

RECOGNITION OF PRIOR LEARNING (RPL) — APPLICATION FORM

RPL is a formal assessment process under the AQF that allows your existing skills, knowledge and experience to be assessed toward a nationally accredited qualification without completing full training. RPL is available for all Wyatt qualifications at no additional application fee. Submit to: rpl@wyatt.nsw.edu.au | wyatt.nsw.edu.au/rpl-apply | +61 437 666 000

Valid

Evidence must match the unit of competency being assessed.

Sufficient

Enough evidence to demonstrate all elements and criteria.

Authentic

Evidence is your own work, verifiable and current.

SECTION 1 — STUDENT PERSONAL DETAILS

All fields marked * are required. Click any shaded box to type.

Full Legal Name * *

Date of Birth * *

Residential Address * *

Suburb / City * *

State

Postcode

Country of Birth

Phone Number * *

Email Address * *

Residency / Visa Status * *

Visa Subclass (if applicable)

USI Number * *

Student ID (if already enrolled)

First Language

Gender

SECTION 2 — QUALIFICATION DETAILS

Qualification Applying For *

- BSB50120 — Diploma of Business
- BSB60420 — Advanced Diploma of Leadership and Management
- CPC31320 — Certificate III in Wall and Floor Tiling
- CPC50320 — Diploma of Building and Construction (Management)

Preferred Start Date

Preferred Delivery Mode

SECTION 3 — PRIOR LEARNING AND WORK EXPERIENCE

Current and Previous Employers (list all relevant)

Prior Qualifications and Certificates

Describe your relevant work experience and skills *

SECTION 4 — UNIT COMPETENCY CHECKLIST

For each unit, tick "Claimed" if you believe you have sufficient evidence. Your assessor will review your claims and evidence before making an RPL determination.

#	Unit of Competency	Element / Performance Criteria Evidence	Claimed?
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

16			
17			
18			
19			
20			

SECTION 5 — EVIDENCE CHECKLIST

Tick ALL types of evidence you intend to submit. Evidence must be Valid, Sufficient, Authentic and Current (VSAC).

- | | |
|---|--|
| <input type="checkbox"/> Current resume / CV with detailed work history | <input type="checkbox"/> Employer reference letters or statutory declarations |
| <input type="checkbox"/> Supervisor or third-party observation reports | <input type="checkbox"/> Australian trade or vocational certificates |
| <input type="checkbox"/> Overseas qualifications (with certified translation) | <input type="checkbox"/> Photographs of completed work demonstrating skills |
| <input type="checkbox"/> Videos demonstrating practical skills in the workplace | <input type="checkbox"/> Workplace documents, policies, or procedures you authored |
| <input type="checkbox"/> Work samples, completed projects, or portfolios | <input type="checkbox"/> Academic transcripts or Statements of Attainment |
| <input type="checkbox"/> Industry licences, tickets, or registrations | <input type="checkbox"/> Other evidence — describe below |

Other evidence or additional details

SECTION 6 — HOW TO SUBMIT YOUR EVIDENCE

1 Email

Email your evidence to rpl@wyatt.nsw.edu.au with subject: RPL Application — [Your Full Name] — [Qualification Code]

2 Google Drive or Cloud

Upload to Google Drive or Dropbox. Set sharing to "Anyone with the link can view". Paste the link in the field below.

3 In Person

Bring original documents to Level 2, 47 Rickard Rd, Bankstown NSW 2200. Certified copies accepted. Call +61 437 666 000.

Evidence Link (Google Drive / Cloud Storage URL)

SECTION 7 — STUDENT DECLARATION AND CONSENT

Declaration

I declare that all information in this RPL Application Form is true, complete and accurate. I understand: (a) providing false information may result in cancellation; (b) RPL decisions can be appealed through WEG_POL_CAP_001 (wyatt.nsw.edu.au/complaints-and-appeals); (c) I may need to provide additional evidence or attend a professional conversation; (d) my personal information is handled per the Privacy Act 1988 (Cth) and the Wyatt Privacy Policy.

- I consent to Wyatt collecting and using my personal information for processing this RPL application.
- I consent to being contacted by Wyatt regarding my RPL application via the contact details I have provided.
- I understand that Wyatt is required to report RPL outcomes to ASQA and relevant government agencies.

Student Signature / Full Name (print)

Date

FOR RTO USE ONLY — Authorised Wyatt Staff Only
RPL Assessor Name

Date Application Received

Qualification

Student ID (Accelerate)

RTO Manager Notified

Date Notified

RPL Assessment Kit sent to student via:

- Email
- Hardcopy — posted
- Accelerate LMS Portal
- In Person — handed to student

8A — EVIDENCE REVIEW AND GAP ANALYSIS

Unit of Competency	Evidence Sufficient? (Y/N)	Gap Training Required? (Y/N)	Assessor Notes

8B — ASSESSMENT OUTCOME

Outcome Summary	Units Granted RPL	Units Requiring Gap Training	Decision Date

Overall RPL Outcome:

- All Units — Competency Achieved
- Partial RPL — Gap Training Required (units listed above)
- Not Yet Competent — Full Training Required

Assessor Signature / Date**RTO Manager Signature / Date****Internal Notes / Comments**