REQUEST FOR RECOGNITION OF PRIOR LEARNING (RPL)

Name: _____

Student number: _____

Email address: _____

Address in Australia: _____

Suburb: _____ State: _____ Postcode: _____

Which qualification are you studying (or going to start) to complete?

_____

List unit(s) for which RPL is sought: [Please use full unit code and title e.g. BSBCMM211 Apply communication skills]

_____

_____

_____

_____

List of supporting evidence to be provided. [Please Note: No evidence is required to be submitted at this stage]

_____

_____

_____

Reason(s) RPL is being sought:

_____

_____

_____

_____

Notes &/or comments:

_____

_____

_____

Australian Academy of Commerce Pty Ltd

Main Campus:Level 5, 579 Harris St, Ultimo NSW 2007

AAC Language Centre:Level 5, 579 Harris St, Ultimo NSW 2007

info@aac.nsw.edu.au

+61 2 9163 8903

AUSTRALIAN ACADEMY OF COMMERCE
Explore. Learn. Achieve.

V2025.10   Page 1 of 2

RECOGNITION OF PRIOR LEARNING (RPL) POLICY

Recognition of prior learning is the acknowledgment of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant status or credit in a unit of competency. A range of evidence is usually used including examples of previous work; documentary evidence of previous achievements, references from persons familiar with the candidate's achievements and in some cases demonstration of performance by means of specially designed RPL tools from within the training and assessment material and tests.

This 'Request for Recognition of Prior Learning (RPL)' form is designed to help students gain recognition for their existing skills, knowledge and experiences that align with the learning outcomes of their current course. Students must complete this form and submit to AAC's Student Services Officer (SSO) for confirmation at sso@aac.nsw.edu.au. Applications for RPL are encouraged to be requested and confirmed prior to enrolment to allow for proper planning and scheduling.

Once the RPL application has been confirmed, the candidate will be notified and asked to schedule a briefing session w ith an assigned assessor. During the briefing session the process and requirements will be explained in detail, and the candidate will receive guidance on evidence gathering and the development of an RPL plan. The assigned assessor will support the candidate in collecting relevant evidence, such as work experience records, job descriptions, portfolios, or formal qualifications, and will evaluate this evidence against the unit(s) of competency. Additional interviews, skill demonstrations, or workplace verifications may be required. If the evidence confirms equivalence to the required learning outcomes, credit will be granted, and the results will be formally recorded in the candidate's transcript. For unsuccessful applications, feedback will be provided, and candidates will be guided on alternative pathways to achieve competence.

For more information, please refer to AAC's Course Credit and Recognition of Prior Learning (RPL) Policy and Procedure. If you have any questions or require assistance in completing this form, please contact the Student Services Officer at sso@aac.nsw.edu.au

Applicant's signature: _____   Date: _____

OFFICE USE ONLY

Initial review and confirmation by Student Services Officer (SSO):

_____

_____

_____

Decision: _____

Signature & Date: _____

Assigned Assessor Name (if applicable): _____

This is to certify that I, _____ (applicant's name) hereby acknowledge the decision regarding my request for recognition of prior learning. By signing below, I confirm that I understand and agree to adhere to AAC's Course Credit and Recognition of Prior Learning (RPL) Policy and I have also been informed of the complaints and appeals process should I wish to contest the decision.

Applicant's signature: _____   Date: _____

Australian Academy of Commerce Pty Ltd
Main Campus:Level 5, 579 Harris St, Ultimo NSW 2007
AAC Language Centre: Level 5, 579 Harris St, Ultimo NSW 2007
info@aac.nsw.edu.au
+61 2 9163 8903

AUSTRALIAN ACADEMY OF COMMERCE
Explore. Learn. Achieve.

V2025.10   Page 2 of 2