

---

**Application for Skills Recognition**  
Recognition of Prior Learning (RPL)  
Recognition of Current Competency (RCC)

Qantas Registered Training Organisation (RTO) will consider applications for RCC or RPL on the basis of supporting evidence provided and the ability of the applicant to demonstrate currency of skills and knowledge.

Please print and fill in the information required in this application form and also attach a list of the Units of Competence you are applying for together with a short list of your evidence against each. Provide your evidence in a portfolio, appropriately linked to each competency (hard copy and/or soft copy portfolio may be provided).

*Sign and date this application. (If you are Qantas Staff, ask your manager to confirm his/her support of your application by signing this form below.)*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Qantas Staff ID: \_\_\_\_\_ Cost Centre No: \_\_\_\_\_

Department: \_\_\_\_\_ Location: \_\_\_\_\_

Postal address: \_\_\_\_\_  
\_\_\_\_\_

Contact Phone Numbers: \_\_\_\_\_ Mobile \_\_\_\_\_

Email address: \_\_\_\_\_

Qualification being sought: *Tick one of the following*

Full Certificate

Part of a Certificate  (Statement of Attainment)

Skills Set  (Statement of Attainment)

Code No and Title of Qualification: \_\_\_\_\_

**Privacy Statement**

Personal information is collected solely for the purpose of our operations as a Registered Training Organisation under the Australian Quality Training Framework administered by the Victorian Government who are the RTO registering authority. The requirements of the registering authority may require the release of your personal information for the purposes of an RTO audit. Under the National Privacy Principles you can access personal information held on you and you may request corrections to information that is incorrect or out of date.

*Applicant's signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

<p><i>Qantas Staff Only:</i> Manager's name _____ Position _____ <i>(Please print the name)</i></p> <p>Manager's signature: _____ Date: _____</p>
---

## COMPETENCY AND EVIDENCE LISTING

What is the highest level of education you have completed? (This information is requested to help us identify the relevant general key competencies required for your RPL application).

Secondary School year 10	
Secondary School year 11	
Secondary School year 12	
TAFE Certificate/Diploma	
University undergraduate degree	
University Postgraduate degree	
Others (please specify below)	

*Name of institution*

*Name of highest qualification achieved*

*(If you have the qualification document and will be using it as part of this application, please attach a photocopy which has been verified and signed either by a Qantas College staff member or an authorising officer).*

(A) List below the **competencies** for which you are applying for RCC / RPL

Competency Code	Competency Title	Supporting Evidence <i>(List the items you will include in your portfolio)</i>

*Copy this sheet if you need to add more competencies and attach as Appendix A*

(B) Indicate below any other **education or training** you have completed

Year(s)	Institution	Course Name	Skills gained

*Attach photocopies of evidence of related training and formal education. If insufficient space attached additional pages marked Appendix (B) to the application*

(C) Indicate below any **life experience** that may be relevant (things you have done in your life which have given you skills relevant to this course e.g. running a family business, being a member of a club or committee, sport coaching)

Year(s)	Organisation	Role	Skills gained

*Attach some form of evidence of life experience. If insufficient space attached additional pages to the application marked Appendix (C)*

(D) Indicate below any **employment history** that may be relevant.

Year(s)	Employer/Position	Role	Skills gained

*Attach your CV and any other evidence of employment history (e.g. letter from your employer or colleagues). If insufficient space attach additional pages to the application marked Appendix (D)*

**SELF ASSESSMENT CHECK TO COURSE LEARNING OUTCOMES**

If you are applying for Skills Recognition against a Qantas College course, match your relevant skills, as listed in the previous four sections, with the course learning outcomes. The course learning outcomes should be indicated in the course information or you can obtain a copy of the course learning outcomes from Qantas College to complete this section.

Course Learning Outcomes	My skills from education, training, life and employment

**APPROVAL**

Competency based on Skills Recognition has been granted to

.....

for the following Units of Competence

Competency Code	Competency Title	Assessor Signature

Approval has not been granted for the following Units as indicated below:

Competency Code	Competency Title	Reason

Approver Signature (Qantas College) .....Date .....

Applicant signature .....Date.....