

RPL or 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 evidence/documents for the RPL and/or Credit Transfer?

Grounds for RPL and/or Credit Transfer

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

Student Signature	Date:
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ADMIN use only

Application	<input type="checkbox"/> RPL <input type="checkbox"/> Credit Transfer	<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 or Credit Transfer Record Form

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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 Evidence Presented and Reviewed <i>All the originals must be sighted for verification purpose</i>	Credits Granted <i>Full/Partial</i>

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 timetable, delivery, and assessment plan.
4. A copy of the form and evidence to be held in the student file for two years.
5. By signing this form, you have given ATI to verify your Statement of Results, Statement of Attainment, Qualifications, or any other related documents with the Institutions that issued those documents.