



STUDENT SERVICES · COURSE CREDIT

CT and RPL Application Form

Apply for Credit Transfer or Recognition of Prior Learning for units in your course

ABOUT THIS FORM

- **Credit Transfer (CT)** recognises units you have already completed with any RTO, where they are the same as or equivalent to units in your IOIS course. CT is **free**, and you pay no tuition fees for credited units. CT is never refused because of when or where you completed the unit. Complete **Part A**.
- **Recognition of Prior Learning (RPL)** is an assessment of skills and knowledge you have gained through work, life or other training. It costs a **\$250 application fee plus \$300 per unit assessed**, payable before assessment starts. RPL is not automatic: a qualified assessor reviews your evidence and may ask for an interview, practical demonstration or further evidence. Complete **Part B**.
- **Apply as early as possible**, ideally at enrolment, so your training plan, duration and fees can be adjusted from the start. Send this form and your evidence to **admission@iois.edu.au**. You will receive the outcome in writing, including any change to your fees and duration, and you may appeal a decision under the Appeals Policy.

01 STUDENT DETAILS

GIVEN NAME(S)		SURNAME	
STUDENT ID (IF ENROLLED)	USI	EMAIL ADDRESS	
COURSE CODE AND TITLE		APPLYING FOR ☐ CT ☐ RPL ☐ Both	

02 PART A - CREDIT TRANSFER

	IOIS UNIT CODE AND TITLE	COMPLETED UNIT CODE AND TITLE	ISSUING RTO AND YEAR
1			
2			
3			
4			
5			
6			

EVIDENCE ATTACHED (TICK ALL THAT APPLY)

- | | |
|---|---|
| ☐ Authenticated USI VET transcript | ☐ Testamur with Record of Results |
| ☐ Statement of Attainment | ☐ Official transcript from the issuing RTO |

I AUTHORISE IOIS TO VERIFY MY RESULTS WITH THE ISSUING RTO AND THROUGH MY USI TRANSCRIPT

☐ Yes

**03 PART B - RECOGNITION OF PRIOR LEARNING**

	IOIS UNIT CODE AND TITLE	HOW YOU GAINED THESE SKILLS (ROLE, EMPLOYER, TRAINING, YEARS)
1		
2		
3		
4		
5		
6		

SUMMARY OF YOUR RELEVANT WORK HISTORY AND EXPERIENCE

EVIDENCE YOU CAN PROVIDE (TICK ALL THAT APPLY)

☐ Résumé and position descriptions	☐ Workplace documents you created
☐ References from employers, supervisors or clients	☐ Certificates from other training
☐ Photos or videos of work undertaken	☐ Portfolio of evidence
☐ Third-party workplace report	☐ Other

HAVE YOU DISCUSSED RPL WITH IOIS STAFF? ☐ Yes ☐ No	REFEREE NAME AND CONTACT (FOR VERIFICATION)
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04 DECLARATION

I declare that the information and evidence I have provided are true, current and my own, and I authorise IOIS to verify them. I understand that:

- submitting false or misleading evidence may lead to my application being refused, my enrolment being cancelled, or any credit or result being withdrawn;
- Credit Transfer is granted only where my evidence is verified and the unit is the same as or equivalent to the IOIS unit;
- RPL is an assessment, not an automatic outcome. I may need to complete an interview, demonstration or further assessment, and I may be offered gap training; and
- RPL fees are payable before assessment starts, and my fees, training plan and completion date may change as a result of the outcome.

STUDENT SIGNATURE	DATE
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Privacy notice. IOIS uses the information and evidence on this form only to assess your CT or RPL application and update your enrolment and fee records. It may verify your results through the USI Registry or the issuing RTO, and handles your information under the IOIS Privacy Policy and the Privacy Act 1988 (Cth).



OFFICE USE ONLY - CREDIT TRANSFER

DATE RECEIVED		VERIFIED BY (USI TRANSCRIPT / ISSUING RTO)	
	UNIT CODE	EQUIVALENCE CONFIRMED (MAPPING)	OUTCOME
1			
2			
3			
4			
5			
6			

Outcome: *Granted, Not granted (reason), Further evidence required, or Referred to RPL.*

OFFICE USE ONLY - RPL

RPL FEE PAID (AUD) AND DATE		ASSESSOR (CREDENTIALLED)	
	UNIT CODE	EVIDENCE AND ASSESSMENT METHODS USED	RESULT
1			
2			
3			
4			
5			
6			

Result: *Competent, Not Yet Competent, or Gap training required.*

OFFICE USE ONLY - OUTCOME

ACTION		DONE
Written outcome sent with reasons, changes to fees and duration, and appeal rights		☐ Yes ☐ No
Training plan and course duration updated		☐ Yes ☐ No
Fees adjusted (no tuition for credited units; refund or credit where already paid)		☐ Yes ☐ No
Offer Letter and Student Agreement varied or reissued (if applicable)		☐ Yes ☐ No
Outcome recorded in the student management system and evidence kept on the student file		☐ Yes ☐ No
RTO MANAGER NAME	SIGNATURE	DATE