



adaptive frameworks

## Recognition of Prior Learning Application Form

In order to apply for Recognition of Prior Learning (or Recognition of Competency) for the Certificate IV in Project Management, you will need to:

1. Review the units of competency included in the course material and decide whether your current skills and qualifications may enable you to gain exemption from completing the course.
2. Complete the RPL form on the following page in detail, providing verified evidence supporting your current competency in the individual units. The evidence must be original and current documents or certified copies and may include:
  - Statements of results from previous courses
  - Course/module/subject outlines indicating course content of subjects studied
  - Job descriptions of work responsibilities
  - Documents confirming project management experience including staff performance appraisals
  - Testimonials from clients
  - Samples of reports, plans etc prepared for projects
3. Submit the form and the evidence to Adaptive Frameworks. Please note that all documents must be originals or verified copies.
4. There will be an RPL assessment fee of \$360 per unit or \$2,550 combined (ex GST) which is non-refundable, however it will be deducted from the course fee if exemption is not granted and you enrol in the Certificate IV course.

Please call 1300 782 380 for any queries or to organize for an assessor/trainer to contact you.



NATIONALLY RECOGNISED  
TRAINING



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### Recognition of Prior Learning Application Form

Full Name:	
Address:	
Telephone:	
Mobile:	
Email Address:	

**I wish to apply for RPL for** (tick those which apply):

- Apply project scope management techniques
- Apply time management techniques
- Apply cost management techniques
- Apply quality management techniques
- Apply human resource management techniques
- Apply communications management techniques
- Apply risk management techniques
- Apply contract & procurement procedures

**Academic background relating to the above units of competency**

Date of Completion	Institute	Course	Subjects Completed and Result

**Employment background relating to the above units of competency**

Dates	Organisation	Position Title	Duties/Responsibilities

**Evidence provided to support your application** (tick those which apply)

- Statements of results from previous courses
- Course/module/subject outlines indicating course content of subjects studied
- Job descriptions of work responsibilities
- Documents confirming project management experience including performance appraisals
- Testimonials from clients
- Samples of reports, plans etc prepared for projects

**Documents submitted with your application must be originals or verified copies**