

Credit Transfer / RPL Application Form

Credit transfer means the process of recognising and awarding credit for prior successful completion of an equivalent unit of competency or module.

Recognition of Prior Learning (RPL) is an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which they meet the requirements specified in the training product. RPL is based on evidence of prior skills, learning and/or experience, and is conducted in accordance with Animal Academy's assessment system.

The application form below must be completed and submitted by students wishing to apply for Credit Transfer or RPL. This form must be accompanied by appropriate supporting evidence as discussed with your Animal Academy representative.

Student Name:	
Address:	
Phone:	
Email:	
Course:	
Course Start Date:	
Credit Transfer	
I wish to apply for credit for the following units of competency:	

Recognition of Prior Learning (RPL)

I wish to undertake an RPL assessment for the following units of competency:

Initial Evidence

I have attached the following AQF certification documentation / other evidence:

Verification of Documentation

Where Animal Academy personnel are verifying student documentation:

1. The *original* documentation is sighted.
2. AQF certification document is authenticated with the relevant issuing organisation.

In submitting this application, you acknowledge these processes will occur.

Student
Signature:

Date:

Administration Use Only:		
CT Awarded	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Comments:
CT Processed	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
RPL Package Provided	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Course Fees Amended & New Course Services Agreement Issued	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
RTO Signature:		
Date:		