



STRATHFIELD COLLEGE

Recognition of Prior Learning Application Form (RPL)

Strathfield College Pty Ltd

Section 1: Personal Details

Family Name _____ Given Name (s) _____

Address _____ Postcode _____

Telephone No. Day () _____ Evening () _____

Mobile No. () _____ Email () _____

Names of course and module(s) that you are seeking RPL for:
 (Eg. Diploma of Business Administration, Manage Meetings unit.)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Section 2: Education and Training

Attach copies of all certificates, statements and documents you have which will assist your application. For example, a university (or VET RTO) transcript which details that you have previously studied Manage Meetings.

Institution	Name of Course/Module	Completed				Date Conferred
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	



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Section 3: Employment Experience

Include any relevant work experience such as details of paid, unpaid, voluntary and community work. Give details of the employer, type of work and skills/knowledge involved and the relevant dates. You will need to provide evidence to substantiate the skills and knowledge identified. List the most recent experiences first. If necessary, attach a separate page.

Employer	Type of work/When	Relevant skills and knowledge	Evidence

<p>I hereby apply for Recognition of Prior Learning as indicated above.</p> <p>I certify that the information provided is true and correct, and that the Awards/Certificates/Statements referred to above have actually been awarded or that the subjects for which exemption/s is/are claimed have actually been satisfactorily completed.</p>	<p>Applicants Signature</p> <p>_____</p> <p>Date: _____</p>
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Office use only			
Internal Actions	Department	Officers Signature	Date
Documents attached	Marketing / Student		
RPL review undertaken and determined	VET DOS (RPL assessor)		
Student informed of outcome	Marketing		
Student provided with a training plan	VET Teacher		
Administration informed of fee adjustment	Marketing		
Finance informed of fee adjustment	Marketing		
Student fees adjusted to reflect RPL outcome	Finance		
RPL documents placed on Student file	Marketing		