



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

**APPLICATION FORM**

**Before completing this application form:** Speak to the Course Coordinator first – 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.

**What you need to do:** Complete Sections A-D on this form, and pay the application fee of \$100 per unit. 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: ..... Home: ..... Mobile:.....

**B. Course Information**

Name of course: .....  
 Commencement Date: ..... Campus: Caulfield  Hawthorn

**C. 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:

Units Requested		Office use only	
Unit Code	Unit Title	Granted Y / N	Comment

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.

