

RPL and Credit Transfer Application Form

Relevant Standards SRTO 2015: 1.3 (b) The National Code 2018: Standard 2.3, 2.4, 2.5	Relevant Documents Individual Training Plan RPL and Credit Transfer Policy and Procedure RPL and Credit Transfer Evidence Record Form
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Student to complete the following sections:

Student ID	
Student Name	
Current Address	
Current Course	

Have you provided all relevant evidences/documents for the RPL and/or Credit Transfer?	
Grounds RPL and/or Credit Transfer	
<i>Please write why you believe your RPL and/or Credit Transfer application should be assessed? Attached an additional sheet if needed. Provide all the required evidence of prior learning and complete assessment process as set out by the RPL Officer</i>	
Student Signature	Date:

ADMIN use only

Application is	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined
RPL and/or Credit Transfer approved	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments, if any	
Approved by	Date:

RPL and Credit Transfer Evidence Record Form

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RPL Officer to Complete:

Student ID				
Student Name				
Course for which applicant is seeking RPL/Credit Transfer				
Applying for	<input type="checkbox"/>	RPL	<input type="checkbox"/>	Credit Transfer

Units of Competency <i>Code & Name</i>	Description of Evidences Presented and Reviewed <i>All the originals must be sighted for verification purpose</i>	Credits Granted <i>Full/Partial</i>

Declaration: RPL and/or Credit Transfer Facilitator has verified the competencies through the evidences presented which may include Academic Transcripts, Awards, Work Certificates and/or evidences 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	
Comments			

Evidence attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments, if any		
Signature of Applicant		Date:
RPL and/or Credit Transfer Facilitators Signature		Date:
Academic Manager Signatures		Date:

Note:

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 time-table, delivery and assessment plan.
4. A copy of the form and evidence to be held in the student file for two years.