



RPL / CREDIT TRANSFER- APPLICATION FORM

WHAT IS RECOGNITION OF PRIOR LEARNING?

Recognition of Prior Learning (RPL) involves the assessment of the previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. RPL is an assessment process (rather than a training process) in which the individual's formal, non-formal and informal learning is assessed. This assessment determines the extent to which that individual has achieved the required competency outcomes and / or partial or total completion of a program of study.

The Student is to complete one of these forms for each unit of competency where Recognition of Prior Learning (RPL) is being applied for. At Alexandra Hills State High School, the assessor and RTO manager will make a recommendation and advise the student and trainer of the actions to be taken.

IMPORTANT – This document is an 'Application for RPL' only. If your application is granted (see Alexandra Hills State High School Use Only section below) then a separate, formal RPL assessment process will be arranged.

Student Name	Click here to enter text.	Date of Birth	Click or tap to enter a date.
School	Click here to enter text.	Trainer	Click here to enter text.

1. Complete one application form for each **unit of competency** within the qualification you are applying for.
2. Attach/Share **ALL** evidence, documents mentioned in the application.

Qualification	e.g. 2020 Certificate II in Tourism	
Unit of Competency which RPL is being applied for:	Code	e.g. SITTIND001
	Title	e.g. Source and use information on the tourism and travel industry

RECORD OF EXPERIENCE		
Element of Competency Click here to search training.gov.au	Reason for RPL <i>(please provide specific working examples of ways in which you have demonstrated these skills)</i>	Supporting Information Provided <i>(e.g. workplace documents or accreditation certificates that may substantiate your application for RPL)</i>



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CREDIT TRANSFER

Alexandra Hills SHS recognises any Qualification and/or Unit of Competency issued by another Registered Training Organisation (RTO).

Learners need to provide a certified Statement of Attainment issued by another RTO that identifies the same unit to those that the learner is enrolling into.

Alexandra Hills SHS will seek verification of the certificates from the issuing RTO and the RTO Manager (or Delegate Officer) will confirm using Student Management (where appropriate). In order to obtain a credit transfer for Units of Competency, the learner will need: a copy of the qualification and transcript OR statement of attainment.

These documents must be certified by a Justice of the Peace (signed and stamped) and verified via USI accounts.

Submit documentation directly to the Head of Senior Schooling/RTO Manager for approval.

AHSHS USE ONLY

ASSESSOR'S RECOMMENDATION

- More evidence required
- Application granted – RTO Manager to initiate RPL assessment process
- Application granted – RTO Manager to initiate Credit Transfer process

Comments (if applicable)

Click here to enter text.

Assessor's Name

Click here to enter text.

Date

Click or tap to enter a date.