

## ST09 Application for RPL or CT

### Section A: Instruction

Please allow up to 10 business days for your request to be processed. You will be notified via email/phone of the outcome of your application and further steps.

- Please read Policy 08: RPL and CT Policy and Procedure on our website before you apply.
- At the time of application you must be enrolled with ACU College or this form could be submitted along with the enrolment form.
- If your application is approved for Recognition of Prior Learning (RPL) you will need to complete the RPL documentation (RPL Kit).

### Section B: Personal Details

Family Name:		Given Name/s:		Student #:	
Email:		Phone No:		Group #:	
<b>Course code and title (towards which RPL/CT is claimed):</b>					

### Section C: Application details

**Recognition of Prior Learning (RPL):** RPL is an assessment process that assesses your competency(s) that may have been acquired through formal (structured program linked to AQF qualification), non-formal (structured program but does not lead to AQF qualification) and informal learning (work and life experiences) to determine the extent to which you meet the requirements specified in the training package or VET accredited courses.

**Credit Transfer (CT):** CT is credit given based on certified documentary evidence of Statement of Attainment/Qualifications.

### Section D: Evidence

Your application must be accompanied by relevant evidence. Please be advised that your evidence will be assessed against the rules of evidence: valid, current, sufficient and authentic.

For preliminary assessment of your eligibility for RPL, you must submit the following documents along with the application. Please follow the naming convention as mentioned (EVxx – name of the document)

EV01 – Current Resume

EV02 – Job description

EV03 – Certified copies of Statement of Attainment/record of results/transcript\* (\*required for CT applications)

### Section E: Course and Unit details (Please list the units you are applying for CT/RPL)

S. No	Unit code and title	RPL	CT	Evidence No.	Granted or not granted (assessor use)
1					
2					
3					
4					

**Section E: Course and Unit details (Please list the units you are applying for CT/RPL)**

S. No	Unit code and title	RPL	CT	Evidence No.	Granted or not granted (assessor use)
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
<b>Student signature:</b>		<b>Date:</b>			

Assessor comments:	Please tick the appropriate action
1. Current unit of competency of the qualification is same as the unit(s) listed above.	
2. Unit of competency is superseded and it is equivalent / non-equivalent. I have compared and established the equivalency between the two units and no further evidence is required.	
3. Unit of competency is superseded and is non-equivalent. I recommend the student to apply for RPL.	
4. Student is required to complete RPL documentation (RPL Kit).	
<b>Other comments:</b>	
<input type="checkbox"/> Communicated the outcome to the student and advised of the next steps.	
<b>Assessor Name:</b>	<b>Signature:</b>
	<b>Date:</b>