

Recognition of Prior Learning Application Form – How to use it (Do not return this page)

Please read carefully the information below before applying for RPL

To apply for RPL you need to complete and return this form to AMA RTO at admin@amarto.com.au along with an up to date copy of resume and if applicable, copy of qualifications, courses or other professional development activities you have successfully completed

What is a certified copy?

A certified copy is a copy (often a photocopy) of a primary document that has on it an endorsement or certificate that it is a true copy of the primary document. It does not certify that the primary document is genuine, only that it is a true copy of the primary document.

Why do you need a certified copy?

We need to make sure that the one you are providing is a true copy of an original document.

Who can certify a copy?

The easiest way may be for to go to your local pharmacy and ask your pharmacist to do it. Alternatively here the full list of authorized people ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx

Will you verify my evidence with employers and Training Providers?

As part of your pre-eligibility assessment, we will not check your work experience with you current and past employers. However, we will verify the Testamurs and SoA you have submitted with the relevant RTO or Higher Education provider that issued the document

What happens after I submit the application?

After you submit your application we will review the documents you provided and pre-assess your eligibility. If we believe you have reasonable chances to gain RPL we will:

- Confirm your pre-eligibility for RPL to you via email
- Ask you to pay your fees
- Provide you with an RPL Kit for each unit of competency
- Assist you in building your RPL kits
- Assess your RPL kits
- Provide you with an assessment outcome

If we believe you do not have solid chances to gain RPL for the unit of competency you selected we will provide you with notifying you via email detailing the reasons behind our decision

What are the fees for RPL?

AMA RTO set the RPL fees at \$200 per unit of competency.

I am a full fee paying student, will RPL fees be charged on top of the fees for the qualification I have applied for?

No, actually if your RPL application is successful your final fees will be lower than if you did the course by training and assessment. For example, if you are a full fee paying student wishing to enroll in HLT47315 Certificate IV in Health Administration and seeking RPL for 10 units of competency, then your total fees will be calculated as follow:

\$288	X (14	- 10)	+ 150	X 10)	= \$3572
Fees per unit	Total units	Units to be RPL	RPL fee per unit	Units to be RPL	Total cost

I am a VTG student, will RPL fees be charged on top of the fees for the qualification I have applied for?

No, the process followed is identical to the one that applies to full-fee students. AMA RTO is not entitled to VTG funding for RTPL so unfortunately, in your case, your final fees will be higher than if you did the course by training and assessment. Following the same example used before, your total fees will be calculated as follow:

\$27	X	(14	- 10)	+ (\$150	X 10)	= \$1608
VTG Fees per unit		Total units	Units to be RPL	RPL fee per unit	Units to be RPL	Total cost

Recognition of Prior Learning Application



Recognition of Prior Learning (RPL) is a process for giving candidates credit for skills, knowledge and experience gained through working and learning. It can be gained at any stage of their lives, through formal and informal learning, in Australia or overseas, through work or other activities such as volunteering.

To apply for RPL you need to complete and return this form to AMA RTO at admin@amarto.com.au along with an up to date copy of resume and if applicable, copy of qualifications, courses or other professional development activities you have successfully completed.

If you are providing us with copy of Testamur or Statement of Attainment issued by a Registered Training Organization or Higher Education Provider, it will have to be a **certified copy**

All the information and documentation you provide us with will be used to assess your eligibility for RPL.

DETAILS OF THE PERSON APPLYING FOR RPL			
Full Name:			
Address:			
Phone:		Email:	
Course:			
CODE AND NAME OF UNITS OF COMPETENCY YOU WISH TO RPL			
UNIT CODE	UNIT NAME		

RPL APPLICATION CHECKLIST			
Please make sure all the boxes are ticked before you submit the application			
<input type="checkbox"/> Yes	I confirm I would like to apply for RPL for the units of competency listed above		
<input type="checkbox"/> Yes	I have read and understood the AMA RTO RPL Policy available at (link)		
<input type="checkbox"/> Yes	Up to date copy of my resume to this application is attached		
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Attached Testamours and SoAs issued by RTOs or HE providers are certified copy	
<input type="checkbox"/> Yes	The information provided are true and accurate		
Participant Signature:		Date:	