

# Application for Recognition

## Personal Details

<b>Name:</b>		<b>Student ID:</b>	
<b>Date of Birth:</b>		<b>Gender: Male/Female</b>	
<b>Address:</b>			
		<b>Post Code:</b>	
<b>Contact No.: (home):</b>		<b>Mobile:</b>	
<b>Email:</b>			

## Enrolment Details:

<b>Course Name:</b>	
<b>Commencement Date:</b>	

Please indicate with a ✓ what type of Recognition you are applying for (you may need to select more than one option)

Indicate here ✓	Recognition Type	Overview
	<b>Credit (CR)</b>	Credit is the recognition of AQF Qualifications and Statement of Attainments issued by other RTO's.
	<b>Recognition of Prior Learning (RPL)</b>	Recognition of Prior Learning involves the assessment of previously unrecognised skills and knowledge that an individual has achieved outside a formal education and training system.
	<b>Recognition of Current Competencies (RCC)</b>	Recognition of Current Competencies applies if a student has previously successfully completed the requirements for a unit of competency or module and is now required, (e.g. by a licensing authority) to be reassessed to ensure that the competence is being maintained.

## General Information and Conditions

- Applying for Recognition at Stanley College requires you to complete this form, and attach evidence to support your application. Evidence may include:
  - Qualification, Record of Achievement and/or Statements of Attainment from other registered training organisations;
  - University transcripts with syllabi;
  - Certificates from other education providers and certification agencies with, where relevant, clear descriptions of the services they provide;
  - Detailed letters from employers, work colleagues and clients (indicating where relevant any specific units of competency and elements covered);
  - Samples of work previously completed in the workplace, social, community or other setting in which the student applies their learning, skill or competence.
- If your application is successful you may receive FULL or PARTIAL recognition, which means:

**FULL Recognition:** Where a student's skills/knowledge meets the FULL requirements of the Unit of Competence. Students will be exempt from studying the unit/s where recognition is granted.

**PARTIAL Recognition:** Where a student's skills/knowledge only meets PART of the requirements of the Unit of Competence. Students will need to complete some training/assessment to address the 'gaps' identified.
- If your application is being assessed as an RPL, you may be required to complete the RPL Assessment Evidence Checklist and supply additional evidence. You will be contacted by a Stanley College staff member, if you are required to complete this document.
- International Student Visa holders should note that if you receive recognition, your course duration may be affected. Any changes to your course end date will be updated on PRISMS, which may affect your visa length/expiry date.

5. All applications for Recognition will be assessed in accordance with the principles of assessment and in conformity with the rules of evidence.
6. The cost and timeframes for Application for Recognition are as follows:

Recognition Type	Timeframe for Processing	Cost
CR (Credit)	7 working days	NIL
RPL (Recognition of Prior Learning)	Up to 21 working days)* *processing timeframe will depend on evidence submitted	\$50 to \$150 per unit* *fee payable will vary depending on the type of evidence submitted.
RCC (Recognition of Current Competencies)	7 working days	NIL

7. Once your Application for Recognition has been processed, you will receive a **Recognition Outcome Statement**, which will outline what Recognition (if any) you have been granted. It will also outline how the Recognition will adjust your course duration and/or cost. For your Recognition to be finalised you will need to sign the Recognition Outcome Statement and return a copy to Stanley College.
8. All assessment decisions, including applications for Recognition, may be appealed. For more information on how to lodge an Appeal, please refer to the Stanley College Complaints and Appeals Policy, available from our website, or you may request a copy from one of our staff.
9. **Privacy Statement:** Personal information is collected solely for the purpose of operating as a RTO under AQTF that is administered nationally by the TAC who are the registering authority. The requirements of the registering authority may require the release of your personal information for the purpose of audit.

I \_\_\_\_\_ confirm that I have read and understand the General Information and Conditions outlined herein. I also confirm that all information contained in the application is true and correct to the best of my knowledge.

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 Sign

Date

**Receiving Staff Member Details:**


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 Name

Date

