

# Application for Recognition of Current Competency/ Recognition of Prior Learning

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## Preliminary Checklist

- I have accessed the student handbook and read the descriptions of the units of competency for which I wish to claim RPL/RCC
- I have completed a self-assessment
- I have downloaded and printed an evidence list for each unit of competency
- I have included a resume describing in detail each job function demonstrating an element of competency
- I have included a list of referees who can verify that I performed tasks related to an element of competency
- I have included details of relevant Continuing Professional Development courses, seminars and workshops, together with certified copies of any certificates
- I have included certified copies of academic transcripts showing relevant units/modules/subjects completed and extracts from course handbooks detailing the skills and knowledge covered in those units/modules/subjects
- I have included references to any relevant published work of mine (including books, articles, papers, columns, newsletters, software), and where I co-authored a work I have described my role
- I have listed any relevant memberships of professional associations (and described the criteria for membership)
- I have listed any relevant courses I have taught, any lectures I have given, any workshops I have facilitated or any seminars I have lead.
- I have listed any relevant awards or prizes I have won
- I have collected the evidence and had copies certified where appropriate
- I have filled out the evidence list matching each item of evidence to the relevant element of competency and performance criterion

Complete this form and attach a self-assessment and evidence list for each Unit for which you are claiming RPL/RCC, attach certified copies of evidence, and post to

The Training Manager  
Gryphon Learning Pty Ltd  
Level 1/ 651 Doncaster Rd  
Doncaster, 3108

## Your Details

<b>STUDENT NAME:</b>	
<b>ENROLMENT NUMBER (ACCOUNT ID)</b>	
<b>ADDRESS</b>	
<b>PHONE</b>	
<b>MOBILE</b>	
<b>EMAIL ADDRESS</b>	
<b>FAX</b>	

**Units for which you are applying for Recognition of prior learning/  
Recognition of current competency**

Nationally Recognised Code	Title	Evidence List and Self-Assessment attached

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I declare that the statements I have made and the evidence I have submitted with this application are true and correct in all respects

Signature..... Date.....