

RPL is a process of being recognised for your prior learning; this can take form of formal qualification (generally - Credit transfer) and/or industry current experience (RPL).

Completing this form does not guarantee you be granted RPL/CT, all evidence supplied will be assessed against the individual unit's requirement by an Approved, Qualified and Current Assessor and/or if you supplied a parchment, the issuing provider will be contacted.

For our Policy and Procedures relating to RPL/Credit Transfer, please refer to our Student Handbook and/or contact our friendly staff directly.

<b>Date</b>	
<b>Name</b>	
<b>Address</b>	
<b>Phone No</b>	
<b>Qualification applied for</b>	<input type="checkbox"/> BSB50120 - Diploma of Business <input type="checkbox"/> BSB50420 – Diploma of Leadership and Management
<b>List unit/s applied for</b>	
<b>Types of evidence supplied</b>	<input type="checkbox"/> Resume`   <input type="checkbox"/> Current Unit/s   <input type="checkbox"/> Superseded Unit/s <input type="checkbox"/> Other -
<b>Payment breakdown discussed with student</b>	Payment includes an Application fee and Assessment fee of \$750 in total. Additional Gap Training may be required, dependent on evidence supplied. Gap Training is additional at \$200 per unit. <input type="checkbox"/> Yes   <input type="checkbox"/> No
<b>ADD RTO HERE's Office Use Only</b>	
<b>Invoice / Receipt Sent</b>	<input type="checkbox"/> Yes   <input type="checkbox"/> No   Date: ____/____/_____

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Document No:	Version No: 3.0 June 2025	Last Modified Date:	1/06/2025
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