SWANN COLLEGE

Application for Credit Transfer or Recognised Prior Learning (RPL)

1 PERSONAL DETAILS

Family Name: _____ Student Id:_____

Given Name:_____Phone:_____

Email: _____Date of Birth: _____

Course Code: _____ Course Title: _____

2 PLEASE SELECT FOR CT or RPL

☐ Credit Transfer
☐ RPL (Recognised Prior Learning)

3 LIST THE UNITS FOR CREDIT TRANSFER OR RPL

Unit Code	Unit Descriptor

* Please present all original documents when submitting the application.
* RPL Application may incur an assessment fee from $50.00 to $250.00 per unit.
* Cost will be finalised at the application interview.

Student Signature: _____ Date: _____

OFFICE USE ONLY

☐ Application sent to RTO Manager
☐ Approved
☐ Not Approved (please provide reasons)

Comments by RTO Manager
_____
_____
_____
_____

Signature_____ Date: _____

☐ ESOS notes (SMS updated)
☐ Trainer Notified
☐ Approval/refusal letter generated
☐ Approval/refusal Letter Signed
☐ Approval/refusal letter photocopied and filed in student file
☐ Approval/refusal letter given to student
☐ Student advised of reason for refusal verbally and offered counselling if requested

Signature: _____ Date: _____