

# FORM

## D03/01 RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER



**NATIONAL  
INDIGENOUS  
TRAINING  
ACADEMY**  
RTO: 45993

### INTRODUCTION

Where you have gained relevant skills and knowledge, you may be eligible for **Recognition of Prior Learning (RPL)** of your skills and experiences and/or **Credit Transfer** for any accredited unit previously completed which are in your NITA course.

After applying for recognition, NITA will provide you with an **RPL Applicant Kit** for your completion, so that you may provide relevant evidence of your experiences. Your **RPL Applicant Kit** must be completed and submitted at least 14 working days prior to the commencement of the unit/s where you are seeking RPL. NITA does not charge a fee for RPL applications.

For a **Credit Transfer (CT)** application of same or equivalent units of competency, this Form must be accompanied by originals of your nationally recognised Certificates and/or Statement of Attainments and/or an authenticated USI transcript Originals, with detail indicating the units successfully completed including unit codes and titles and dates of completion of these documents must be sighted by a NITA representative, who will also verify the certification with the issuing training provider. There is no service fee for CT applications.

**For further detail, refer to NITA's full Recognition of Prior Learning and Credit Transfer Policy and Procedure on NITA's website or a summary in the Student Handbook.**

Name		Class No (if applicable)	
Contact Ph			
Qualification			

I am seeking to apply for RPL or CT for the units listed below (please refer to the relevant **Course Flyer** available on NITA's website for the list of units or ask one of the NITA staff): *(insert rows if required)*

Unit No	Unit Title	RPL	CT	Office Only
				CT Approved

Candidate Declaration:

Signature		Date	
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### Assessor's Declaration

Following assessment of the application, I **AM / AM NOT** satisfied that the applicant has met all the requirements to be granted RPL or CT for the units listed in this application. *(Circle answer)*

Assessor's Signature

Date:

Assessor's Name

### Assessor Notes

### OFFICE USE ONLY

NITA RTO Operations  
Manager approval:

Name:

Signature:

Date: / /

Documentation attached (if relevant):

- For **RPL**: RPL Applicant Kit sent by:                      Email / Post                      Date: / /
- For **CT**: ORIGINAL nationally recognised Certificates and or Statement of Attainments and/or authenticated USI transcripts SIGHTED including details of the units successfully completed including unit codes and titles and dates of completion.
- For **CT**: COPY OF original nationally recognised Certificates and or Statement of Attainments with a signed note indicating that the originals have been sighted.

### To be completed by the RTO Administrator

The application and supporting documentation has been copied and uploaded to the student's file?

Yes / No

Written correspondence of the outcome has been sent to the applicant within 14 working days of receipt of the completed RPL Applicant Kit and CT certification documentation (or as soon as practical where further information is required)?

Yes / No

Events and notes in aXcelerate updated?

Yes / No

NITA RTO Administrator:

Name:

Signature:

Date: / /