

Instructions:

1. Please allow 5 – 10 business days for your request to be processed. You will be notified via email/phone of the outcome of your application and further steps (where applicable).
2. At the time of application, you must either:
 - be enrolled with InterCare Training OR
 - submit this form along with your Pre-Training Review and Enrolment form.
3. If your application is approved for Recognition of Prior Learning (RPL) you will need to complete the necessary RPL documentation (RPL Kit). This will be provided to you by InterCare Training.

Kindly complete this form in full and return it to online@intercaretraining.com.au

SECTION A: STUDENT DETAILS

Student Name:	
Student ID (If known):	
Mobile Number:	
State	
Qualification / Course Code and Title:	
I am applying for:	<input type="checkbox"/> Recognition of Prior Learning (RPL)

SECTION B1: APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)

RPL is an assessment process. If you are applying for RPL, kindly note that once this form has been submitted to InterCare Training, the following steps will be followed:

- A qualified assessor will contact you (within 10 working days) to have a conversation about your relevant experience, skills and knowledge.
- The assessor will advise you of the process and help you identify relevant documents and / or evidence to submit, in order to be assessed for your prior learning and experience.
- Both the assessor and you (the RPL candidate) need to agree to the RPL process.
- The RPL process will then commence.

RPL is an assessment process and you will be required to complete and provide the necessary RPL documentation (as per the RPL Kit). Please note that there is a cost associated for RPL. For more information regarding this, please refer to the Fees Schedule on our website.

You will need to supply the following documentation with this application:

- Current detailed resume Any relevant prior qualifications
- A contact number we could call you on for further discussion (provide in Section A: Student Details).

SECTION B2: CONSENT TO VERIFY ACADEMIC QUALIFICATION

It is a regulatory requirement to verify the any transcript submitted for purposes of RPL, with the issuing Education Institution (RTO or University). Kindly provide us with your consent to contact them, by completing this section below:

I, _____, hereby consent to Integrated Training Solutions Pty Ltd (Aust) T/A InterCare Training to use my personal details to conduct or procure the conduct of a Qualification Check for Recognition of Prior Learning.

Given Name	
Middle Name	
Family Name	
Birth date (DD/MM/YYYY)	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate <input type="checkbox"/> Not specified
USI Number	
Issuing RTO / University Name	
Issuing RTO / University contact Number	
Name of Qualification or Course	
Graduation date / Issuance of Testamur date	
Your full name as shown on the Testamur	
Student ID (if applicable)	
Signature	
Date	

APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)

SECTION C: UNIT(S) OF COMPETENCY YOU ARE APPLYING RECOGNITION OF PRIOR LEARNING (RPL) FOR:

STUDENT TO COMPLETE:			FOR OFFICE USE ONLY:		
No.	Unit Code	Unit title	Supporting Evidence	RPL Granted	
EXAMPLE:	CHCDIV001	Work with diverse people	Evidence of Employment	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
1				<input type="checkbox"/> Yes	<input type="checkbox"/> No
2				<input type="checkbox"/> Yes	<input type="checkbox"/> No
3				<input type="checkbox"/> Yes	<input type="checkbox"/> No
4				<input type="checkbox"/> Yes	<input type="checkbox"/> No
5				<input type="checkbox"/> Yes	<input type="checkbox"/> No
6				<input type="checkbox"/> Yes	<input type="checkbox"/> No
7				<input type="checkbox"/> Yes	<input type="checkbox"/> No
8				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature:			Date:		

If you are applying for RPL on more units, kindly complete the additional units' details on a separate document and attach it to this form.

You will be called by the Training team for a discussion regarding the suitability of an RPL assessment, and what evidence you may produce. Types of evidence may include but is not limited to: Your resume, Certified copies of your qualifications, and a Portfolio of examples of your own work in the workplace etc.

Estimated timeline:

1	2	3	4	5	6	7
Application	Discussion	Evidence	Assessment	More evidence	Re-assessment	Outcome Notification
Application received by InterCare Training and lodged.	Discussion – student is called by training team to determine suitability	Collection and Submission of Evidence by student	Assessment of RPL documents submitted – Feedback provided to Student	Submission of additional evidence (if requested)	Assessment Of additional evidence	Notification of outcome sent to student.
~ 1 week	~ 1 week	~ 4 weeks	~ 3 weeks	~ 2 weeks	~ 2 weeks	~ 1 week

FOR OFFICE USE ONLY:

RPL discussion with candidate:

It is necessary to call the student for a discussion around RPL:

- The student has been contacted and RPL was discussed.
- The student would like to continue with RPL
- The following evidence was identified for submission by the candidate for an initial RPL assessment:

- The student has agreed to submit their initial evidence within 4 weeks.
The agreed upon due date is: _____

APPROVAL (BY MANAGER)

Application Review Outcome:

- Approved:** The candidate has agreed to the RPL process and will submit initial evidence for RPL assessment (please see list above)
- Not Approved:** The candidate has not agreed to the RPL process and/or does not have sufficient evidence and experience for consideration. No further evidence is needed.

Additional Comments:			
Approved by:	<input type="checkbox"/> National Training Manager <input type="checkbox"/> Education Coordinator		
<input type="checkbox"/> I have communicated the outcome to the student and have advised them of the next steps. <input type="checkbox"/> I have communicated the outcome to the administration team for recording purposes. <input type="checkbox"/> I have saved the evidence on VT docs (this document, and any other applicable evidence submitted)			
Signature:			Date: