

Recognition of Prior Learning (RPL) and/or Credit Transfer or Work Placement



Student Application Form

January 2026

Information for Students

Recognition of prior learning (RPL) and credit transfer acknowledges evidence of a student's achievement of competencies or learning outcomes. They allow students to have their previous learning – both formal and informal – count towards Stage 5 (Year 9 or 10) or Stage 6 (HSC) VET courses and AQF VET qualifications.

What are RPL and Credit Transfer?

A student's prior learning and experience, including study at other educational institutions and life/work experience, may exempt the student from certain study requirements.

- **RPL** is an assessment process that assesses the individual student's non-formal and informal learning to determine the extent to which that individual has achieved the competency standards.
- **Credit Transfer** is a process that provides credit for an equivalent unit of competency previously achieved.

Who may apply?

RPL and credit transfer is intended for students who may have already undertaken study, work or training that is directly relevant to the competencies of the VET course they are studying. This may include students who have:

- re-entered the education system after study at TAFE, work or other training
- transferred from another state and may have already studied a similar course
- have been in part-time employment while studying at school
- worked in a family business or for a community organisation



What are the Exemptions for which a student may apply?

1. Exemption from study of Unit/s of Competency

Students must have evidence of achievement of all elements of each unit of competency being applied for by providing either:

- units of competency achieved in another AQF qualification. An authenticated VET transcript from the RTO who issued the unit of competency/qualification or a download from the Unique Student Identifier Registry (USI portal) is required to be submitted with an application.
- prior learning and experiences gained outside VET courses that are awarded through RPL.

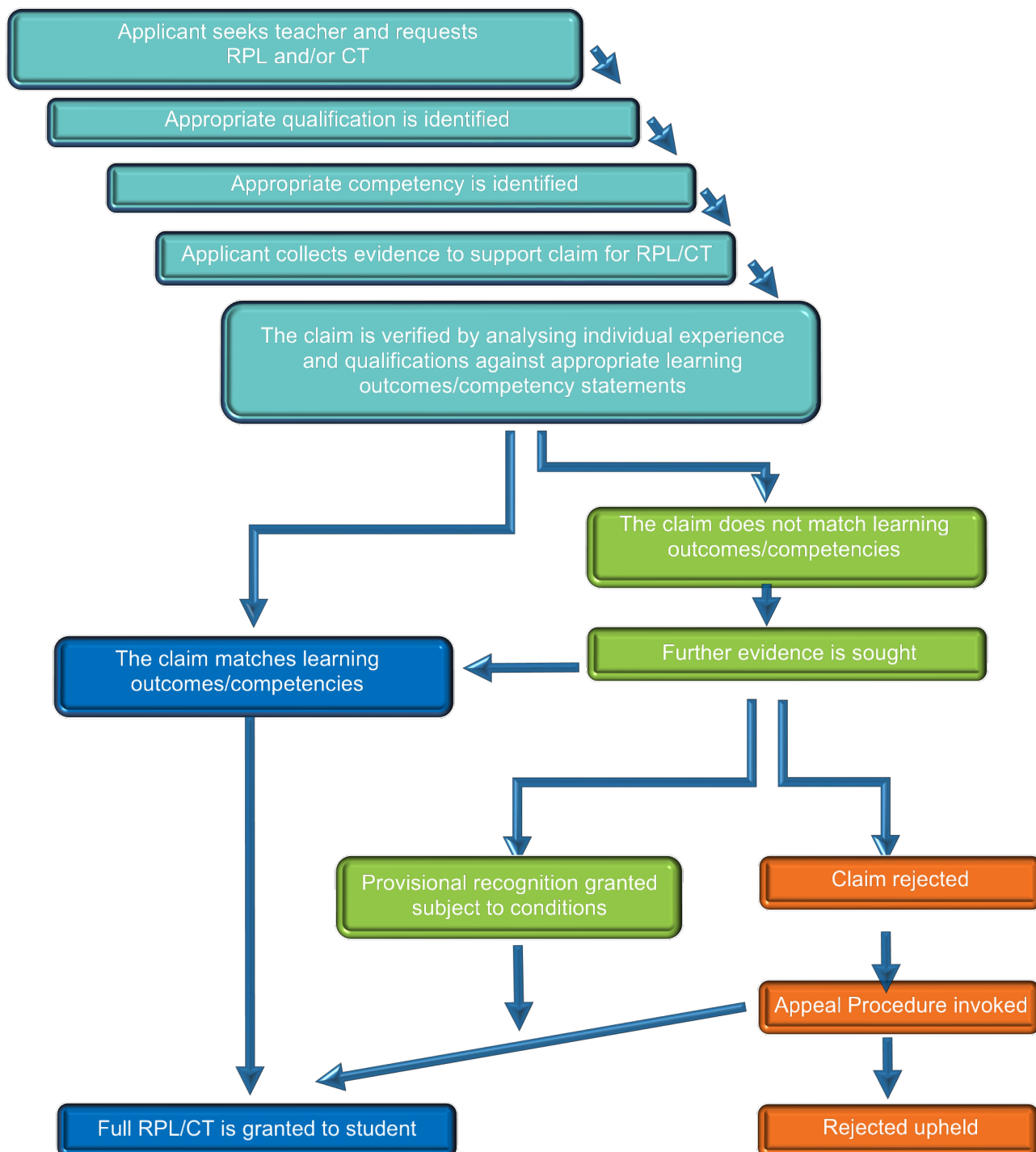
2. Exemption from Work Placement

Students who are **currently employed** in the industry related to the VET course being studied may apply for exemption from the mandatory work placement up to 35 hours.

What is the Process?

1. Students should first speak to their VET teacher to discuss the grounds for exemption, the evidence that will be required and any implications of a successful application.
2. Students then complete this application form and attach all relevant documentation.
3. Submit the completed application to your VET teacher. Keep a copy for yourself.
4. Your VET teacher will assess the application and may request additional evidence or require you to demonstrate your competencies.
5. Your VET teacher will give you a written outcome on the success of your application.
6. Students have the right to appeal the decision. The school's VET Assessment Review processes should be followed.

Recognition for Prior Learning and/or Credit Transfer Flowchart



Recognition of Prior Learning (RPL) or Credit Transfer Application

SECTION 1 Student, school or college, and RTO details

Student's name:		NESA student number:	
School /College:		School Year:	
RTO responsible for VET course delivery and assessment:		Independent Schools NSW RTO: 90413	

SECTION 2 VET course & AQF VET qualification details

NESA VET Course Name:			
Course indicative hours:	☐ 120hr ☐ 240hr ☐ 360hr <i>(Please select)</i>		
Pattern of study:	_____ units x _____ year(s)		
NESA VET course number:	<i>(This will be completed by the school)</i>		
Intended AQF VET qualification (code and title):			
Do you intend to sit for the HSC Examination for this VET course?	☐ Yes ☐ No		

SECTION 3 Exemption Request (please tick the appropriate box)

☐	Exemption from study & assessment of units of competency based on RPL <i>(complete sections 4, 5 & 7)</i>
☐	Exemption from study & assessment of units of competency based on credit transfer <i>(complete sections 4, 5 & 6)</i>
☐	Exemption from work Placement <i>(complete sections 8 & 9)</i>

SECTION 4 Evidence for Recognition of Prior Learning (RPL) and/or Credit Transfer

Please tick to indicate the types of evidence that you will be providing

*It is the student's responsibility to provide evidence to the school or college and the RTO for processing their request for RPL/credit transfer. Evidence must be submitted with this application. **All transcripts submitted as evidence must be certified.***

Examples of evidence for RPL can include:

- ☐ course outlines, reports and result transcripts
- ☐ references/letters/reports from industry/employers
- ☐ outline of experiences including times/dates, places and contacts
- ☐ outline of skills and knowledge
- ☐ other _____.

Forms of evidence for credit transfer are:

- ☐ AQF VET Statement of Attainment
- ☐ AQF VET Certificate

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SECTION 5 Competencies Claimed for RPL and/or Credit Transfer

Unit Code	Unit Name	Evidence <i>(as indicated in SECTION 4)</i>
eg. SITHFAB005	Prepare and serve expresso coffee	AQF transcript from TAFE

SECTION 6 Evidence for Credit Transfer

Indicate any education and training you have undertaken, including TAFE courses, adult education courses, etc.

AQF Qualification Code	AQF Qualification Name	Name of Education or VET Institution	Year Completed

Attach a certified copy of the AQF transcript to this Application Form

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SECTION 7 Evidence for Recognition of Prior Learning *(this section is to be completed by the student)*

Student Name			
Start Date:	/	/	End Date: / / or current
Position			
Workplace Name			

Unit of Competency:

Unit Code	Unit Name	Outline the duties / activities you have undertaken in your workplace which relate to each Unit of Competency

(this section is to be completed by the employer/supervisor)

Employer/Supervisor Name		Contact Phone	
Position Title			
I, _____ (employer name) verify that this is an accurate reflection of the tasks/duties competently undertaken by _____ (student name) whilst employed at _____ (workplace name).			
Signature		Date	

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SECTION 8 Request for Exemption from Work Placement (Max 70 hours)

Please complete the following about your current work experience, either full-time, part-time, voluntary or unpaid work. You must also attach a completed statement from each employer listed below (see Section 9)

Current Position	
Current Employer	
Workplace Name	
Date commenced	
Average hours worked each week	
Duties	
Previous Position	
Previous Employer	
Workplace Name	
Date commenced	
Date finished	
Average hours worked each week	
Duties	
<i>Please add additional sheets if necessary</i>	

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SECTION 9 Employer Statement to Support Request for Exemption from Work Placement

Workplace Details

Company/Business Name	
Contact Name	
Address	
Contact phone number:	

Student/School Details

Student Name	
School/College	
Course	
Teacher Name	
Contact phone number	

Dear Employer

The above-named student is undertaking a vocational education and training course as part of their HSC study. Mandatory work placement is a requirement of this course. The student's part-time work in a related industry area can be recognised as prior learning and can therefore be used to meet the workplace requirements for their course. Please complete the following details and sign below to assist this student gain recognition for work placement.

Thank you.

Date when employment commenced	
Is the student currently employed with you?	☐ Yes ☐ No, date employment ceased _____
Average number of hours worked per week:	

I, _____ (employer name) verify that this is an accurate reflection of the tasks/duties competently undertaken by _____ (student name) whilst employed at _____ (workplace name).

Signed		Date	
Print Name		Position	

Recognition of Prior Learning (RPL) or Credit Transfer Application

SECTION 10 - Teacher Report

Student Name:	Date:
Competency Claimed	Recognition Granted
	☐ Yes ☐ No
	☐ Yes ☐ No
	☐ Yes ☐ No
	☐ Yes ☐ No
	☐ Yes ☐ No
	☐ Yes ☐ No
	☐ Yes ☐ No
	☐ Yes ☐ No
Recognition for Mandatory Work Placement <i>(maximum of 35 hours)</i>	
Granted	☐ Yes ☐ No
Number of hours exempt <i>(max 35 hours)</i>	
Number of hours of work placement to be completed by the student to achieve the mandatory 70 hours is...	
Name of VET Teacher	
Comments	
VET Teacher Signature	

School/College use only

Action	Initial	Date
RPL/credit transfer determinations have been documented		
RPL/credit transfer outcomes have been reported through NESA Schools Online		
This application with all evidence has been filed at the school/college		