WYATT EDUCATION
Inspiring Minds

DOCUMENT CONTROL — WEG-RPL-F01

Document Code	WEG-RPL-F01	**Document Title**	RPL Application Form
Current Version	**Version 2.0**	**Document Type**	Form — Student Facing
Effective Date	April 2026	**Next Review Date**	April 2027 (Annual)
Document Owner	RTO Manager	**Approved By**	Director of Operations
Classification	Public — Student Accessible	**Storage Location**	docs.wyatt.nsw.edu.au	RTO SharePoint
Applicable Standards	Standards for RTOs 2025: Std 1.4 (Principles of Assessment & Rules of Evidence), Std 1.6 (RPL — documented, fair, transparent), Std 2.1 (Pre-enrolment information), Std 2.2 (Student suitability), Std 2.8 (Appeals) · AQF 2013 S 9.3 · National Code 2018 Std 7 · ESOS Act 2000 · Privacy Act 1988 (Cth) APP 3		

■ *Controlled document — current version always at wyatt.nsw.edu.au/rpl-apply — printed copies uncontrolled*

ABOUT RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning (RPL) is a formal assessment process under the Australian Qualifications Framework (AQF) that allows your existing skills, knowledge and experience to be assessed and recognised toward a nationally accredited qualification, without requiring you to complete full training.

Valid	**Sufficient**	**Authentic**
Evidence must match the unit of competency being assessed.	Enough evidence to demonstrate all elements and performance criteria.	Evidence is your own work, verifiable and current.

RPL is available for all qualifications offered by Wyatt Education Group. There is no cost disadvantage for applying for RPL.

Submit this form online at wyatt.nsw.edu.au/rpl-apply or email to rpl@wyatt.nsw.edu.au

SECTION 1 — STUDENT PERSONAL DETAILS

*Please complete all fields. Click into the shaded boxes to type. Fields marked * are required.*

Full Legal Name *			
Date of Birth *		**Gender**	
Residential Address *			
Phone Number *		**Email Address ***	
Country of Birth		**First Language**	
Residency / Visa Status *		**Visa Subclass (if applicable)**	
USI Number *		**Student ID (if enrolled)**	

SECTION 2 — QUALIFICATION DETAILS

Select the qualification you are applying RPL for and confirm your preferred delivery details.

BSB50120 Diploma of Business 52 weeks	**BSB60420** Advanced Diploma of Leadership & Management 64 weeks
CPC31320 Certificate III in Wall and Floor Tiling 52 weeks	**CPC50320** Diploma of Building and Construction (Management) 52 weeks

Qualification Applying For *			
Preferred Start Date		**Preferred Delivery Mode**	

SECTION 3 — PRIOR LEARNING & WORK EXPERIENCE SUMMARY

Provide details of your relevant work history and any prior formal or informal learning. This helps your assessor understand your background before reviewing your evidence.

3A — Employment History (list most recent first)

Employer / Organisation	Your Role / Position	Dates (From – To)	Relevant Tasks & Respo..

3B — Previous Qualifications & Training

Qualification / Course / Certificate	Institution / RTO	Year Completed	Relevance..

3C — Additional Relevant Experience or Context

Include any volunteer work, community roles, self-study or industry-specific experience not listed above.

Additional Experience	

SECTION 4 — UNITS OF COMPETENCY FOR RPL CONSIDERATION

List ALL units you are seeking RPL recognition for. Units must be within the qualification selected in Section 2. Contact your assessor if you need help identifying unit codes.

#	Unit Code	Unit Title	Yrs Experience	Claimed
1				☐
2				☐
3				☐
4				☐
5				☐
6				☐
7				☐
8				☐
9				☐
10				☐
11				☐

WYATT EDUCATION
Inspiring Minds

12				☐
13				☐
14				☐
15				☐
16				☐
17				☐
18				☐
19				☐
20				☐

Tick "Claimed" if you believe you have sufficient evidence for full competency in that unit.

SECTION 5 — EVIDENCE CHECKLIST

Tick ALL types of evidence you intend to submit. Evidence must be Valid, Sufficient, Authentic and Current (VSAC).

☐ Current resume / CV with detailed work history

☐ Employer reference letters or statutory declarations

☐ Supervisor or third-party observation reports

☐ Australian trade or vocational certificates

☐ Overseas qualifications (with certified translation if required)

☐ Photographs of completed work demonstrating skills

☐ Videos demonstrating practical skills in a workplace

☐ Workplace documents, policies or procedures authored by you

☐ Work samples, completed projects or portfolios

☐ Academic transcripts or Statements of Attainment

☐ Industry licences, tickets or registrations

☐ Other evidence (specify below)

Other evidence (specify)	

SECTION 6 — HOW TO SUBMIT YOUR EVIDENCE

1	**Email** Email your evidence to rpl@wyatt.nsw.edu.au with subject: RPL Application — [Your Full Name] — [Qualificatio
2	**Google Drive / Cloud** Upload to Google Drive or Dropbox. Set sharing to "Anyone with the link can view". Paste the link in the field
3	**In Person** Bring original documents to Level 2, 47 Rickard Rd, Bankstown NSW 2200. Certified copies accepted.

Evidence Link (Drive/Dropbox)	

SECTION 7 — STUDENT DECLARATION & CONSENT

I declare that all information provided in this RPL Application Form is true, complete and accurate to the best of my knowledge. I understand that: (a) providing false or misleading information may result in the cancellation of my RPL application and/or enrolment; (b) RPL assessment decisions can be appealed through Wyatt Education Group's Complaints and Appeals process at wyatt.nsw.edu.au/complaints-and-appeals; (c) I may be required to provide additional evidence or attend a professional conversation with my assessor; and (d) my personal information will be handled in accordance with the Privacy Act 1988 (Cth) and the Wyatt Privacy Policy at wyatt.nsw.edu.au/privacy-policy.

☐ I consent to Wyatt Education Group collecting and using my personal information for the purpose of processing this RPL application.

☐ I consent to being contacted by Wyatt Education Group regarding my RPL application via the contact details provided.

☐ I understand that Wyatt Education Group is required to report my RPL outcomes to ASQA and relevant government agencies.

Full Name (print) *		**Date ***	

WYATT EDUCATION
Inspiring Minds

Signature:	*Sign above — or type full name if submitting electronically*

SECTION 8 — FOR RTO USE ONLY

Authorised Wyatt Staff Only

RPL Assessor Name		Date Application Received	
Qualification		Student ID (Axcelerate)	
RTO Manager Notified		Date Notified	

RPL Assessment Kit sent to student via:

☐ Email ☐ LMS Portal ☐ Hardcopy ☐ Other **Date Sent:** ☐

8A — Evidence Review & Gap Analysis

Unit of Competency	Evidence Sufficient?	Gap Training Require..	Assessor Notes

8B — Assessment Outcome

Outcome Summary	Units Granted RPL	Units — Gap Training	Decision Date

Overall RPL Outcome:

☐ All Units — Competency Achieved ☐ Partial RPL — Gap Training Required ☐ Not Yet Competent — Full Training R

Assessor Signature / Date		RTO Manager Signature / Date	
Internal Notes / Comments			

APPLICABLE STANDARDS — REFERENCE

WEG-RPL-F01

Standard / Legislation	Clause	Relevance to This Form
Standards for RTOs 2025	Std 1.4	Assessment must be conducted in accordance with the principles of assessment (fairness, flexibility, validity, reliability) and rules of evidence (valid, sufficient, authentic, current). RPL is a required assessment method under this standard.

Standards for RTOs 2025	Std 1.6	VET students with prior skills, knowledge and competencies must be offered RPL opportunities and made aware of RPL policies. RPL decisions must be based on evidence, documented, fair, transparent and consistent, maintaining the integrity of the training product.
Standards for RTOs 2025	Std 2.1	VET students must have access to clear, accurate and current pre-enrolment information including training product details, all fees and charges, refund policies, RPL options, and student obligations before any fees are paid.
Standards for RTOs 2025	Std 2.2	Students must be advised prior to enrolment about the suitability of the training product for them, including review of their existing skills, competencies, language, literacy, numeracy and digital literacy.
Standards for RTOs 2025	Std 2.8	Effective appeal processes must be available to VET students where RPL decisions adversely affect them. Appeal information must be publicly accessible and outcomes documented.
AQF 2013	S 9.3	RTOs must have fair and transparent assessment policies and practices including RPL processes consistent with AQF standards and principles.
National Code 2018	Std 7	CRICOS providers must ensure international students have access to the same RPL provisions as domestic students and that RPL is included in pre-enrolment information.
ESOS Act 2000	S 22	Providers must maintain records of RPL outcomes and report to PRISMS as required for international student CoE management.
Privacy Act 1988 (Cth)	APP 3	Personal information collected through this form is used solely for processing the RPL application, in accordance with the Australian Privacy Principles.

VERSION HISTORY

Version	Date	Changes Made	Author / Role
1.0	July 2025	Initial release — base RPL Application Form.	RTO Manager
1.1	Oct 2025	Updated evidence checklist; added Next Steps section.	RTO Manager
1.2	Apr 2026	Full Wyatt rebrand; Sections 4–7 added; AcroForm fillable fields; website references.	Dir. Operations
2.0	Apr 2026	Complete rebuild. Updated to Standards for RTOs 2025 (Std 1.4, 1.6, 2.1, 2.2, 2.8). Added: prior experience, employer history, previous qualifications, evidence gap analysis, consent checkboxes, outcome checkboxes, internal notes. 20-unit table with Claimed checkbox.	Dir. Operations

Controlled document. Current version: wyatt.nsw.edu.au/rpl-apply | © Wyatt Education Group RTO 46003
Enquiries: rpl@wyatt.nsw.edu.au | +61 437 666 000 | Level 2, 47 Rickard Rd, Bankstown NSW 2200