

FORM

D03/01 RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

INTRODUCTION

Where you have gained relevant skills and knowledge, you may be eligible for **Recognition of Prior Learning (RPL)** or **Recognition of Current Competency (RCC)** of your skills and experiences and/or **Credit Transfer** for any accredited unit previously completed which are in your NITA course.

After applying for recognition, NITA will provide you with an **RPL Applicant Kit** for your completion, so that you may provide relevant evidence of your experiences. Your **RPL Applicant Kit** must be completed and submitted at least 10 working days prior to the commencement of the unit/s where you are seeking RPL. A service fee of \$300 per unit applies, which will be paid by Voyages as part of your tuition fees.

For a **Credit Transfer (CT)** application of same or equivalent units of competency, this Form must be accompanied by originals of your nationally recognised Certificates and/or Statement of Attainments, with detail indicating the units successfully completed including unit codes and titles and dates of completion. Originals of these documents must be sighted by a NITA representative, who will also verify the certification with the issuing training provider. There is no service fee for CT applications.

For further detail, refer to NITA's full Recognition of Prior Learning and Credit Transfer Policy and Procedure on NITA's website or a summary in the Student Handbook.

Name		Class No (if applicable)	
Contact Ph			
Qualification			

I am seeking to apply for RPL, RCC or CT for the units listed below (please refer to the relevant **Course Flyer** available on NITA's website for the list of units or ask one of the NITA staff): *(insert rows if required)*

Unit No	Unit Title	RPL/RCC	CT	ASSESSOR ONLY CT Approved

Candidate Declaration:			
Signature		Date	

FORM

D03/01 RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER



Assessor's Declaration			
Following assessment of the application, I AM / AM NOT satisfied that the applicant has met all the requirements to granted RPL/RCC or CT for the units listed in this application. <i>(Circle answer)</i>			
Assessor's Signature		Date:	
Assessor's Name			

Assessor Notes	

OFFICE USE ONLY	
Staff member actioning this request	Name: _____ Date: / /
Documentation attached (if relevant): For RPL/RCC : RPL Applicant Kit sent by: Email / Fax / Post Date: / / <i>(Circle method)</i> For CT : ORIGINAL nationally recognised Certificates and or Statement of Attainments SIGHTED with detail indicating that the units successfully completed including unit codes and titles and dates of completion. For CT : COPY OF original nationally recognised Certificates and or Statement of Attainments with a signed note indicating that the originals have been sighted.	
The application and supporting documentation has been copied and placed into the student's file.	By: _____ Date: / /
Written correspondence of the outcome has been sent to the applicant within 14 days of receipt of the completed RPL Applicant Kit and CT certification documentation (or as soon as practical where further information is required).	By: _____ Date: / /
Events and notes in aXcelerate updated	By: _____ Date: / /