



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

Instructions for Applicant:

- Before completing this application, please refer to the ATCWA's credit transfer and recognition of prior learning policy and procedures which can be accessed on www.atc.wa.edu.au or can be collected at the reception desk.
- If you require assistance to complete this application, please contact us via email to admissions@atc.wa.edu.au or meet ATCWA's student Support Officer in person.
- Submit the completed application with the required evidence in person at ATCWA reception desk or via email to admissions@atc.wa.edu.au or by sending via post to: **Training Coordinator, Australian Technical College Western Australia, 8 Francis Street, Perth 6000 Western Australia.**
- All supporting documentation must be certified copies of the originals as ATCWA cannot take responsibility of any damage or loss may occur during delivery, thus, it is recommended that you send certified copies electronically or via email or by registered post. If you still choose to submit your original documents and you expect ATCWA to return them to you, you must enclose a stamped, self-addressed envelope with a request to send them back via post and you take responsibility of any damage or loss.
- Your application must enclose all applicable evidence as listed under each category in this application.
- If further documentation is required, you will be notified by the Training Coordinator via email.
- You will be advised with the outcome of your application via email within 14 working days from the date of receiving your application. This deadline varies for RPL applications.

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Personal Details:

Full Name:	Date of Birth:	USI:
Postal Address:	Email:	Phone:

Type of Request: (Please select)

- Credit Transfer
- Recognition of Prior Learning

Fees Applicable:

Credit Transfer:

- **Internal:** No charge for the units that you are applying for credit transfer based on the courses that you have completed with ATCWA.
- **External:** This refers to the units that you have completed with other training providers in Australia.
A \$250 of administration fee to be paid with the application. No limits of the number of units so you can apply for any number of units.

Recognition of Prior Learning:

Fees will be decided based on the outcome of the initial assessment of the evidence that you will be submitted along with your application. ATCWA has full right to refuse any RPL request considering the status of the application, evidence requirements and the estimated time for conducting the RPL.

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Credit Transfer Units:

- Complete the table below with the units that you wish to apply for credit transfer.
- Attached certified copies of Statement of Attainment (SoA) or record of Results (RoR) or Academic Transcript (AT) applicable to each unit of competence that you applying for credit transfer.

S/N	Qualification Code & Title	Unit Code & Title	Name of the Provider	Completion Year

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Recognition of Prior Learning:

- Please complete the ATCWA's Recognition of Prior Learning Tool Kit and submit it along with this application.
- Follow the instructions provided in the tool kit to proceed with your application.

Applicant's Declaration

I, declare that the information I have provided in this application is true and accurate to the best of my knowledge. I acknowledge that the provision of inaccurate information, false and fake documentation will result in refusing my application without any condition and without reimbursing the applicable fees and charges. I also agree to abide by the policies and procedures, rules and, regulations of the Australian technical College Western Australia.

Signature of Applicant:	Date:
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Office Use Only

Application Approved: <input type="checkbox"/>	Application Rejected: <input type="checkbox"/>
If rejected, reason for rejection:	

Credits Approved:

S/N	Qualification Code & Title	Unit Code & Title	Evidence Checked & Verified By	Signature

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Approved By

Position:	Director of Studies/Compliance
Name:	Indrani Gunarathna
Signature:	
Date:	