RECOGNITION OF PRIOR LEARNING (RPL) APPLICATION FORM

Use this form to apply for RPL – an assessment of skills and knowledge you already have from work, life experience or other training. Please read the *RPL Policy and Procedure* at www.evolvecollege.com/policies first.

- If you have already completed an **identical or equivalent** unit with another RTO, use the *National Recognition Application Form* instead.
- RPL is completed **before you enrol**. Contact us first (1300 880 885 or evolve@evolvecollege.com) and we will explain the evidence needed for each unit.
- Email this form and your evidence to evolve@evolvecollege.com.
- There is no fee for RPL.
- You will get the outcome in writing. If you disagree, you can appeal under the *Complaints and Appeals Policy and Procedure*.

Privacy: We use the information on this form to assess your RPL application and to verify your evidence, which may include contacting employers or referees you name. It is kept on your student file and handled in line with our *Privacy Policy and Procedure*.

YOUR DETAILS			
Given name/s:		Family name:	
Student ID (if enrolled):		Date of birth:	(dd/mm/yyyy)
USI:		Mobile:	
Email:			
Postal address:			
Course:	☐ HLT42021 Certificate IV in Massage Therapy ☐ HLT52021 Diploma of Remedial Massage ☐ CHC51015 Diploma of Counselling		

Unit you are applying for (code and title)	How you gained these skills (work, volunteering, training, life experience)	Evidence attached
		☐
		☐
		☐
		☐
		☐

Employer / organisation	Your role	Dates	Relevant duties

EVIDENCE ATTACHED (tick all that apply)
☐ Résumé / CV ☐ Position descriptions ☐ References or third-party reports ☐ Certificates or transcripts from other training ☐ Licences or registrations ☐ Samples of work (e.g. client records with identifying details removed) ☐ Photos or videos ☐ Other: _____ Number of documents attached: _____

DECLARATION	
By signing below, you declare that:	1. I have read and agree to the *RPL Policy and Procedure*. 2. The information on this form and all evidence I have attached is true, and relates to my own skills, knowledge and experience. 3. I agree that Evolve College may contact the employers, referees and organisations named in my evidence to verify it.
Signature:	
Date:	_____ / _____ / _____

OFFICE USE ONLY	
Date received:	_____ / _____ / _____
Stage 1 review:	Units suitable to proceed: _____ Further evidence requested: _____
Stage 2:	Units assessed: _____ Interview date: _____ / _____ / _____
Evidence verified:	☐ YES Method: _____
Result by unit:	Competent (RPL granted): _____ Not yet competent (reasons given): _____
Recorded / outcome sent:	☐ Student database ☐ RPL Register Outcome sent: _____ / _____ / _____
RPL Assessor name and signature:	

Version V26.01. Approved November 2026. Next review: November 2027.
Related documents: RPL Policy and Procedure, National Recognition Application Form, Complaints and Appeals Policy and Procedure.