

## RPL Application Form

Complete this form if you are seeking Credit in an ECC course based on Recognition of Prior Learning (RPL). Refer to the [Credit and Recognition of Prior Learning \(RPL\) Policy](#) and [Credit and Recognition of Prior Learning \(RPL\) Procedures](#) for information on how ECC assesses RPL applications, including timeframes for submission and outcomes. Send the completed form and supporting evidence to [justask@ecc.edu.au](mailto:justask@ecc.edu.au).

### Student Details

Family Name:		Given Name:	
Student Number:		ECC Course:	
Email:		Mobile Number:	

### Type of RPL

Tick if applicable <input type="checkbox"/>	Type of RPL
<input type="checkbox"/>	I am applying for Credit based on Formal Learning
<input type="checkbox"/>	I am applying for Credit based on Informal Learning
<input type="checkbox"/>	I am applying for Credit based on BOTH Formal and Informal Learning

### History of Formal Learning

Qualification	Educational Institution Name and Location	Date Awarded

### Units for which you are requesting Credit based on RPL

ECC Unit Code	ECC Unit Name

### Declaration and Consent

#### Applicant Declaration

*I declare that, to the best of my knowledge, the information supplied in this application and the documentation support it is true and correct.*

*I authorise ECC to collect, use and disclose my personal information, including information collected on the enrolment form for the following purposes, to the following organisations or people: for assessment by assessor, to ECC for validation and issuance of the qualification, and/or State/Territory government departments/agencies or as otherwise authorised or required by law.*

*I understand that this form and the information it contains may be used by the organisation to manage the personal information that it holds about me. I know I can gain access to my information and understand that my information may be disclosed to the organisations/people outlined above. I understand that if I sign this consent form I can withdraw my consent at any time. I am aware that if I do decide to withdraw my consent to the collections, uses or disclosures that I have authorised on this form, I need to notify ECC in writing.*

Signature:		Date:	
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**Evidence of Informal Learning**

This section provides you with the opportunity to outline your skills/knowledge so they can be matched to the unit for which you are seeking RPL. You will need to:

- a) list the skills and knowledge that you believe you have;
- b) attach evidence of your competence; and
- c) match your evidence to the relevant unit for which you are seeking RPL.

An assessor will judge your evidence against learning outcomes, assessments and standards for the unit.

**Informal Study Programs:**

Provide a list of informal training sessions you have attended. If possible, attach copies of certificates, course outlines and content and dates of study.

**Relevant Life Experience:**

List any community involvement, personal interests, hobbies or skills which may support your application.

**Personal Verification:**

Please indicate the name, contact email and telephone number of person(s) who can substantiate claims made in your application.

**Evidence Attached**

Please list the evidence you have submitted with this application.

Attached V	Document Title