

## CREDIT TRANSFER/RECOGNITION OF PRIOR LEARNING APPLICATION FORM

This form must be read and is to be used for applicants seeking:

- Credit Transfer (CT) - Credit for previous studies in their qualification or
- Recognition of Prior Learning (RPL) - Recognition for previous past experience to go towards their current qualification.

Note: applicants may require both CT and RPL. Should this be the case the applicant is required to complete both Sections 1 and 2 of this form.

Surname			
First Name			
Home Address			
Telephone Number		Email	
Student Number			
Course Enrolled			
Date of Credit Transfer/RPL Application			

### SECTION 1 - CREDIT TRANSFER (CT) APPLICATION CHECKLIST

- Application for Credit Transfer (CT) is undertaken before enrolment commences
- Filled out and signed Credit Transfer Application Form section.
- Academic Transcript Evidence –submit the certified copy of your academic transcript, which lists the UoC you have completed. If you have completed the UoC within a qualification or Statement of Attainment please also attach the certified copy.

List the Unit/s of Competency sought below. (additional lines maybe added)

- Verified unit transcript attached.

APPLICANT EDUCATION HISTORY (Attach another page if more credit transfer is required)

Unit Code	Course Name	Issuing RTO and Code	Office Use Verified
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

## SECTION 2 - RECOGNITION OF PRIOR LEARNING (RPL) CHECKLIST

- Application for RPL is undertaken before enrolment commences.
- Filled out and signed RPL Application Form section.
- Conversation with Course Assessor.
- Direct Evidence that may be required to reflect experience (depending of course requirement) e.g. record keeping systems, operation schedules, spreadsheets developed, correspondence (letters, memos, fax messages and emails) you have written, diary notes you have made, completed job cards for work that you have done during your normal work activities, job specifications developed by you, procedures, monthly, annual or financial reports, business plans, appraisals or team reviews that you have completed, videos of your work, photographic evidence of your work, in other words direct evidence is anything that you have either produced yourself or for which you have been primarily responsible.
- Indirect Evidence that may be required to reflect experience (depending of course requirements) e.g. workplace supervisor reports/references, magazine or newspaper articles about you, prizes, certificates or other forms of commendation, minutes of meetings which contain information on your participation and performance in specific activities, letters of appreciation from clients or work colleagues, references from previous employers, video recordings/photographs of activities you have undertaken which can be verified by a third party, witness testimony or third party reports - this could include statements from other people to support your claim for RPL. You might include managers, supervisors, previous employers, customers and colleagues. These are NOT references: the information contained in this type of statement must be relevant to the learning outcomes, your witnesses may be contacted to verify their reports.
- Any other evidence required (not stated above e.g. personal statements or supplementary evidence). Or as stated in conversation with the Assessor.
- Verified evidence from the above examples attached.
- Refer to the Student Handbook for more information and how we charge.

I declare that the information provided by me within this form and any attachments that I have supplied are a true and accurate record of my vocational education and training credentials.

Signature \_\_\_\_\_

Date:        /        /

### OFFICE USE ONLY

Application received by: \_\_\_\_\_

Date:        /        /

For RPL fees explained and collected: \_\_\_\_\_

Date:        /        /

Verifier signature: \_\_\_\_\_

Date:        /        /

Candidate notified by: \_\_\_\_\_

Date:        /        /