

RPL and Credit Transfer Application Form

Student Details	
Name:	
Student ID:	
Current Address:	
Course:	
Have you provided all relevant evidence / documents for the RPL and/or Credit Transfer?	
☐ Yes ☐ No	
Grounds RPL and/or Credit Transfer <i>Please write why you believe your RPL and/or Credit Transfer application should be assessed? Attach an additional sheet if needed. Provide all the required evidence of prior learning and complete assessment process as set out by your RPL assessor.</i>	
Student Signature:	
Date:	

RPL and Credit Transfer Application Form

Office use only		
Application is	☐ Accepted	
	☐ Declined	
RPL and/or Credit Transfer approved	☐ Yes	
	☐ No	
Comments, if any		
Approved by		
Signature:		Date:

Evidence Record Form

RPL Officer to Complete

Student Details		
Name:		
Student ID		
Course for which applicant is seeking RPL/Credit Transfer		
Applying for	☐ RPL	☐ Credit Transfer

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

Declaration: RPL and/or Credit Transfer Facilitator has verified the competencies through the evidence presented which may include Academic Transcripts, Awards, Work Certificates and/or evidence of general life experiences.

RPL and/or Credit Transfer Facilitator Name	
Applicant's Name	

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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	☐ Yes	☐ 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 timetable, delivery and assessment plan.
4. A copy of the form and evidence to be held in the student file for two years.