Recognition of Prior Learning Application – Foundation Program

Applications for Recognition of Prior Learning are subject to the Recognition of Prior Learning Policy. Section 5 of this policy requires an application to be submitted in a student's first trimester of study by the Census Date. Applications after this date will not be accepted. The applicant should not enrol in the unit(s) for which RPL is applied for. RPL will not be granted if the applicant has enrolled in that/those unit(s).

Please complete all sections

Deakin College Student ID: _____

Mr / Ms / Mx   _____
   (Circle)   *(Family Name)*   *(Given Names)*

Address: _____

_____

Telephone: _____   **Mobile**: _____

Email: _____

Deakin College Course: _____

I wish to apply for the Recognition of Prior Learning in the following unit(s):

Deakin College Unit Code	Deakin College Unit Name

SUPPORTING DETAILS

Formal Qualifications or Training

List any formal courses or training sessions you have attended. Please attach copies of course outlines and course details.

Title of Course	Dates

Informal Study Programs

List any training sessions you have attended. If possible, attach copies of Certificates, course outlines and content.

Title of Course	Dates

Relevant Work Experience

List any relevant work experience you have performed. Give details of your employer including a phone number and contact name, as well as dates, duration of employment and main duties performed.

Employer Details	Position	Duties	Dates

Relevant Life Experience

List any relevant community involvement, personal interest, hobbies or skills which may support your application. For example, involvement with a team, club, society, hobby group or school committee.

Activity/Experience	Dates

PERSONAL VERIFICATION

Please indicate name and contact address or phone number of a person or person who can substantiate your application.

The following people can verify my involvement and performance in the areas listed.

Contact Name	Telephone Number

DECLARATION

I declare that the information and supporting documents provided by me in this application are true and correct in every particular. My signature below authorises my previous College, University, referee or employer listed above to verify the documents or information provided by me to Deakin College and to provide Deakin College with any information that may be necessary for the processing of my application for exemptions. I acknowledge that the provision of incorrect information or the withholding of information relating to my application may result in the cancellation by Deakin College of any offer or enrolment.

Student Name: _____   _____

                               (Family Name)   *(Given Names)*

Signature: _____ Date: _____

I acknowledge that my application and interview for RPL was conducted on _____ by the Academic Manager and I have been advised of and accept the outcome of my application.

Signature: _____ Date: _____

Application received by: _____Date: _____

All supporting documentation included with application: ❑ Yes ❑ No

Application referred to Academic Manager by _____ on _____

Interview with student conducted on _____

Student notified of outcome of application   ❑ Yes ❑ No

RPL entered on Student Management System   ❑ Yes ❑ No

Adjustment of student fees: transfer fees to next trimester   ❑ Yes ❑ No

                                                    Forfeit fee refund   ❑ Yes ❑ No

Deakin College CoE(s) updated Date: _____

Deakin University CoE updated Date: _____

Comments: _____

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