

Credit Transfer and RPL Form

Important Information:

Step 1: Find out what RPL and Credit Transfer are about and whether you may be eligible or not.

Step 2: Talk to our staff about your background, experience and previous qualifications to find out if you are possibly eligible for RPL in one of our courses or Credit Transfer for a unit of competency.

Step 3: If the answer is a possible yes, then you should complete this form. It must be completed in full and provided with all supporting evidence/s during submission.

Step 4: Upon submission, you may be interviewed by your assessor.

Step 5: Upon assessment of your application, you will be advised of the outcome in writing.

Step 6: If your application is granted, you will have an updated course and fees accordingly.

Notes to assist you to complete this application form:

- ✓ If you are applying for **CREDIT TRANSFER** only (for Students who have completed exact competencies as part of their previous qualification/s) please complete pages 1 & 2 only and attach achieved copies of qualifications / statements of competencies.
- ✓ If you are applying for **RECOGNITION OF PRIOR LEARNING (RPL)** because you feel your previous courses/programs or previous employment, voluntary and life experience is similar to the competencies outlined please complete pages 1, 3 & 4.

Student Details

Given Name/s			Surname		
Date of Birth			Gender	☐ Male ☐ Female ☐ Other	
Nationality			Student Number		
Address	Street No.		Street Name		
	Suburb		Post Code	State	
Phone Number					
Email					
Country					

Credit Transfer

[illegible]

Student Declaration

I declare that the information and supporting evidences provided by me to the best of my knowledge is accurate and truthful and can be used to verify and assess my Credit Transfer application.

Name	
Signature	
Date	

Office Use Only	
Number of Units Credited	
Updated Course Duration	
Approved By	
Signature	
Position	
Date	

Recognition and Prior Learning (RPL)

List of units which you are seeking RPL:

Unit Code	Unit Title

Details of previous educational qualifications related to RPL units:

Qualification Title	Issuing Institute	Year Issued	AFC Unit/s Related to the Qualification

Details of work experiences in support of your RPL application:

Work Title and Key Activities	Employment Dates	Organisation	AFC Unit/s Related to your Experience

Supporting Evidences Checklist:

Please check that you have:

- ☐ RPL application cover sheet
- ☐ Attached certified academic transcripts
- ☐ Attached certified academic certificates
- ☐ Attached employment reference letter
- ☐ Attached evidence of work samples, if relevant
- ☐ Attached evidence of third-party reports, if relevant
- ☐ Attached observation evidence at work/training, if relevant
- ☐ Any other evidence in support of RPL application, if relevant

Student Declaration

I declare that the information and supporting evidences provided by me to the best of my knowledge is accurate and truthful and can be used to verify and assess my RPL application.

Name	
Signature	
Date	

Office Use Only	
RPL Outcome	
Assessed By	
Signature	
Position	
Date	
Recorded in the SMS	
Saved in the Student Folder	