



SHAFSTON SCHOOL OF HOSPITALITY

RPL

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning refers to the acknowledgment of skills, knowledge and competencies held as a result of formal training, work experience and/or life experience.



SHAFSTON RPL Application Form

If the applicant is seeking recognition of prior learning (RPL), the following form must be completed and submitted to the SHAFSTON Admissions Team. The completed documents can be posted to: Shafston Admissions Team. 46 Thorn Street. Kangaroo Point, 4169.

Instructions: This form is composed of 3 parts. Part 1 is a cover sheet that the applicant completes once only. Part 2 is to be completed once only however, requires the candidate to include Supplementary Documentation. This information can be referenced on Part 3. Part 3 must be completed for each unit of competency the applicant is applying for RPL.

For example: If the applicant is applying for RPL in 3 units of competency the applicant is required to complete Parts 1 & 2 only once. However, Part 3 must be completed for each unit of competency that the applicant is supplying evidence for – in this example Part 3 would be completed 3 times.

Please contact a member of the Shafston's team on 32494103 if you have any queries with this process.

Part 1 – Personal details

Student information

Surname:

First name:

Student no:

Date of birth:

Address:

Phone: (work)

Phone: (home)

Phone: (mobile)

Qualification/Program code:

e.g. SIT30807

Qualification/Program name:

e.g. CERTIFICATE III IN HOSPITALITY (COMMERCIAL COOKERY)

I hereby certify that the information provided and the documentation attached are true and correct

Signed:

Date:

Office use only

SHAFSTON admin contact name:

Phone:

Date received from student:

Date returned by assessor:



Part 2 - Supplementary Documentation

Relevant employment and licenses

Types of Employment and Licence Evidence	Supporting Document	No.	Brief Description of Relevant Evidence
<p>AS AN EMPLOYEE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employer Reference/s <input type="checkbox"/> Brief CV or work history <input type="checkbox"/> Position descriptions <input type="checkbox"/> Proof of Professional Development undertaken <input type="checkbox"/> Examples of Reports or Work Documents <input type="checkbox"/> Other relevant evidence 			
<p>AS A SELF EMPLOYED PERSON</p> <ul style="list-style-type: none"> <input type="checkbox"/> Statutory Declaration <input type="checkbox"/> Appliance Wholesaler/s and/or Retailer/s Letter of Support <input type="checkbox"/> Supplier/s Letter of Support <input type="checkbox"/> Position Description <input type="checkbox"/> Proof of Ownership of Business <input type="checkbox"/> Examples of Works carried out <input type="checkbox"/> Invoices for Works completed <input type="checkbox"/> Client Certified Letter of Support <input type="checkbox"/> Other relevant evidence 			



<p>RELEVANT LICENCES (please list)</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>			
---	--	--	--

Relevant training/education and life experiences

Types of Training/Education and Life Experience Evidence	Supporting Document	No.	Brief Description of Relevant Training
<p>TRAINING</p> <p><input type="checkbox"/> RTO courses (please list)</p> <p style="margin-left: 20px;"><input type="radio"/> _____</p> <p style="margin-left: 20px;"><input type="radio"/> _____</p> <p style="margin-left: 20px;"><input type="radio"/> _____</p> <p style="margin-left: 20px;"><input type="radio"/> _____</p> <p><input type="checkbox"/> Relevant Units of Competency's (please list)</p> <p style="margin-left: 20px;"><input type="radio"/> _____</p> <p style="margin-left: 20px;"><input type="radio"/> _____</p> <p style="margin-left: 20px;"><input type="radio"/> _____</p> <p style="margin-left: 20px;"><input type="radio"/> _____</p> <p style="margin-left: 20px;"><input type="radio"/> _____</p> <p style="margin-left: 20px;"><input type="radio"/> _____</p> <p style="margin-left: 20px;"><input type="radio"/> _____</p>			

Relevant Units of Competency's (cont.)

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Short Training Programs

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Other Relevant Training



OTHER RELEVANT EXPERIENCES

--	--	--	--

Office use only

Assessor information and recommendation

Application must be registered with SHAFSTON Administration before processing

Evidence	Evidence meets requirements (if "unsatisfactory", reason must be documented)		
	Satisfactory/ Unsatisfactory	Evidence Used	Comment
Element 1			
Element 2			
Element 3			
Element 4			
Element 5			
Element 6			
Critical Aspects of knowledge & skills			
Essential Knowledge			
Essential Skills			

RPL result:

Class no:

Assessor recommendation

Student feedback given: Yes No

Assessor name:

Assessor comments:

(Overall comments to Student must be documented)

Assessor Signature:

Date:

Student signature:

Date:

(After receiving assessor feedback)