

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

**Step 1:** Find out what RPL is about and if you are 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

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

### 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

**Declaration by applicant**

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

Applicant's signature ..... Date: ...../...../.....

=====

**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 (RPL) 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/Statement 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(RPL) PROCESS:

Organization	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.

**Declaration by applicant**

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

**Applicant's signature:** ..... **Date** ...../...../.....

=====

**Office use only**

**Recognition of Prior Learning Results**

Assessors Decision: .....

.....

.....

.....

Date results given to applicant: .....

Assessor: ..... Signature: .....

Date: ...../...../.....

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

**Evidence submitted**

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