

## RECOGNITION OF PRIOR LEARNING APPLICATION FORM

### Introduction

Recognition of Prior Learning (RPL) is an evidence-based, equitable, and transparent process that assesses prior learning and/or experience, resulting in course credit, which exempts a student from enrolment in a particular subject. The College recognises the value of prior learning and experience. All students who attend the College are entitled to apply for RPL for the course in which they are enrolled. All applications will be assessed equitably and fairly by the College.

### Process of RPL

The College has identified two main streams of applications for RPL; where an applicant has:

- A. Undertaken previous formal study. Please complete Sections A, B & C; and/or D
- B. Extensive work experience. Please complete Sections A, B & E.

### Documents Checklist

Please complete the following checklist before submitting your application. All documents must be officially translated into English (where applicable) and certified when submitted with this application.

- Attach certified copies of all academic qualifications, including transcripts and complete certificate(s)
- Attach a copy of your Resume with 2 references (if RPL is being sought for prior Work Experience)
- Attach a copy of the work experience letter with a detailed job description
- Attach any supplementary documents
- Sign the declaration on this application form

### More Information

Admissions Department - Kenvale College

T 61 2 9314 6213 E [admissions@kenvale.edu.au](mailto:admissions@kenvale.edu.au)

<b>Office Use Only:</b>		
<b>Application Outcome:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<b>Comments:</b>	
	<b>Signature</b>	<b>Date:</b>

**SECTION A: PERSONAL DETAILS**

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Family Name: (as in passport)
Given Name: (as in passport)	Date of Birth:

**SECTION B: COURSE PREFERENCE**

Course Name:	Intake:
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**SECTION C: Application Details**

Please list all units completed in your previous studies, and the units at Kenvale College you are seeking for RPL.

Please note:

- The maximum course credit granted to any one applicant in any one course is to be no more than 40% of the subjects for that course.
- Please refer to the website for list of units of competency per course  
[www.kenvale.edu.au/students/courses/](http://www.kenvale.edu.au/students/courses/)



## SECTION D: Bulk Credit Exemption

If you have completed any approved Australian Qualification in the Cookery, Hospitality or Events Management, you might be eligible for Bulk Credit Exemption, subject to assessment and approval from the Academic Director.

Provider's Name	Qualification Name	Year of Completion	Final Result

## SECTION E: WORK EXPERIENCE

Applicants who possess at least 5 consecutive years full time, or equivalent, work experience in a relevant field, which satisfies the learning outcomes for a subject they are enrolled in, may be eligible for a subject exemption. Applications for RPL based on extensive work experience must be evidence-based. Accordingly, all applications for RPL will result in an assessment to determine the applicant's competency level for the subject.

If you are seeking RPL for previous work experience/employment you need to provide all your evidence prior to the interview. Your request for RPL will be part of the interview process.

Current Employment	
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Current Position	
Current Employer	

Applicant's past relevant position & description(s):			
Duration	Position Held	Job Description	Referee/contact details

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**Evidence and Justification:** To support your request, please outline how your past employment corresponds to the subject for which you are applying for RPL. To complete this section you will need to refer to the course details listed on the website : [www.kenvale.edu.au/](http://www.kenvale.edu.au/).(please attached a separate document if more space is needed)

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## SECTION F: DECLARATION AND SIGNING

I declare that the information contained in this application is true and correct and that the documents submitted are certified as true copies. I agree and understand that any referees I have provided may be contacted by Kenvale College.

Applicant's Name:	Signature:	Date: