

# Credit Transfer / RPL Application Form



**Credit Transfer** is a process that provides students with credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes from previous studies. Where a student provides suitable evidence, they have successfully completed a unit or module at any RTO, I.G Institute provides credit for that unit or module. In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process.

**Recognition of Prior Learning (RPL)** is the acceptance that skills and knowledge, expressed as units of competency, are acquired through many sources such as life experiences, work experience, formal and informal training. RPL assessment is a process to enable students to demonstrate the achievement of these competencies and to be granted recognition for their skills and knowledge upon satisfying specific criteria verifying their competence. Assessment for RPL is carried out to the same standards as any other assessment of the same competencies.

The application form below must be completed and submitted by students wishing to apply for Credit Transfer or RPL. This form must be accompanied by appropriate supporting evidence as discussed with your I.G Institute Learning & Development Consultant.

## Application for Credit transfer / RPL

Course Code		Course Name			
<b>PERSONAL DETAILS (Legal name as per photo ID, which will need to be sighted to verify legal name)</b>					
TITLE	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other _____				
GIVEN NAME			PREFERRED NAME		
FAMILY NAME			GENDER (Tick ONE box only)	<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Not specified
EMAIL			PREFERRED CONTACT METHOD	<input type="checkbox"/> Mobile	<input type="checkbox"/> Email
STREET NO/NAME					
SUBURB			STATE		POSTCODE
Have you studied with us previously?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, when was your last year of study?			USI Number		
Reason for leaving previous trainer?					
<b>Units of Competency (Completed)</b>					
Unit Code	Unit Title				Competency Achieved

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I have attached the following initial testamurs / other evidence:	
Student Signature:	
Date:	

### Verification of Documentation

I.G Institute recognises verified testamurs from other Registered Training Organisations. This applies to all cases, including students seeking credit transfer for previous study, and personnel documentation.

Where documentation is provided by the student, is a copy of the original, the copy must be an 'original copy' certified by a person who is on the list of approved witnesses who can verify documents. A list of approved witnesses is available at the Commonwealth Attorney General's Department website at:

[www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx](http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx).

Where I.G Institute personnel are verifying student documentation:

1. The *original* documentation is sighted.
2. Where there is doubt over the authenticity of a testamur, the document is confirmed with the relevant issuing organisation.
3. A copy of the original documentation is taken.
4. The I.G Institute representative may certify the documentation by signing and dating that the documentation has been verified, with the statement "I confirm that this document is a true and accurate copy of the original".

Administration Only				
1.	Have you cited the original document?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	Take a copy and the wording 'original sighted' is to be placed on the copy and MUST include your name initials and date sighted	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2.	A copy of the certificate is attached to this form BUT NOT CERTIFIED	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	The student is to be advised that a CERTIFIED notation is to be on the copy of their certificate and provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	Un Certified Copies of Certificates are NOT PROCESSED	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Admin Name		Date Received		
Admin Signature		Date Returned to QA Admin		

Quality Control - Administration				
NOTE: where applicable to student enrolment government departments may be required to be advised				
1.	Verification of documentation is to be completed Contacting issuing organisation to verify issue - <i>Refer to verification of documents</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2.	Verify that Credit Transfer units of competency map to units of competency for enrolled qualification / course	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

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<b>3.</b>	Credit Transfer GRANTED <input type="checkbox"/> Yes <input type="checkbox"/> No	Student Advised <input type="checkbox"/> Yes <input type="checkbox"/> No	Date
<b>QA Admin Name</b>		<b>Date Received from Admin</b>	
<b>QA Admin Signature</b>		<b>Date Returned to Admin</b>	
	Enrolment Administration to update RTO Data for student	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>4.</b>	Trainer advised of Credit Transfer outcome	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
	New Training Plan provided, signed and on file	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>5.</b>	All relevant documentation is located in Student file	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Admin Name</b>		<b>Admin Signature</b>	<b>Date</b>

Units of Competency Approved		
Unit Code	Unit Title	Approved

INSTITUTE