

# RPL / CREDIT TRANSFER FORM

## PROCESS

### Step 1

Answer the questions on this form to apply for Recognition of Prior Learning (RPL). You can get some-one to help you complete it if needed. You can also attach extra pages if you require more space for answers.

### Step 2

Attach evidence of your skills and knowledge that we can use to assess your prior learning. Your evidence could include:

- certificates or qualifications
- work samples
- photos, video tapes, audio tapes
- reports from past employers, schools
- information from personal or business referees

### Step 3

When you have completed Steps 1 & 2, we will interview you, assess you and then verify your evidence, for example by contacting people or organisations you listed.

## PART 1: GENERAL INFORMATION

### 1.1 Personal details

Family Name: ..... Given Names: .....

Address: .....

Postcode: ..... State: .....

Telephone: Day: ..... Evening: ..... Mob: .....

Email address: .....

**1.2 Work experience:** List any relevant work experience in the space provided (full or part time, voluntary or unpaid work). Begin with the most recent.

| Employer or Organisation   | What sort of work?  | When? |
|--|---|-------|
| Name: .....<br>.....<br>Address: .....<br>.....<br>.....<br>Contact: .....<br>Phone: ..... | .....<br>.....<br>.....<br>.....<br>.....<br>.....<br>..... |       |
|  |   |       |
| Name: .....<br>.....<br>Address: .....<br>.....<br>.....<br>Contact: .....<br>Phone: ..... | .....<br>.....<br>.....<br>.....<br>.....<br>.....<br>..... |       |
|  |   |       |
| Name: .....<br>.....<br>Address: .....<br>.....<br>.....<br>Contact: .....<br>Phone: ..... | .....<br>.....<br>.....<br>.....<br>.....<br>.....<br>..... |       |

**1.3 Other interests or skills:** List other factors that have helped you to gain relevant skills. For example: assisting in a family business, interests or hobbies.

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| ..... |
| ..... |
| ..... |
| ..... |
| ..... |
| ..... |

**1.4 Other languages:** Do you speak any languages other than English? If so give details

|       |
|-------|
| ..... |
| ..... |

**1.5 Community involvement:** Indicate in the space below, any involvement (including official positions and informal contributions) with a team, club, society or community organisation.

| Organisation  | Describe the sort of involvement?         | When? |
|---|---|-------|
| Name: .....<br>.....<br>Address: .....<br>.....<br>Contact: .....<br>Phone: ..... | .....<br>.....<br>.....<br>.....<br>..... |       |
| Name: .....<br>.....<br>Address: .....<br>.....<br>Contact: .....<br>Phone: ..... | .....<br>.....<br>.....<br>.....<br>..... |       |

**PART TWO: EDUCATION AND TRAINING DETAILS**

**2.1 Secondary school:** What is the highest level of secondary schooling achieved?  
Circle year – **Year 9, 10, 11, 12**

In what year did you complete school? .....

**2.2 Other training:** Have you participated in any formal or informal training? (For example, technical training, university, industry training, professional development programs, education classes, hobby classes). Please provide details.

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**2.3 Other enrolment:** Are you currently enrolled in any other course? Please give details.

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**PART 3: COURSE INFORMATION**

**3.1 Course name:** give the name of course relating to this application (in which you are or will be enrolled).

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**3.2 Personal employment goals:** think about your employment goals – how will this course help you in gaining or changing your employment?

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**3.3 Relevance of prior learning:** how do you believe your experience (as listed above) relate to the skills and knowledge in the course?

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**3.4 Prior learning for which you are seeking recognition:** From the course outline, list the areas or units of competency for which you seek recognition of prior learning. Make sure you have provided sufficient evidence in the sections above (or attach sheet if space is too small).

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**PART FOUR: DECLARATION**

Evidence to support my application is attached. YES  NO

I have accurately completed this form to the best of my knowledge, and I give the RTO permission to contact the people or organisations I have listed to verify my claims.

Name: .....

Signed: ..... Date: .....