

Recognition of Prior Learning, Credit Transfer and Mutual Recognition Application Form

CRICOS Provider Code: 03425F
RTO Code: 41183

Personal Details :

KCBT Student ID : _____ Date of Birth (D.o.B) : _____

Given Name : _____ Family Name : _____

Email : _____ Mobile : _____

Type of Request: Please Tick the suitable

Credit Transfer (exemption in KCBT qualification based on previous studies) – No charges

Partial Recognition (for superseded units) by completing gap assessment – Charged at half price of unit tuition fee. Refer to Course detail form for current tuition fee

Mutual Recognition – Admin charge of \$250 is applicable.

Recognition of Prior Learning (RPL) (Based on formal and informal learning, evidence required) - \$2000 per course application.

List the units for which you are applying for an exemption type selected above

S.No	Qualification Code and Name	Unit Code and Name

What do you need to provide?

Credit Transfer (CT)

- Certified copy of Statement(s) of Results and or Academic Transcript(s) you have completed and wish to evaluate to be considered for exemption(s). (These will be verified by KCBT)
- Copy of learning outcome/ course content you have completed and wish to evaluate to be considered for exemption (s)

Partial Recognition

- Same as Credit Transfer plus Gap Assessment

Mutual Recognition

- Completed Application form with administration fee payment (\$250)
- Certified copy of Statement(s)

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RPL based on Non-Formal & Informal Learning

- 1 year or significant experience in the industry.
- Resume
- Completed application form with fee payment (please note: details will be sent to you on how to complete your portfolio once the application is received).
- You may be required to attend a practical challenge test or knowledge-based test as a part of RPL assessment.

Declaration -

I declare that to the best of my knowledge the information supplied in this application is correct and complete. I acknowledge that the provision of incorrect information or documentation relating to my enrolment may result in a withdrawal of any offer of a place and that such withdrawal may take effect at any stage of the course at the discretion of the Keystone College of Business and Technology. I agree to abide by the Policy and Procedures, Rules and regulations of the Keystone College of Business and Technology.

Learner Signature: _____

Date: _____

Office Use Only: Academic Coordinator

Approved Course and Units with exemption type requested

S.No	Qualification Code and Name	Unit Code and Name

Training documents checked	
Verified by Course Coordinator:	
Application Accepted/Rejected	

Academic Coordinator Signature: _____

Date: _____

To be completed by the Records Manager

COE updated / created to reflect changes (If applicable)	
Learner advised by email	
Timetable amended and given to Learner	
Wise Net Updated (Course Offer and Timetable)	
Trainer and Course Coordinator advised via email	
Xero Amended (If applicable)	