



**RPL APPLICATION FORM**

**PERSONAL DETAILS**

<b>Date:</b>	
<b>Student Name:</b>	
<b>Student ID:</b>	
<b>Course Code/ Course Name:</b>	
<b>Course Commencement Date:</b>	

**APPLICATION AND DECLARATION**

**Student:**

- I wish to apply for Recognition of Prior of Learning for the units of competency/modules listed below.
- I have attached original copies of certificates I have achieved previously from other courses and training providers.
- I declare that certification documentation supplied is legitimate, true and correct.
- I understand that the Assessor will verify my certification documentation for validity.
- I agree to pay the fee of \$..... for document administration and a fee of \$..... per assessment for any challenge test that is required for me to confirm my competency.
- I understand that Travel and accommodation for an Assessor to conduct on site assessments (if required) will be added to any assessment fees quoted.
- I understand that the RPL process is an assessment only process whereby I submit evidence. Mercury Institute of Victoria will count any competency achievement towards any grading in future competency based summative assessments.
- I understand that there is no training or learning guide provided to me in this process and that I am using this process to fast track my certification.
- I understand that Mercury Institute of Victoria is not responsible for searching, or discovering any information or supporting evidence.
- I understand that I am responsible to supply all supporting evidence and information required by Mercury Institute of Victoria, and I shall pay any additional search and discovery fees incurred as a result of insufficient evidence being provided.
- I understand that I shall not be entitled to any refund of fees in the event that I do not meet the competency standards and that any further training and assessments I require shall be at my expense at the current Mercury Institute of Victoria rate.
- I have supplied a copy of my most recent CV / Resume to demonstrate my industry experience and education.

I, \_\_\_\_\_ have read the Recognition of Prior Learning and Credit Transfer Policy and Procedure and understand that if this application is successful that an RPL pack will be provided to me for the relevant units of competency, at a briefing session. I understand that I will only receive



RPL for those modules upon successful submission of all requirements as outlined in the RPL Pack for each module.

Student Signature:

Date:

/ /

**WORKPLACE REFEREES WHO CAN SUPPORT RPL APPLICATION**

Referee 1 - Name and Contact Details:

Referee 1 - Name and Contact Details:

**UNITS/MODULES OUTCOME**

Unit Code	Unit Name	Assessor Only			
		Evidence supplied	Evidence Verified	Progress to RPL Pack	Assessor Initial
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**ASSESSOR ENDORSEMENT**

I declare that the above is sufficient evidence to warrant the client progressing through RPL process for the above noted units/modules.



<b>Assessor Signature:</b>		<b>Date:</b>	/	/			
<b>ADMIN USE ONLY</b>							
<b>SMS Updated:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date:</b>	/	/	<b>Initial:</b>	
<b>Student file updated:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date:</b>	/	/	<b>Initial:</b>	