

**SFRM02 – Application for RPL/Credit Transfer**

Application #:

**Unit of competency for which you are seeking RPL or Credit Transfer**

AQF Unit of Competency Name / program:

\_\_\_\_\_

National Unit of Competency Code / program:

\_\_\_\_\_

**Personal Details**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Place of Employment (if applicable): \_\_\_\_\_

**Application Notes**

Credit Transfers Only: Complete Page 1 and Page 2

Recognition of Prior Learning Only: Complete Page1, Page 3 and Page 4

**Submission of Evidence**

Please ensure you attach certified copies of all relevant documentation that supports this application.

**Declaration by Applicant**

I declare that the information I have completed in this application and all supporting documentation is true and correct.

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Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Direct Credit Transfer

This is only relevant for students who have completed exact units of competency at another institution.

Please list the Unit Number, Title, Date of Certificate or Statement of Attainment and Name of Registered Training Organisation who issued the Award.

Unit Number	Unit Title	Certificate or Statement of Attainment Date	Name of RTO issuing Award

Please ensure that you attach certified copies of Certificates or Statements of Attainment to this application

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## Recognition of Prior Learning

### Training Experience

List details of previous training that you consider relevant to the unit of competency for which you are seeking RPL:

Qualification Title	Relevant Unit Number and Title	Certificate/Statement of Attainment Date	Name of RTO issuing Award

Other training information that may help demonstrate competency:

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List details of relevant work experience:

Start with your most recent employment. Include the employer's name, address and contact details.

Date dd/mm/yy	Employer Details	Duties	F/T or P/T
From: To:			
From: To:			
From: To:			
From: To:			
From:			

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To:			
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Date dd/mm/yy	Employer Details	Duties	F/T or P/T
From: To:			
From: To:			
From: To:			
From: To:			
From: To:			

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Remember to submit certified copies of evidence of previous relevant work experience including resumes, work samples, employer statements etc.

### **Submitting Information**

- 1.1 Submit this application form together with your course Enrolment Form to Performance English at least 10 working days prior to course commencement.
- 1.2 Include non-refundable processing fee of \$50.00 with your enrolment fee.
- 1.3 Include all relevant evidence associated with this RPL/Credit Transfer application.
- 1.4 This application and supporting documentation will be forwarded to our Assessor for review.
- 1.5 Performance English will notify you in writing of the outcome at least 5 working days prior to course commencement.
- 1.6 If unsuccessful you may appeal the decision at which point Performance English will undertake to reassess your application.

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Office Use Only	
Application #:	
Assessor's Name:	
Assessor's Comments	
Assessor's Decision	
Date:	

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Assessor's Signature:	

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