Application for Recognition

Personal Details

Name:		Student ID:	
Email:			

Enrolment Details:

Course Name:	
Commencement Date:	

Please indicate with a ✓ what type of Recognition you are applying for (you may need to select more than one option)

Indicate here ✓	Recognition Type	Overview
☐	**Credit (CR) Transfer**	Credit transfer is the process for awarding credit for a unit or units of competency previously attained , which are the same (or deemed equivalent on the National Training Register) as the unit/s of competency in a course of study.
☐	**Recognition of Prior Learning (RPL)**	RPL is the assessment process that involves assessment of an individual's relevant prior learning (including formal and non-formal and informal learning) to determine if they meet the requirements of a nationally recognised unit/s of competency.
☐	**Recognition of Current Competencies (RCC)**	Recognition of Current Competencies applies if a student has previously successfully completed the requirements for a unit of competency or module and is now required, (e.g. by a licensing authority) to be reassessed to ensure that the competence is being maintained.

General Information and Conditions

1. Applying for Recognition at Stanley College requires you to complete this form, and attach evidence to support your application. Evidence may include:
   - Qualification, Record of Achievement and/or Statements of Attainment from other registered training organisations;
   - Records from your Unique Student Identifier (USI) transcripts containing evidence of qualifications or statements of attainment you have achieved from other registered training organisations. To use this you are required to provide Stanley College with permission to access your USI via www.usi.gov.au;
   - University transcripts with syllabi;
   - Certificates from other education providers and certification agencies with, where relevant, clear descriptions of the services they provide;
   - Detailed letters from employers, work colleagues and clients (indicating where relevant any specific units of competency and elements covered);
   - Samples of work previously completed in the workplace, social, community or other setting in which the student applies their learning, skill or competence.
   - Where authorisation is required to request a verification of your qualification from another Registered Training organisation, you must complete the last page of this document entitled **Student Verification Authorisation.**
2. If your application is successful you may receive FULL or PARTIAL recognition, which means:

   FULL Recognition: Where a student's skills/knowledge meets the FULL requirements of the Unit of Competence. Students will be exempt from studying the unit/s where recognition is granted.

PARTIAL Recognition: Where a student's skills/knowledge only meets PART of the requirements of the Unit of Competence. Students will need to complete some training/assessment to address the 'gaps' identified.

3. If your application is being assessed as an RPL, you may be required to complete the *RPL Assessment Evidence Checklist* and supply additional evidence. You will be contacted by a Stanley College staff member, if you are required to complete this document.

4. International Student Visa holders should note that if you receive recognition, your course duration may be affected. Any changes to your course end date will be updated on PRISMS, which may affect your visa length/expiry date.

5. All applications for Recognition will be assessed in accordance with the principles of assessment and in conformity with the rules of evidence.

The cost and timeframes for Application for Recognition are as follows:

Recognition Type	Timeframe for Processing	Cost
CR (Credit)	7 working days	NIL
RPL (Recognition of Prior Learning)	Up to 21 working days)* *processing timeframe will depend on evidence submitted	$50 to $250 per unit* *fee payable will vary depending on the type of evidence submitted.
RCC (Recognition of Current Competencies)	7 working days	NIL

6. Once your Application for Recognition has been processed, you will receive a *Recognition Outcome Statement*, which will outline what Recognition (if any) you have been granted. It will also outline how the Recognition will adjust your course duration and/or cost. For your Recognition to be finalised you will need to sign the Recognition Outcome Statement and return a copy to Stanley College. You are required to retain a copy of the Recognition Application Outcome Statement.

7. All assessment decisions, including applications for Recognition, may be appealed. For more information on how to lodge an Appeal, please refer to the Stanley College Complaints and Appeals Policy, available from our website, or you may request a copy from one of our staff.

8. **Privacy Statement**: Personal information is collected solely for the purpose of operating as an RTO. The requirements of the registering authority may require the release of your personal information for the purpose of audit. Please refer to our Privacy Policy for more information on how/when your details may be accessed.

9. **Course fees:** Credit for course fees are only calculated where an Application for Recognition is submitted prior to commencement of studies.

I___ _____ confirm that I have read and understand the General Information and Conditions outlined herein. I also confirm that all information contained in the application is true and correct to the best of my knowledge.

_____   _____
Sign   Date

| **Receiving Staff Member Details:** |
| |
| |
| Name   Date |

Details of Recognition Sought		Recognition Type (CR/RPL/RCC)	Evidence Supplied			Office Use Only To be completed by Nominated Trainer	
Unit Code	Unit of Competence Name		Qual/SoA/RoA	Other Academic Results	Other	Recognition Granted FULL/PARTIAL/NONE	Notes
	Please **DELETE** any unit/s you are NOT applying for RECOGNITION of, and/or ADD any additional units needed.						

						Nominated Recognition Assessors Signature: **Date:**	

(Attach additional copies of this page as needed)

Student Verification Authorisation

In compliance with privacy laws and guidelines, where Stanley College is required to request a verification of your qualification(s) from another Registered Training Organisation (RTO), the RTO may request your approval prior to disclosing any personal information about you to Stanley College.

Registered Training Organisations are subject to the National Privacy Principles set out in the Privacy Act 1988 as well as the Information Privacy Principles set out in the Information Privacy Bill 2007 (WA). RTO's will not disclose your personal information without your consent. By completing and signing this application you agree to your personal information being used and disclosed for the purposes detailed in this form.

Student ID Number (Stanley College) _____

Surname/Given Name(s) _____

Date of Birth _____ (DD/MM/YY)

Contact No. _____

Email Address _____

Authorisation:

I _____, hereby authorise

Name of RTO: _____

to provide information about the following to Stanley College:

My award / Results;* [ ]
(*tick to confirm)

Student ID Number (Previous Education Provider) _____

Program of Study _____

I acknowledge that my previous education provider (listed above) may contact me to confirm the veracity of this document. This authorisation will be valid for 6 months from the date signed below, and will be added to my student account, for the information of administrative staff. I will contact Stanley College if I wish to withdraw this authority before its expiry.

_____   _____
Signature   Date

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