



Recognition of Prior Learning (RPL) & Credit Transfer Application Form

Student to Complete

Student Details	
Name:	
Student ID:	
Current Address:	
Course:	

Have you provided all relevant evidence/documents for the RPL and/or Credit Transfer?		
Grounds RPL and/or Credit Transfer Please write why you believe your RPL and/or Credit Transfer application should be assessed? Attach an additional sheet if needed. Provide all the required evidence of prior learning and complete assessment process as set out by your RPL assessor.		
Student Signature:		Date:



Admin use only

Application is	Accepted	
	Declined	
RPL and/or Credit Transfer approved	Yes	
	No	
Comments, if any		
Approved by		
Sign:		Date:

Evidence Record Form

RPL Officer to Complete

Student Details		
Name:		
Student ID		
Course for which applicant is seeking RPL/Credit Transfer		
Applying for	☐ RPL	☐ Credit Transfer



Units of Competency	Description of Evidences Presented and Reviewed	Credits Granted

Declaration: RPL and/or Credit Transfer Facilitator has verified the competencies through the evidences presented which may include Academic Transcripts, Awards, Work Certificates and/or evidences of general life experiences.

RPL and/or Credit Transfer Facilitator Name			
Applicant's Name			
RPL and/or Credit Transfer Facilitator to verify sighting of original or certified copies of Statement of Results or Statement of Attainment or Qualifications as evidence.			
Date started		Date Completed	
Comments			

Evidence attached	☐ Yes	☐ No
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Comments, if any		
Signature of Applicant		Date:
RPL and/or Credit Transfer Facilitators Signature		Date:
Academic Manager Signatures		Date:

Note:

1. Total enrolled hours must equal course hours minus Credit Transfer hours.
2. Students must be enrolled in all units/modules of the course.
3. A copy of the form to be attached to the Student's timetable, delivery and assessment plan.
4. A copy of the form and evidence to be held in the student file for two years.

Please handover this form at reception desk of ELAN COLLEGE Suite 2, Level 6, 190 Queen Street, Melbourne VIC 3000 || Phone: +61 433 549 009 || Email: elancollegeaustralia@gmail.com