



ESOS Standard 12

Prior Learning Recognition and Credit Transfer Application Form

AITI provides Recognition of Prior Learning (RPL) and Credit Transfer in AITI programs for skills and knowledge acquired through assessed study towards formally recognized qualifications, courses provided by professional bodies, work, and other forms of practical and life experience.

Application instructions and information

- This form requests information to support applications for RPL and should be completed in conjunction with the documents which enables you to provide information to support your application for credit based on practical and life experience.
- Submit this form and attachments to AITI's Administrative officer two weeks prior to the commencement of the relevant teaching period
- After submitting this application, you may be invited to attend an interview, this will be based on the information you have provided in this application
- You will be notified by letter of the outcome of your application

Please note: information is essential if you are to make a successful application. It is your interest to answer all questions and provide the required documentation.



*** To be completed by applicant**

First Name: _____ Last Name: _____ Gender: F / M

Date of Birth: ____ / ____ / _____ Passport No.: _____

Student number: _____ Contact number: _____

Email address: _____ Postal Address: _____

Course enrolled: _____

Course Commencement Date: ____ / ____ / _____

Course Completion Date: ____ / ____ / _____

Please list competency titles and codes for which you are applying for Recognition

For each of the Competency titles that you are claiming recognition, describe your training, skills, knowledge and experience which matches the competency outcome.

Use a separate box for each competency claimed

Competency Title:

Competency Code:

Evidence:

For each of the Competency titles that you are claiming recognition, describe your training, skills, knowledge and experience which matches the competency outcome.

Use a separate box for each competency claimed

Competency Title:

Competency Code:

Evidence:



Relevant Work Experience:

Employer	Type of Work	Dates Employed
Company Address Contact Person Phone		From: To:

Employer	Type of Work	Dates Employed
Company Address Contact Person Phone		From: To:

Employer	Type of Work	Dates Employed
Company Address Contact Person Phone		From: To:



Relevant Community Involvement:

Organisation	Involvement	Length of Time
Name		From:
Address		To:
Contact Person		
Phone		

Organisation	Involvement	Length of Time
Name		From:
Address		To:
Contact Person		
Phone		

Organisation	Involvement	Length of Time
Name		From:
Address		To:
Contact Person		
Phone		



Education:

Secondary School Name Address What is the highest level of formal schooling achieved (eg Year 11)? Which year?	
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Post Secondary Education and Training (courses / training you have undertaken since leaving secondary school)

Dates	Level of Study	Details of Studies	Results



Declaration

I declare that the information provided on this form is true and correct.

Student's Signature: _____ **Date:** ____/____/____

Please forward to:

Australian Institute of T & I's Administrative Officer

Level 10, 14 Queens Road Melbourne VIC 3004

NOTE: DO NOT ATTACH ORIGINAL DOCUMENTS.

You will be contacted to provide evidence of information provided on this form.

Office Use Only

Date Received: ____/____/____ Officer Signature: _____

Approved Date: ____/____/____ Assessor's Signature: _____

NOT Approved

Reasons:

Date: ____/____/____ Assessor's Signature: _____

The student has been notified of the application outcome:

Date Notified: ____/____/____ Signature (Applicant): _____