



Credit Transfer/RCC: Assessment Application Form

Tick ✓		
Recognition of current competency (RCC):	Recognition of Current Competency (RCC) only applies if a learner has successfully completed the requirements previously for a unit of competency or module and is now required to be reassessed to ensure that the competence is being maintained (AVETMISS Standard Edition 2.3 November 2016). In this case no extra skill or competencies are recognised. RCC is an assessment process that may be required for licensing purposes or defined units of competency where skill requirements are regularly updated	
Credit for Prior Studies (Credit transfer)	Credit Transfer relates to institutional recognition of any unit of competency or module a student has successfully completed at any other Registered Training Organisation (RTO). Credit transfer is a process that provides students with agreed and consistent credit outcomes based on identified equivalence in content and learning outcomes between matched qualifications	

Student Details:
(PLEASE PRINT CLEARLY)

Given Name/s:		Date of Birth:	DD / MM / YYYY		
(Family/last) Surname:		Gender:(circle)	M	F	X
Title: (circle)	Ms. Mrs. Mr. Dr. Other_____	Mobile No:			
Drivers licence No:		State		Type	
Street Address:				STATE	P/CODE
Email address:				Alternate No:	
USI Number: Unique Student Identifier:					

Details of Course/Unit You are Applying for

Unit Code:		Name of Unit:	
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NOTE – A new application is required for each Unit of Competency applied for.

Credit for Prior Studies (Credit transfer)

Unit Code:		Name of Unit:	
Issued date:	DD / MM / YYYY	Issued by RTO:	
Certificate Verified	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Verified	DD / MM / YYYY
		Verification Reference	

Recognition of Current Competency (RCC)

Unit Code:		Name of Unit:	
Issued date:	DD / MM / YYYY	Issued by RTO:	
Certificate Verified	Yes / No	Date Verified	DD / MM / YYYY
		Verification Reference	
Licensing Requirement	Yes / No	Licensing Description	
Required for regular update purposes	Yes / No	Update Purpose	
Acceptable for assessment only process	Yes / No	Reason	



Learner Declaration: I (Full legal name) <input type="text"/> declare that: <ul style="list-style-type: none"> • I have been made aware of all terms, conditions and policies involving my enrolment, including complaints & appeals, legislation awareness and the student handbook • The information given in this application is true and accurate to the best of my knowledge • The materials submitted, is my own personal work and I have not participated in plagiarism, copying, cheating or collusion to achieve these recorded results. • If I have any "special needs" or difficulty with language, literacy or numeracy that I will let my trainer/assessor know 	Learner Signature: (sign below)	
	<div style="border: 1px solid black; height: 100px;"></div>	
	Dec. Date:	<u>DD / MM / YYYY</u>

OFFICE USE ONLY	
Assessor's Name: Signature:	
Credit for Prior Studies (Credit transfer):	granted <input type="checkbox"/> <u>not</u> granted <input type="checkbox"/>
Recognition of Current Competency (RCC):	granted <input type="checkbox"/> <u>not</u> granted <input type="checkbox"/>
Date:	

Related Standard/s: Clauses 1.8, 1.12, 3.5