

# Application for Recognition of Prior Learning, Credit Transfer and/or Course Credit



## General Information

Australian Technical College Western Australia (ATCWA)'s *Recognition of Prior Learning, Credit Transfer and/or Course Credit Policy* is available from Student Administration and/or on the college website.

If you have completed courses comparable to those available at ATCWA, you may be eligible for credit based on your previous learning or study or, alternatively, exemption from all or part of a course.

If you wish to claim credit towards your current course you should refer ATCWA's website for more information or speak to a member of ATCWA staff.

Please allow at least fourteen (14) days for processing. Incomplete applications will not be processed.

If you have applied for a place in a course and you received advice of credit granted in your acceptance letter, you may not need to complete this form.

### When to Apply

Applications should be submitted as soon as all relevant documentation can be provided and by the enrolment closing date for the study period as the award of credit may affect your duration of study. International students must submit the application no later than week two (2) of the study period, but preferably prior to the commencement of the course.

Enrolment deadlines must be met regardless of whether you have received a response to your application for course credit.

Late applications may not be able to be processed prior to the commencement of the study period.

### Where to Apply

Send the completed Application form to Australian Technical College Western Australia (ATCWA), either by hand, or by email to [admissions@atc.wa.edu.au](mailto:admissions@atc.wa.edu.au) or by post to the below address (Supporting documentation must be in the form of original documents or certified copies, ATCWA will not take responsibility for any original documents that are lost in the post so it is recommended you bring the original documents in person to the college or send certified copies electronically or via post)

Student Administration  
Australian Technical College Western Australia  
8 Francis Street  
Perth WA 6000

### Documentation – Students Transferring to ATCWA from Other Institutions

Your application must be accompanied by documentary evidence of your previous studies or experience or your application will not be considered.

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Evidence should be in the form of original documents or certified copies.

Documentation should include for example (but is not limited to):

- Course Description: Course curriculum, brochure etc., aims and objectives, contact hours and, if relevant, any practical placements; and
- Official Statement of Attainment, record of results, testamur (original or certified copy).

If further documentation is required, you will be notified by The Admin Officer or the Student Support Officer.

If you wish to have original documents returned to you, you must enclose a request with a stamped, self-addressed envelope or arrange a mutually convenient time with Student Administration.

## Notification

You will be advised of the outcome of your application in writing via email.

International students on a student visa are required, under Commonwealth legislation, to sign a copy of the written advice advising that credit has been granted and return it to Student Administration to acknowledge acceptance of the credit.

## Privacy Statement

The information on this form is collected for the primary purpose of assessing your application for recognition of prior learning, credit transfer, course credit or exemption for previous studies or experience. Personal information may be disclosed to the providers you have previously attended for verification of your previous studies to make an informed decision about the application. Otherwise your information will remain confidential and will not be disclosed to a third party unless disclosure is authorised or required by law. For further information, please see ATCWA's Privacy Policy available from Student Administration or available on the college website.

## Instructions

- Please read the information sheet carefully before proceeding.
- Complete all details and supply all required documentation.
- Incomplete applications will not be processed.
- Please print in BLOCK LETTERS.
- You will be advised of the outcome of your application in writing via email.

# Application for Recognition of Prior Learning, Credit Transfer and/or Course Credit



Australian Technical College  
WESTERN AUSTRALIA

RTO Code: 41279 CRICOS Code: 03437B

## Personal Details

<b>Surname:</b>	<b>Name:</b>	<b>Student ID (if known):</b>
<b>Address:</b>	<b>Email:</b>	<b>Phone:</b>

## Course Credit Request Details

	<b>Name of course you are enrolled in at ATCWA:</b>		<b>Previous course you were enrolled in at other provider or at ATCWA:</b>		
	<hr/> <b>List the unit(s) below for which you are applying for credit for at ATCWA</b>		<b>Provider Name:</b> <b>List the unit(s) below previously studied for which you are looking a credit for</b>		
<b>S/N</b>	<b>Unit Code</b>	<b>Unit Name</b>	<b>Unit Code</b>	<b>Unit Name</b>	<b>Approved (Yes/No)</b>
					<input type="checkbox"/> Approved <input type="checkbox"/> Denied
					<input type="checkbox"/> Approved <input type="checkbox"/> Denied

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For all applications for recognition of prior learning, you will be provided with a kit that will assist you in supplying the evidence requirements for this application. The process for applying for recognition of prior learning requires different evidence and cannot necessarily be easily identified by review of a Statement of Attainment only; for this reason, applications for recognition of prior learning will require more time for review and assessment. Furthermore, all evidence supplied as part of an application for recognition of prior learning by international students must preserve the integrity of the award you are enrolled in, including that it meets the requirements of the Australian workplace context.

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## Declaration

I have completed all sections and have:

- Supplied all supporting documentation; and
- Requested and been provided with an RPL Kit (If applying for an RPL).

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Director of Studies or Relevant ATCWA Sign Off

Name:			
Position:			
Signature		Date:	

### ~OFFICE USE ONLY~

Documentation Received Date \_\_\_\_\_

Applicant Notified via email date: \_\_\_\_\_

Approved  Denied

Declaration Received date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_