# Recognition of Prior Learning Application Kit

# - Higher Education

If you have not enrolled or been in touch with a Student Enrolment Adviser please call 1300 462 887 to confirm your eligibility to study with your chosen higher education provider.

You can submit this application along with your supporting documents using either email or posting a USB stick to our Brisbane campus.

Our email address is [educational.pathways@endeavour.edu.au](mailto:educational.pathways@endeavour.edu.au). Please attach your documents as PDF’s if possible and include your name and student number in the body of the email. If you have several attachments you can send multiple emails.

To post your application, save the completed Recognition of Prior Learning Application Kit – Higher Education and all supporting application documents in electronic format to a USB and post to: Educational Pathways Department, Level 2, 269 Wickham St, Fortitude Valley, Brisbane QLD 4006.

Acknowledgement that your application has been received will be sent via email from the Educational Pathways office within five working days. If you do not receive confirmation please follow-up with our office or your Student Enrolment Adviser. The outcome of your application may take 20 working days.

## Section A - Applicant Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student Number Click to enter text. | | Campus Select campus location. | | Date of Birth Select date. | |
| Title Select title. | Given Name Click to enter text. | | Family Name Click to enter text. | | |
| Address Click to enter text. | | | | | |
| Suburb Click to enter text. | | | State Select state/territory. | | Postcode Click to enter text. |
| Phone Number Click to enter text. | | | | | |
| Email Click to enter text. | | | | | |
| **What qualification do you wish to study with us?** | | | | | |
| Qualification Click to enter text. | | | | | |
| Subject/s to be RPL’d Click to enter text. | | | | | |

I (the undersigned), declare that: *(tick each)*

|  |  |  |
| --- | --- | --- |
|  | I am applying for the RPL listed above, and have supplied my evidence for assessment and completed Section C. | |
| Student Name Click to enter text. | | |
| Student Signature Click to enter name for signature. | | Date Select date. |

## Section B - Applicant Information

#### What is Recognition of Prior Learning?

Recognition of prior learning (RPL) is the assessment of skills or knowledge required for advanced standing towards a qualification where there are no credentials as proof or where study was undertaken more than eight years ago. The majority of your evidence for RPL should be based on your experiences within the last eight years.

#### How do I apply for RPL?

The process involved in RPL can be very time consuming, so before you progress too far it is advisable to do a preliminary assessment of your eligibility. Go to the College website <http://www.endeavour.edu.au/subject-outlines> and become familiar with the learning outcomes from the subject outline. Complete the self-assessment part of the evidence table in Section C identifying the evidence you can collate to support your application. This step will identify any gaps you may have in your learning and will help you determine whether or not you should proceed with the RPL application. If you tick ‘yes’ to each learning outcome you can continue with the application.

#### Compiling your Evidence

It is very important that you make an effort to present your evidence in a manner that facilitates assessment. Please list evidence, including the document name, in the Evidence Table below. There is more information regarding the types and requirements of evidence on our website <http://www.endeavour.edu.au/educational-pathways/what-is-recognition-of-prior-learning>.

If evidence is supplied by the applicant in a previous name, documentary evidence of change of name must be supplied. Where evidence is in a language other than English, the applicant must provide a translation by an accredited translator.

#### Advanced Standing Limit

With regards to RPL for informal learning the College will grant advanced standing for no more than 25% of a HE award. Formal learning completed outside of eight years with current skills and knowledge will be deemed RPL and applications will be assessed on individual merit. The College will not confer advanced standing for external credit applications of more than 67% of the College HE qualification.

## Section C - Evidence Table

Please complete one subject per table; if you are applying for multiple subjects, please complete one table per subject.

| **Applicant’s Name:** | | | |
| --- | --- | --- | --- |
| **Subject:** | | | |
| **Learning Outcomes** | **Self-Assessment** | **Evidence To Support My Assessment** | |
| **Applicant to insert LO from the subject outline** | **I have the skills & knowledge to meet this LO** | **Type Of Evidence** | **Document Name** |
| 1 | Choose an item. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| 2 | Choose an item. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| 3 | Choose an item. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| 4 | Choose an item. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| 5 | Choose an item. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| 6 | Choose an item. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| 7 | Choose an item. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| 8 | Choose an item. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| 9 | Choose an item. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| 10 | Choose an item. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |