



## Recognition of Prior Learning/Credit Transfer APPLICATION FORM

Application Details			
Are you currently studying in ATQ COLLEGE?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If YES, what is your current course and start date:			
Unique Student Identifier(USI), If known			
Are you going to give ATQ College a permission to view a USI transcript online?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<a href="https://www.usi.gov.au/students/training-records-and-transcript">https://www.usi.gov.au/students/training-records-and-transcript</a>			
What type of Visa you have?		Visa Expiry Date	
Are you transferring from another education provider in Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Personal Details for Student			
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other: (                    )		
First Name	Family Name		
Gender Details	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	
Address (Australia)			Suburb
State	Postcode	Telephone	
Mobile	Email		
Course Details			
<b>Course Code</b>	<b>Course Name</b>		
<input type="checkbox"/> BSB50215	Diploma of Business		
<input type="checkbox"/> BSB51915	Diploma of Leadership and Management		
<input type="checkbox"/> BSB61015	Advanced diploma of Leadership and Management		
<input type="checkbox"/> FNS40615	Certificate IV in Accounting		
<input type="checkbox"/> FNS50215	Diploma of Accounting		
<input type="checkbox"/> SHB50115	Diploma of Beauty Therapy		
<input type="checkbox"/> BSB52415	Diploma of Marketing and Communication		
<input type="checkbox"/> CHC50113	Diploma of Early Childhood Education and Care		
Fees			
<input type="checkbox"/>	Application for Credit Transfer (\$100)	<b>St.George Bank</b> Account Name: ATQ COLLEGE Account Number: 414571022 Branch/BSB Number: 112-879 SWIFT Code(Number): SGBLAU2S	
<input type="checkbox"/>	Recognition of Prior Learning (RPL) Assessment (\$250 per competency)		
*Please mention Student Full Name as a reference for payment, and send us a copy of receipt at cricos@atqcollege.edu.au			
Checklist			
<input type="checkbox"/> Certificates / Academic Transcripts <input type="checkbox"/> Bio-data page of your passport <input type="checkbox"/> Australian visa (If you are currently in Australia) <input type="checkbox"/> Completed all parts of the Application Form with Applicant's signature <input type="checkbox"/> Payment receipt			



Unit of Competency			
Unit Name (Student to fill out)	Unit Code (Student to fill out)	Approval	Assessor Signature

Checklist	
<input type="checkbox"/>	Certificates / Academic Transcripts
<input type="checkbox"/>	Bio-data page of your passport
<input type="checkbox"/>	Australian visa (If you are currently in Australia)
<input type="checkbox"/>	Completed all parts of the Application Form with Applicant's signature
<input type="checkbox"/>	Payment receipt

Student Agreement			
<p>The decision to grant an exemption or credit in regard to the Recognition of Prior Learning (RPL) rests with the Registrar. Students, who believe that they can satisfy the requirements of any course competency as a result of prior learning, practical experience or both, and wish to be exempted from re-doing this competency, may apply for an exemption.</p> <p><b>Recognition of Prior Learning (RPL)</b> - is the formal recognition of the skills and knowledge a person has regardless of how or where these skills may have been attained, that is, through formal or informal training work experience, (paid and unpaid) voluntary work and life experience. The evidence provided for RPL must address the currency of competencies being assessed.</p> <p><b>Recognition of Current Competency (RCC)</b> - This term is sometimes used. For general purposes the term is synonymous with RPL.</p> <p><b>Credit Transfer</b> - is an arrangement to give a standard level of credit or formal recognition to a learner who has previously achieved competence in a training or educational environment. Some Credit Transfer arrangements are also called Advanced Standing or Exemptions.</p> <p><b>RPL for Entry</b> - is an arrangement where learners are provided access to assessment tools and processes to assist them to meet minimum entry requirements for access to a course or qualification. <b>Applicants will generally be notified in writing of outcome within 10 working days of application.</b></p> <p><b>I declare that all supporting documents supplied is true and correct. Also, I am aware that application for RPL/credit transfer fee is not refundable in any case after submitting payment and application form, and the ATQ COLLEGE reserves the right to refuse any application in accordance with the requirement.</b></p> <p><i>*Note: Where a request for credit transfer is submitted after the student is granted a confirmation of enrolment ("CoE") by the college, the student's course duration on their CoE needs to be adjusted to reflect any reduction in the period of study. Any changes made to the course duration needs to be reported to Department of Education via PRISMS. A CoE fee will apply.</i></p>			
<b>Student Name</b>			
<b>Signature</b>		<b>Date</b>	

**OFFICE USE ONLY**

Name:
Date of Approval:
Signature: