



Recognition of Prior Learning Application

1. Applicant Details

Field	Details
Full Name	
Student ID (if enrolled)	
Contact Number	
Email Address	
Address	
Course Applying RPL For	

2. RPL Information

Question	Response
Have you previously completed units in this course?	☐ Yes ☐ No
Are you currently working in a related industry?	☐ Yes ☐ No
Do you have informal learning (on-the-job experience)?	☐ Yes ☐ No
Are you seeking RPL for the full qualification?	☐ Yes ☐ No
If not, which units?	

3. Evidence Checklist (Tick what you are submitting)

- ☐ Resume or CV
- ☐ Position descriptions
- ☐ Employment reference(s)
- ☐ Work samples / portfolio
- ☐ Training certificates / transcripts
- ☐ Photos/videos of practical work
- ☐ Third-party report
- ☐ Other: _____

4. Candidate Statement

Please explain why you believe you are eligible for RPL. Include details of your experience, previous training, or employment relevant to the course/unit(s). *(Please see the second page)*



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5. Declaration by Applicant

- ☐ I declare that all information and evidence provided is true and accurate to the best of my knowledge.
- ☐ I understand that ALIT may contact employers, referees, or institutions to verify claims.
- ☐ I consent to participate in interviews or competency conversations and practical assessments if required.

Signature of Applicant: _____

Date: _____

6. Office Use Only

Item	Details
Application Received By	
Date Received	
RPL Assessor Appointed	
Initial Review Completed	☐ Yes ☐ No
Evidence Sufficient for RPL?	☐ Yes ☐ No
Additional Evidence Required	☐ Yes ☐ No
Interview / Practical Required	☐ Yes ☐ No
Recommended Outcome	☐ Full RPL ☐ Partial RPL ☐ Not Eligible

7. Outcome and Notification

Outcome	Units Granted via RPL
☐ Approved ☐ Not Approved	
Date of Outcome	
Candidate Notified On	
Assessor Signature	
Compliance / RTO Manager Sign-Off	