



APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL) & CREDIT TRANSFER (CT)

Step 1: Find out what RPL is about and if you eligible.

Listen carefully in the course induction and read up on our RPL process on the website and in the student information brochure

Step 2: Talk to a trainer about your background, experience and previous qualifications to find out if you are possibly eligible for Recognition in one of our courses.

Step 3: If the answer is a possible yes, then you should complete this application form. It must be completed in full with the appropriate documentation provided to support your claim.

Step 4: Submit the application for assessment.

Step 5: You may be interviewed by the assessor.

Step 6: You will be given an answer in person and/or in writing.

Step 7: If your application is accepted, we will work out an alternate course timetable and adjust attendance and fees according to the approved level approved.

Applicant's Personal Details

Name	
Address	
Email address	
Phone Number	Mobile
Place of Employment (if applicable)	
Name of Program/Qualification you wish to achieve:	
Nat Code	AQF Qualification Name

Notes to assist you to complete this application form

- If you are applying for direct CREDIT TRANSFER only (for applicants who have completed exact competencies in previous learning) please complete this page and Page 2 only and attach copies of qualifications/statements of competencies already achieved.
- If you are applying for RECOGNITION OF PRIOR LEARNING because you feel your previous courses/programs or previous employment, voluntary and life experience is similar to the competencies outlined please complete this page and Page 3 and 4 only.

Declaration by applicant

I believe that the information I have completed in this application is true and correct.

Applicant's signature _____ **Date** _____



DIRECT CREDIT TRANSFER APPLICANTS

For applicants who have completed equivalent units and have evidence of Qualification, Statement of Attainment/s and Statement of Results/s.

PLEASE LIST UNIT/S & ATTACH A COPY OF QUALIFICATION/S AND STATEMENT/S

Unit Number	Unit Title	Date of issue on Certificate or Statement of Attainment	Organisation issuing Certificate/Statement of Attainment

=====

Office use only

Credit Transfer Results

Results of Credit Transfer Application: _____

Results given to applicant: In person / by correspondence

Date results given: _____

Assessor: _____

Signature: _____

Date: _____



RECOGNITION OF PRIOR LEARNING APPLICANTS

TRAINING EXPERIENCE

Training courses/programs previously attended which you consider relevant to the program you are now entering.

List units for which you are seeking RPL

Unit Number	Unit Title

Details of previous training programs attended where you believe they relate to the above units.

Qualification/State ment date of issue	Qualification Title	Issued by	Units the Qualification/Statement relates to

PLEASE ATTACH COPIES OF:

- Qualification/s and/or Statement/s of Attainment as mentioned above
- Statement of Results listing competencies achieved
- Any other documented evidence

Related Work and Life Experience

Current or previous work related activities you believe support your application for RECOGNITION OF PRIOR LEARNING

Organisation	Year/s and months experience	Work related activities	Unit Number these Activities relate to



Please provide any other information or evidence to support this application

Please return this application to your training representative for processing. A desktop assessment of your application and supporting documents will be followed up with you by telephone and a meeting where required. Results will be provided to you in writing.

=====

Office use only

Recognition of Prior Learning Results

Assessors Decision: _____

Date results given to applicant: _____

Assessor: _____ Signature: _____

Date: _____

Support given to applicant	Date
Pre-interview and self assessment	
Evidence gathering	
Assessment Interview conducted	

Evidence submitted

Evidence	Tick	Evidence	Tick
Work samples		Observation at work/training site	
Third party reports		Demonstration of tasks	
Interview questions		Qualification/statements	
Documents from training			