MELBOURNE POLYTECHNIC

SKILLS RECOGNITION APPLICATION FORM 20___
– Transfer
– Recognition of Prior Learning (RPL)
– Recognition of Current Competence (RCC)

STUDENT

Student Number		**Date of birth**		**Female**		**Male**	
Legal Family Name							
Legal Given Names							
Address (street & suburb)						**Postcode**	

Melbourne Polytechnic Internal Course Code		**Campus**	
External Course Code			
Name of course for which recognition is sought			

APPRENTICES/TRAINEES ONLY

Are you an Apprentice or Trainee enrolled at Melbourne Polytechnic?　　Yes　　No

INTERNATIONAL STUDENTS ONLY

Are you an overseas student enrolled through the International Office?　　Yes　　No

FEES

Skills Recognition type: Level of Study	Cost
RPL/RCC: All courses - Certificate I to Advanced Diploma - eligible for government subsidised place funding and Fee Maintenance	
RPL/RCC: All courses - Certificate I to Advanced Diploma - ineligible for government subsidised place funding	
Transfers: All courses - Certificate I to Advanced Diploma	Nil
International Students: All courses - Certificate I to Advanced Diploma　　Department to advise	

Documentation Requirements

ADDITIONAL DOCUMENTATION REQUIRED		Yes	No
ALREADY enrolled in course/unit	**NOT enrolled** in course/unit		
	New student: Fully completed VET Enrolment form B/IS/F/7/220A **Student enrolled in the same course** but not the units, fully completed *Addition to Enrolment Form* B/IS/F/7/225		
VET Student Loan application form if required	VET Student Loan application form if required		
Skills Recognition Summary of Evidence and Assessment Form B/AR/F/7/302E	*Skills Recognition Summary of Evidence and Assessment Form* B/AR/F/7/302E		
International student only: *Skills Recognition Application Confirmation* B/AR/F/7/302F	**International student only:** *Skills Recognition Application Confirmation* B/AR/F/7/302F		

SKILLS RECOGNITION ASSESSOR to complete

IMPORTANT INFORMATION FOR THE ASSESSOR: The Skills Recognition process must be carried out in accordance with the relevant procedure: Document ID: B/AR/P/7/302				
Applicant informed of Skills Recognition outcome	Yes/No		Date	
Applicant informed of options for Gap Training	Yes/No		Date	
Apprentices/Trainees ONLY: Employer confirmation of competency received.	Yes/No		Date	

Skills Recognition Assessor Signature _____　Date　d d m m y y y y

Skills Recognition Assessor Name: Please print _____　Contact Number _____

STUDENT DECLARATION

I certify that the information and evidence I have provided for this application is true and correct.

Student Signature _____　Date　d d m m y y y y

MANAGER AND BOARD OF STUDIES CHAIR SIGNATURES

Manager's Signature _____　Date　d d m m y y y y

College Board of Studies Chair Signature _____　Date　d d m m y y y y

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– **Transfer**
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ASSESSOR: Please ensure ALL relevant sections of this form are complete.

Student Number	
Legal Family Name	
Legal Given Names	

TRANSFERS, EXEMPTIONS and CURRENT COMPETENCE
Module/Competency for which Skills Recognition is sought.

TRANSFERS ONLY
Module/Competency previously passed (attach documentary evidence)

FUND SOURCE

APPROVED? Y or N

Melbourne Polytechnic Module/Competency Name	Melbourne Polytechnic Internal Module/Competency Code	Institution where award was granted	Module/Competency	Year/s	T*	EX*	CM*	SCHs*
Melbourne Polytechnic Internal Course Code								

Please attach additional copies of page 2 if required. Number of extra pages attached to document ☐

* CODES and DEFINITIONS - INFORMATION FOR ASSESSOR USE ONLY

Skills Recognition Results	Codes	Definitions
Credit Transfer	T	The SAME or EQUIVALENT* module/competency **has been** successfully completed at Melbourne Polytechnic or ANOTHER educational institution. *For a transfer based on an equivalent unit or module to be granted, a formal correlation must exist (for example a transition mapping) in curriculum documentation.*
RPL/Exemption	EX	The student **has been** successful in applying for **Recognition of Prior Learning (RPL)** in a module/competency
RCC/Current Competence	CM	The student **has been** successful in applying for **Recognition of Current Competence (RCC)** in a module/competency
RPL/Exemption not granted	EXN	The student **has NOT been** successful in applying for **Recognition of Prior Learning (RPL)** in a module/competency
	SCHs	Student Contact Hours **NOTE:** Applies to RPL and RCC ONLY

OFFICE USE ONLY

Academic Records Officer Name: Please print _____ Process Completed

Academic Records Officer Signature _____ Date [d d m m y y y y]