

KWSC TRAINING APPLICATION FOR CREDIT TRANSFER AND OR RPL

What is the difference between Recognition of Prior Learning (RPL) and Credit Transfer?

Credit transfer (CT) is a process through which a person may be granted credit for previous formal training only where it can be shown that the content of that previous training is substantially the same as the course they are about to enrol in.

To apply for credit transfer:

Complete parts 1, 2 and 4 of this form only.

Recognition of prior learning (RPL) is an assessment process where it is possible for a person to be given credit for formal or informal training previously undertaken or experience gathered through work and life experiences, where it relates to the course they are enrolling in.

To apply for RPL:

Complete parts 1, 3 and 4 of this form only.

PART 1 – PERSONAL DETAILS

Name _____

Address _____

Phone contact/s _____

Course enrolled in now (if applicable) _____

Student number (if applicable) _____ Date of application _____

PART 2 – APPLICATION FOR CREDIT TRANSFER

List the units of competency of which you are seeking credit for in the following table. Ensure evidence is attached to your application.

| Unit Code | Unit Name | Evidence (see note) |
|-----------|-----------|---------------------|
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Evidence requirements:

- Evidence must consist of certified copies by a Justice of Peace of the qualification or statement of attainment (or copy the originals and let your assessor sight the original to verify the copy). No uncertified photocopies will be accepted.
- If providing a qualification, you must also provide a supporting document or transcript, of the units of competency / modules which made up the qualification.

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|----------------|-----------|----------------------------------|
| Revision date | July 2009 | <i>Uncontrolled when printed</i> |
| Version number | 6.0 | |

PART 4 - DECLARATION

By submitting this form, I certify that the statements made by me in this application form and any supporting documentation submitted are true and complete. I understand and agree that a false statement made by me may disqualify me from obtaining credit transfer or RPL. Information obtained is used to compile an assessment of eligibility for credit transfer or RPL and will be stored securely in your student file. All information provided is subject to verification by the Compliance Officer of KWSC Training.

Signed _____

Date _____

SUBMITTING YOUR APPLICATION FORM

Please either hand deliver your completed application to:

KWSC Training Administration
Hamilton Room
Level 1 Kedron Wavell Services Club Inc
375 Hamilton Road
CHERMSIDE QLD 4032

Or post to:

Compliance Officer
KWSC Training
PO BOX 107
CHERMSIDE SOUTH QLD 4032

OFFICE USE ONLY

Credit Transfer

Certified / Verified copies of certificates have been submitted
Training plan and other records amended to reflect credit transfer

Yes No
 Yes No

Authorised officer name: _____

Signature: _____ Date: _____

Recognition of Prior Learning

Application referred to: _____

Instructor notes: _____

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