



Application form for Recognition of Prior Learning or Credit Transfer

What is the difference?

Recognition of prior learning (RPL) is an assessment process where it is possible for a person to be given credit for formal or informal training previously undertaken or experience gathered through work and life experiences, where it relates to the course they are enrolling in.

Credit transfer is a process through which a person may be granted credit for previous formal training only where it can be shown that the content of that previous training is substantially the same as the course they are about to enrol in.

Application for credit transfer (please complete only part 1 of this form)

Part 1 – Credit transfer application

Name _____

Address _____

Phone contact/s _____

Course enrolled in now _____

Student number (if applicable) _____

Date of application _____

Course or units of competency seeking credit for (name and code)	Formal courses or subjects in courses previously completed (name and code)	Evidence (see note)

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Last checked	Jan 2010		
Version number	two		

Note:

- Evidence must consist of the original or a certified true copy of the qualification or statement of attainment. No non certified photocopies will be accepted.
- If providing a qualification, you must also provide a copy of the supporting document or transcript, of the units of competency / modules which made up the qualification.

Part 2 – Application for RPL

Before completing this form please read the 'RPL application process' information sheets.

Name _____

Address _____

Phone contact/s _____

Course enrolled in now _____

Student number (if applicable) _____

Date of application _____

Some of the evidence you should consider collecting to support your application (tick off)

- job descriptions
- evaluations from supervisors
- letters from clients
- references from employers outlining your responsibilities
- awards
- certificates of completed courses and qualifications
- your resume
- Licences and/or endorsements

Record your evidence in the following boxes.

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Employment History

Employer's name	Period of Employment	Duties / tasks

Please attach supporting evidence to your application or if insufficient space in the boxes provided.

Previous Courses / Study

Course	Institute	From / To	Completion Y / N

Membership to Professional Organisations

Name of organisation	Date of membership	Primary objective of org.

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Relevant Licenses / endorsements held

License type	State of Issue	Date of issue	Expiry date

Attach certified copies of all evidence on which you are basing your application (or copy the originals and let the assessor sign the original and the copy). Attach further evidence if insufficient space.

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