

## FO 24 SD RECOGNITION INFORMATION SHEET

<p><b>What is recognition?</b></p>	<p><i>Recognition is the process of gathering evidence of what you have already learned from other courses, from life experience, from work experience and from any training provided at work, and assesses this against the requirements of the course or relevant industry Training Package. Recognition includes:</i></p> <ul style="list-style-type: none"> <li>• Recognition of Prior Learning (RPL) – To gather and produce evidence to support recognition of previous learning, training, qualifications or unpaid / volunteer work appropriate to a single unit or a full qualification.</li> <li>• Credit Transfer (CT) – Completion of exact units from one qualification/Unit toward current application/enrolment</li> </ul>
<p><b>Why apply? – What's in it for me?</b></p>	<p>It is important to apply for recognition if you think you already have experience that might be relevant to your course. The advantages of applying for recognition are:</p> <ol style="list-style-type: none"> <li>1. You can work out whether your experience is similar to that required by the course/unit of competency.</li> <li>2. If you have already achieved some of the learning outcomes/performance criteria of the course/unit of competency, you might not have to do those sections again. This could mean finishing your course much earlier, or not having such a heavy course load.</li> <li>3. It means that you only study subjects which are new and challenging. You do not have to study subjects in which you have already gained skills and knowledge.</li> <li>4. It recognises that you are commencing study with many skills - that you are not a total beginner.</li> </ol>
<p><b>How it works – What happens?</b></p>	<ol style="list-style-type: none"> <li>1. If you decide to apply for recognition you will be asked to complete an application form giving details of your relevant experience, skills and knowledge.</li> <li>2. An assessor will help you to decide on RPL, CT or a combination of both and assist you to identify what evidence you need to provide for a successful application. When you feel you have gathered together sufficient evidence, the assessor will arrange a formal interview to discuss eligibility and the recognition process.</li> <li>3. After the RPL or CT process you will be notified of the decision. If your application is successful, you will be deemed competent in the enrolled unit/s. If your application is unsuccessful, you can appeal against the decision if you believe it was unfair.</li> </ol>
<p><b>What do I do now?</b></p>	<p>If you think you might be eligible for recognition, you need to ask for a recognition application form to complete. If you are not sure about whether to apply for recognition, you should:</p> <ul style="list-style-type: none"> <li>· Discuss your situation with the Training Manager</li> </ul>

## FO 23 SD APPLICATION FOR RECOGNITION / CREDIT TRANSFER

<b>Name of Qualification</b>	AQF Qualification Name:  National Code:
<b>Name</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Email address</b>	
<b>Place of Employment (if applicable)</b>	

### Notes to assist you to complete this application

- **Formal training** school, RTOs, TAFE or other colleges, university, industry courses, In-services training, etc
- **Work experience** what you learn on the job, informal training.
- **Life experience** family responsibilities, hobbies, community involvement and volunteer work.

**Please Note:** The information provided on the recognition application is only an application for RPL, once completed and returned an RPL workbook will be forwarded for completion.

### Indicate Evidence to be provided in the way of Attachments

Please list the attachments you will provide a copy of with your workbook, this could include a Resume, work references and supportive documentation to help demonstrate your skills/knowledge in units RPL is applied for.

### Declaration by applicant

I believe that the information I have completed in this application is true and correct.

**Applicant's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## RECOGNITION OF PRIOR LEARNING

List the units in which you would like to apply for recognition

Unit Code	Unit Title	Unit Code	Unit Title

List the types of evidence you have to support this application. This may include samples of work, portfolios, projects, workplace documentation.

Type of Evidence			
Unit Code	Unit Title	Unit Code	Unit Title

**DIRECT CREDIT TRANSFER – FOR APPLICANTS WHO HAVE COMPLETED EXACT UNITS.**

For each unit of competency for which Credit Transfer is being applied for, list the Unit Code and Title, Date of the Certificate or Statement of Attainment you hold, and the Name of the Training Organisation who issued the Certificate/Statement of Attainment.

**PLEASE ENSURE YOU ATTACH A COPY OF CERTIFICATE/S AND/OR STATEMENT/S OF ATTAINMENT**

<b>Unit Number</b>	<b>Unit Code</b>	<b>Certificate or Statement of Attainment Date</b>	<b>Organisation issuing Certificate/Statement of Attainment</b>

**Return this application to the training organisation for processing. The training manager will review your application and follow up with a phone call. An RPL workbook will be forwarded for completion with supporting documents attached and a self assessment completed. This will be followed up with you by telephone/interview if further questions are required.**

**Assessor's comments**

Assessors decision

How results will be given and date

**Notes.**

Assessor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## RPL Notification

Recognition of Prior Learning for the following units of competency has been granted in recognition of:

Unit Competency code	Name

Assessor's signature ..... Date .....

Recognition of Prior Learning for the following units of competency has not been granted in recognition of:

Unit Competency code	Name

Assessor's signature ..... Date .....

Credit Transfer for the following units of competency has been granted :

Unit Competency code	Name

Assessor's signature ..... Date .....