



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 \$500 per unit. If you are applying for 6 or more units, the fee is capped at \$3,000. 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 In Progress (IP)	RPL/RCC Granted Y / N	Comment

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

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