



APPLICATION FOR RECOGNITION OF PRIOR LEARNING

To be completed by student:

Family name: _____ Other Name: _____

Student number: _____

Specialisation: _____

Course module code	Prior learning module name
Course module code	Module name for which RPL is requested (1 module per form)

Proof of RPL evidence attached (Tick appropriate)

- Testamurs of previous study Course, module or subject outlines
 Completed Projects Industry references
 Assessed technical competencies (industry experiences)

Student Signature

Date

**Head of Discipline Signature/
Head of Foundation Diploma (for module under consideration)**

Date

The application for RPL is: recommended

not recommended

Divisional Director Signature

Date

The application for RPL is: recommended

not recommended

Director of Education Signature

Date

The application for RPL is: approved

not approved

If not approved (Reasons): _____

AFTRS RECOGNITION OF PRIOR LEARNING POLICY:

STUDENT HANDBOOK 2012

20. Recognition of Prior Learning (section 1)

20.1

Recognition of Prior Learning (RPL) involves the assessment of the skills and knowledge you have achieved through prior industry or academic experience.

20.2

You can apply for RPL if you are a full time or part time student.

20.3

Applications for RPL must be made prior to commencement of any module in your course of study.

20.4

You can apply for exemption/s from course modules via RPL. To be granted RPL you need to be able to demonstrate that your industry or academic experience has provided you with the same types and levels of competencies that you would have gained by completing the particular AFTRS modules for which you are claiming RPL.

20.5

Your fees will not be reduced for any module you have been successful in gaining RPL for.

20.6

If you apply for RPL, you need to provide documented evidence to support your application. Your evidence may include, but not be limited to, testamurs of previous study, module or subject descriptions, completed projects, references, work histories, curriculum vitae and references from past employers. In some cases you may be required to sit a competency assessment for the relevant module.

20.7

You may apply for RPL on the basis of having completed an AFTRS short course. If the relevant short course is determined to be the equivalent of an existing accredited course module and your short course work has been assessed on the same criteria as the accredited course module, you may be assessed as meeting RPL requirements.

20.8

RPL can be granted for a maximum of 30 per cent for any course unless where, in view of 20.6, the completion of a number of assessed AFTRS short courses constitutes equivalence to meeting qualification criteria.

20.9

To apply for RPL you must complete the RPL application form which is available from Student Services or the AFTRS website: <http://www.aftrs.edu.au/about/current-students/forms-for-students.aspx> and attach your supporting documents. Your application will be forwarded to the Head of Discipline responsible for delivering the module(s) for which you are seeking RPL. The Head of Discipline will assess your application and forward it to the relevant Divisional Director and the Director of Education for approval. The Student Services Manager will advise you if you may be credited with RPL. The results of your application for RPL will also be advised to your Head of Discipline

20.10

If you wish to dispute this decision you must advise the Director of Education in writing. Your appeal will be forwarded to the Academic Appeals Committee for decision on a case by case basis.