



RPL APPLICATION FORM

Student name: _____ Qualification interested in: Hospitality Business Management IT Cookery

Student ID: _____ (if available) Email: _____

Date: _____

Course: _____

Units of competency		Please list the title of the evidence provided. Attach certified copies of relevant evidence	FOR OFFICE USE	
Unit No:	Unit name		Assessor's comments and recommendations	RPL Granted YES / NO

Please review the attached procedures to understand the RPL process

I, understand and accept CTI's term & conditions for RPL requests

Student's Signature: _____
Date: _____

Assessor's Signature: _____
Date: _____

I accept the results of the RPL assessment
Student's Signature: _____ Date: _____



Recognition of Prior Learning (RPL) Policy

CTI recognises the prior learning of students based on:

- Previous training,
- Formal study and acquisition of a qualification and statements of attainment from another RTO,
- Practical experience in a work environment,
- Projects undertaken, and
- Life experiences.

All students are advised of the availability of RPL during the enrolment process. International students can request and submit RPL forms by emailing to rahul@cti.qld.edu.au. For onshore / local students, RPL form can be also requested from the Director – Student Services office. Assessments of RPL will be based on the evidence / rationale provided by the applicant which will be mapped against the evidence requirements outlined in the unit of competency. Students can apply for RPL prior to commencement or during the course of study.

Procedures

1. Student requests an RPL application.
2. Students who request an RPL assessment will be advised of the evidence required and suggestions of how to obtain it (e.g., supervisor evidence, previous projects, transcripts of qualifications completed, work experience, in-service training, distance education or open learning, community-based learning, or overseas education, training or experience etc.)
3. CTI will nominate an RPL assessor depending on the qualification and area in which RPL is requested.
4. Students must complete the RPL form, attach the required evidence, and submit at a date specified by the designated RPL Assessor for assessment.
5. If RPL is approved, the applicant will be marked as “Exempted” rather than “Competent” in the transcript of records.
6. The applicant will be notified in writing of the outcome of the RPL. On the basis of the assessment the student will be advised that:
 - The application has been granted or
 - The application has been denied or
 - Further evidence is required
7. If the outcome of the evidential documentation is not sufficient, then the student will be advised to provide further documentation to validate his skills / experience. RPL Assessor will set a date for the additional documents to be submitted.
8. If the student fails to furnish the required documents, he/she will have to enrol for the unit in question alternatively if he succeeds, RPL will be awarded.
9. If the student is not satisfied with the outcome, he/she can elect for the decision to be reviewed by the Principal for an independent evaluation and review of the evidence and the assessment process.
10. Student will be advised of the outcome once an independent RPL review is conducted.
11. Student will sign a copy of the approved RPL towards the qualification.

Where expert assessors are required, the Deputy Principal will contact the relevant industry-training organisation (ITO) and identify a recognised assessor. Only qualified assessors will be contracted in this case, as recommended by their ITO. RPL assessors should have:

- An understanding and ability to carry out a wide range of assessment techniques;
- The ability to judge diverse evidence fairly and accurately;
- The ability to draw inferences based on the evidence presented;

1. If CTI grants the student RPL prior to the student being granted student visa, CTI will indicate the actual net course duration (as reduced by RPL) in the confirmation of enrolment (COE) issued for that student for that course, OR
2. If the RPL is granted after the student visa is granted, CTI will report the change of the course duration via PRISM under section 19 of the ESOS Act.
3. Where RPL is granted, the student's training and assessment program will be reviewed so that student has a full-time load to ensure that full-time study requirements are being met.