

ACS Recognition of Prior Learning (RPL) Form



COMPLETING THE FORM

As part of ACS's Recognition of Prior Learning application pathway, applicants must:

1. Fill and complete the **Recognition of Prior Learning (RPL) Form** in its entirety.
2. Convert the completed RPL Form into a PDF document (i.e., "Save as Adobe PDF"). **Note:** Scanned versions of the form will not be accepted.
3. Save the file including your Application Number and Name in the file name (e.g., "ACS-0312235 Jane Doe RPL").
4. Upload the Form PDF from Step 3 into the ACS Skills Assessment Application.

Applicants must complete the following sections in their entirety:

1. **Applicant Details & Ethical Conduct**
2. **Non-IT Tertiary Qualifications**
3. **Professionalism and Body of Knowledge**
4. **RPL Project Reports (two required)**

1. APPLICANT DETAILS & ETHICAL CONDUCT

Applicant Full Name	
Applicant Email Address	
Applicant Date of Birth	DD/MM/YY
LinkedIn Profile URL (if any)	
Professional Portfolio URL (if any)	

In lodging my RPL Form, I acknowledge that I have read and understood the **ACS MSA Service Agreement**. I understand that I must abide by the **ACS Code of Professional Conduct** and the **ACS Code of Professional Ethics**.

I confirm that the contents of this form are my original submission and no part of it has been copied from any other source except where due acknowledgement is made. I confirm that the submitted explanation of my knowledge and projects truthfully and accurately describe me and my personal involvement in the projects. Furthermore, this submission has not been previously submitted for this or any other application.

In submitting this form as part of an ACS Migration Skills Assessment application, I give ACS permission to retain, compare, copy, and archive for the purposes of detecting plagiarism and/or review by external assessors. I am aware that plagiarism or misrepresentation will automatically invalidate this application, will jeopardise any future applications, and may be reported to the Australian Department of Home Affairs.



2. NON-IT TERTIARY QUALIFICATIONS

Please complete the following information regarding your non-IT Tertiary Qualification/s.

Have you completed a non-IT tertiary qualification (e.g., bachelor's degree or higher)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If you selected “Yes,” provide the details for up to two **non-IT tertiary qualifications** below:

Non-IT Qualification #1

Name of Degree or Award	
University or Institution Name	
Country of Study	
Normal Duration (years/semesters)	
Completion Date	DD/MM/YY

Non-IT Qualification #2

Name of Degree or Award	
University or Institution Name	
Country of Study	
Normal Duration (years/semesters)	
Completion Date	DD/MM/YY

Note: The above qualifications will not be assessed by ACS. An assessor may only use these qualifications as a reference point to support your professional history, skill development, and career progression when reviewing your application.



3. PROFESSIONALISM AND BODY OF KNOWLEDGE

Section 3 will be assessed based on the following document: [The ICT Profession, Professionals and the ACS Body of ICT Knowledge \(CBoK\)](#). Please ensure that you have read and understood the “CBoK.”

Hallmarks of an ICT Professional and their Topic Areas

To complete this section, you must select two topic areas (lettered) from each hallmark below. A total of four topics will be discussed in this section.

Professionalism as it applies in ICT

- Professional ICT Ethics
- Impact of ICT
- Working Individually and in ICT development teams
- Professional Communication
- The Professional ICT Practitioner

Core ICT Knowledge

- ICT Fundamentals
- ICT Infrastructure
- Information and Data Science Engineering
- Computational Science and Engineering
- Application Systems
- Cyber Security
- ICT Projects
- ICT Management and Governance

Professionalism as it Applies in ICT or Data Science

Name your selected two topic areas from the list above (a-e).

Topic Area 1	
Topic Area 2	

How have you developed your skills and knowledge during your professional experience for each of the above?

- Illustrate your depth of knowledge providing clear and concise explanation.
- Limit your response to no more than one and a half pages (approx. 750 words max)

[EXPANDABLE TEXT AREA]



Core ICT or Data Science Knowledge

Name your selected two topic areas from the list above (a-h).

Topic Area 3	
Topic Area 4	

How have you developed your skills and knowledge during your professional experience for each of the above?

- Illustrate your depth of knowledge providing clear and concise explanation.
- Limit your response to no more than one and a half pages (approx. 750 words max)

[EXPANDABLE TEXT AREA]



4. RPL PROJECT REPORTS

In Section 4, you must demonstrate your command and implementation of the knowledge and skill development described in Section 3 (above) by providing **two project reports**.

Each Project Report must demonstrate your in-depth ICT or data science knowledge by:

1. Providing a clear written description of a significant completed project, engagement, or work episode undertaken by you during your professional career,
2. Highlighting your individual skills and contribution to a particular role/s in the profession
3. Confirming your professional currency: Project 1 must have been undertaken within the last two years, and Project 2 must have been within the last four years.

Selecting and Building Your Project Reports

1. A project longer than two years may be used for both reports if it meets at least one of the conditions below:
 - a. The project has clearly defined work efforts which took place in parallel, each with their own solution development and design activities and their own deliverables.
 - b. The project has clearly defined phases that were executed in succession, each with its own solution development and design activities and deliverables. A second project phase that constructs and implements the solution developed by the first phase does not meet this requirement.
2. If you have held non-project roles, such as ICT support or system administration, it is imperative that you supply details of your work experience and challenges faced during your tenure. Highlight your technical expertise, professional experience, contributions to process improvement, client interactions, and problem-solving.
3. Depending on the nature of your role in each project, the Project Report should cover an appropriate selection of factors based on the type of ICT project selected. Factors may include:
 - a. System Analysis and Design and Software Engineering methodologies used.
 - b. Contribution to the processes involved in the design and implementation of enterprise-wide computing systems.
 - c. Programming languages, design paradigms and implementation procedures adopted.
 - d. Database and/or file design and management techniques employed.
 - e. Network topologies, including size, distribution and security facilities installed.
 - f. Project Management and quality assurance techniques followed.
 - g. Internet application design, including database interactivity and security measures implemented.
 - h. Cybersecurity protocols for enhanced project security.
 - i. Data science methodologies to optimize data analysis and decision-making processes.
 - j. ICT managerial activities, demonstrating the nature and extent of responsibilities.

Project Summary

Project 1 Name	
Start Date*	MM/YY
End Date	MM/YY

*This project must have been undertaken within the last two years.

Project 2 Name	
Start Date^	MM/YY
End Date	MM/YY

^This project must have been undertaken within the last four years.



Project Report 1

Completing Your Project Report

- Reports should be written in first-person narrative (I, my, me) to provide clear discussion and ownership of what you did versus what others did. Provide your own thoughts. Do not copy project documentation.
- You must provide clear citation and referencing when drawing on the work of others. Other people's original ideas and methods should be clearly distinguished, and other people's words, illustrations and diagrams should be clearly indicated regardless of whether they are copied exactly, paraphrased, or adapted.
- Diagrams from the project documentation may be helpful, but the text should be in your own words. Please ensure that diagrams are relevant, readable, and help the assessor to understand what you did as a member of the project team.
- If sections or components of the Project Report (below) are not relevant to your participation in the project, then leave the section blank.

Focus on quality, rather than quantity. Each Project Report should be no more than 4-5 pages.

1. About Project 1

Project 1 Name				
Nature of Project				
Location/s of Project				
Name of Your Employer	Legal Name of Entity			
Total Project Duration	From	MM/YY	To	MM/YY
Your Involvement*	From	MM/YY	To	MM/YY

*This project must have been undertaken within the last two years.

1.1 Client Details

Client's Business Name	Legal Name of Entity	
Business Address	Street Address City State Postcode Country	
Web Address		
General Email Address		
Contact Name/s		
Contact Phone Number/s	(incl. country and area code)	(incl. country and area code)

1.2 Project Resources

Your Team Size	#
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Total Project Team Size	#
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1.3 Personal Involvement

a) List the project phases you were involved in.

Start	End	Phase Description
MM/YY	MM/YY	
MM/YY	MM/YY	
MM/YY	MM/YY	
MM/YY	MM/YY	

b) Describe your role/s and responsibilities in the project.

[EXPANDABLE TEXT AREA]

2. Business Opportunity or Problem

a) Describe the business opportunity or problem(s) this project addressed.

[EXPANDABLE TEXT AREA]

3. Solution

a) Discuss your contribution to the solution, project, or engagement.

[EXPANDABLE TEXT AREA]

b) List the major deliverables of the project that you were responsible for or contributed to.

[EXPANDABLE TEXT AREA]

c) Describe any design or problem-solving methods you used on this project.

[EXPANDABLE TEXT AREA]

d) Was your solution/s implemented? If so, describe the role you had, if any, in the implementation.

[EXPANDABLE TEXT AREA]



4. Results

a) Assess the overall success or failure of the project.

[EXPANDABLE TEXT AREA]

b) In retrospect, what would you have done differently on this project?

[EXPANDABLE TEXT AREA]

End of Project Report 1. Continue to Project Report 2 on the next page.



Project Report 2

Completing Your Project Report

- Reports should be written in first-person narrative (I, my, me) to provide clear discussion and ownership of what you did versus what others did. Provide your own thoughts. Do not copy project documentation.
- You must provide clear citation and referencing when drawing on the work of others. Other people's original ideas and methods should be clearly distinguished, and other people's words, illustrations and diagrams should be clearly indicated regardless of whether they are copied exactly, paraphrased, or adapted.
- Diagrams from the project documentation may be helpful, but the text should be in your own words. Please ensure that diagrams are relevant, readable, and help the assessor to understand what you did as a member of the project team.
- If sections or components of the Project Report (below) are not relevant to your participation in the project, then leave the section blank.

Focus on quality, rather than quantity. Each Project Report should be no more than 4-5 pages.

1. About Project 2

Project 2 Name				
Nature of Project				
Location/s of Project				
Name of Your Employer	Legal Name of Entity			
Total Project Duration	From	MM/YY	To	MM/YY
Your Involvement[^]	From	MM/YY	To	MM/YY

[^]This project must have been undertaken within the last four years.

1.1 Client Details

Client's Business Name	Legal Name of Entity	
Business Address	Street Address City State Postcode Country	
Web Address		
General Email Address		
Contact Name/s		
Contact Phone Number/s	(incl. country and area code)	(incl. country and area code)

1.2 Project Resources

Your Team Size	#
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Total Project Team Size	#
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1.3 Personal Involvement

a) List the project phases you were involved in.

Start	End	Phase Description
MM/YY	MM/YY	
MM/YY	MM/YY	
MM/YY	MM/YY	
MM/YY	MM/YY	

b) Describe your role/s and responsibilities in the project.

[EXPANDABLE TEXT AREA]

2. Business Opportunity or Problem

a) Describe the business opportunity or problem(s) this project addressed.

[EXPANDABLE TEXT AREA]

3. Solution

a) Discuss your contribution to the solution, project, or engagement.

[EXPANDABLE TEXT AREA]

b) List the major deliverables of the project that you were responsible for or contributed to.

[EXPANDABLE TEXT AREA]

c) Describe any design or problem-solving methods you used during this project.

[EXPANDABLE TEXT AREA]

d) Was your solution/s implemented? If so, describe the role you had, if any, in the implementation.

[EXPANDABLE TEXT AREA]



4. Results

a) Assess the overall success or failure of the project.

[EXPANDABLE TEXT AREA]

b) In retrospect, what would you have done differently on this project?

[EXPANDABLE TEXT AREA]