

The Illawarra Business College

Recognition of Prior Learning Application Form

Section 1: Personal Details

Family Name _____ Given Name (s) _____

Address _____ Postcode _____

Telephone No. Day () _____ Evening () _____

Names of courses, modules or competency standards for which RCC is being claimed: _____

(Please ensure that you attach photocopies of any certificates, statements or documents you have which will verify your claim.)

Section 2: Employment Experience

Include any work experience that is relevant to the application. Please provide details of paid, unpaid, voluntary and community work. Give details of the employer, type of work and skills/knowledge involved and the relevant dates. Remember you will need to provide evidence to substantiate the skills and knowledge identified. List the most recent experiences first. If necessary, attach a separate page.

Employer	Type of work/When	Relevant skills and knowledge	Evidence

Section 3: Education and Training

For example: An apprenticeship, trade certificate, certificate, primary/secondary school levels, diploma, workplace training such as computing, first aid, Occupational Health and Safety. Please provide details of any individual subjects and short courses, which you believe, are relevant.

Courses or units/modules of education/training undertaken				
Institution	Name of Course/Module	Completed		Date Conferred
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Section 4: Life Experiences

List any other interests and/or experiences that have helped you to gain the skills and knowledge you claim relate to the benchmarks. Draw on personal interests, hobbies, community involvement and home life if you choose. For example: Involvement in community groups, committees, sporting groups, clubs, school associations

Interests, community involvement, hobbies, life skills, etc.	Relevant skills and knowledge gained	Evidence

I hereby apply for Recognition of Prior Learning as indicated above. I certify that the information provided is true and correct, and that the Awards/Certificates/Statements referred to above have actually been awarded or that the subjects for which exemption/s is/are claimed have actually been satisfactorily completed.

Signature

Date: