



## RECOGNITION OF PRIOR LEARNING APPLICATION FORM (Vocational Education & Training [VET])

This form is to be used for **VET** 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					
<b>Title:</b>	<b>Mr.</b>	<b>Ms.</b>	<b>Mrs.</b>	<b>Miss</b>	<b>Other:</b>
<b>Family Name:</b>					
<b>Given Names:</b>					
<b>Date of Birth:</b>			<b>Gender</b>	<b>Male</b>	<b>Female</b>
<b>Street Address</b> (Australia) **Must NOT be a PO Box. Kent will send all communications to this address.					
<b>Suburb</b>			<b>State:</b>	<b>Postcode:</b>	
<b>Email Address</b>			<b>Mobile Phone:</b>		
<b>KENT Student ID:</b>			<b>USI Number:</b>		

Copy of Curriculum Vitae/Resume attached

KENT COURSE OF STUDY		
<b>Course Code</b>	<b>Name of course of study</b>	<b>Month and Commencing Year</b>

List the Units of Competency that you are seeking recognition for:		
<b>Unit/Subject Code</b>	<b>Name of Unit/Subject</b>	<b>APPROVED</b>
		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 (eg. Apprenticeship, Certificate, Industry course, etc.)	Details of Study (ie. Title of trade, name of course, etc.)	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](mailto: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/Subjects 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: .....