

## Recognition of Prior Learning

Recognition of Prior Learning (RPL) is the process whereby you may gain an exemption into a vocational subject or course based on the skills, knowledge and experience you have gained from previous training, study, work or life experience.

If you wish to gain an exemption via RPL you must submit evidence that demonstrates how you have met the requirements of the subject for which you are applying for an exemption.

Maritime Training School offers exemptions via RPL into the following courses:

- TDM10107 Certificate I in Transport & Distribution (Maritime Operations)

## Other methods of obtaining exemptions for vocational education subjects

- Mutual Recognition

## Other documents related to this kit

1. Maritime Training School Recognition Policy
2. RPL Pro Forma
3. Mutual Recognition Kit and Application Form

All documents are available from the Maritime Training School office.

## Rules for exemptions via RPL

### No partial exemptions

RPL will only be granted for a whole subject, not part of a subject.

### Exemption for an exemption

Previous study graded as an exemption cannot be used for an exemption into a Maritime Training School subject or course.

### Your study must be at the right level

Your approved study must be at a comparable Australian Qualifications Training Framework (AQTF) level e.g. you need to submit evidence of diploma level study to obtain an exemption into a diploma level subject.

Where the approved study submitted in your application is at a lower AQTF level (e.g. Certificate III or Certificate IV) to that in which the exemption is sought it must be supported by explicit evidence showing that you are, in fact, operating at the higher level e.g. work experience at a higher level. This needs to be supported by documentation such as verified CV and job description etc.

## Other important considerations in compiling your application

It is your responsibility to make sure your application:

- is completed correctly and thoroughly
- has evidence that matches the subject learning outcomes, content areas or units of competence
- demonstrates how your evidence covers the subject learning outcomes, content or units of competence
- is presented in the sequence specified in this kit
- has other relevant evidence attached, including resumes, supporting statements, transcripts etc, and
- is appropriately cross referenced

You are applying for an exemption into a Maritime Training School subject for which students study and undertake at least 2 assessment events to complete. The onus is on you to present sufficient evidence to prove that you have already met the subject requirements through other study, training or experience.

Once submitted and your fees have been paid, your application will be considered as final and no further correspondence will be entered into.

## Checklist of what to include in your application

Please read the accompanying instructions on the following pages for each of these items.

- The completed RPL application form at the end of this kit
- Completed subject pro forma/s for the subject/s in which you are seeking an exemption via RPL
- Certificates and transcripts related to prior study or training
- Subject/topic outlines related to completed study or training
- Relevant work history document/s

## Request for Recognition of Prior Learning (RPL)

Personal Details				
First name				
Surname				
Home Address				
Suburb		State		Post Code
HM Phone		Mobile		
WK Phone		Fax		
Email				
Details for Recognition of Prior Learning (RPL) you wish to receive credits/exemptions for				
Module	Accredited Institution	Life Experience	Level of Study	
<i>Please attach any supporting documentation (e.g. Diplomas, degrees, course material)</i>				
Applicant Declaration				
<ul style="list-style-type: none"> <li>I warrant that the information on this form is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that the RTO may withdraw an offer of a place or cancel my enrolment as a consequence.</li> <li>I have read the RTO's statement on privacy and the purposes for which my personal information will be used.</li> <li>Should the RTO determine that I have submitted a false document, I consent to the RTO disclosing this information to other relevant institutions.</li> <li>I authorise Maritime Training School to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions.</li> <li>I understand that Maritime Training School is not responsible for any educational body or institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken.</li> <li>I agree to abide by the statutes, regulations and policies of Maritime Training School.</li> </ul>				
<b>Name:</b>		<b>Signature:</b>		<b>Date:</b>
Please return the completed form and any documentation				
<b>Post to:</b> MARITIME TRAINING SCHOOL Attn: Enrolments PO Box 382 Balmain NSW 2041		<b>Scan and Email to:</b> <a href="mailto:info@maritimetrainingschool.com.au">info@maritimetrainingschool.com.au</a>		<b>Fax to:</b> 02 9736 3433 Attn: Enrolments
MARITIME TRAINING SCHOOL OFFICE USE ONLY				
Name of staff member processing application:		Student advised of outcome:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Advised by:		<input type="checkbox"/> Letter <input type="checkbox"/> Email	Date advised:	