



RTO CODE: 45775

RPL APPLICATION FORM

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Welcome Message

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Culinary Institute Australia Pty Ltd | RTO Code 45775 | CRICOS Code 03964A

RPL Application Form - Version 1.0

Welcome to the Recognition of Prior Learning (RPL) Application Form.

This Form is designed for candidates who believe they already possess the skills, knowledge, and competencies required to meet the outcomes of this Course and units. Competence refers to the ability to apply knowledge, skills, and appropriate attitudes to perform workplace tasks effectively and safely.

The RPL process allows you to demonstrate your prior experience gained through formal learning, informal learning, or extensive workplace practice.

Structure of the RPL Process

The RPL process typically includes the following steps:

1. RPL Application Submission – You complete this Form and provide initial evidence.
2. Evidence Review – The assessor evaluates documents, work history, and supporting evidence.
3. Competency Conversation – A structured discussion to confirm your knowledge.
4. Practical Demonstration / Observation – You perform workplace tasks related to course and all units.
5. Third Party Verification – A supervisor confirms your skills in the workplace.
6. Outcome Notification – You are deemed Competent or Not Yet *Competent*.
7. Gap Training (if required) – Only undertaken where essential competency gaps are identified.

Gap Training

RPL aims to identify existing competence and determine whether you meet all requirements of the course and units.

Some candidates may already meet all competencies, while others may have specific skills or knowledge gaps.

If gaps are identified:

- You and your assessor will discuss suitable options.
- Training may include workplace tasks, assessments, or attending learning sessions.
- Gap training is only required if evidence is insufficient to meet the standards.

The purpose of gap training is to support you in achieving full competence.

RPL Application Form			
Personal Details			
Enter your full name <input type="checkbox"/> Single Name only (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section').			
Please tick the interested course	Intended Course of Study		
	RII60520 Advanced Diploma of Civil Construction Design		
	ICT60220 Advanced Diploma of Information Technology (Telecommunications Network Engineering)		
	ICT60220 Advanced Diploma of Information Technology (Cyber Security)		
	BSB50420 Diploma of Leadership and Management		
	BSB60420 Advanced Diploma of Leadership and Management		
	BSB80120 Graduate Diploma of Management (Learning)		
	SIT30821 Certificate III in Commercial cookery		
	SIT40521 Certificate IV in Kitchen Management		
	SIT50422 Diploma of Hospitality Management		
	SIT60322 Advanced Diploma of Hospitality Management		
	CHC33021 Certificate III in Individual Support		
	CHC43015 Certificate IV in Ageing Support		
	CHC52025 Diploma of Community Services		
Family name (Surname):			
First given name:			
Second given name (middle):			
Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.			
Date of Birth	Day/month/year:		
Gender (Tick ONE box only)	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> Other		
Enter your contact details			
Mobile:	Email:		
What is the address of your usual residence?			
<p><i>Please provide the physical address (street number and name not post-office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.</i></p> <p><i>If you are from a rural area, use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address.</i></p> <p><i>Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.</i></p>			
Flat/unit details:	Street name:		
Suburb, or Town:	Postcode:	State/territory:	
What is your postal address (if different from above)?			
Flat/unit details:	Street name:		

Suburb, or Town:	Postcode:	State/territory:	
Language and cultural diversity			
In which country where you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify: _____		
Citizenship Status	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Visa Holder (specify):		
Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other, please specify: _____		
Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander		
Disability			
Do you consider yourself to have a disability, impairment or long-term condition?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (You may indicate more than one area) Please refer to the Disability supplement (at the back of this form) for an explanation of the following disabilities.			
<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired brain impairment	<input type="checkbox"/> Learning <input type="checkbox"/> Other	<input type="checkbox"/> Vision <input type="checkbox"/> Intellectual	<input type="checkbox"/> Physical <input type="checkbox"/> Medical Condition
Schooling			
What is your highest COMPLETED school level? (<i>Tick one box only</i>)			
If you are currently enrolled in secondary education, the <i>Highest school level completed</i> refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the <i>Highest school level completed</i> is Year 9.			
<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 8 or below	<input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Never attended school	
Are you still enrolled in secondary or senior secondary education?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Previous qualifications achieved			
Have you SUCCESSFULLY completed any of the qualifications listed below?		<input type="checkbox"/> Yes – <u>indicate below</u> <input type="checkbox"/> No	
<input type="checkbox"/> Bachelor degree or higher degree <input type="checkbox"/> Diploma (or associate diploma) <input type="checkbox"/> Certificate III (or trade certificate) <input type="checkbox"/> Certificate I	<input type="checkbox"/> Advanced diploma or associate degree <input type="checkbox"/> Certificate IV <input type="checkbox"/> Certificate II <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above)		
Employment			
Of the following categories, which BEST describes your current employment status? (<i>Tick one box only</i>)			
For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).			
<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Self-employed – not employing others		

<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Unemployed – seeking full-time work
<input type="checkbox"/> Self-employed – employing others	<input type="checkbox"/> Not employed – not seeking employment
<input type="checkbox"/> Unemployed – seeking full-time work	<input type="checkbox"/> Employed – unpaid worker in a family business
Next of kin/emergency contact	
Name:	Relationship to you:
Mobile:	Email:
Address:	
Employment Details	
Employer's legal name:	
Your position:	
Business address:	
Phone:	Email:
Supervisor:	Position:
Unique Student Identifier (USI)	
Applying for a USI If you do not yet have a USI, you can apply for one online using a computer or mobile device. Apply here: https://www.usi.gov.au/your-usi/create-usi	
If you already have a USI You may already have a USI if you have completed any nationally recognised training, such as:	
<ul style="list-style-type: none"> • Workplace training • First Aid • RSA (Responsible Service of Alcohol) • White Card • TAFE or other training organisation courses 	
Before creating a new USI, it is important to check whether you already have one. Individuals must not have more than one USI. To check if you already have a USI, use the ' Forgotten USI ' function on the USI website: https://www.usi.gov.au/faqs/find-your-usi	
Enter your unique student identifier	
VET Student Enrolment Privacy Notice Why we collect your personal information As a Registered Training Organisation (RTO), we are required to collect personal information from you in order to:	
<ul style="list-style-type: none"> • process and manage your enrolment • verify your identity • deliver training, assessment, and support services • meet our reporting and regulatory obligations under Australian law 	
Your enrolment cannot be accepted if required information is incomplete or inaccurate. Submitting this form does not guarantee enrolment. The RTO will assess your application and advise you of the outcome.	

How we use your personal information

We collect, hold, use, and disclose your personal information to:

- administer your training, assessment, and student support services
- issue qualifications or Statements of Attainment
- maintain accurate training and academic records
- meet our obligations as an RTO under the NVETR Act, ASQA Standards, and the VET Quality Framework
- contact you regarding administrative matters, surveys, or important updates

Your information is protected and used only for legitimate educational, regulatory, or administrative purposes.

How we disclose your personal information

Under the National Vocational Education and Training Regulator Act 2011 (NVETR Act), the RTO is legally required to disclose certain personal information to:

1. National Centre for Vocational Education Research (NCVER)

Your personal information is provided to the National VET Data Collection, which is managed by NCVER. The information may be used for:

- authenticated VET transcripts
- national training statistics and reporting
- research and analysis of VET sector trends
- surveys and student outcomes reporting
- understanding and improving the VET system
- NCVER may also engage contractors or researchers to work on its behalf.
NCVER does **not** intend to disclose your information to overseas recipients.

NCVER Privacy Policy: www.ncver.edu.au/privacy

2. Australian Government Departments

Your personal information may be disclosed to relevant Commonwealth agencies such as:

- Department of Employment and Workplace Relations (DEWR)
- Services Australia
- Department of Home Affairs (for international students)

These agencies use your information for:

- VET system administration
- program monitoring and regulation
- funding eligibility, reporting, and compliance
- policy development and workforce planning

DEWR VET Privacy Notice:

<https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>

3. State and Territory Training Authorities

Where applicable, your information may be shared with state or territory training authorities for:

- funding and subsidy management
- compliance monitoring

- training program administration
- student support initiatives

International Student Information

If you are an international student, your information may also be shared with:

- Department of Home Affairs
- Tuition Protection Service (TPS)
- Other Australian Government agencies responsible for ESOS Act compliance

This information is used for:

- monitoring visa conditions
- provider and course regulation
- ensuring compliance with the **ESOS Act 2000** and the **National Code 2018 (or its successor)**

Surveys

As part of our commitment to quality training and continuous improvement, you may be contacted during or after your studies to participate in official government-supported surveys.

These may include surveys conducted by:

- The **National Centre for Vocational Education Research (NCVER)**
- The **Australian Skills Quality Authority (ASQA)** – regarding the quality of training and assessment you received
- Relevant **State or Territory training authorities**
- The **Department of Employment and Workplace Relations (DEWR)**
- The RTO's internal quality assurance processes

These surveys play a vital role in helping the Australian Government and regulatory bodies monitor the quality, relevance, and effectiveness of vocational education and training.

Student Participation Requirement

If you are contacted by ASQA or another authorised government body, we ask that you **actively participate** and provide honest feedback about your training experience. This information helps ensure that:

- training providers maintain high standards
- VET programs remain relevant and effective
- the student voice directly contributes to sector improvement

While you are not legally required to participate, your cooperation is **highly valued and strongly encouraged**, as it supports both national VET quality assurance and your training provider's compliance obligations.

Accessing or correcting your personal information

You may contact the RTO at any time to:

- request access to personal information we hold about you
- request correction of inaccurate or incomplete information
- make a privacy complaint
- ask questions about this Privacy Notice

We will respond to requests in accordance with the Privacy Act 1988 and our internal policies.

Student Declaration and Consent

Please ensure all mandatory questions are complete and legible and then complete the below (please tick all):

- I acknowledge that I have read the VET Student Enrolment Privacy Notice.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I declare that the information I have provided to the best of my knowledge is true, correct and complete.

Student Signature:

Student Name:

Date:

Parent/Guardian approval Required If you are under 18 years of age at time of application

Parent/Guardian Signature:

Parent/Guardian Name:

Date:

Privacy, Consent & Declaration

Photo Consent

Do you consent to photographs being used for training or publicity (without personal details)?

Yes No

Information Accuracy Declaration

I declare that:

1. All information provided is true and correct.
2. I understand the RTO privacy notice.
3. I have been informed about fees, refunds, support services, and RPL/Credit Transfer.
4. I agree to abide by RTO policies and Code of Conduct.
5. I understand that failure to pay fees may result in withholding of results.
6. I understand the requirements of this course and units including assessments and workplace tasks.

Name:

Student Signature:

Date:

Student Handbook Declaration

I declare that I have read and understood the RTO Student Handbook and relevant policies.

Signature:

Date:

