



APPLICATION FORM - RECOGNITION OF PRIOR LEARNING/CREDIT TRANSFER

PERSONAL DETAILS

Title: Mrs Miss Ms Mr Dr Other: _____ Gender: Male Female

Family name: _____ Given names: _____ Telephone: _____

Date of Birth: ____/____/____ Country of birth: _____ Nationality: _____ Mobile: _____

Address in home country: _____ State: _____ Postcode: _____

Address in Australia: _____ State: _____ Postcode: _____

Email address: _____ Passport/license#: _____

Occupation: _____ How were you introduced to APC? _____

COURSE DETAILS

Course name[s] and code[s] **for which you have achieved a qualification or part thereof:** _____

Qualification for which you are applying for credits: _____

Request type: Recognition of Prior Learning Credit Transfer

Scope: Full qualification _____ competencies only

1. Refer to college website www.apc.edu.au for list of courses and competencies per qualification
 2. For international students, where RPL/CT leads to a shorter course the electronic Confirmation of Enrolment course length will be adjusted accordingly

EVIDENCE

Please attach evidence (including translation into English where the original documents are in another language) of completing competencies by Recognition of Prior Learning (RPL) or Credit Transfer (CT). Evidence may include but is not limited to: certificates, transcripts, references, resumes, duty statements, work performance statements etc. Please use the RPL/CT evidence summary table over page to organise your documents.

FEES

Credit Transfer fees - \$100 per competency (fee not applicable if documents received 6 weeks before course commencement)

Recognition of Prior Learning (RPL) Assessment [\$250 per competency]

Other

TOTAL FEE = \$ _____

METHOD OF PAYMENT

- Direct Deposit (by internet banking, in person at a Westpac branch, using a Westpac Smart ATM or by telegraphic transfer) can be made once we provide you with our bank details as part of our Letter of Offer process. Bank Details will be provided on your **Letter of Offer**.
- Visa or Mastercard online using our secure [BPOINT facility](#). This is a secure payment gateway that ensures your card details are encrypted. You must be the card holder to make payment.

Please quote your **STUDENT NUMBER** and **NAME** when making your payment. Please email a copy of your proof of payment to receipts@apc.edu.au

*All information and conditions are correct at the time of publication and are subject to change without notice.

ACKNOWLEDGEMENT

I confirm that I have read, understood and agree to the conditions of the Recognition of Prior Learning and Credit Transfer Policy.

Signature: _____ Date: ____/____/____

RECOGNITION OF PRIOR LEARNING/CREDIT TRANSFER POLICY

The College recognises that students may come to it with knowledge, skills and abilities from formal education or work/life experiences. The College offers students the opportunity to apply that education or experience to the course they wish to undertake. This policy guides the College in determining how prior learning and credit transfers are to be assessed, granted and applied.

1. Recognition of Prior Learning (RPL) is the recognition of existing skills and knowledge, attained from previous study at non-vocational institutions or from work and life experiences, against those skills and knowledge identified in the elements of the unit or module they wish to study at the College.

1.1 All RPL must be claimed via the submission of the attached RPL forms. It is the student's responsibility to complete the RPL form completely and include all relevant evidence [certified if necessary].

2. Credit Transfer is the recognition of VET study which has been conducted in Australia. Students who have previously studied and successfully completed one or more subjects containing the same competencies as those offered by the College can apply for a Credit Transfer.

2.1 The College recognises AQF qualifications and statements of attainment issued by other VET or non-VET training institutions but evidence must be provided to receive a Credit Transfer. The College accepts qualifications from other RTOs.

2.2 Credit Transfer assesses the course or subject that the student has completed against the required learning outcomes, competency outcomes, or standards in the College's course or subject they intend to study.

2.3 To apply for Credit Transfer students will need to submit certified copies of their transcripts prior to starting with the College [refer to paragraph 3.3 below] with the attached Credit Transfer form.

2.4 If the student is not eligible for Credit Transfer they may be considered for RPL [refer to paragraph 1].

3. Conditions for RPL/Credit Transfer

3.1 All supporting documents supplied must be true and correct [and English translations provided where applicable].

3.2 It is the student's responsibility to ensure that all necessary documentation is provided for assessment.

3.3 All RPL/Credit Transfer applications and enquiries are submitted to the College.

3.4 RPL/Credit Transfer applications must be received with the course application

or at least 6 weeks prior to course commencement, whichever is sooner.

3.5 RPL/Credit Transfer fees¹ apply:

RPL fee: \$250 per unit of competency

Credit Transfer fee²: \$100 per unit of competency

RPL applications are not valid until all RPL fees and any outstanding course fees are fully paid.

1. RPL/Credit Transfer fees are subject to change at any time

2. No fees apply to a Credit Transfer if clause 3.4 is complied with

3.6 If the College requires additional information from the student about their RPL/Credit Transfer application, that information must be returned to the College within 7 days of the student receiving the College's request.

3.7 Students will be notified in writing of an RPL assessment outcome within 21 days of receipt of the application. If the College grants RPL or Course Credit the notice to the student must be signed and returned to the College.

3.8 Where an RPL/Credit Transfer is granted, the student's course duration may be reduced. If the registered provider grants the overseas student RPL or course credit that reduces the overseas student's course length, the provider must inform the student of the reduced course duration following granting of RPL/Credit Transfer and ensure the CoE is issued only for the reduced duration of the course.

3.9 In the event a request for a RPL/Credit Transfer is submitted after the student is granted a CoE by the College, and after the student's visa is granted, and the College approves the RPL/Credit Transfer, the student's course duration on their CoE needs to be adjusted to reflect any reduction in the period of study. A CoE fee will apply and any changes made to the course duration needs to be reported in PRISMS.

3.10 The acceptance of a RPL/Credit Transfer application received after the student is granted a COE by the College is entirely at the College's discretion.

3.11 The College reserves the right to refuse any RPL application prior to course commencement.

3.12 The RPL and/or Course Credit Records and the signed acceptance will be filed in the student management system documents and held for two (2) years after the student ceases to be an accepted student of the College.

3.13 The student is responsible for paying all postage and handling as necessary.

3.14 RPL and Credit Transfer assessments and decisions made by the College are final.

3.15 The decision to assess prior learning or grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.

RPL/CREDIT TRANSFER EVIDENCE SUMMARY TABLE (ATTACH ADDITIONAL PAGES IF REQUIRED)

Subject/Unit of Competency	Describe evidence provided	Result	Assessor signature/date
		<input type="checkbox"/> RPL <input type="checkbox"/> CT	
		<input type="checkbox"/> RPL <input type="checkbox"/> CT	
		<input type="checkbox"/> RPL <input type="checkbox"/> CT	
		<input type="checkbox"/> RPL <input type="checkbox"/> CT	
		<input type="checkbox"/> RPL <input type="checkbox"/> CT	
		<input type="checkbox"/> RPL <input type="checkbox"/> CT	
		<input type="checkbox"/> RPL <input type="checkbox"/> CT	
		<input type="checkbox"/> RPL <input type="checkbox"/> CT	

I, _____ accept the RPL/Credit Transfer outcome as provided above by the College.

Signature: _____ Date: _____