



STUDENT DETAILS:

Family Name:

First Name:

Date of birth _____

Enrolment details _____

Students that have a Statement of Attainment/s for a Unit/s of Competency may apply for **Course Credit**. Course credit may reduce the length of your course.

Students that believe they already have the required skills /knowledge to demonstrate competency in some all or units of competency can request **Recognition of Prior Learning (RPL)**.

Evidence is required to substantiate previous knowledge/skills / qualifications.

Choice Business College Pty Ltd (CBC) requires students to complete this application form for assessment by a relevant trainer/assessor.

Choice Business College may require students to demonstrate skills /sit an assessment / demonstrate competency.

CBC may charge an extra fee of \$200 per unit of competency for Course Credit/RPL applications against an enrolling/enrolled course. Students will receive a quote for Course Credit/RPL prior to an assessment being made

I wish to apply for course credit

Prior study details:

I wish to apply for RPL

Prior skills/knowledge details:

NOTE - If course credit/RPL is granted the duration of your visa may be reduced.



STEPS TO BE TAKEN FOR STUDENTS:

1. Access the Training Package/course qualification details on www.training.gov.au
2. Identify the unit of competency/ies you wish to apply for course credit *AND/OR*
3. Identify the unit of competency and provide details and evidence to determine you are already have the skills/knowledge (RPL)
4. Attach Certified copies of official transcripts and records, any other evidence
5. Submit your application to **admin@cbc.com.au**

Documents Attached:

1. _____
2. _____
3. _____
4. _____

**Add additional pages as needed*

DECLARATION

- I declare that the information I have provided on this application and attachments are true and correct.
- I am aware there may be an additional cost to pay when applying for Course Credit /RPL and I will be provided with a written quote **before a full assessment is made.**
- I authorise Choice Business College to verify my qualifications and/ or /skills with the issuing body/employer/other.

Student Name/Date and signature



Office Use only:

Name and Position	DATE RECEIVED
ACTION TAKEN:	
<input type="checkbox"/> REFERRED FOR ASSESSMENT	
<input type="checkbox"/> NOT REFERRED FOR ASSESSMENT	

ASSESSMENT DETAILS:

COURSE CREDIT RECOMMENDED

RPL RECOMMENDED

ASSESSED BY:

NOTES:

APPROVED BY:

ACTION TO BE TAKEN:

ACTIONED BY:

DETAILS:
