

# RPL & Credit Transfer Application Form

This form must accompany your application. The application form has 2 Parts. Part 1 is a cover sheet that you complete once only. Part 2 must be completed for each unit of competency you are applying for.

To assist you complete this form, please refer to the MSAC Institute of Training's document *RPL & Credit Transfer Procedure* available from [www.msacinstitute.com.au](http://www.msacinstitute.com.au)

## PART 1

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### Student information

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Student no: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (work) \_\_\_\_\_

Phone: (home) \_\_\_\_\_

Phone: (mobile) \_\_\_\_\_

Qualification/Program code: \_\_\_\_\_

(e.g. SRC30206)

Qualification/Program name: \_\_\_\_\_

(e.g. Certificate III in Community Recreation)

### Student Declaration:

I hereby certify that the information provided and the documentation attached are true and correct

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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### Office use only

Name of MIT assessor: \_\_\_\_\_

Date received from student: \_\_\_\_\_

Date returned by assessor: \_\_\_\_\_

Comments: \_\_\_\_\_



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**Office use only**  
**Assessor information**  
Application must be registered with the MSAC Institute of Training before processing

Evidence	Evidence meets requirements (if “unsatisfactory”, reason must be documented)		
	Satisfactory/ Unsatisfactory	Evidence Used	Comment
Element 1			
Element 2			
Element 3			
Element 4			
Element 5			
Element 6			
Critical Aspects of knowledge & skills			
Essential Knowledge			
Essential Skills			

Assessor Recommendation:

**RPL Approved Y / N** **Credit Transfer Approved Y / N**

Student feedback given: **Y / N**

Assessor name:

Assessor comments:

(Overall comments to Student must be documented)

Assessor Signature: Date:

Student signature: Date:  
(After receiving feedback)