



# Application for Recognition of Prior Learning (RPL) and Credit Transfer (CT)

## Applicant's Personal Details

Name	
Address	
Post code	
Tel	Mobile
Email	

Place of employment (if applicable):

Name of Program/Qualification you wish to achieve:

AQF Qualification Name

National Code

## Notes to assist you to complete this application form:

- If you are applying for direct CREDIT TRANSFER only (for applicants who have completed exact competencies in previous learning) please complete this page and Page 2 only and attach copies of certificates/statements of competencies already achieved.
- If you are applying for RECOGNITION OF PRIOR LEARNING because you feel your previous courses/programs or previous employment, voluntary and life experience is similar to the competencies outlined please complete this page and Page 3 and 4 only.

**Declaration by applicant**

I believe that the information I have completed in this application is true and correct.

**Applicant's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**DIRECT CREDIT TRANSFER** – for applicants who have completed equivalent units and have evidence of Certificates, Statement of Attainment/s and Statement of Results/s. [If Certificate(s), Statement(s) of Attainment and Statement(s) of Results do not have the National Unit Code please ask the Provider to map their Code to the National Code before submitting application.]

**PLEASE LIST UNIT/S & ATTACH A COPY OF CERTIFICATE/S AND STATEMENT/S**

<b>Unit Number</b>	<b>Unit Title</b>	<b>Date of issue on Certificate or Statement of Attainment</b>	<b>Organisation issuing Certificate/Statement of Attainment</b>

<b>Office use only</b>	
<b>Credit Transfer Results</b>	<b>Applicable / Not applicable</b>
<b>Results given to applicant:</b>	
In person / by telephone / by correspondence	
<b>Date results given</b> _____	_____
<b><u>Assessor</u></b> _____	

# RECOGNITION OF PRIOR LEARNING APPLICANTS

## **TRAINING EXPERIENCE**

*TRAINING COURSES/PROGRAMS PREVIOUSLY ATTENDED WHICH YOU CONSIDER RELEVANT TO THE PROGRAM YOU ARE NOW ENTERING.*

**List units for which you are seeking RPL:**

Unit Number	Unit Title

**Details of previous training programs attended where you believe they relate to the above units:**

Certificate/ Statement date of issue	Qualification Title	Issued by	Units the certificate relates to

**PLEASE ATTACH COPIES OF:**

- **Certificate/s and/or Statement/s of Attainment as mentioned above**
- **Statement of Results listing competencies achieved**
- **Any other documented evidence (named and dated)**
- **Third party reports**

## **Related Work and Life Experience**

*CURRENT OR PREVIOUS WORK RELATED ACTIVITIES YOU BELIEVE SUPPORT YOUR APPLICATION FOR RECOGNITION OF PRIOR LEARNING AND RECOGNITION OF CURRENT COMPETENCE*

Organisation	Year/s and months experience	Work related activities	Unit Number to which activities relate

PLEASE PROVIDE ANY OTHER INFORMATION OR EVIDENCE TO SUPPORT THIS APPLICATION

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Please return this application to the School Administration Manager at the School of Volunteer Management for processing. Email it to [enrolments@svm.net.au](mailto:enrolments@svm.net.au) or post it to School Administration Manager, School of Volunteer Management, Lvl 2 228 Pitt St Sydney 2000. Before proceeding, your self-assessment, together with this application will be assessed for eligibility and completeness. You will then be contacted by phone or email to complete your application process (payment and portfolio).

<b>Recognition of Prior Learning Results</b>			
<b><u>Office use only</u></b>			
<b>Assessor's Decision:</b> _____			
_____			
_____			
<b>Date</b> _____			
<b>Assessor</b> _____		<b>Signature</b> _____	
<b>Date results given to applicant</b> _____			
<b>Support given to applicant</b>			<b>Date</b>
Pre-interview and self assessment			
Evidence gathering			
Assessment Interview conducted			
<b>Evidence submitted</b>			
<b>Evidence</b>	<b>Tick</b>	<b>Evidence</b>	<b>Tick</b>
Work samples		Observation at work/training site	
Third party reports		Demonstration of tasks	
Interview questions		Certificates/statements	
Documents from training			