Recognition of Prior Learning (RPL) and Credit Transfer Application Form

Student to Complete

Student Details	
Name:	
Student ID:	
Current Address:	
Course:	

Directions

Please write below why you believe your RPL and/or Credit Transfer application should be assessed? Attach an additional sheet if needed.

If applying for **Credit Transfer** – you must attach a certified copy of your transcript showing competency in the unit / s you are requesting credit transfer for.

If applying for **RPL** - You must provide all the required evidence of prior learning and complete assessment process as set out by your RPL assessor.

(Original documents must be sighted for verification purpose)

Complete the below		
Which are you applying for:	☐ RPL	☐ Credit Transfer (CT)

Add which units you are applying for.

*If you are applying for RPL for the entire course, please work with your RPL assessor to complete this form

Unit code	Unit Name	RPL / CT

Student Signature		**Date:**	

Admin use only

Application is	☐ Accepted	☐ Declined
☐ **If declined – why** Or/ any comments		
Request Approved	☐ Approved	☐ Denied
If denied – why Or/ any comments		

RTO Representative		**Position**	

Evidence Record Form

RPL Officer to Complete

Student Details		
Name:		
Student ID:		
Course:		
Applying for:	☐ RPL	☐ Credit Transfer

Units of Competency	Description of Evidence Presented and Reviewed	Credits Granted

Declaration: RPL and/or Credit Transfer Facilitator has verified the competencies through the evidence presented which may include Academic Transcripts, Awards, Work Certificates and/or evidence of general life experiences.

RPL and/or Credit Transfer Facilitator Name:			
Applicant's Name:			
RPL and/or Credit Transfer Facilitator to verify sighting of **original or certified copies** of Statement of Results or Statement of Attainment or Qualifications as evidence.			
Date Started:		**Date Completed:**	

Evidence attached:	☐ Yes	☐ No
Comments, if any		

SIGNATURES

Signature of Applicant:		**Date:**
RPL and/or Credit Transfer Facilitator Signature:		**Date:**
Academic Manager Signature:		**Date:**

OFFICE INFORMATION

1. Total enrolled hours must equal course hours minus Credit Transfer hours.
2. Students must be enrolled in all units/modules of the course.
3. A copy of the form to be attached to the student's timetable, delivery, and assessment plan.
4. A copy of the form and evidence to be held in the student file for two years.