



VE/FE APPLICATION FOR RECOGNITION OF PRIOR LEARNING, CURRENT COMPETENCY OR CREDIT TRANSFER A80

Complete and sign this form to apply for Recognition of Prior Learning, Recognition of Current Competency or Credit Transfer. Please read the information below carefully before completing your details on the reverse of this form.

WHAT IS RECOGNITION OF PRIOR LEARNING OR CURRENT COMPETENCY?

Recognition of Prior Learning or Current Competency (RPL/RCC) is an assessment process that matches the skills and knowledge you have achieved, through study and life/work experience with what would be covered in specific unit/s within a course. Where you successfully complete the RPL/RCC assessment you will receive an ungraded pass for that unit/s.

Credit Transfer is a way of recognising study you have previously completed. If you have successfully completed any of the unit/s in the course in which you are enrolling, or their equivalent, you may be eligible for credit transfer. Victoria University will recognise Qualifications and Statements of Attainment issued by any Australian Registered Training Organisation. Credit Transfer is also available where Victoria University has developed structured qualification linkages from one course/qualification to another. Check with your Department for details. Where Credit Transfer is granted you will be considered to have already successfully completed the unit/s. You do not have to participate in training or assessment activities for that unit/s.

HOW DO I APPLY FOR RPL/RCC?

- You must be enrolled in the unit/s in which you are applying for RPL/RCC.
- Speak with your teacher or Program Manager before you submit your application. They will provide information about evidence you need to provide and/or any assessment tasks you need to complete.
- Make sure you keep a copy of the application form and the evidence for your records.
- Take your application with the evidence attached to the Department. They will sign and date the acknowledgement and return it to you. You will be contacted if you need to attend an interview or participate in an assessment activity.

HOW DO I APPLY FOR CREDIT TRANSFER?

- Speak with your teacher or the Program Manager before you submit your application.
- Provide a certified copy of the Qualification or Statement of Attainment with your application (A certified copy is a photocopy that has been certified as a true copy of the original by a Justice of the Peace or similar person.); OR
- Bring the original documents and a photocopy with you when lodging your application. The documentation you provide must clearly show the unit/s of competency completed.
- Take your application to your Department and they will sign and date the acknowledgement and return it to you. Make sure you keep a copy of the application form for your records.

DO I HAVE TO PAY A FEE TO APPLY FOR RPL/RCC?

There is no fee to apply for Credit Transfer. However, you are required to pay the Tuition Fee for RPL/RCC for the unit/s as usual. If your application is successful the Tuition Fee relating to your total enrolment will be recalculated excluding the unit/s in which you have been granted RPL/RCC. If necessary, a refund will then be made. In most cases there is no other charge made to students for RPL/RCC assessments. If a board/party outside of Victoria University is involved in your assessment process an Assessment Fee may be charged. If an Assessment Fee applies, this will be stated in the information provided by your Department.

WHAT ELSE SHOULD I KNOW?

- RPL/RCC assessments will usually be completed within four weeks. Ask your teacher or Program Manager whether you should attend classes while you wait for the result.
- Credit transfer is only available if you are enrolling in at least one other unit in addition to the one in which you are applying for credit.
- You will be notified of the results in writing.

WHERE CAN I GET MORE INFORMATION?

The staff in your Department can give you more detailed information. They will help you with identifying unit/s in which you could apply for RPL/RCC. They will give you information about any structured qualification linkages that apply to your course/qualification.

IS THERE AN APPEAL PROCESS?

Contact the Head of your Department if you are concerned about the outcome. They will try to resolve any issues you may have. If a suitable resolution cannot be found, you can submit a written appeal. An independent person will review written appeals.

CONTACT

Enquiries [ASKVU www.vu.edu.au/askvu](http://www.vu.edu.au/askvu)
 Phone +613 9919 6100
 Fax +613 9919 4429
 Web www.vu.edu.au/students

STUDENT SERVICE CENTRES

City Flinders
 City King
 Footscray Nicholson
 Footscray Park
 Melton

MAIL TO

Admissions and Enrolments
 St Albans Campus
 Victoria University
 PO Box 14428
 Melbourne VIC 8001

PRIVACY INFORMATION

The personal information we collect on this form is for the purpose of enabling you to enrol in your chosen course of study and for Victoria University to deliver that course and related services to you.

You can access your personal information by contacting us at www.vu.edu.au/askvu or +613 9919 4000.

We collect your personal information in accordance with the Privacy Statement for students (www.vu.edu.au/current-students/student-essentials/commonly-used-forms) and the Privacy Policy (wcf.vu.edu.au/GovernancePolicy/PDF/POU090123000.PDF)

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Please read the instructions on the reverse of this form before you complete the details below. You can submit the form at a Student Service Centre or post to the mailing address on the reverse of this form.

Please write in BLOCK LETTERS using a black or blue pen.

FIRST NAME: _____ STUDENT ID: S _____

FAMILY NAME: _____

OTHER NAMES: _____ CAMPUS: _____

COURSE NAME: _____ COURSE CODE: _____

MAILING ADDRESS: _____

IS THERE A CHANGE OF ADDRESS? IF SO, PLEASE ALSO SUBMIT A PERSONAL DETAILS AMENDMENT FORM _____

DETAILS OF CREDIT CLAIMED (Please ensure the unit of study codes and titles are CORRECT and written in BLOCK LETTERS)

UNIT CODE	UNIT TITLE	OFFICE USE ONLY							
		ANCHOR YEAR	DELIVERY PLAN	TYPE OF CREDIT GRANTED				CREDIT TRANSFER	
				YES	NO	YES	NO	YES	NO

STUDENT SIGNATURE: _____ DATE: / /20

ASSESSED BY (PLEASE PRINT): _____ SIGNATURE: _____ DATE: / /20

AUTHORISED BY (HOD): _____ SIGNATURE: _____ DATE: / /20

VE/FE DEPARTMENT - OFFICE USE ONLY

DATE RECEIVED: / /20 APPLICATION CHECKED (INITIALS): SUPPORTING DOCUMENTATION ATTACHED: YES / NO



RECEIPT OF ACKNOWLEDGEMENT

STUDENT NAME: _____ STUDENT ID: _____ DATE: / /20

Your application for Recognition of Prior Learning/Recognition of Current Competency/Credit Transfer was received on the date shown above.