL.

The submission of this form with supporting evidence is the first step in the process. After it has been reviewed by a qualified assessor you will be contacted to progress your application to the next stage.

This application forms part of your pre-enrolment application, language literacy and numeracy assessment and the pre-training review.

Please write in BLOCK LETTERS using a black or blue pen.

I am applying as a; FUTURE STUDENT (NEW APPLICANT) [ ] CURRENT ENROLLED STUDENT [ ]

PERSONAL DETAILS:

Student Type: Domestic [ ] International [ ] Gender: Male [ ] Female [ ] Indeterminate/Intersex/Unspecified [ ]

Title: Mr. [ ] Miss [ ] Mrs. [ ] Ms. [ ] Other [ ] Please Specify .....

Family Name (As stated on passport)..... Date of Birth: \_\_\_/\_\_\_/\_\_\_

Given Name (As stated on passport)..... Country of Citizenship.....

Usual Residential Address:.....

Suburb: ..... Postcode:.....

Phone: (Home).....(Work):.....(Mobile):.....

Email Address: (compulsory) .....

COURSE DETAILS:

Course details can be found on the AGB Training website [www.agb.edu.au](http://www.agb.edu.au) . Please indicate which course, you wish to apply for RPL (Please also complete information for individual Unit(s) of Competency)

COURSE CODE:.....

COURSE TITLE:.....

**CLAIM FOR RECOGNITION OF PRIOR LEARNING (RPL)**

Other learning includes non-formal learning and experience that relates to the unit(s) of competency for which recognition is being sought. Please attach a statement linking your experience to the unit/s concerned. The claim for RPL may draw upon:

- An employment history detailing position descriptions and letters of support from immediate supervisors
- Certificates received from voluntary or work organisations
- Awards, prizes and other achievements
- Contributions to the community or activities which are relevant to the selected course of study.

Only include information that is relevant to this application

**1. EMPLOYMENT HISTORY**

<b>NAME OF COMPANY</b>	<b>COUNTRY /STATE</b>	<b>DATES WORKED FROM</b>	<b>DATES WORKED TO</b>	<b>POSITION AND DUTIES</b>

**2. CERTIFICATES, PRIZES, AWARDS OR OTHER ACHIEVEMENTS**

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**OTHER LEARNING (E.G. LIFE EXPERIENCE, VOLUNTARY WORK, ETC):**

Please note that in some circumstances the granting of RPL may disadvantage you in terms of the requirements for membership of professional bodies (eg. The accounting professional bodies have rigid requirements for the granting of credits and/or RPL) and/or Federal Government requirements applicable to international students. Contact the relevant Assessor or Manager for further details.

**1. In your opinion, what skills and knowledge have you acquired that relates to this program/course?**

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**OTHER LEARNING (E.G. LIFE EXPERIENCE, VOLUNTARY WORK, ETC):**

2. What type(s) of non-credentialed programs/training/study have you undertaken and experienced acquired since leaving school relevant to this application?

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**LIST OF SUPPORTING EVIDENCE ATTACHED (Please refer to IMPORTANT INFORMATION on the following page):**

Evidence should be a close match with the learning outcomes/objectives for the unit(s) of competency for which RPL is sought.

1.

2.

3.

4.

5.

6.

**STUDENT DECLARATION:**

- I have fulfilled all the requirements to be eligible for consideration.
- To the best of my knowledge, the information given in this application is correct and complete.
- I understand that submitting false or misleading information may result in any offer of a place withdrawn at any stage, including after a course has commenced.
- I understand that AGB Training reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.
- The college is under no obligation to consider an application submitted after the due date.
- I authorise AGB Training to conduct a search and retrieval of my academic records from my previous institution(s) to verify the information contained in my application.
- I understand that AGB Training collects, stores, and uses personal information in accordance with the college Privacy Policy, available at <https://www.agb.edu.au/about/policy-and-procedures>

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

**SUBMIT THIS FORM:**

Submit this form in person	Post this form to	Email this form to	Contact Accounts
31 Barwon Terrace South Geelong Victoria, 3220	PO BOX 1284 Geelong Victoria, 3220	<a href="mailto:rpl@agb.edu.au">rpl@agb.edu.au</a>	Within Australia: 1300 123 242 Outside of Australia: +61 3 5221 2611

## **IMPORTANT INFORMATION**

### **WHAT IS RECOGNITION OF PRIOR LEARNING (RPL)?**

Recognition of Prior Learning (RPL) is an assessment process that assesses the competency of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited course for which RPL is sought. Where RPL is granted you will be considered to have already successfully completed the unit(s) of competency, and will not have to participate in training or assessment activities for that unit(s). In determining where RPL may be granted, the college must be confident of the currency of the applicant's competency. In fields where practical/technology is changing rapidly, RPL may not be granted.

Credit Transfer recognises formal education that you have previously undertaken. If you have successfully completed any units from the course in which you are enrolling, or the equivalent, you may be eligible for Credit Transfer. If eligible, you may receive exemptions from the units you have already completed. The units previously completed must be identical or equivalent to those in the course you are seeking credit for. Please complete APPLICATION FOR CREDIT TRANSFER form to apply for Credit Transfer for units completed at other institutions or against other courses.

AGB Training will recognise Qualifications and Statement of Attainments issued by any Australia Registered Training Organisation as well as consideration to a certified USI transcript. For more information pathways go to: [www.agb.edu.au](http://www.agb.edu.au) or send us an email to [rpl@agb.edu.au](mailto:rpl@agb.edu.au) along with your full name and contact number and one of our staff will give you a call for further discussions. As an enrolled International onshore student, if the study load falls below the standard full time study load, please attach a completed Application for Reduced Study Load form. Applications are available from policies and procedures <https://www.agb.edu.au/about/policy-and-procedures>.

Australian students should be aware that the granting of RPL could affect study leads and therefore eligibility for Austudy or Abstudy. If you are an onshore international student you need to check with the AGB Training International Team, that your Visa Status is not put at risk by the granting of RPL. Refer to the International Student Handbook. Future students will need to resubmit applications for RPL if they fail to enrol at AGB Training within 12 months of receiving notice of approval.

Please note that the awarding of RPL may disadvantage you in terms of meeting the requirements for membership of professional bodies (e.g. the accounting professional bodies have rigid requirements for granting of credits) and/or Federal Government requirements applicable to international students.

To discuss RPL further please contact us on +61 3 5221 2611 and ask for a Student Support Officer.

### **SUBMISSION DETAILS**

\*RPL/RCC assessments will be usually completed within four weeks, provided all the relevant information has been submitted.

\* If you are completing this form as part of your application to study at AGB Training, please print this form, complete, scan and upload it, along with any supporting documentation. Alternatively you can post the documents back to the mail address or deliver it in person to the allocated offices.

### **PROSPECTIVE INTERNATIONAL (ONSHORE AND OFFSHORE) STUDENTS**

Please address your application to: AGB Training (International Submission), PO BOX 1284, Geelong, VIC 3220

## **SUPPORTING EVIDENCE/DOCUMENTATION – PLEASE ENSURE THAT YOU KEEP A COPY OF YOUR APPLICATION AND ALL SUPPORTING DOCUMENTATION**

This application will be assessed based on the type of evidence supplied. Each piece of evidence should be clearly identified and numbered as an attachment, then listed on the first page of this form. If exemption is granted it will be recorded on your academic record. If exemption is not granted there may be a request for further evidence. You will be notified in writing on the outcome of your application.

Students must provide certified copies of qualifications and Unit(s) of Competency/Study/Syllabus information from the relevant course guide. Do not send original documents. A photocopy of an original document can be certified (sighted and dated) as a true copy of the original and the photocopy. You may be asked to show the original documents at a later stage.

Overseas, private colleges or private university certified copies of academic study must be provided from the appropriate government body/professional association recognised in Australia for onshore students or an equivalent authority for students studying at an offshore site. Documents in language other than English must be accompanied by an English translation. The translator must be accredited by the National Accreditation for Translators and Interpreters (NAATI) or an equivalent body for offshore students.

PLEASE NOTE: Your former Institution(s) and/or current/former employer(s) may be contacted in the interest of soliciting further information and/or clarification of your claim for RPL.

### **DO I HAVE TO PAY A FEE TO APPLY FOR RPL?**

To view AGB Training Fees and Charges please visit: [www.agb.edu.au/about/policy-and-procedures](http://www.agb.edu.au/about/policy-and-procedures) Statement of Fees and Course Duration.

### **WHAT ELSE SHOULD I KNOW?**

- Credit transfer is only available if you are enrolling in at least one other unit in addition to the one in which you are applying for credit.
- You will be notified of the results in writing.
- Assessors allow the gathering of evidence of a period of 3 months maximum.

### **WHERE CAN I GET MORE INFORMATION?**

The staff at AGB, can provide you with more detailed information. They will help you with identifying unit/s in which you could apply for RPL. They will give you information about any structured qualification linkages that apply to your course/qualification. To discuss RPL further, please contact us on +61 3 5221 2611 and ask for Student Support Officers.

### **IS THERE AN APPEALS PROCESS?**

Contact the Student Support Officers if you are concerned about the outcome of your RPL application. They will try to resolve any issues you may have. If a suitable resolution cannot be found, you can submit a written appeal. The Grievance complaints and appeals form can be accessed at [www.agb.edu.au/about/policy-and-procedures](http://www.agb.edu.au/about/policy-and-procedures). An independent person will review written appeals.

