

Applicant's full Name:		
Address:		
Telephone:	Home:	Mobile:
Email Address:		
Date of Birth:		
Qualification Title you are seeking RPL for:		
Does this application relate to the entire qualification:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, write the titles of the units you are seeking RPL in Appendix A.		

Employment and Work Experience

Indicate in the space provided any work experience, either full time or part time. Include any voluntary or unpaid work. Start with the most recent job. If your resume contains the information requested below, please attach your resume to the back of this form and do not complete this section.

Dates	Company/Role	Description of work relating to this RPL application (include full time or part time)

Resume/CV attached		<input type="checkbox"/>
<p>Work Experience: Please provide information of any additional work experience, etc. that you think might be relevant. Attach additional pages if necessary.</p>		
<p>Other Interests or skills which relate to work skills or the competencies for which you are requesting Skills Recognition. List any other things that have helped you to gain skills to support your application. For example, being a parent, involvement in school committees, organising a family business, accounts, and involvement in any hobby groups, team, club, society, association or community organisations. Briefly describe your involvement including official positions.</p>		

Education and Training

What is the highest level of formal schooling achieved?			
When was this completed?			
Where was this completed?			
Additional studies (studies you have undertaken since leaving school):			
Date	Level of study (e.g. Apprenticeship, certificate, industry course etc)	Details of study (title of trade, name of course)	Results(e.g. Pass)
Have you been involved in any other courses such as staff development programs, WH&S training, short courses, etc.? Please provide details below.			
Indicate the ways in which you believe your prior and current experience relates to the course for which you are applying for Recognition of Prior Learning.			

Write any additional information you believe is relevant to this application in the space provided below.

Attach any relevant documentation such as copies of certificates and awards previously achieved, resume, position descriptions, etc.

Submit this application to CSF. Once CSF receives your application, an RPL Assessor will contact you, using the details provided in this application, to organise an initial interview. At the initial interview, the assessor will explain the full RPL process and assessment, explore your prior learning experiences and discuss opportunities. You will also be provided with an RPL Tool, which fully explains the process and the documents you will need to provide in the portfolio of evidence. This may include third party evidence from previous workplaces and community settings and previous study, certified documents and certificates and samples of work you have done previously. The assessor will provide you with a copy the unit/s of competence you will be assessed against as the Australian Qualification benchmark.

Either at the initial interview or a subsequent interview the assessor will ask you a range of documented questions relating to your experience to initiate a competency conversation. Your responses will be documented and used as evidence to ascertain your level of knowledge and understanding. You will also be required to demonstrate your skills in a practical environment to ensure you meet the required benchmark, as specified in the units of competence.

Student Declaration

By checking here, I certify that I have read the College of Sports & Fitness Student Handbook and am aware of the requirements for RPL. The information I have provided relating to this Application is true and correct.

Date:	
Student Full Name:	
Student Signature:	