Recognition of prior learning application form

Please complete the relevant sections and attach supporting documents where required. Contact Elite Edge Training Academy if you need help completing this form.

Use this form to apply for recognition of skills and knowledge gained through work, previous training, professional development, volunteering or life experience. An assessor will explain the evidence requirements and any applicable fee before assessment begins.

Student details

Full name	
Student ID, if enrolled	
Qualification or course	
Email	
Telephone	

Units requested

Unit code	Unit title	Relevant experience or previous learning

Your experience

Briefly describe your relevant work, training and experience.

Evidence supplied

☐ Resume or employment records

☐ Position description

☐ Work samples or portfolio
☐ Supervisor or third-party report
☐ Qualification or statement of attainment
☐ Licence or professional development record
☐ Photographs or video
☐ Other evidence

List the attached evidence.

Please note: The assessor may request a competency conversation, practical demonstration, challenge assessment or further evidence. Evidence must be valid, sufficient, authentic and current.

Declaration

I confirm that this application and evidence are my own, complete and authentic. I have disclosed any permitted artificial intelligence assistance. I authorise Elite Edge Training Academy to verify relevant documents and contact issuing organisations or nominated referees.

Name	
Signature	
Date	

Assessor use only

Application received	
Assessor	
Applicable fee confirmed before assessment	☐ Yes ☐ No fee
Evidence authenticity checked	☐ Yes
Training product and licensing requirements checked	☐ Yes
Assessment methods	☐ Portfolio ☐ Conversation ☐ Demonstration ☐ Challenge assessment ☐ Other

Unit code	Outcome	Evidence or assessment reference	Gap identified or action required

Assessment decision and reasons

Student notified in writing	Date: _____
Appeal rights provided	☐ Yes
Assessor signature and date	
Student management system updated	☐ Yes

Document control

Document name	Recognition of prior learning application form
Relevant requirement	Outcome Standards 1.4 and 1.6
Version	v1.1
Document owner	Chief Executive Officer
Date approved	01/10/2025
Date of implementation	01/10/2025
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