

RECOGNITION OF PRIOR LEARNING (RPL) FORM

STUDENT DETAILS

STUDENT NAME:		DATE OF BIRTH:
CONTACT NUMBER:		STUDENT ID (if applicable):

In line with Standards for Registered Training Organisation (RTO'S) 2015, I understand that MINT must take into account my prior learning in determining the amount of training they will provide to me with regards to my existing skills, knowledge and experience.

In signing this form I am agreeing that:

- I. I acknowledge that MINT must assess my Formal, Non-Formal, and/or Informal learning for Units of Competency in my qualification so as to determine the amount of training they will provide to me with regards to my existing skills, knowledge and experience. Where RPL is granted this will alter the course duration of my enrolment/s which will be recorded against my eCoE's.
- II. I acknowledge that MINT must authenticate the evidence that I provide for Formal Learning (i.e. any Qualification, Statement of Attainment or Record of Results) by contacting the organisation the issued the documentation and confirm that the content is valid.
- III. MINT has explained its Recognition of Prior Learning (RPL) process to me.
- IV. Where MINT proceeds with assessing my Non-Formal and/or Informal learning to the point where I will be providing additional evidence so that I can be deemed competent for a particular Unit of Competency then I am agreeing to pay for the cost recovery of the RPL expenses incurred by MINT as a direct result of processing these two types of RPL on a unit by unit basis.
- V. I agree that I will make payment for cost recovery at the time when I submit my evidence for RPL assessment for Non-Formal and/or Informal learning.
- VI. I also understand and agree that my payment for cost recovery must be made irrespective of whether or not I am deemed competent for Non-Formal or Informal Learning.

STUDENT SIGNATURE:	Date:
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OFFICE USE ONLY

Formal Learning - Acquired through a structured program of instruction and is linked to the attainment of an AQF Qualification or Statement of Attainment (for example, a Certificate or Diploma). MINT will provide course credit on a unit by unit basis based on the evidence provided for formal learning by the student once MINT has confirmed that the content is valid.

I have conducted a RPL interview for Formal Learning with the student.	<input type="checkbox"/> APPLICABLE	Where applicable, the evidence to be provided by the student is one or more of the following: <input type="checkbox"/> Qualification/ Certificate/ Testamur <input type="checkbox"/> Record of Result <input type="checkbox"/> Statement of Attainment
	<input type="checkbox"/> NOT APPLICABLE	

MINT ADMINISTRATIVE OFFICER Signature:		Date:
Where applicable I have confirmed that the content is valid and have attached a copy of the evidence to this record.	Name of the Organisation contacted:	
MINT ADMINISTRATIVE OFFICER Signature:		Date:

OFFICE USE ONLY

Non-formal learning - Acquired through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business).

Informal learning - Acquired through experience of work-related, social, family, hobby or leisure activities.

MINT will conduct an RPL assessment on a unit by unit basis where the student has satisfactorily provided verbal responses to a range of questions during their competency conversation with the MINT RPL Assessor and has also agreed to provide additional evidence for assessment.

I have forwarded this form and the attached evidence provided by the student to the relevant Training Coordinator for further actioning for **Non-formal and Informal learning**.

MINT ADMINISTRATIVE OFFICER Signature:

Date:

VET Courses in which the student is wanting to enrol

COMMERCIAL COOKERY AND HOSPITALITY MANAGEMENT COURSES

- SIT30816: CERTIFICATE III IN COMMERCIAL COOKERY (CRICOS Code: 097558D)**
- SIT40516: CERTIFICATE IV IN COMMERCIAL COOKERY (CRICOS Code: 099291K)**
- SIT50416: DIPLOMA OF HOSPITALITY MANAGEMENT (CRICOS Code: 097559C)**
- SIT60316: ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT (CRICOS Code: 099980G)**

EARLY CHILDHOOD EDUCATION AND CARE COURSES

- CHC30113: CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE (CRICOS Code: 099108C)**
- CHC50113: DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE (CRICOS Code: 097557E)**

LEADERSHIP & MANAGEMENT COURSES

- BSB42015: CERTIFICATE IV IN LEADERSHIP & MANAGEMENT (CRICOS Code: 099107D)**
- BSB51918: DIPLOMA OF LEADERSHIP & MANAGEMENT (CRICOS Code: 098936G)**
- BSB61015: ADVANCED DIPLOMA OF LEADERSHIP & MANAGEMENT (CRICOS Code: 0100152)**

HOSPITALITY COURSES

- SIT30616: CERTIFICATE III IN HOSPITALITY (CRICOS Code: 099981F)**
- SIT40416: CERTIFICATE IV IN HOSPITALITY (CRICOS Code: 0100153)**

INFORMATION TECHNOLOGY NETWORKING AND NETWORK SECURITY

- ICT50418: DIPLOMA OF INFORMATION TECHNOLOGY NETWORKING
(CRICOS Code: 099943A)**
- ICT60215: ADVANCED DIPLOMA OF NETWORK SECURITY (CRICOS Code: 099724A)**