

# Application for Recognition of Prior Learning / Credit Transfer F-01



This form is to be completed by students wishing to apply for Recognition of Prior Learning (RPL) or Credit Transfer (CT). Students are to refer to The Coaching Institute (TCI) policy RTO 1 Recognition of Prior Learning and Credit Transfer prior to completing this application.

A Self Evaluation Form for the qualification sought will be made available to the applicant to assist with this application.

Applications for CT/RPL must be received within 28 days of attendance at Foundations of Coaching Success training. Applications received after this time will not be considered.

To be eligible for CT/RPL towards your course you must demonstrate evidence :

- relevant
- current (cannot have been completed more than 10 years prior to your application)
- satisfies the learning/competency outcomes of the course

Credit transfer or RPL can reduce the cost and the number of units you need to study at TCI.

## Instructions to Students

1. Complete this form (F-01)
2. List of qualifications and associated units, tick units you are requesting CT/RPL for.
3. Complete Attachment B.
4. Complete Attachment C relevant Self-Assessment and establish a portfolio of evidence.
5. Submit Form F-01, Attachments A, B and C to Student Support.

### Apply for Credit Transfer:

Formal learning: Learning completed as part of an accredited qualification offer by another institution

In support of your application for CT you must provide the following evidence relevant to the units of competency for which you are applying:

- Statements of Attainment
- Results sheets
- Completion certificates

### Apply for Recognition of prior learning

In support of your application for RPL you should consider providing the following evidence relevant to the units of competency for which you are applying:

- Statutory declarations of work and experience
- Employment related documents, resumes, duty statements, performance appraisals
- Testimony from employers and clients
- Business plans, business registration documentation, advertising, client information and organisational procedures developed for your business
- Current skills linked to the requirements of the unit of competency at Performance Criteria level. Evidence must be provided to confirm the currency of existing skills and knowledge.

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<b>Date:</b>	
<b>Student Name:</b>	
<b>Address:</b>	
<b>Email:</b>	
<b>Contact Number</b>	

## Course details

Course Code Enrolled:	
Course Name Enrolled:	

I am applying for: (tick as appropriate)

Recognition of prior learning

Credit transfer

I have attached the following statements, certificates; results (have these certified as true copies of original).

### REQUESTING CT/RPL FOR THESE UNITS:

No	Unit Code	Unit Name	RPL/CT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

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## Further evidence

Have you been involved in any other courses? (eg. Staff development programs) Please give details.

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Are you currently enrolled, or participating in, any other course? Please give details.

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## Work Experience summary

Employer	Type of work	Position held	Dates employed

## Other Interests/Skills

List any other things that have helped you to gain skills. For example, being a parent, involvement in school committees, organising a family business, accounts, and involvement in any hobby groups, team, society, association or community organisations.

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Briefly describe your involvement including official positions.

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# Application for Recognition of Prior Learning / Credit Transfer F-01



## Determination (completed after assessment)

In determining your application, TCI have considered:

- Authenticity – the evidence submitted is the students own work,
- Currency – the evidence provided is still current and performable,
- Sufficiency – the evidence provided covers all aspects of the performance criteria for the unit,
- Validity – the evidence provided covers the broad range of skills required to perform in the areas being assessed,
- Historical evidence, and
- Recent evidence.

The Coaching Institute has made a determination on your application for Course Credit.

Your application was (circle one) successful / unsuccessful.

You have been granted credit in the following units:

No	Unit Code	Unit Name	RPL/CT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Student sign:	
Date	
Assessor Name	
Assessor sign	
Date	

Copy to:      1. Student      2.Student file      3. Course Administration

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## Attachments

- A. List of qualifications and associated units.
- B. Payment details.
- C. Students evidence portfolio including completed Self -Evaluation Form.

## Attachment B – Payment details

### RPL Fee Payment

\$300 per unit. This fee must be paid at the time of application.

*Students are reminded that successful RPL and/or Credit Transfer is dependent upon the skills and current competency as demonstrated in the evidence provided by the student and assessed by TCI according to the assessment guidelines. At no time does this application alone guarantee that RPL and/or Credit Transfer will be granted.*

No. of Units \_\_\_\_\_ X 300 = Total Cost: \$ \_\_\_\_\_

### Method of Payment:

Visa       MasterCard

Card Number: \_\_\_\_\_

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

Student signature: \_\_\_\_\_

For Administration Use:	
Receipt No	
Date	
Issued by	

## Attachment C – Student evidence portfolio (including Self Evaluation Form)