

Recognition of Prior Learning (RPL) Application Form

Use this form to apply for RPL — recognition of skills and knowledge you already have. There is no additional charge for enrolled learners applying within their program. Your RPL assessor (who holds the required credentials) will discuss the evidence required and assess it against the full requirements of each unit. We advise the outcome in writing, normally within 20 working days of receiving your complete evidence; you may appeal a decision under our complaints and appeals process. See the RPL Policy and the Student Handbook.

Applicant details

Student name			
USI		Date of birth	
Contact number		Email	
Course / qualification			

Units for which RPL is sought

Unit code	Unit title	I can demonstrate this competency now (Yes/No)

Attach additional sheets if you need more rows.

Relevant experience

Years of relevant work experience	☐ 1–2 years	☐ 3–4 years	
	☐ 5–9 years	☐ 10+ years	
Where did you gain this experience?	☐ Australia	☐ Overseas	☐ Both

Briefly describe your relevant qualifications and experience

Evidence you can supply

Supporting documentation (e.g. work samples, position descriptions, certificates, licences)?	☐ Yes	☐ No
Your USI transcript for verification?	☐ Yes	☐ No
Referees (third-party reports) for verification?	☐ Yes	☐ No

Declaration

I declare that the information and evidence I provide is authentic and my own, and I authorise Industry Skills Solutions to contact my referees to verify it.

Applicant name	
Signature	
Date	

Office use only

Completed by ISS staff — please do not write in this section.

Received by		Date	
RPL assessor			
Outcome		Date	