

*We suggest you speak with our Learner Sales and Marketing Team before completing this application so we can guide you through the RPL process and ensure your evidence is relevant.*

**Learner Details**

Full Name							
Date of Birth			Nationality			Gender	
Flat No.		Building No.		Road No.		Block No.	
Area							
Mobile				Email			

**Recognition of Prior Learning (RPL) on which desired course/programme?**

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**Please list the Intended Learning Outcomes of the course(s) for which you are claiming RPL.**

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**Recognition of Prior Learning Evidence Checklist. Please map each item to the relevant Intended Learning Outcome.**

	The completion of the relevant RPL application form
	Certified copy of identity document, passport or any other identification document.
	Copy of official academic transcripts, and results of any relevant tests which identifies that the required competencies have been met
	Evidence of attendance at work, courses, programmes, seminar, or conferences
	Awarded certificates
	CV or resume outlining relevant work history
	Statements from employers or other organizations outlining how previous experience relates to demonstration of the required competencies
	A record of any relevant interview that responsible staff have held with the applicant regarding required competencies.

**Note:**

- The Institute reserves the right to request further evidence after an initial examination of the portfolio has been done. This may include a challenge test.
- Transcripts and award certificates must be properly certified as true copies.
- The Institute reserves the right to interrogate and verify all documentation supplied in support of an RPL application.
- The Institute will inform the candidate in writing of the outcome of his/her RPL application after the necessary verification processes have been completed by the institute committees.
- RPL will only be valid if confirmed in writing by the Institute.

Signature		Date	
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