



RPL Application Form

SECTION 1 – Student Details

Student Name:			
Qualification / Course:			
Email:		Mobile:	

SECTION 2 – Application and Declaration

Student:

- I am applying for Recognition of Prior of Learning for the units of competency listed below.
- I have attached original copies of certificates I have achieved previously from other courses and training providers.
- I declare that certification documentation supplied is legitimate, true and correct.
- **I understand that the Assessor will verify my certification documentation for validity.
- I understand that the RPL process is an assessment only process whereby I submit evidence and TITEB will include any competency achieved towards my current course requirements.
- I understand that there is no training or learning guide provided to me in this process and that I am using this process to fast track my certification.
- I understand that TITEB is not responsible for searching, or discovering any information or supporting evidence on my behalf.
- I understand that I am responsible to supply all supporting evidence and information required by TITEB.
- I understand that in the event I do not meet the competency requirement through this process I will be required to undertake and successfully complete all training and assessments to meet my current course outcomes.
- I have supplied a copy of my most recent CV / Resume to demonstrate my industry experience and education.

I, _____ have read the RPL Policy and understand that if this application is successful that an RPL Action Plan will be developed for me for the relevant units of competency with the Assessor. I understand that I will only receive RPL for those units that I successfully meet, providing all of the evidence requirements as outlined in the RPL Action Plan.

****See instructions on granting TITEB permission to access the USI Transcript on line.**

Client Signature:		Date:	
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SECTION 3 – Workplace Referees who can support my RPL Application

Referee 1 - Name and Contact Details:	
Referee 1 - Name and Contact Details:	



SECTION 4 – Units /Modules Outcome					
Unit Code	Unit Name	Assessor Only			
		Evidence supplied	Evidence Verified	Progress to RPL Action Plan	
				Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 5 – Assessor Endorsement

I declare that there is sufficient evidence to warrant the student progressing through the RPL process for the above units.

Assessor Signature:		Date:	
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Admin Use Only

Approval to progress with RPL confirmed by RTO Manager	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:		Initial:	
SMS Updated:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:		Initial:	
Client file updated:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:		Initial:	

Setting up Permission to View USI Transcript

- Go to www.usi.gov.au
- Select 'Student Login'.
- Agree to Terms and Conditions and Login.
- Select 'Provide your USI'.
- Select 'Set up access to your USI Account/ Permissions'.
- Search Details by entering the Training Organisation code or name in the appropriate field.
- Select 'Search'
- Once you have found your Training Organisation, select 'Add'.
- Select the permission you want to grant your Training Organisation and the expiry date.
- Select 'Save'.

You also have the option to grant TITEB with the following permissions.

- View your transcript.
- View your account details.
- Update your account details.

Also ensure when setting the expiry date to allow access you allow sufficient time to enable the verification to occur. It is recommended that the Permission be set for not less than 1 month from when you lodge your application with TITEB.