# RTO RPL Application Form

## Introduction

Recognition of Prior Learning is an assessment process that assesses the skills, knowledge and experience that you have previously acquired through formal, non-formal and informal learning activities against the requirements of a training package AQF Qualification, Skill Set and/or individual Units of Competency.

As a Registered Training Organisation, Music SA is required under the Standards for Registered Training Organisations (RTOs) 2015 to make Recognition of Prior Learning available to all individuals at the time of enrolment. All individuals who wish to apply for Recognition of Prior Learning for a course on Music SA’s Scope of Registration must complete this Application Form and submit it along with a **current Curriculum Vitae/Personal Resume** to:

Gareth Wilkes  
Music SA Business Manager  
St Pauls Creative Centre, 200 Pulteney Street, Adelaide SA 5000  
T: (08) 7320 3313  
E: [gareth@musicsa.com.au](mailto:gareth@musicsa.com.au)

For more information about RPL please refer to the Music SA RTO Recognition of Prior Learning (RPL) Policy and Procedure available on the RTO portal of the Music SA website.

## applicant details

| Surname: |  | First Name: |  |
| --- | --- | --- | --- |
| Title: (Mr/Mrs/Ms/Miss) |  | Date of Birth: |  |
| Residential Address: |  | | |
| Postal Address: (Tick if same as Residential Address) | □ | | |
| Contact Phone No.: |  | | |
| Contact Email: |  | | |
| Unique Student Identifier (if known): |  | | |
| Preferred Method and Days/Times to Contact: |  | | |

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## RPL Application details

Please complete all sections of the table below.

| Title/Code of AQF Qualification for which RPL is being sought: | *E.g. Certificate IV in Music Industry (CUA40915)* | | |
| --- | --- | --- | --- |
| Title/Code of Units of Competency for which RPL is being sought (if known): | *E.g. Articulate, present and debate ideas (BSBCRT401)* | | |
| Signature: |  | Date: |  |

### Office Use Only

| Date Application Form Received: |  | Received By: |  |
| --- | --- | --- | --- |
| Curriculum Vitae/Personal Resume Received: | Yes/No | | |
| Name of Assigned RPL Assessor: |  | | |
| Date of Interview with RPL Applicant: |  | | |