

Recognition of Prior Learning (RPL)

Expression of Interest Form

The Recognition of Prior Learning (RPL) is an evaluation procedure that appraises an applicant's competencies, which could have been obtained through formal, non-formal, and informal learning.

During the assessment of an RPL application, the assessor evaluates the applicant's abilities and understanding to determine if they fulfil the criteria for various competencies by considering a range of evidence. In cases where a student cannot supply enough evidence to satisfy the competency requirements, they may need to explore alternative training and assessment choices.

Formal, non-formal, and informal learning can be defined as follows:

- **Formal Learning:** This type of learning occurs within a structured instructional program and is directly associated with achieving an AQF qualification or statement of attainment. Examples include certificates, diplomas, or university degrees.
- **Non-formal Learning:** Non-formal learning also happens within a structured instructional program, but it does not lead to the acquisition of an AQF qualification or statement of attainment. An example is participation in in-house professional development programs offered by a business.
- **Informal Learning:** Informal learning stems from experiences in work-related, social, family, hobby, or leisure activities. For instance, it includes the development of interpersonal skills over several years in a role such as a sales representative.

RPL Evidence Requirements

Students must present proof of their skills and knowledge to satisfy the criteria for the units of competency they are seeking Recognition of Prior Learning (RPL) for.

The RPL evidence criteria will differ depending on the subject or course. Specific evidence requirements for each qualification or course can be outlined in the RPL Kit provided to the applicant at the start of the RPL process. It's important to emphasise that all evidence submitted for an RPL application must be the student's original work. AHETI reserves the right to reject any RPL application that relies on another person's work or exhibits potential copyright violations in the materials submitted for RPL.

AHETI is responsible for evaluating RPL evidence documentation using the following criteria:

- **Relevance:** The evidence submitted by the student must be directly related to the units of competency in the subject/s.
- **Adequacy:** The volume of evidence provided should be enough to clearly showcase competence in the subject/s. If additional evidence is needed, AHETI will get in touch with the applicant to request further documentation.
- **Authenticity:** The evidence presented must be as easily identifiable as the applicant's own. AHETI may take extra measures to confirm the authenticity of the documentation, such as contacting educational institutions or employers to verify its legitimacy.
- **Currency:** The evidence presented should demonstrate competency in line with the current Vocational Education standards at the time of assessment. The assessor will determine whether the evidence is recent enough to be considered 'current.' This doesn't imply that older evidence is invalid, but AHETI must establish its currency based on the provided documentation.

How to Apply for Recognition of Prior Learning (RPL) at AHETI

1. Examine the course or subject outline for your intended course or qualification, which outlines the units of competency, subject topics, and learning objectives covered in each course or subject. If you believe that your previous education or experience could be relevant to your intended course, you might qualify for RPL in your chosen area of study.
2. If you believe you meet the criteria for RPL, get in touch with AHETI at support@aheti.com.au to request the appropriate RPL kit for the subject and receive information about the associated fees. The RPL Kit contains comprehensive details regarding the required evidence.
3. Carefully review and complete the Recognition of Prior Learning Application Form and the RPL Kit, then submit them to support@aheti.com.au. AHETI will only process your RPL request when you submit the completed Recognition of Prior Learning Application Form to AHETI, along with the fully paid fee proposal and the completed RPL Kit.

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STUDENT INFORMATION			
Family Name:			
Given Name(s):			
Date of Birth:		USI Number:	
Phone Number:		Email:	
PRIOR LEARNING DETAILS			
Course Code:			
Course Name:			
Unit Code	Unit Name	Completed RPL Kit Attached	<i>Office only</i> <i>RPL Kit Received</i>
		Y/N	Y/N
		Y/N	Y/N
		Y/N	Y/N
		Y/N	Y/N
		Y/N	Y/N
		Y/N	Y/N
		Y/N	Y/N
		Y/N	Y/N
		Y/N	Y/N

PRIVACY NOTICE AND STUDENT DECLARATION

By providing my personal information to Australia Health Education and Training Institute (AHETI), I acknowledge that, unless required by law, AHETI will solely utilise this data for the purposes it was collected, which aligns with AHETI's functions and activities associated with my enrollment. On some occasions, AHETI may be obligated to share information with government departments responsible for education and immigration policies and laws, as well as other government agencies (State, Territory, or Federal) or third parties for the retrieval of unpaid AHETI fees or other debts owed to AHETI. I grant my consent for such disclosures. Additionally, I comprehend that all information will be collected, stored, accessed, disseminated, or disposed of in accordance with privacy laws, records management, and other relevant regulations, as well as AHETI's policies.

I hereby declare:

- I acknowledge that AHETI will only initiate the assessment of the RPL application and evidence in relation to the student's record once all relevant fees have been settled.
- All supporting documentation provided to Australia Health Education and Training Institute (AHETI) is an accurate and truthful representation of my education.
- I understand that Australia Health Education and Training Institute (AHETI) will take steps to verify the authenticity of my qualifications, including contacting the issuing RTO.
- When providing any type of RPL evidence, I have ensured the removal of all personal details (such as name, address, date of birth, and other identifying information about an individual) and any confidential information. I am aware that any evidence containing such information will be declined by AHETI and will be sent back to me for resubmission. This exclusion does not apply to personal academic certificates.
- I hold a copy of this application in its entirety including supporting documentation.
- I have not sent any original documentation but I have sent certified copies of originals.
- I will not hold Australia Health Education and Training Institute (AHETI) responsible for any lost or damaged documentation provided by me.
- I understand the documentation I have provided will not be returned.
- I have read and agree to abide by the relevant Australia Health Education and Training Institute (AHETI) policies.
- I acknowledge that a favourable RPL decision will remain in effect for a period of 12 weeks starting from the moment AHETI notifies the student of the outcome. If the student doesn't complete the application within this 12-week window, AHETI retains the authority to reevaluate the initial RPL decision. In the event that the student contacts AHETI at a later date, which exceeds 12 weeks from the RPL notification date, and expresses a desire to continue the RPL process, a fresh application and supplementary fees may be necessary.

Your signature below constitutes that the information provided to the best of your knowledge is true and correct, that you consent to the collection, use, and disclosure of your personal information in accordance with the Privacy Notice above, and that you understand the items listed in the student declaration.

Student Name:

Student Signature:

Date:

Submit this completed form with your completed RPL kit/s to: support@aheti.com.au

ASSESSOR TO COMPLETE (tick the appropriate box below)

☐	The transcript has been assessed, and the student qualifies for Recognition of Prior Learning (RPL) for ALL the units listed above.
☐	The transcript has been evaluated, and the student is eligible for RPL for a PORTION of the listed unit/s, with an explanation provided below.
☐	The transcript has been examined, and the student is INELIGIBLE for Recognition of Prior Learning (RPL). The reason for this decision is explained below.

If the student does not meet the criteria for unit/s to be acknowledged for Recognition of Prior Learning (RPL), kindly provide the reasons in the space below.

CHECKLIST

☐	The student has settled all overdue RPL application charges.
☐	Qualifying unit/s have been input into the Student Management System as RPL (payment is a prerequisite for RPL evaluation).
☐	The student has received written notification regarding the results of Recognition of Prior Learning.
☐	The outcome has been communicated to the pertinent training and administrative personnel.

Assessor Name:

Assessor Signature:

Date: