

Section 1 – Client Details			
Client Name:		Date:	/ /
Phone:			
Address:			
Email:			
Qualification / Course:			
Section 2 – Application and Declaration			
Client:			
<input type="checkbox"/>	I wish to apply for Recognition of Prior of Learning for the units of competency/modules listed below.		
<input type="checkbox"/>	I have attached original copies of certificates I have achieved previously from other courses and training providers.		
<input type="checkbox"/>	I declare that certification documentation supplied is legitimate, true and correct.		
<input type="checkbox"/>	I understand that the Assessor will verify my certification documentation for validity.		
<input type="checkbox"/>	I agree to pay the fee of \$..... for document administration and a fee of \$..... per assessment for any challenge test that is required for me to confirm my competency.		
<input type="checkbox"/>	I understand that Travel and accommodation for an Assessor to conduct on site assessments (if required) will be added to any assessment fees quoted.		
<input type="checkbox"/>	I understand that the RPL process is an assessment only process whereby I submit evidence. MPA Skills will count any competency achievement towards any grading in future competency based summative assessments.		
<input type="checkbox"/>	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.		
<input type="checkbox"/>	I understand that MPA Skills is not responsible for searching, or discovering any information or supporting evidence.		
<input type="checkbox"/>	I understand that I am responsible to supply all supporting evidence and information required by MPA SKILLS, and I shall pay any additional search and discovery fees incurred as a result of insufficient evidence being provided.		
<input type="checkbox"/>	I understand that I shall not be entitled to any refund of fees in the event that I do not meet the competency standards and that any further training and assessments I require shall be at my expense at the current MPA SKILLS rate.		
<input type="checkbox"/>	I have supplied a copy of my most recent CV / Resume to demonstrate my industry experience and education.		
*Client Signature:		Date:	/ /
<p>*I have read the RPL Policy and understand that if this application is successful that a RPL pack will be provided to me for the relevant units of competency, at a briefing session. I understand that I will only receive RPL for those modules upon successful submission of all requirements as outlined in the RPL Pack for each module.</p>			

Approval Date:	25 Feb 2020	Approved By:	Tammy Kent	Page 1 of 3
Next Revision Date:	25 Feb 2021	Document Number:	DOC0075	Revision: 1.2

Section 5 – Assessor Endorsement

I declare that there is sufficient evidence to warrant the client progressing through RPL process for the above noted units/modules.

Assessor Name (Print):	Assessor Signature	Date:
		/ /

Admin Use Only

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:	

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