Application for Recognition of Prior Learning (RPL) or Credit Transfer (CT)

This form must be used to apply for Recognition of Prior Learning (RPL) or a Credit Transfer (CT). It can be lodged online via enquiries@ceputec.edu.au or in person at a PICAC Campus.

Recognition of Prior Learning (RPL) is the acknowledgment of skills and knowledge obtained through formal training, work experience and/or life experience. The purpose of this process is to identify and assess previously acquired skills and knowledge against the required competency standards.

Learners applying for RPL must provide evidence that meets CEPUTEC's criteria. The evidence must clearly indicate that the applicant is able to demonstrate all the required skills and knowledge.

Applications for RPL and the evidence provided will be judged on a number of criteria, namely, to satisfy that it is sufficient, valid and current.

Credit Transfer (CT) refers to a qualification that is equal to the unit you are enrolled in that has been issued by CEPUTEC or another Registered Training Organisation and remains current.

To apply for a CT, students must be able to present their original qualification or Statement of Attainment with national codes and titles that match the current course in which they are enrolled. A CT can only be awarded for an identical Unit of Competency.

Your details

Full (legal) Name:		
Company name (if applicable):		
Telephone:	**Mobile:**	**Email:**
Postal address:		

Details of unit that RPL or CT is being sought
Please complete one form per Unit that RPL or CT is being applied for

Unit code and name:

Please select if you are applying for RPL or CT

RPL:

CT:

Evidence required to apply for RPL

- A copy of your resume which details your skills and experience
- Completion of a description of the specific skills and knowledge for which you are applying for RPL
- Reference of a person or persons with knowledge of the specific skills and knowledge for which you are applying for RPL
- Copies of any qualifications which you believe have relevance toward your application for RPL

Evidence required to apply for CT

- A copy of the Statement of Attainment(s) or Certificate showing the course code, name, your name, and date of issue for the unit that CT is being applied for

Student declaration

I hereby declare that the information and evidence provided with this form is true and correct

Name:	
Signature:	**Date:**

Office Use Only		
Date Received:	Received By:	
Action Taken:		
Name:	Position:	Date: