



RECOGNITION OF PRIOR LEARNING (RPL) APPLICATION FORM

Personal Details					
Surname:		Title: Mr/Mrs/Miss/Ms/Dr		Date of birth: / /	
First name:		Middle name/s:			
Home address:					
				Postcode:	
Postal address: (if different from above)					
				Postcode:	
Home phone: ()		Work: ()			
Mobile:		Email:			
General Information					
1. Gender (as on passport):		<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Indeterminate			
2. Are you a permanent resident of Australia?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Enrolment Details					
Are you enrolling in a full qualification or part qualification (i.e. individual units)?		<input type="checkbox"/> Full Qualification		<input type="checkbox"/> Individual units	
In which qualification/units do you wish to enrol?					
RPL Unit(s)					
For which unit(s) are you seeking RPL?					
Further Training					
Have you undertaken any full qualifications related to the occupation of which you are seeking recognition?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, training completion date (month, year):		Country:			
Name of course and institution (if applicable):					
Current Employment					
1. Are you currently employed:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, is your main occupation related to the qualification in which you are seeking RPL?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
What is the name of your employer?					
2. If no to question 1 above, do you have a workplace where you will be able to be assessed on the job for the qualification in which you are seeking RPL?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please provide details of the workplace.					

Previous Employment History (attach additional sheet if required, or attach CV with these details included)					
Name, address and phone numbers of employers	Period of employment (DD/MM/YYYY)		Position held	FT/PT/Cas	Description of major duties
	From	To			
1.					
2.					
3.					
4.					
Professional Referees (who have acted in senior capacity to you and can verify your skills)					
1. Name					
Position:				Organisation:	
Relationship to you:					
Phone number:				Mobile:	
Email address:					
2. Name					
Position:				Organisation:	
Relationship to you:					
Phone number:				Mobile:	
Email address:					
3. Name					
Position:				Organisation:	
Relationship to you:					
Phone number:				Mobile:	
Email address:					
Evidence for RPL Application (you are required to include evidence to support your RPL application)					
Document description					Included?
Your current and detailed CV					<input type="checkbox"/>
Copies of Certificates of any formal and/or informal training you have participated in.					<input type="checkbox"/>
Current and previous (within the last 5 years) position descriptions and performance reviews (if available).					<input type="checkbox"/>
Copies of qualifications you have completed.					<input type="checkbox"/>
Any letters of support from employers or industry contacts (if available).					<input type="checkbox"/>
Contact details of at least 2 professional referees who have acted in a senior capacity to you in the workplace and who can verify your competency (as above).					<input type="checkbox"/>
Qualification Summary					<input type="checkbox"/>
Self-Assessment Checklists					For how many units?
Declaration					
I declare that the information contained in this application is true and correct and that all documents are genuine.					
Candidate signature:				Date:	/ /

Printed name:	
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Please return your RPL application and supporting documents in one of the following ways:

In person: Bayside International College, Suite G03, Building B, 247 King Street, Mascot NSW 2020 Australia

By postal mail: Bayside International College, PO Box 7340, Alexandria NSW 2015 Australia

By e-mail: info@bayinternational.edu.au