

RPL APPLICATION & ASSESMENT FORM



STUDENT TO COMPLETE

FIRST NAME	
LAST NAME	
STUDENT ID	
COURSE NAME	
DATE	

STUDENT DECLARATION

I wish to apply for Recognition of Prior of Learning for the units listed at Section 4.

I have attached the copy of original transcript to support my RPL application.

I declare that certified documentation supplied is legitimate, true and correct.

I understand that SBI is not responsible for searching, or discovering any information or supporting evidence on my behalf.

I, _____ have read the RPL Policy and understand that if this application is successful that an RPL will be granted and an update will be made on Student Management System, Wisenet.

(Note: Change in RPL will lead to changes in course duration and fee structure resulting in a change of CoE in PRISMS. By signing this form, you agree to the possible changes in your enrolment).

Student Signature: _____ Date: _____

As a student of Sydney Business Institute Pty Limited, I wish to apply for RPL of the following unit/s. Please find attached a certified copy of my transcript with the relevant unit/s highlighted.

Units learnt at previous study		Units at SBI		OFFICE USE
Unit Code	Unit Name	Unit Code	Unit Name	Granted? Y/N

Note: Misleading and/or false information is viewed as a major breach of ethical behaviour, and will lead to the rescinding of credit. If you are dissatisfied with the outcome of your RPL assessment, please refer to SBI's Student Grievance & Mediation Policy (available on ee.edu.au).

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ASSESSOR TO COMPLETE (tick appropriate box below)

- Transcript has been checked and student is eligible for "RPL" of all units listed above
- Transcript has been checked and student is eligible for RPL of SOME of the units and the explanation is below
- Transcript has been checked and the student is NOT eligible for RPL. An explanation of the reason why is below.

If student is NOT eligible for a unit or units to be recognised for as RPL, please write your reasons why below:

CHECKLIST (OFFICE USE ONLY)

DATE:			
<input type="checkbox"/>	RPL's were assessed based on additional information submitted by the student (e.g. Unit Outline)		
<input type="checkbox"/>	RPL's were assessed based on information sought by EEI staff through publicly accessible means		
<input type="checkbox"/>	The AQF Level is equivalent to the SBI Unit.		
<input type="checkbox"/>	The Learning Objectives match the SBI Unit Learning Objectives.		
<input type="checkbox"/>	Coverage of contents matches the SBI Unit coverage of contents.		
Signed:		Date	