



Recognition of Prior Learning (RPL) Application Form

Note to Students

Applicants, please use this form if you are applying for RPL. It is mandatory to complete all the fields in this form that are applicable. Please note that only Australian work experience and Australian qualifications can be considered. Submit this form to admin@acemelbourne.edu.au. Upon receiving this application, you will be provided with RPL Assessment Toolkit and further information about the RPL assessment process.

Personal Details

Given Name		Surname	
Date of Birth		Student ID (if applicable)	
Address			
State		Postcode	
Home Phone		Mobile	Email

Current Employment Details

Current Job Title		Time period in the current job	
Employer Name			
Employer Address			
Current Job Duties:			

Previous Employment Details

Please complete the following previous employment details (if applicable)

Previous Job Title	1	
	2	
	3	
	4	



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Time period in previous job	1	
	2	
	3	
	4	
Previous Employer Name (Organisation / Company Name)	1	
	2	
	3	
	4	

RPL Request Details

Qualification / Course enrolling or enrolled at ACE:

- BSB40520 Certificate IV in Leadership and Management
- BSB50420 Diploma of Leadership and Management

Units for RPL

BSB40520 Certificate IV in Leadership and Management

- BSBOPS402 Coordinate business operational plans
- BSBLDR413 Lead effective workplace relationships
- BSBXTW401 Lead and facilitate a team
- BSBLDR411 Demonstrate leadership in the workplace
- BSBXCM401 Apply communication strategies in the workplace
- BSBLDR412 Communicate effectively as a workplace leader
- BSBLDR414 Lead team effectiveness
- BSBSTR502 Facilitate continuous improvement
- BSBOPS403 Apply business risk management processes

BSB50420 Diploma of Leadership and Management

- BSBPEF502 Develop and use emotional intelligence
- BSBOPS502 Manage business operational plan
- BSBLDR523 Lead and manage effective workplace relationships
- BSBTWK502 Manage team effectiveness
- BSBCRT511 Develop critical thinking in others
- BSBMM511 Communicate with influence
- BSBSTR502 Facilitate continuous improvement
- BSBHRM415 Coordinate recruitment and onboarding
- BSBOPS504 Manage business risk



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<input type="checkbox"/> BSBSUS411 Implement and monitor environmentally sustainable work practices	<input type="checkbox"/> BSBHRM524 Coordinate workforce plan implementation
<input type="checkbox"/> BSBWHS411 Implement and monitor WHS policies, procedures, and programs	<input type="checkbox"/> BSBLDR522 Manage people performance
<input type="checkbox"/> BSBPEF402 Develop personal work priorities	<input type="checkbox"/> BSBPMG430 Undertake project work

Applicant's Declaration

- The information I have provided in this form is correct and complete. I understand that withholding relevant information relating to my application may result in this application being delayed in processing or being rejected.**
- I have attached my current CV / Resume
- I have attached certified copies of my Australian Qualification(s) and Transcript(s)
- I have attached a letter from my current employer as evidence of my current employment
- I authorise ACE to verify my qualification
- I read and understand "ACE RPL & CT Policy and Procedure" and agree to abide by the regulations and policies of ACE.

Applicant's Signature: _____ Date: _____

OFFICE USE ONLY

- | | |
|--|--|
| RPL applied for within the allowed timeframe | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| RPL Application approved to proceed further | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Student advised of the outcome | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| RPL Assessment Toolkit sent to the student | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Application and supporting evidence submitted to Assessment Team | <input type="checkbox"/> YES <input type="checkbox"/> NO |

ACE Staff Member Full Name: _____

ACE Staff Member Signature: _____

Date: _____