JobSkills Training Academy
RTO Code 52875

Recognition of Prior Learning (RPL) Application & Assessment Form

1. Overview

Recognition of Prior Learning (RPL) is an assessment process that evaluates your existing skills and knowledge against the requirements of the qualification or unit(s) of competency. Please complete this form, attach supporting evidence, and email it to admin@jobskillstrainingacademy.com

Additional activities (e.g., competency conversation, workplace observation, challenge tasks) may be required to confirm currency and competence.

2. Applicant - Personal Details *

Family name (Surname):		
Given name:		
Middle name:		
Email:	**Phone number**	
Address:		
Suburb :	**Post Code :**	**State:**
USI:		
Qualification / Skill Set:		

3. RPL Pathway & Context

☐ Full RPL (all units via RPL)

☐ Partial RPL (some units via RPL, others by training)

☐ Unsure – please contact me

Years in role/ industry: _____

4. Applicant Evidence Checklist (Please attach relevant evidence to support your application (tick all that apply))

☐ Resume / CV
☐ Position Description(s)
☐ Qualifications / Statements of Attainment / Transcripts
☐ Work samples/products, reports, SOPs
☐ Third-party reports / employer confirmations
☐ Training records / PD logs
☐ Photos/videos of work

☐ Other (specify): _____

5. Units Requested for RPL Assessment

List the units (from your intended enrolment) you wish to be assessed through RPL.

Unit Code and Title	Year Completed	Evidence Type submitted(list andmattach the relevance evidence)

6. Unit-by-Unit RPL Mapping & Assessor Judgement

(Assessor maps the applicant's evidence to unit requirements; record any gaps and further assessment required.)

Relevance (units)	Authenticity Check (e.g., verified with employer,	Key Requirements (Elements/PC/KE/PE)	Gaps Identified	Additional Assessment (obs/Q&A/task)	Preliminary Outcome (☐ Competent via RPL ☐ Gap training required ☐Additional evidence required)

7. Competency Conversation / Practical Validation (If Required)

☐ Interview (competency conversation)

☐ Practical observation

☐ Knowledge test

Summary of questions/tasks and responses

Questions/tasks	Responses

Questions and responses can be attached

Assessor Comments

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8. Employer / Third-Party Verification (If Applicable)

Organisation	Supervisor Name	Position	Contact (phone/email)	Verification Method (written/email/	Date

Attach supporting evidence

9. Assessor Summary & Final RPL Outcome

Qualification / Skill Set (Code & Title)	
Overall Decision	☐ RPL Granted (full) ☐ RPL Granted (partial) ☐ RPL Not Granted
Conditions / Gap Training Required	
Additional Evidence Required	
Assessor Comments and Feedback	

Assessor Name	
Signature	
Date	

10. Applicant Declaration

I declare that the information and evidence I have provided is true and correct and is my own work. I understand that additional assessment may be required to confirm competence. I consent to Job Skills Training Academy contacting referees/employers listed to verify the authenticity of my evidence. I acknowledge I have been informed of the complaints and appeals process and available support services.

Applicant Signature	
Date	

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Administration Use Only (tick where applicable)

	Yes	No	N/A
All certified/verified documents are saved with this form.			
Verification of issuing organisations completed			
Documentation verified by contacting the issuing organisation (if applicable).			
Completed units mapped to the enrolled qualification/course.			
Student informed of application outcome.			
RPL outcome recorded in the Student File			
Trainer notified to adjust/customise training accordingly.			
RPL Assessment fee paid			
Additional notes/comments (if applicable):			

Approved Units (RPL Granted)

Unit Code	Unit Title

Assessor name	
Assessor signature	
Date	