RECOGNITION OF PRIOR LEARNING
APPLICATION FORM (ROPL)

Recognition of prior learning (RPL) is a process that assesses your competency—acquired through formal and informal learning—to determine if you meet the requirements for a unit of study. If you believe you have the knowledge and skills required for a particular unit achieved through formal and informal learning you can undergo for RPL process with Learn To Fly Melbourne (LTF).

You can use a variety of documentation to apply for RPL. This includes, but is not limited to:

- *Records of completed training.*
- *Employment documents.*
- *Licenses.*

Any applicant who wishes to have their prior learning, work or flight experience considered must first complete a 'Recognition of Prior Learning Application Form'.

SECTION 1: APPLICANT DETAILS

1.1	Date of Application:	
1.2	Given name:	
1.3	Surname:	
1.4	Email:	
1.5	Residential Address:	
1.6	Phone Number:	
1.7	Date of Birth:	
1.8	Course Name:	☐ AVI50222 ☐ AVI50519 ☐ Other: _____
1.9	Proposed Intake:	

	SECTION 2: PRIOR EDUCATIONAL HISTORY AND FLIGHT TRAINING			
2.1	Do you wish to use your prior learning and educational history as part of your application? (If yes, fill in Section 2. If no, go to section 3) *Please enter all Prior Flight/ Aviation related training commenced in the past.*	☐ Yes ☐ No		
2.2	Name of Course: (Please indicate if course was not fully completed)	Institution Name:	Year Started	Year Finished
2.3				
2.4				
2.5				
2.6				
Applicants must include any documents supporting their claim towards the achievement of the qualifications stated above (statement of attainments, academic transcripts etc.)				

	SECTION 3: AVIATION-RELATED HISTORY AND ACHIEVEMENTS	
3.1	Do you wish to use your aviation-related history and achievements as part of your application? (If yes, fill in Section 3. If no, go to section 4)	☐ Yes ☐ No
3.2	Licence Obtained:	
3.3	Total Flight Hours:	

3.4	Predominant Aircraft Operated:	
3.5	Other Aircraft operated:	
3.6	CASA Theory Completed: (Include year obtained)	I have obtained the following passes in: ☐ RPL Theory _____ ☐ PPL Theory _____ ☐ CADA or higher Theory _____ ☐ CHUF or higher Theory _____ ☐ CSYA or higher Theory _____ ☐ CMET or higher Theory _____ ☐ CLWA or higher Theory _____ ☐ CNAV or higher Theory _____ ☐ CFPA or higher Theory _____ ☐ IREX Theory _____
3.7	Other Theory Completed:	
3.8	Current or Prior Medical Licence Obtained: (Include year of expiry)	I currently hold or have previously held the following: ☐ Class 1 _____ ☐ Class 2 _____ ☐ Basic Class 2 _____
3.9	ASIC Obtained: (Include year of expiry)	I currently hold or have previously held the following: ☐ Red ASIC _____ ☐ Grey ASIC _____
Applicants must include all documents supporting your claim for the above items if they wish to include it as part of the application.		

SECTION 4: WORK-RELATED AND EMPLOYMENT HISTORY		

4.1	Do you wish to use your work-related and employment history as part of your application? (If yes, fill in Section 4. If no, go to section 5 *Please enter all prior flight/ aviation related employment history to support your claim*	☐ Yes ☐ No

4.2	Employer 1 Details

Organisation Name:	
Period of Employment:	From: To:
Reference Name:	
Refence Contact number:	
Professional Relationship to Reference:	

4.3	Employer 2 Details

Organisation Name:	
Period of Employment:	From: To:
Reference Name:	
Refence Contact number:	
Professional Relationship to Reference:	

4.4	Employer 3 Details

Organisation Name:	
Period of Employment:	From: To:
Reference Name:	
Refence Contact number:	
Professional Relationship to Reference:	

Applicants must include an updated copy of their resume if they wish for their work experience to be taken into consideration.

Attach additional sheets as required.

	SECTION 6: ATTACHED DOCUMENT LIST
	Please list the Documents that you are attaching to support your ROPL application

Attach additional rows as required.

SECTION 7: APPLICANT DECLARATION

I hereby declare that I am willing to undergo the ROPL assessment process with Learn To Fly Melbourne (LTF). I have read and understood the following conditions:

- The information and the documents included in this application is accurate and true and has in no way been falsified for the purposes of misrepresenting my information.
- I am happy to work with the assessor in providing any further information or documents as requested.
- My submission of documents and information does not mean acceptance or recognition of my prior learning by Learn To Fly Australia Pty Ltd.
- My ROPL assessment may require additional gap training and assessment to achieve competency for the unit/s.
- I am liable for any of the associated additional costs in these assessments.
- I understand and agree that an incomplete application will not be considered and that I may not receive a response from Learn To Fly Australia Pty Ltd if the application is incomplete.
- I authorise LTF to copy and verify the documents for the purpose of the application.

Signature		Date	