



RECOGNITION OF PRIOR LEARNING (RPL)/  
RECOGNITION OF CURRENT COMPETENCY (RCC)

**APPLICATION FORM**

**Before completing this application form:** Consider the similarities your prior study and/or current work has to the course you are applying for. You need to submit this application at least 2 weeks prior to the commencement of the course.

You may wish to speak to the Course Coordinator of the course you are applying for as they know the requirements of the course and will advise you about the criteria of the units you wish to apply for. Please ensure you have read the student guide as it gives you the information you need to complete the application form and complete the RPL/RCC process. Information around RPL and RCC applications is given as part of the mandatory pre course information session.

**What you need to do:** Complete Sections A-D on this form and pay the application fee of \$250. Assessment fee per unit is \$500. If you are applying for 6 or more units, the fee is capped at \$4,000. This fee covers the assessment process as your qualifications and experience need to be mapped to all the requirements for the unit(s) requested. You will receive further documentation to complete which will guide you to provide the evidence required. An interview may be required to assist in assessing your application.

**A. Personal Details**

Surname: .....  
Given Name: .....  
Address: .....  
..... Postcode: .....  
Telephone: Work: ..... Mobile: ..... E mail: .....

**B. Course Information**

Name of course: .....  
Intake (if applicable): .....  
Commencement Date: .....

**C. Payment of RPL Application Fee**

You will receive a Tax Invoice when the number of RPL IP (In Progress) units is confirmed.  
Application fee is calculated by RPL application fee per unit as described above multiplied by the number of RPL IP (In Progress).

**D. RPL/RCC Information**

In the left 2 column list the unit code(s) and title(s) from the Mayfield course you are requesting RPL/RCC for:

Mayfield course units Requested		Office use only Course Coordinator			
Unit Code	Unit Title	Unit nominal hour	RPL	RPL/RCC	Comment
			In Progress (IP)	Granted Y / N	

RECOGNITION OF PRIOR LEARNING (RPL)/  
RECOGNITION OF CURRENT COMPETENCY (RCC)

**APPLICATION FORM**

<i>Total nominal hours</i>					

You will be given another form to complete for each unit you apply for. The form gives you the opportunity to describe how you match the performance criteria required for that unit and what evidence you are providing to demonstrate you have the necessary skills and knowledge.

**Assessment result – completed by Mayfield Education**

Office Use Only				
<b>Course Coordinator</b>	<b>Number of RPL/RCC Units <u>IP (In Progress)</u> as detailed in Section C.</b>			
	<b>Comment</b>			
	<b>Signature</b>		<b>Date</b>	
<b>Assistant Accountant</b>	<b>RPL Application Fee Paid</b>	<b>Yes</b> <input type="checkbox"/>	<b>Amount Paid</b>	\$
	<b>Signature</b>	<b>No</b> <input type="checkbox"/>	<b>Date</b>	
<b>Course Coordinator</b>	<b>Number of RPL/RCC Units <u>Granted</u> as detailed in Section C.</b>			
	<b>Training Plan Updated</b>		<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
	<b>Signature</b>		<b>Date</b>	
<b>Director Education</b>	<b>Comment</b>			
	<b>Signature</b>		<b>Date</b>	
<b>Secretarial Services</b>	<b>Letter Sent</b>	<b>Yes</b> <input type="checkbox"/>	<b>Copy to compliance</b>	<b>Yes</b> <input type="checkbox"/>
	<b>Signature</b>	<b>No</b> <input type="checkbox"/>		<b>No</b> <input type="checkbox"/>
	<b>Signature</b>		<b>Date</b>	

*Original kept in student file with original assessment tools used for assessing each unit.*