APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL) & CREDIT TRANSFER (CT)

Step 1: Find out what RPL and CT are about and whether you are eligible or not.
Focus during orientation and read up on our RPL/CT process on the website and in the student information brochure.

Step 2: Talk to a trainer 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 on one of unit of competency.

Step 3: If the answer is a possible yes, then you should complete this application form. It must be completed in full and provide the support document prior the submission.

Step 4: Submit the application for assessment.

Step 5: You may be interviewed by the assessor.

Step 6: You will be given an answer in person and/or in writing.

Step 7: If your application is granted, you will have an alternate course timetable with adjust attendance and fees accordingly.

Notes to assist you to complete this application form

➢ If you are applying for direct **CREDIT TRANSFER** only (for Students who have completed exact competencies in previous learning) please complete this page and Page 2 only and attach copies of qualifications / statements of competencies already achieved.

➢ If you are applying for **RECOGNITION OF PRIOR LEARNING** because you feel your previous courses/programs or previous employment, voluntary and life experience is similar to the competencies outlined please complete this page and Page 3 and 4 only.

Student's Personal Details

Full Name	
Student Number	
Address	
Email address	
Mobile Number	
Course	
Place of Employment (if applicable)	

DIRECT CREDIT TRANSFER STUDENTS

For Students who have completed equivalent units and have evidence of Qualification, Statement of Attainment/s and Statement of Results/s.

PLEASE LIST UNIT/S & ATTACH A COPY OF QUALIFICATION/S AND STATEMENT/S

Details of Previous Study		Credit Transfer Sought from Rockford Subjects		Office use	
Unit Code / Unit Title	Year	Unit Code	Unit Title	*G	R

Name of Previous Institution	
Attachment: ☐ Transcript ☐ Other:	

Declaration by Student
I believe that the information I have completed in this application is true and correct.

Student's signature_____ **Date** _____

Office use only

Academic		Remaining Units: _____		Student Services Officer	
No of Units Credited:		**Tuition Fees:** _____		☐ Update academic record ☐ Update database	
Adjusted Course Duration:		**Credit Transfer Fees:** _____			
Approved by:		**Misc Fees:** _____		**Processed by:**	
Date:		**Total Fees:**		**Date:**	
G*: Granted R*: Refused		**Admissions:**	**Accounts:**		
Notes:		☐ L.O.O ☐ C.O.E **Processed by:** **Date:**	**Payment:** **Processed by:** **Date:**		

RECOGNITION OF PRIOR LEARNING STUDENTS

TRAINING EXPERIENCE

Training courses/programs previously attended which you consider relevant to the program you are now entering.

List units for which you are seeking RPL

Unit Code	Unit Title

Details of previous training programs attended where you believe they relate to the above units.

Qualification/Statement date of issue	Qualification Title	Issued by	Units the Qualification/ Statement relates to

PLEASE ATTACH COPIES OF:
- Qualfication/s and/or Statement/s of Attainment as mentioned above
- Statement of Results listing competencies achieved
- Any other documented evidence

Related Work and Life Experience

Current or previous work related activities you believe support your application for RECOGNITION OF PRIOR LEARNING

Organisation	Year/s and months experience	Work related activities	Unit Number these Activities relate to

Please provide any other information or evidence to support this application

_____

_____

_____

Please return this application to your training representative for processing. A desktop assessment of your application and supporting documents will be followed up with you by telephone and a meeting where required. Results will be provided to you in writing.

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Recognition of Prior Learning Results

Assessors Decision: _____

_____

_____

Date results given to Student: _____

Assessor: _____ Signature: _____

Date: _____

Support given to Student	Date
Pre-interview and self assessment	
Evidence gathering	
Assessment Interview conducted	

Evidence submitted

Evidence	Tick	Evidence	Tick
Work samples		Observation at work/training site	
Third party reports		Demonstration of tasks	
Interview questions		Qualification/statements	
Documents from training			