



# Credit Transfer/Recognition of Prior Learning/Recognition of Current Competencies Application Form

## Part A: Introduction

Part A of this document includes information regarding LITA Training's Credit Transfer, Recognition of Prior Learning (RPL) and Recognition of Current Competencies (RCC) application process including:

- Credit transfer evidence requirements and how to apply
- RPL and RCC evidence requirements and how to apply
- RPL and RCC application and processing fees.

This application form should be completed in conjunction with LITA Training's Credit Transfer and Recognition of Prior Learning (RPL) and Recognition of Current Competencies (RCC) Policies and Procedures available on LITA Training's website. It should be noted that all applications for credit transfer or recognition of prior learning/competencies will be assessed in accordance with these policies.

Part B of this document is the Credit Transfer/RPL/RCC Application Form that must be submitted in all cases.

## Credit Transfer (CT)

Credit transfer (CT) is the process of awarding credit for a unit or units of competency (UoC) attained from another Registered Training Organisation (RTO) which are the same as the unit or units of competency in a LITA Training subject or qualification.

Where an applicant holds a current licence as specified below, CT will also be granted for the following units of competency:

- TLILIC2015 Licence to drive medium rigid vehicle
- TLILIC2016 Licence to drive heavy rigid vehicle
- TLILIC3017 Licence to drive heavy combination vehicle
- TLILIC3018 Licence to drive multi-combination vehicle

***Important to note:*** LITA Training is not obliged to issue certification that would be entirely comprised of units of competency completed at another RTO or RTOs.

## CT evidence requirements

Applicants/students are required to provide certified copies of any relevant qualification certificates or statements of attainment listing the unit(s) of competency for which they are seeking credit transfer. Refer to the certification list.

Applicants/students are required to provide a current licence for any licencing unit(s) of competency for which they are seeking credit transfer.

## How to apply for credit transfer

1. Review the course or subject outline for your proposed course or qualification, which includes the units of competency delivered in each subject or course. If you have been awarded the same unit/s of competency in your prior study or hold a current truck licence against specific licencing unit/s, you are eligible for a credit.

LITA Training's course or subject outlines can be found under the 'Training' tab of the specific subject or course on the LITA Training website.

2. Complete the Form (Part B) and return to LITA Training's CEO along with a certified copy of your qualification certificate or statement of attainment and/or current vehicle licence.

**Note: CT outcomes will be communicated to you via email within two to three business days upon receipt of your complete Form and supporting evidence.**

## Recognition of Prior Learning (RPL) and Recognition of Current Competencies (RCC)

Recognition of Prior Learning (RPL) and Recognition of Current Competencies (RCC) is an assessment process that assesses the competency(ies) of an applicant which may have been acquired through formal, non-formal and informal learning as well as through current work duties or personal experiences, which have been undertaken in the past 3 years.

Please note – for some units, such as those against South Australian licencing requirements, RPL/RCC may not be available: please ask one of the LITA Training staff members for further detail.

When an RPL/RCC application is assessed, the assessor is making a judgment on the applicant's skills and knowledge to meet the requirements of units of competency with a variety of evidence. If a student is unable to provide sufficient evidence to meet the requirements of the units of competency, they may need to consider other training and assessment options.

Formal, non-formal and informal learning can be defined as:

Formal learning	refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree)
Non-formal learning	refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in house professional development programs conducted by a business)
Informal learning	refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as an active member of an industry association or club, such as Rotary).

## RPL/RCC evidence requirements

Applicants/students are required to provide evidence of their skills and knowledge to meet the requirements of the units of competency for which they are seeking RPL/RCC.

The RPL/RCC evidence requirements will vary between subjects and or courses. Specific evidence requirements for each qualification or course can be found in the qualification **specific RPL/RCC Kit** made available to the applicant upon commencement of the RPL/RCC process. This Form serves to assist the applicant to consider and apply for RPL/RCC through an 'expression of interest' initial step – once it is lodged, a LITA Training staff member will contact you and provide the appropriate RPL/RCC Kit for you to complete.

Applicants/students should note that all evidence submitted for a RPL/RCC application must be the student's own original work. LITA Training may deny any application for RPL/RCC that is found to be based on the work of another person or which potential copyright infringements are evident in the material submitted for RPL/RCC.

As an Registered Training Organisation (RTO), LITA Training is required to assess RPL/RCC evidence documentation by the following criteria:

Criteria	Description
Validity	The student's evidence submitted must be directly relevant to the units of competency in the subject/s.
Sufficiency	The quantity of evidence submitted must be sufficient to clearly demonstrate competence in the subject/s. If further evidence is required, LITA Training will contact the applicant to request additional documentation.
Authenticity	The evidence provided must be clearly identifiable as belonging to the candidate. LITA Training may take additional steps to determine documentation is genuine, including; contacting education providers or employers to verify the authenticity of the evidence provided.
Currency	The evidence submitted must demonstrate competency against the current Vocational Education standards at the time of the assessment. A LITA Training assessor will determine whether the evidence provided is recent enough to be 'current' evidence. This does not mean evidence that is not recent is not valid, however, LITA Training must be able to establish currency with the documentation provided.

## How to apply for RPL/RCC

1. Review the course or subject outline for your proposed course or qualification, which includes the units of competency, topics and learning outcomes delivered in each subject or course. If you believe your prior study or experience could be relevant to your qualification/course, you may be eligible for RPL/RCC in your intended course of study.

LITA Training's course or subject outlines can be found under the 'Training' tab of the specific subject or course on the LITA Training website.

2. If you believe you are eligible for RPL/RCC, contact LITA Training on 08) 8735 1474 and request the relevant qualification RPL/RCC Kit for the course or subject. This document will include detailed information on the evidence you will need to provide with your application
3. Review and complete the Form (Part B) and RPL/RCC Kit and return to LITA Training's CEO, who will only proceed with your RPL/RCC request if both your Form and RPL/RCC Kit are complete.

## Important to note

- Applicable fee(s) apply: refer RPL/RCC Fees section below.
- Your RPL/RCC outcome, including any requests for further information/demonstration, will be communicated to you via email within three to five business days upon receipt of your complete Form and RPL/RCC Kit and supporting evidence.
- You may be requested to participate in a 'competency conversation' with one of LITA Training's trainers/assessors in order to provide further detail.
- You may be required to participate in demonstration activity/ies with one of LITA Training's trainers/assessors in order to confirm your skills.

### RPL fees:

- for LITA members - \$98 per hour (exc assessor travel expenses)
- for non-LITA members - \$115.50 per hour (exc assessor travel expenses)

### Note:

- LITA Training will only apply a successful RPL outcome against the student's record once all RPL/RCC fees have been paid.
- A successful RPL/RCC outcome will be valid for 12 weeks from LITA Training notifying the student of the outcome. If the student does not finalise the application and pay the applicable fees within 12 weeks, LITA Training reserves the right to review the original RPL/RCC outcome.
- If the student contacts LITA Training at a later date (that is greater than 12 weeks from the RPL/RCC notification date) and wishes to resume the RPL application, additional fees will apply, based on the RPL/RCC fee hourly rate.

## Contact us

If you have any questions regarding RPL/RCC please contact LITA Training on 08) 8735 1474 with your enquiry.

## Part 2: Credit Transfer & Recognition of Prior Learning/Competencies Application Form

### SECTION 1: REQUIRED PERSONAL DETAILS

Title:	Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other (please specify): _____									
Unique student identifier (USI) number										
Personal ID (if issued by RTO):										
First name:					Middle names(s)					
Last name(s):					Preferred name:					
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female				Date of birth:					
<b>Contact details</b>										
Phone Number:	Mobile:				Other:					
Email:										
Permanent residential address (Compulsory)										
Street address:										
Suburb:					State:			Postcode:		
<b>Business details</b>										
Business name:										
Street address:										
Suburb:					State:			Postcode:		

\* It is a Commonwealth government requirement that every student has a unique student identifier (USI) to obtain their Statement of Attainment or qualification from their RTO when undertaking nationally recognised training in Australia. LITA Training is required by law to collect and report USIs to the Australian Government.

You can obtain further information about this process at [www.usi.gov.au](http://www.usi.gov.au).

## SECTION 2: CT/RPL/RCC DETAIL

Course/subject	Seeking CT/RPL/RCC	Evidence provided
e.g. AHCMOM213 Operate and maintain chainsaws	CT	Certified copy of Statement of Attainment from RTO
e.g. AHCMOM213 Operate and maintain chainsaws	RPL/RCC	an RPL/RCC Kit will be provided to you for your completion

## SECTION 3: PAYMENT DETAILS

We can only accept credit card payments for this Service

Total indicative fee (the final fee will be confirmed after services are completed)		\$	
Credit card payment	We take your privacy seriously: LITA Training is unable to accept credit card details via email or in a word/pdf document format. If you wish to make a payment by credit card, please indicate how you would like to pay below. We will contact you once your invoice is ready to arrange payment over the phone. A copy of the invoice and receipt upon payment will be provided.		
	I wish to pay by:		
	<input type="checkbox"/> Master Card		
	<input type="checkbox"/> Visa		
<input type="checkbox"/> Amex (additional 2.5% surcharge)			
Contact name:		Contact number:	

## SECTION 4: PRIVACY NOTICE AND STUDENT DECLARATION

### Privacy notice

LITA Training collects your personal information (including your name, address, date of birth and other identifying information) for the purpose of administering your enrolment in your chosen course(s) or program(s) of study. Your enrolment may not be processed or continued if you do not provide all of the information requested. We may disclose personal information about you in accordance with our privacy policy, including to third parties seeking to verify the qualification(s) attained through your prior study.

Our Privacy Policy contains detailed information about how we handle your personal information, how you can access and correct the personal information we hold about you or make a privacy complaint. You may contact the CEO for more information. A copy of our Privacy Policy is available on our website.

## Student declaration

I hereby declare:

- All supporting documentation provided is an accurate and truthful representation of my education and professional experience.
- I hold a copy of this application in its entirety including supporting documentation.
- I have not sent any original award documentation but I have sent certified copies of originals where I am applying for Credit Transfer.
- I will not hold LITA Training responsible for any lost or damaged documentation provided by me.
- I understand that I must complete and submit a RPL/RCC Kit as issued to me by LITA Training if I am seeking recognition of my prior learning or current competencies.
- I understand the documentation I have provided will not be returned (with the exception of RPL/RCC evidence that has not had confidential details removed).
- I have read and agree to abide by the relevant LITA Training policies.
- My signature below constitutes that the information provided is to the best of my knowledge true and correct, I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above, and I understand the items listed in this student declaration.

**Please note that if you are under the age of 18 years, a parent/guardian signature is required.**

Student name:

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Student signature:

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Parent/Guardian name:

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Parent/Guardian signature:

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Other Comments:

# OFFICE USE ONLY

**A. For RPL/RCC Applications:**

<input type="checkbox"/> I have supplied the relevant RPL/RCC Kit to the applicant  <p style="text-align: center;"><b>OR</b></p> <input type="checkbox"/> I have advised the applicant that due to SA licencing regulation, RPL/RCC is not available for this unit
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**LITA Training staff member:**

**Position:**

**Date:**

**B. For CT Applications:**

<input type="checkbox"/> Only a certified award copy has been lodged by the applicant  <p style="text-align: center;"><b>OR</b></p> <input type="checkbox"/> A current vehicle licence has been provided and I have taken a copy and attached it to the Form						
<input type="checkbox"/> I have checked the copy/ies of certification against the original/s award document, and						
<input type="checkbox"/> I have verified this award certification with the issuing RTO  <p style="text-align: center;"><b>OR</b></p> <input type="checkbox"/> I have attempted to contact the issuing RTO on 3 occasions and they did not respond. These were: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Date 1:</td> <td style="width: 50%;">Mode:</td> </tr> <tr> <td>Date 2:</td> <td>Mode:</td> </tr> <tr> <td>Date 3:</td> <td>Mode:</td> </tr> </table>	Date 1:	Mode:	Date 2:	Mode:	Date 3:	Mode:
Date 1:	Mode:					
Date 2:	Mode:					
Date 3:	Mode:					

**APPROVED for Credit Transfer?                      Yes            No**

**LITA Training staff member:**

**Position:**

**Date:**

**Application commencement date:**

**Application completion date:**