



Application for Recognition of Prior Learning/Credit Transfer

This form enables the applicant to provide information about themselves and their request for Recognition of Prior Learning (RPL) and experience in order to gain credit for that experience against a particular unit of competency (or more). Please refer to RPL/Credit Transfer Policy and Procedure for further details.

Student Details			
Student Name:		Student ID:	
Passport Details:	Country:	Passport No:	Date of Birth:
Course Name:		Intake Date:	
Information in Australia			
Address			
Email Address:		Phone No:	
Units for which RPL is sought (code and title)			
Documentary Evidence Attached:			
<i>List the documents and attach them to the application in the order in which they are mentioned.</i>			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			



Applicant's Profile:

Describe the skills that you have that relate to this course/unit(s) of competency and how these skills were obtained in a workplace setting or other informal learning settings.

Identify the evidence you have which supports your application for RPL, indicating clearly:

- 1. Your skills, knowledge and competencies*
- 2. How these skills specifically relate to the units you are claiming RPL for.*
- 3. Documentary evidence to support these acquired skills, knowledge and competencies.*



Identify any relevant, broader experience that you believe you have that may have been gained while working in other environment than an employment situation (ie community work, volunteering).

Applicant's Declaration:

I, _____, hereby declare that all the information provided is true and correct, and that all documentary evidence belongs to me and is the product of my life long work experience.

I attach to this application the following:

Copies of all academic documentations Evidence of work experience Third Party Reports
 Payment of \$250 for the initial application review Payment of \$200 per unit of RPL sought

Prior to applying for RPL, I was issued with the "RPL Policy and Procedure" and explained in full the process and the requirements, with which I fully agree.

Student Signature: _____ Date: _____

Referees / Third Party Reports

Referee 1	Referee 2	Referee 3
Name:	Name	Name:
Place of Work:	Place of Work:	Place of Work:
Position:	Position:	Position:
Relationship to Applicant:	Relationship to Applicant:	Relationship to Applicant:
Phone No:	Phone No:	Phone No:
Email Address:	Email Address:	Email Address:



Office Use Only			
Received by:	<i>(Pollard English Officer's Signature)</i>		Date
Followed by:	<i>(Pollard English Officer's Signature)</i>		Date:
Approved by the Course Coordinator/Academic Manager? Yes No			
If "No", please provide reasons:			
Was the student notified of the outcome by letter or e-mail?		Yes	No
Were the documents put in the file of the student?		Yes	No
Recorded RPL details on Pollard English student management database?		Yes	No
Notified DIBP via PRISMS?	N/A	Yes	No
Copy kept in the student's file? Yes No			
Administration Manager Signature:			Date: