

# RPL/Credit Transfer Application Form

Version: 1.4  
 Issued: 21/6/2017  
 Doc. #: RTOCOM05  
 Authorised by: RTO Manager



**PLEASE READ BEFORE COMPLETING**

1. You must be enrolled in the course, including the units/modules for which you are applying for RPL.
2. You will need to provide supporting documentation and evidence with your application.
3. The RPL Application Pack should be completed and attached to your portfolio of evidence for each unit of competency you are applying for.
4. Original documentary evidence must be sighted by the Assessor and endorsed copies attached to your application.
5. Submit your application, together with your documentary evidence and RPL Application Pack to your Trainer for assessment.

STUDENT'S NAME: .....

ADDRESS: ..... P/CODE: .....

TELEPHONE: Home:..... Business: ..... Mob: .....

COURSE TITLE: .....

UNITS RPL/CREDIT TRANSFER APPLIED FOR (Individual to complete)	OUTCOME	
	Approved	Not Approved

Office Use Only:

Action	Print Name	Date
Assessment conducted by RPL Assessor		
Student notified of assessment outcome		
Assessment details entered into student management system		