



RECOGNITION OF PRIOR LEARNING APPLICATION FORM (Higher Education [HEd])

This form is to be used for **Higher Education** students who are applying for exemption on the basis of work experience - Recognition of Prior Learning (RPL). This Form to be read in conjunction with the Course Credit and Articulation Policy & Procedure ([Documents](#) > *Public Policies and Forms* > > *POLICY- Course Credit and Articulation Policy & Procedures*) which outlines the requirements and states that you must have a minimum of three (3) years work experience to apply. If an applicant is applying for credit based on **both** Formal Study and Work experience **50% of the course** is the maximum that can be credited in total.

PERSONAL DETAILS						
Title:	Mr.	Ms.	Mrs.	Miss	Other:	
Family Name:						
Given Names:						
Date of Birth:				Gender	Male	Female
Street Address (Australia) **Must NOT be a PO Box. Kent will send all communications to this address.						
Suburb		State:		Postcode:		
Email Address			Mobile Phone:			
KENT Student ID:						

Copy of Curriculum Vitae/Resume attached

KENT COURSE OF STUDY		
Course Code	Name of course of study	Trimester and Commencing Year

List the Kent Units that you are seeking credit for:		
Unit Code	Name of Unit/Subject	APPROVED
		YES NO
		YES NO
		YES NO
		YES NO
		YES NO
		YES NO
		YES NO

PREVIOUS EXPERIENCE	
What is the highest level of formal schooling achieved?	
What year was this schooling completed	
Name of institution and where was this schooling completed	

Details of any studies you may have undertaken since leaving school

Attach evidence of results:

Yes

No

(* Supporting documentation must be a certified copy and translated in English if applicable by a licensed translation service)

Date of Course	Level of Study <i>(eg. Apprenticeship, Certificate, Industry course, etc.)</i>	Details of Study <i>(ie. Title of trade, name of course, etc.)</i>	Results

WORK EXPERIENCE

Employer #1

Employer's Name	
Employer's Address	
Employment Dates	From: _____ To: _____
Position Title	
List key tasks in this position and briefly describe the work/nature of work related to this RPL application	

Employer #2

Employer's Name	
Employer's Address	
Employment Dates	From: _____ To: _____
Position Title	
List key tasks in this position and briefly describe the work/nature of work related to this RPL application	

Notes: Please attach an additional page if required.

STUDENT DECLARATION AND SIGNATURE*(Please Tick Boxes Below to confirm)*

I have read the Kent *Course Credit and Articulation Policy and Procedures* and I do understand the requirements.

The information I have provided in this Form is true and correct to the best of my knowledge. I acknowledge that the provision of incorrect information may result in my application being rejected by Kent.

I understand that Kent will notify the Department of Immigration and Border Protection (DIBP) of any changes to my Confirmation of Enrolment (CoE) as the result of this application.

Student Signature: _____ **Date:** _____

SUBMIT FORM with accompanying documents via E-mail To: admissions@kent.edu.au or in person at the Campus Reception Desk. Please allow **ten (10)** business days to process this application.

OFFICE USE ONLY – The RPL Application for the student named above has been reviewed and confirmed below:**APPLICATION APPROVAL**

I approve the requested RPL as recorded on the Table (Page 1). Approved Declined

The number of Units the student needs to complete in the course of study is:

Comments:

Signature:

Position:

Date:

STUDENT ADMINISTRATION:**OFFICE USE ONLY**

Student advised of outcome of this application	Date: / /	Staff Initials:
New written agreement signed	Date: / /	Staff Initials:
DIBP advised of changed details via PRISMS	Date: / /	Staff Initials:
Student File Updated on SIS (RTO Manager)	Date: / /	Staff Initials: