

## CREDIT TRANSFER OR RPL APPLICATION FORM

To be completed by applicant or by assisting staff member

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|---|--|--|--|
| <b>Surname:</b>   |  | <b>Title:</b>  |  |
| <b>First Given Name:</b>  |  |  |  |
| <b>Applicant information</b>  |  |  |  |
| The following guidelines apply to applications for Credit Transfer and RPL to The Hammond Institute Pty Ltd:  |  |  |  |
| <ul style="list-style-type: none"> <li>▪ Recognition of Prior Learning (RPL) is the recognition of learning achieved through formal education and training. Qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs.</li> <li>▪ Any student/candidate is entitled to apply for RPL in a course or qualification in which they are currently enrolled.</li> <li>▪ Students may not apply for RPL for units of competence or qualification which are not included in The Hammond Institute Pty Ltd scope of registration.</li> <li>▪ Whilst students may apply for RPL at any time, they are encouraged to apply before commencing a training program.</li> <li>▪ RPL may only be awarded for whole units of competence.</li> <li>▪ RPL will only be assessed when the student's enrolment includes at least one other unit of competence for which the student is participating in training or is seeking recognition. Student may not enrol only for RPL except via the Hammond Institute Pty Ltd recognition service for full qualifications or courses.</li> <li>▪ To apply for RPL, the applicant must complete and submit the following documentation to The Hammond Institute Pty Ltd: <ul style="list-style-type: none"> <li>▪ Credit Transfer/RPL Application Form (this form)</li> <li>▪ Certified copy of the Qualification or Statement of Attainment</li> <li>▪ Student Enrolment Form (if not already enrolled) and USI Number</li> </ul> </li> </ul> |  |  |  |
| <b>Course Title:</b>  |  |  |  |
| <b>Applying for Credit Transfer?</b>  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <b>Applying for RPL?</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Units Held</b>   |  |  |  |
| <b>Unit Name</b>  | <b>Unit Code</b>   | <b>Are they the same as the units you are seeking CT/RPL for? Yes / No</b> |  |
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| <input type="checkbox"/> By signing this form, I certify that the information provided is true and correct.   |  |  |  |
| <b>Signed:</b>  |  | <b>Date:</b>   |  |