

## Student Information

Everest Institute in line with Standards for Registered Training Organisation (RTO'S) 2015 must take into account any of my prior learning in determining the amount of training they will provide to me with regards to my existing skills, knowledge and experience.

**Please tick the appropriate box/s :-**

Formal learning – Credit       Yes       Not Applicable

Acquired through a structured program of instruction and is linked to the attainment of an AQF Qualification or Statement of Attainment (for example, a Certificate or Diploma)

Non-formal learning       Yes       Not Applicable

Acquired 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       Yes       Not Applicable

Acquired through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative)

The Recognition of Prior Learning & Credit Application Form has 3 Parts.

Part A relates to Student information.

Part B relates to Units of competency details for RPL – Formal Learning (Credit Transfer required for unit of competency previously attained competency).

Part C relates to Work Experience and evidence required for RPL – Informal and Non-Formal Learning

Please fill in Part A, B and C and attach the required evidence.

## PART A – STUDENT INFORMATION

|                           |  |                                      |  |
|---------------------------|--|--------------------------------------|--|
| Applicant Name:           |  | Name of course you are enrolling in: |  |
| Ei's Student Id:          |  | Unique Student Identifier (USI):     |  |
| Mobile:                   |  | Email:                               |  |
| Building/ property name:  |  | Flat/unit details:                   |  |
| Street or Lot Number :    |  | Street name:                         |  |
| Suburb, locality or town: |  | State & Postcode:                    |  |

**PART B – RPL – FORMAL LEARNING (CREDIT TRANSFER - FOR UNIT OF COMPETENCY PREVIOUSLY ATTAINED COMPETENCY)**

I wish to apply for RPL – Formal Learning       Yes     No     Not Applicable

**If Yes,** Please list relevant qualifications, courses in the table below.

**(Please attach AQF certification documentation issued by any other RTO including the Qualification with record of results or Statement of Attainment)**

| Issuing RTO | Course Code | Course Name | Certified copy attached?     |                             |
|-------------|-------------|-------------|------------------------------|-----------------------------|
|             |             |             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|             |             |             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|             |             |             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|             |             |             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|             |             |             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

|            |  |       |  |
|------------|--|-------|--|
| Signature: |  | Date: |  |
|------------|--|-------|--|

## PART C - RPL – INFORMAL AND NON-FORMAL LEARNING

I wish to apply for RPL – Informal or Non-Formal Learning  Yes  No  Not Applicable

Please complete the RPL Kit for the qualification / units seeking RPL through – Informal and Non-Formal Learning. Please visit [www.everest.edu.au](http://www.everest.edu.au) for further details.

| STUDENT DECLARATION  |  |       |     |
|--|--|-------|-----|
| In signing this Recognition of Prior Learning & Credit Application Form I agree:   |  |       |     |
| <ul style="list-style-type: none"> <li>• That the information I have provided on this form is true, correct and complete.</li> <li>• That I have been provided with appropriate and sufficient information to make an informed decision about my enrolment in this course.</li> <li>• That Everest Institute has explained Recognition of Prior Learning (RPL) so that I can make an informed decision whether or not to proceed with the RPL process.               <ul style="list-style-type: none"> <li>○ If RPL is granted this will alter the course duration of my enrolment/s which will be recorded against my e CoE's.</li> <li>○ I will make payment for RPL - Non-Formal or Informal Learning at the time I submit evidence for assessment. I am agreeing that the payment of this RPL - Non-Formal or Informal will be made by me irrespective of whether RPL is granted or not granted.</li> </ul> </li> <li>• That I have read and understood Everest Institute of Education (Ei)'s Student Handbook including Ei's Privacy Policy, Access to Records Policy and Complaints and Appeals Policy.</li> <li>• That I have been provided with detailed information about the fees and charges associated with my course enrolment including information on tuition fees, administration fees, materials fees, payment terms and the applicable Refund Policy.</li> <li>• To provide Ei with up to date and accurate contact details and notify them if anything changes.</li> <li>• To be bound by Ei's Student Code of Conduct, and other student policies and procedures as well as National and State legislation and regulations including any variations that are made from time to time.</li> <li>• That I have read, understood and agree to the terms and conditions Education Services for Overseas Students (ESOS) framework located at <a href="https://docs.education.gov.au/system/files/doc/other/esosstudentfactsheetv3.pdf">https://docs.education.gov.au/system/files/doc/other/esosstudentfactsheetv3.pdf</a> (international students only)</li> <li>• I hereby authorise Everest Institute or its Educational Agents to confirm any information contained in this form; obtain details of my enrolment, academic records, examination results from other educational institutions &amp; other relevant authorities.</li> </ul> |  |       |     |
| Student Signature:   |  | Date: | / / |
| Printed Name:  |  |       |     |

| Office Use Only |  |            |  |       |
|-----------------|--|------------|--|-------|
| Processed by:   |  | Signature: |  | Date: |
| Notes:          |  |            |  |       |