



RECOGNITION OF PRIOR LEARNING CREDIT TRANSFER APPLICATION FORM

Section A: Personal Information

Full Name Mr/Ms: _____

Name with Initials: Mr/Ms: _____

Residential Address: _____

Email: _____ nb. To receive notification of the result of your RPL assessment it is essential that you provide an email address

Telephone: _____

Date of Application: _____

Declaration:

I declare that the information contained in this application is a true statement of my education and experience. I authorise Electus to contact any third parties I have identified to verify the accuracy of the evidence that is submitted in support of this application.

Signed: _____

Section C: Employment History Details

Indicate in this section any work experience relevant to your application for Recognition of Prior Learning. Include both fulltime (FT) and part time (PT) work experience, voluntary and paid work. Note that Electus *will not contact representatives from organisations listed in this section*. Confirmation of specific employment history should be provided from the documentation you provide with this application.

Organisations Name	Duration of Employment	Employment Status eg: FT or PT	Position Title	Type of Work Undertaken
1.				
2.				
3.				
4.				
5.				

Section D: Education

Provide in this section details of any educational achievements that may assist with your application for Recognition of Prior Learning. Note that you must provide certified copies of certificates, statements of attainment and course topic outlines for certification that are identified here.

Dates of when study was undertaken	Name of Qualification Received	Name of Educational Organisation (where studies were undertaken)	Results Achieved Eg Pass/Fail
1.			
2.			
3.			
4.			
5.			
6.			

Section E: Other Training

Provide in this section details of any training courses or programs that you have undertaken to develop your skills. This may include internal staff development programs, or programs undertaken to comply with ongoing industry professional development requirements. Note that you must provide copies of certificates, statements of attainments, course topics or testimonials of attendance where certificates were not issued (this must be on the relevant organisation's letter head)

Dates of when study was undertaken	Name of Qualification Received	Name of Educational Organisation (where studies were undertaken)	Results Achieved Eg Pass/Fail
1.			
2.			
3.			
4.			
5.			
6.			

Section F: Assessment Fees

Assessment Fees for RPL are \$125.00 per unit. There is no fee for Credit Transfers.

I am applying for:

_____	Units for RPL @ \$125.00 per unit	\$ _____
_____	Units for Credit Transfer	\$ <u>0.00</u>
	Total Fee	\$ <u> </u>

Payment Methods

Cheques should be made payable to eWord Development Pty Ltd trading as Electus and enclosed with your application.

Electronic Transfer Account name: Eword Development Pty Ltd t/as Electus, BSB: 085-745, Account Number: 574834354 with your student number as reference.

Other

Card type: MasterCard Visa
 Diners Club American Express

Card Number: _____ / _____ / _____ / _____

Expiry Date: ____ / ____

Cardholder's Name:

I authorise Electus to charge _____ dollars to my credit card.

Signature:

Date:

Please send your application and fee to:

The Training Coordinator

Electus

37 Angas Street

Adelaide SA 5000