

## CREDIT TRANSFER / RECOGNITION OF PRIOR LEARNING APPLICATION FORM

### Introduction

Recognition of Prior Learning (RPL) is an evidence-based, equitable, and transparent process that assesses prior learning and/or experience, resulting in course credit, which exempts a student from enrolment in a particular subject. The College recognises the value of prior learning and experience. All students who attend the College are entitled to apply for RPL for the course in which they are enrolled. All applications will be assessed equitably and fairly by the College.

Students can also apply for a Credit Transfer (CT) for studies in Hospitality, Cookery or Events which can be credited against studies at Kenvale College.

Applications must be lodged at least 1 week before the Census Date for that academic period or they cannot be processed for the current trimester. It is therefore in your interest to submit your completed application as early as possible. If you are currently enrolled in the unit(s) for which you are seeking RPL or CT, you should consult the Academic Director BEFORE the census date for that academic period.

### Process

Where an applicant has:

- A. Undertaken previous formal study. Please complete Sections A, B & C; and/or D
- B. Extensive work experience. Please complete Sections A, B & E.

### Application Fees

RPL/CT application and assessment fee is \$300.00. RPL Qualification fee is \$2000 (for payment details please see Section F). Please note that once a candidate completes this form and pays the applicable fees, there are no refunds available (regardless of the outcome). All fees must be paid PRIOR to any actions being taken or applications will not be considered.

#### SECTION A: PERSONAL DETAILS (as in passport)

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Family Name:
Given Name:	Date of Birth:

#### SECTION B: COURSE

Course Name:	Intake:
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### More Information

Admissions Department - Kenvale College T 61 2 9314 6213 E [admissions@kenvale.edu.au](mailto:admissions@kenvale.edu.au)

<b>Office Use Only</b>	
Application Fees received and invoice release: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Application Outcome:	Comments:

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<b>Signature</b>	<b>Date:</b>
<b>CT granted for the following subjects:</b>		

### SECTION C: Application Details

Please list all units completed in your previous studies, and the units at Kenvale College you are seeking for CT.

Please refer to the website for list of units of competency per course  
[www.kenvale.edu.au/students/courses/](http://www.kenvale.edu.au/students/courses/)

### Documents Checklist

Please complete the following checklist before submitting your application. All documents must be officially translated into English (where applicable) and certified when submitted with this application.

- Application Fees paid
- Attach certified copies of all academic qualifications, including transcripts and complete certificate(s)
- Attach a copy of your Resume with 2 references (if CT is being sought for prior Work Experience)
- Attach a copy of the work experience letter with a detailed job description
- Attach any supplementary documents
- Sign the declaration on this application form

Previous Studies Units of Competency			Approved (Office use only)		
Unit Code	Unit Name	Mark	Yes	No	Reasons
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
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			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Please note that Units of Competency at Kenvale College are grouped into Units of Study (called Subjects) and RPL will only be granted if all (or in some circumstances most) Units of Competency that comprise the Subject have been completed. Please note that this will be assessed by the Academic Director once all the documentation has been provided.

## SECTION D: Bulk Credit Exemption

If you have completed any approved Australian Qualification in the Cookery, Hospitality or Events Management, you might be eligible for Bulk Credit Exemption, subject to assessment and approval from the Academic Director.

Provider's Name	Qualification Name	Year of Completion	Final Result

## SECTION E: WORK EXPERIENCE

Applicants who possess at least 5 consecutive years full time, or equivalent, work experience in a relevant field, which satisfies the learning outcomes for a subject they are enrolled in, may be eligible for a subject exemption. Applications for RPL based on extensive work experience must be evidence-based. Accordingly, all applications for RPL will result in an assessment to determine the applicant's competency level for the subject.

If you are seeking RPL for previous work experience/employment you need to provide all your evidence prior to the interview. Your request for RPL will be part of the interview process.

Current Employment	
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Current Position	
Current Employer	

Applicant's past relevant position & description(s):			
Duration	Position Held	Job Description	Referee/contact details

**Evidence and Justification:** To support your request, please outline how your past employment corresponds to the subject for which you are applying for RPL.  
 To complete this section you will need to refer to the course details listed on the website : [www.kenvale.edu.au/](http://www.kenvale.edu.au/). (please attached a separate document if more space is needed)

## SECTION F: Payment Options

<input type="checkbox"/> Cheque	Made payable to Kenvale College
<input type="checkbox"/> Credit Card – please provide details	Card Type (please select) <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa
	Card holder name/s:
	Credit card number:
	Expiry date:
<input type="checkbox"/> Bank Deposit	Bank account details: Bank Name: Commonwealth Bank Bank Address: Library Walk, Kensington NSW 2033 SWIFT code:CTBAAU2S Account name: Kenvale College BSB no. 062 303 Account number: 1006 7300

**SECTION G: DECLARATION AND SIGNING**

I declare that the information contained in this application is true and correct and that the documents submitted are certified as true copies. I agree and understand that any referees I have provided may be contacted by Kenvale College. I understand that application fees will not be refunded, regardless of the outcome

Applicant's Name:	Signature:	Date:
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