Imperial Engineering Education
For an innovative tomorrow

Application for Recognition of Prior Learning (RPL) and formalization of Current Knowledge, Skills and Application of Knowledge and Skills

Applicant Name	Click or tap here to enter text.
Applicant ID	Click or tap here to enter text.
Program/Course of Study	Click or tap here to enter text.
Date of Program/Course Commencement	Click or tap to enter a date.
Unit Codes Applied For	Click or tap here to enter text.
Unit Name	Click or tap here to enter text.
Date of Application	Click or tap to enter a date.
Applicant Signature	**Declaration** I declare that the information contained in this application is true and correct and that all documents are genuine. X _____

Tips and hints to help you prepare for recognition

To have your prior knowledge, skills and application of knowledge and skills formally recognised as a credit towards completing the program/course of the course you are enrolled in, the assessors must make an informed decision that your knowledge, skills and application of knowledge and skills meet the learning outcomes for the unit that you are applying to get a credit for or exemption from. RPL can be gained through either formal or informal learning or a mix of both. The process for RPL is tedious and comprehensive and you must be ready to spend time and effort in preparing the evidence or references required and time to attend any interview or oral questioning, if required.

To be successful in the application, you are required to submit as much evidence as possible. Below is just a guide of the evidence that you may need depending on your application either formal, informal learning or both:

Item	Submitted Please tick	No of items submitted
A detailed resume showing details of past education, summary of related skills and work experience with details of responsibilities and achievements. (Required only for recognition of informal learning or when the qualifications are more than 5 years old).	☐	
Certified copies of relevant qualifications and detailed academic transcripts.	☐	
Certified copies of the descriptions and learning outcomes of the relevant units/subjects and/or courses that were successfully completed as part of a formal learning program.	☐	
Position description, including KPI's and any performance appraisals for roles that are applicable to the units covered with the RPL application. (Required only for recognition of informal learning or when the qualifications are more than 5 years old).	☐	
Certified Copies of memberships of professional associations. (Required only for recognition of informal learning or when the qualifications are more than 5 years old).	☐	
A list of work, professional or educational referees who could be contacted to verify and authenticate your knowledge, skills and application of knowledge and skills. The list should include the names, contact details and their capacity to verify your knowledge, your skills, and your application of knowledge and skills. (Required only for recognition of informal learning or when the	☐	

qualifications are more than 5 years old).		
Certificates from in-house training or formal training you have done in the past. (Required only for recognition of informal learning or when the qualifications are more than 5 years old).	☐	
Certified copies of practice licenses and logs of professional development. (Required only for recognition of informal learning or when the qualifications are more than 5 years old).	☐	
Portfolio of work that includes related reports, documents, minutes of meetings, diaries or published work. (Required only for recognition of informal learning or when the qualifications are more than 5 years old).	☐	
A mapping document to link previous learning outcomes to learning outcomes of units to be considered for the credit	☐	
All certificates, reports, testimonials or affidavits confirming applicant's learning, skills, competency and/or knowledge. (Required only for recognition of informal learning or when the qualifications are more than 5 years old).	☐	

Step 1 – Provide information of your skills, knowledge and the application of your knowledge and skills

Complete the attached forms and provide as much information of your previous work experience, formal and informal learning as you can. The evidence required may include, but is not limited to:

- A detailed CV (required only for recognition of informal learning or when the qualifications are more than 5 years old).
- Professional References (required only for recognition of informal learning or when the qualifications are more than 5 years old).
- Certified copies of job descriptions, KPI's or roles References (required only for recognition of informal learning or when the qualifications are more than 5 years old).
- Certified copies of practice licenses, professional memberships and logs of professional development References (required only for recognition of informal learning or when the qualifications are more than 5 years old).
- Certificates, reports, testimonials or affidavits confirming applicant's learning, skills, competency and/or knowledge References (required only for recognition of informal learning or when the qualifications are more than 5 years old).
- Certified copies of formal qualifications (testimonials and transcripts).
- Certified copies of description of units of formal or informal study or learning,
- A mapping of previous learning outcomes to learning outcomes of units to be considered for the credit.
- Folio of works or projects which may include (required only for recognition of informal learning or when the qualifications are more than 5 years old).
    - quality system and audit reports and documents
    - minutes of meetings where leadership and teamwork are evident
    - attendance and enrolment forms
    - diaries/task sheets/job sheets/logbooks
    - feedback forms and comments
    - references/letters from previous employers/supervisors
    - any other documentation that may demonstrate industry experience (list)

Step 2 – Assessment of Information and Evidence Provided.

The Course Coordinator or a nominated academic will review the information you have provided. At any stage before making the final decision, you may be contacted to provide more details or asked for clarification on information you have submitted.

Step 3 – Decision

Within two (2) weeks from receiving the application for RPL the Program Coordinator will inform you regarding the initial outcome of the application. The outcome could be either:

- The application is accepted and recommends the amount of credit to be granted.
- The application is rejected as there are not enough evidence to warrant the credit for RPL.

Step 4 – Acceptance of RPL Offer (If applicable)

If the RPL credit is offered to you, then you need to formally accept the offer within five (5) business days of the date of the offer letter.

Step 5 – Appeals (If applicable)

If the RPL application is rejected, you may appeal the decision to the Academic Dean with five (5) business days of the date of the rejection offer. The final decision made by the Academic Dean is final.

Version Control

Version	Changed	Approval Body	Approval Date
1.0	Initial Version	QAMgr	Jul.2024