



Recognition of Prior Learning (RPL) Candidate Self- Assessment Tool

This form will be used as a starting point to assess your suitability for RPL. Once you have completed the form kindly post it back to:

KEISIE International University Admissions Office
ATTN: Student Guidance Counselor
Buahn Rd 4 (Hupyeong-Dong)
Chuncheon, ROK 200-691
Email: admissions@keisie.university

To email the document, scan it once you have completed it, and send the scanned copies to the above email

A representative from the Admissions Department will contact you regarding the process

Please complete the information below:

First name			
Surname			
Home address			
Home telephone			
Work telephone			
Mobile			
Email (personal or work)			
Date of birth			
Gender			
Are you a permanent resident of South Korea? (Mark with an X)	Yes		No

1. Industry Experience

In this section you are asked to provide some general information about your current and past industry experiences, both paid and unpaid.

If you have no professional experience, please go to page 4

1.1 From the list below, place a cross (x) in the box of the industry you would like to receive RPL in.

Architectural Design		Fashion		Resource Management	
Business Management		Fine Arts		Social Media	
Civil Engineering		Graphic Design		Sustainable Development	
Corporate Finance		Information Technology		Travel/Tourism	
Curriculum Design		Interior Decoration		Visual Arts & Craft	
Design for Industry		Leadership		Other: _____	
Dental		Library Sciences			
Digital Media		Linguistics & Language			
Education		Mechanical Engineering			
Electrical Engineering		Pharmacology			
Environmental		Property Management			
Executive Education		Real Estate			

1.2 Have you had experience in this industry? Yes No

(X)

↓
Go to Question 3

What was your job role?				
Approximately how long did you work in this industry area?	Yrs		Months	
What were the main tasks you were required to do? List as many tasks you think are relevant?				

If you have further recent industry experience, please attach further evidence and/or your current resume.

2. Self Evaluation

For each industry area listed at Section 1 rate your own knowledge and skills against the list below.

EXAMPLE			
Job Role:	Child Care		
	Yes	No	Possibly
I think my experience is of a high level	X		
I think I am skilled to do this job	X		
	Yes	No	Possibly
I think I am skilled to do this job			
I know how to do these tasks well			
I could explain my experience & provide documentary evidence			
I have attended training courses for this area of work			
I have undertaken much of this work without supervision			

3. Qualifications, Licences and Records of Informal Training

Provide details of any relevant trade certificate, vocational/university qualifications, certificates, licences and records of informal training you may hold and use to support your RPL application.

EXAMPLE	
Details	Date issued
Education Licence issued by MN	31 July 2010
Training Certificate issued by St Lukes	Sept 2009

Qualifications/License/Record of Informal Training	Date issued	Expiry Date

4. Other skills and experience

Provide details of any other knowledge, skills and experience that have not been detailed anywhere else on this form. Include any information on community activities or non paid work activities e.g. volunteering, that you may currently or have participated in the past.

EXAMPLE	
Details	Approximate Dates
Social Wrok Volunteer	1985 – present
Handicap Assisted Driver	1990 - 1998
Language Tutor	2005 - 2011

Details	Approximate Dates

5. Documentary Evidence

A requirement of your RPL application is the inclusion of third party evidence that supports your knowledge, skills and experience. To assist you collect this evidence we have listed below examples of various types of documents that will substantiate your claims.

Your current resume/curriculum vitae along with a number of these documents may be required as evidence.

Please note: Your application for RPL will still be considered if you do not have any of these documents.

Category of evident	Types of evidence	X
Work History	Employment Contract	
	Industry Related	
	Resume/Curriculum Vitae	
	Performance Appraisal	
	Other – please specify	
Industry Related Tasks	Job Description	
	Log Book	
	Job/Task Sheets	
	Photographs/videos/DVDs	
	Site Training Records	
	Other – please specify	
Other Evidence	Job Reference	
	Education History/Transcripts	
	Other – please specify	

Date: _____

Name: _____

Signature: _____