

# RPL Course Cover-Sheet

## Certificate IV in Fitness SIS40215

Please read the information below and complete all sections of this form.

### Recognition of Prior Learning (RPL)

Do you have prior qualifications and/or experience gained through years of work in skilled and challenging jobs? Gaining recognition of these skills is sometimes not easy and can hold you back in progressing your career to the next step. If this is your situation, you can unlock your full potential by having your skills recognised by ACFB!

All applications for RPL are considered by ACFB's Course Coordinator and NO claims for RPL will be considered unless accompanied by the relevant documentation outlined below.

### How does the RPL process work?

An RPL application may take between 10-21 business days to process from when we receive your completed forms and supporting evidence. We will then map out your RPL, and email you with details of:

- Any RPL you may be entitled to,
- Any further evidence we may require (this may also include practical demonstrations) \*
- Any units you may still have to complete
- (If applicable) The amended course price (which will include the RPL) fee.

You must then approve and sign your RPL summary if you wish to enrol. Please note: All RPL applications will be processed and agreed PRIOR to your enrolment being approved.

\*Please note: a course deposit may be required if your RPL application includes practical demonstrations.

### Getting Started

To apply for Recognition of Prior Learning (RPL) / Recognition of Current Competency (RCC), follow the instructions below. From our website:

- Step 1. Download this Course cover-sheet and fill in your details.
- Step 2. Download and complete the clustered course section form(s) you would like to gain Recognition for.
- Step 3. Download and complete all relevant unit of competency forms which are listed in the clustered course section forms.
- Step 4. Submit all above forms and evidence via: [admin@acfb.edu.au](mailto:admin@acfb.edu.au) or mail: Suite 4/333 Mitcham Rd, Mitcham, Victoria, 3132 to: Att: Program Manager- RPL Application

First Name	_____	Surname	_____	Date of Birth	_____
Gender	_____	Phone Number	_____	State	_____
Address	_____	City/ Suburb	_____	Postcode	_____
Email	_____				

### Previous Qualifications

In the area below, please list all relevant qualifications that you feel would assist you in your claim for RPL.

### Previous Experience

In the area below, please list all relevant experience that you feel would assist you in your claim for RPL.