

RPL Application Form

This form must accompany your RPL application. The RPL application form has 2 Parts. Part 1 is a cover sheet that you complete once only. Part 2 must be completed for each subject you want to RPL. For Example: If you are applying for 3 subjects to be processed you need to complete Part 1 once and complete Part 2 three times, once for each subject documenting the evidence you are submitting for that subject.

Please Contact Student Services at KIA for any required assistance needed to complete this form.

Student information

Last Name:			
First Name:			
USI:		Date of Birth:	
Address			
Phone No.:		Mobile No.:	
Qualification / Program code:			
Qualification / Program name:			

I hereby certify that the information provided and the documentation attached are true and correct

Signature		Date	
Please provide an updated resume with well explained work experience to justify your RPL application and include references to validate work experience.			

Office use only

Administration contact:			
Phone:			
Date received from student:		Date received from student:	
RPL registration no:			

PART 2

Student Name:	
Course/Module/Unit of Competency code:	
Course/Module/Unit of Competency name:	

Student information

Evidence supplied for Course/Module/Unit of Competency listed above: *(Please list the evidence that you have supplied. Attach all evidence listed on this form)*

Office use only

Assessor information

Application must be registered with Faculty Administration before processing.

Evidence meets requirements (if “unsatisfactory”, reason must be documented)

Evidence	Satisfactory/ Unsatisfactory	Evidence Used	Comment
Element 1			
Element 2			
Element 3			
Element 4			
Element 5			
Element 6			

Critical Aspects of knowledge & skills			
Essential Knowledge			
Essential Skills			

RPL result:		Class no:	
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Assessor recommendation

Competency graded:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Student feedback given:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assessor Name:			
Assessor comments: (Overall comments to Student must be documented)			
Assessor Signature:		Date:	
*Student Signature:		Date:	

*(After receiving feedback)