# ACS recognition of prior learning (RPL) FORM - 2023

**IMPORTANT NOTICE:**

**This document is required to be completed for all Recognition of Prior Learning (RPL) applications and uploaded as a PDF document (*converted from word*) to the application form. Please note scanned versions will not be accepted.**

**Please refer to the ACS Recognition of Prior Learning (RPL) Instruction document which provides detailed information in order to complete this form.**

|  |  |
| --- | --- |
| Applicant Name |  |
| **Applicant Email Address** |  |
| **Applicant Date of Birth** | DD/MM/YY |

**Please complete the following 2 sections:**

1. **Section 1 - Body of ICT Knowledge**
2. **Section 2 - RPL Project Reports (In-depth Knowledge in an area of ICT)**

# SECTION 1 – BODY OF ICT KNOWLEDGE

In the following expandable typing areas, explain **how you have acquired your knowledge** in these topic areas through your professional experience.

*Please refer to the* [*ACS Recognition of Prior Learning (RPL) Instruction document*](https://www.acs.org.au/content/dam/acs/acs-skills/ACS%20RPL%20Instruction%20document.pdf) *for more detail*

|  |
| --- |
| **Professionalism as it applies in ICT:** [Enter 2 category names relating to the chosen area] |
| How have you acquired this knowledge in your working environment for each of the above? Illustrate your depth of knowledge.  [EXPANDABLE TYPING AREA] |
| **Core ICT Knowledge:** [Enter 2 topic names relating to the chosen area] |
| How have you acquired this knowledge in your working environment for each of the above? Illustrate your depth of knowledge.  [EXPANDABLE TYPING AREA] |

# SECTION 2 - RPL PROJECT REPORTS (In-depth knowledge in an area of ict)

The purpose of these reports is to enable you to demonstrate your command and implementation of the Body of ICT Knowledge described in Section 1 of this application.

*Please refer to the* [*ACS Recognition of Prior Learning (RPL) Instruction document*](https://www.acs.org.au/content/dam/acs/acs-skills/ACS%20RPL%20Instruction%20document.pdf) *for more detail*

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Summary:** | | | |
|  | **Project Name** | **Start Date** | **End Date** |
| **Project 1** |  | **mm/yy** | **Mm/yy** |
| **Project 2** |  | **mm/yy** | **Mm/yy** |

|  |
| --- |
| Project 1: <project name> |

1. **Project Summary**
   1. **Identification**

|  |  |  |
| --- | --- | --- |
| Client’s Company Name | Legal Name of Entity | |
| Business Address | Street Address  Suburb State Postcode Country | |
| Contact Numbers | Tel: Telephone (include country and area code) |  |
| Web Address | Web address | |
| Email Address | General email address | |
| Nature of project |  | |
| Location of project |  | |
| Name of your employer |  | |

* 1. **Duration**

|  |  |  |
| --- | --- | --- |
|  | From | To |
| Total project duration | mm/yy | mm/yy |
| Your involvement | mm/yy | mm/yy |

* 1. **Resources**

|  |  |
| --- | --- |
|  | Number |
| Your team size |  |
| Total project team size |  |

* 1. **Personal Involvement**

***Please list the phases of the project in which you were personally involved***

| Start | Completion | Phase Description |
| --- | --- | --- |
| mm/yy | mm/yy |  |
| mm/yy | mm/yy |  |
| mm/yy | mm/yy |  |
| mm/yy | mm/yy |  |

* 1. **Describe your role(s) and responsibilities in the project.**

|  |
| --- |
| [EXPANDABLE TYPING AREA] |

1. **Business Opportunity or Problem**
   1. ***Describe the business opportunity or problem(s) this project addressed.***

|  |
| --- |
| [EXPANDABLE TYPING AREA] |

1. **Solution**
   1. ***Discuss your contribution to the solution, project or engagement.***

|  |
| --- |
| [EXPANDABLE TYPING AREA] |

* 1. ***Describe any design or problem solving methods you used on this project.***

|  |
| --- |
| [EXPANDABLE TYPING AREA] |

* 1. ***List the major deliverables of the project that you were responsible for or contributed to.***

|  |
| --- |
| [EXPANDABLE TYPING AREA] |

1. **Results**
   1. ***Was your solution implemented? If so, describe the role, if any, you had in the implementation.***

|  |
| --- |
| [EXPANDABLE TYPING AREA] |

* 1. ***Assess the overall success or failure of the project*.**

|  |
| --- |
| [EXPANDABLE TYPING AREA] |

* 1. **Lessons Learned**

***In retrospect, what you might have done differently on this project?***

|  |
| --- |
| [EXPANDABLE TYPING AREA] |

|  |
| --- |
| Project 2: <project name> |

1. **Project Summary**
   1. **Identification**

|  |  |  |
| --- | --- | --- |
| Client’s Company Name | Legal Name of Entity | |
| Business Address | Street Address  Suburb State Postcode Country | |
| Contact Numbers | Tel: Telephone (include country and area code) |  |
| Web Address | Web address | |
| Email Address | General email address | |
| Nature of project |  | |
| Location of project |  | |
| Name of your employer |  | |

* 1. **Duration**

|  |  |  |
| --- | --- | --- |
|  | From | To |
| Total project duration | mm/yy | mm/yy |
| Your involvement | mm/yy | mm/yy |

* 1. **Resources**

|  |  |
| --- | --- |
|  | Number |
| Your team size |  |
| Total project team size |  |

* 1. **Personal Involvement**

***Please list the phases of the project in which you were personally involved***

| Start | Completion | Phase Description |
| --- | --- | --- |
| mm/yy | mm/yy |  |
| mm/yy | mm/yy |  |
| mm/yy | mm/yy |  |
| mm/yy | mm/yy |  |

* 1. **Describe your role(s) and responsibilities in the project.**

|  |
| --- |
| [EXPANDABLE TYPING AREA] |

1. **Business Opportunity or Problem**
   1. ***Describe the business opportunity or problem(s) this project addressed.***

|  |
| --- |
| [EXPANDABLE TYPING AREA] |

1. **Solution**
   1. ***Discuss your contribution to the solution, project or engagement.***

|  |
| --- |
| [EXPANDABLE TYPING AREA] |

* 1. ***Describe any design or problem solving methods you used on this project.***

|  |
| --- |
| [EXPANDABLE TYPING AREA] |

* 1. ***List the major deliverables of the project that you were responsible for or contributed to.***

|  |
| --- |
| [EXPANDABLE TYPING AREA] |

1. **Results**
   1. ***Was your solution implemented? If so, describe the role, if any, you had in the implementation.***

|  |
| --- |
| [EXPANDABLE TYPING AREA] |

* 1. ***Assess the overall success or failure of the project*.**

|  |
| --- |
| [EXPANDABLE TYPING AREA] |

* 1. **Lessons Learned**

***In retrospect, what you might have done differently on this project?***

|  |
| --- |
| [EXPANDABLE TYPING AREA] |