



RPL/RCC & CREDIT TRANSFER APPLICATION FORM

How do you show evidence of competencies gained via prior learning?

There are many ways that you can show evidence of the competencies you hold. Exemption can only be granted on current evidence, that is, work that has been completed within the last two years.

Following are a few examples of the ways evidence can be provided. You will need to include a variety of these in your application form.

Education and training (RPL)

- Formal, accredited and informal training
- Copies of certificates, qualifications achieved from other courses, school or tertiary results
- Statements outlining courses and or study that you have undertaken and the learning outcomes / competencies achieved from these

Work related experience (RCC)

- Positions held in the workforce
- Resume of work experience which may include reports from work colleagues
- Copies of any statements, references or articles about your employment or community involvement
- Relevant samples of work

Guidelines for Credit Transfer:

- Credit Transfer is directly related to competencies gained
- Credit Transfer procedures require documentation of competencies achieved so that they can be matched with the outcomes of a training course
- It is recommended that Credit Transfer should only apply to units of work that are up-to-date. Therefore units of work completed more than two years previously should not be eligible for Credit Transfer

You should provide :

A Certificate or Statement of Attainment

Academic Transcript

Please remember, the above are only examples. You must provide all the documentation that you can which clearly demonstrates evidence of the competencies claimed.

Where an applicant is required to undergo a challenge test, a fee of \$300 per unit applies.

SECTION 1: PERSONAL DETAILS

First Name

Family Name

USI Number

Postal Address

Contact Number

Email Address



SECTION 2: UNITS OF COMPETENCY

RECOGNITION FOR : COURSE CODE

COURSE NAME

I AM APPLYING FOR RECOGNITION IN THE FOLLOWING UNITS

Unit code	Unit Name

SECTION 3: EDUCATION AND TRAINING

For example: An apprenticeship, trade certificate, certificate, primary/secondary college results, and diploma.
 Please provide details of any individual subjects and short courses which you believe are relevant.

Attach a separate page and clearly number each piece of evidence, add it to your application and list it on this form.

Document Number	Institution	Name of Course / Units	Completed	Date Conferred	Evidence related to: (add unit code)
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		



SECTION 4: EMPLOYMENT EXPERIENCE

Include any relevant work experience such as details of paid, unpaid, voluntary and community work. Give details of the employer, type of work and skills/knowledge involved and the relevant dates. You will need to provide evidence to substantiate the skills and knowledge identified. List the most recent experiences first.

Attach a separate page and clearly number each piece of evidence, add it to your application and list it on this form.

Document Number	Institution	Name of Course / Units	Completed	Date Conferred	Evidence related to: (add unit code)
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		

I, _____ hereby apply for Skills Recognition as indicated above. I certify that the information provided is true and correct, and that the Awards / Certificates / Statements referred to above have actually been awarded or that the subjects for which exemption/s is/are claimed have actually been satisfactorily completed.

Applicant Signature:

Academic Manager Name:

Date (dd/mm/yy):

Academic Manager Signature:

Date (dd/mm/yy):

SECTION 5: RECOGNITION ASSESSMENT OUTCOME

(Office use only)

RPL

RCC

Credit Transfer

GRANTED FOR UNIT(S)

Unit code	Unit Name



SECTION 6: SUMMARY

Further
Comments:

Assessor's Name:

Email:

Signature:

Date:

**If you are dissatisfied with this result, you have the right to appeal.
Appeals must be lodged in writing and addressed to the Academic Manager within 20 working days after receipt of the outcome.**

Applicant Signature:

Date (dd/mm/yy):

Academic Manager
Name:

Academic Manager
Signature:

Date (dd/mm/yy):